**Detailed Research Account Checkup**

* **Run the Business Objects (Webi) report “Grant Report – PI”**
	+ Enter the PI’s last name, a comma (,) and then a wildcard (%) Example: **SMITH,%**
		- *except when there is a hyphenation; remove comma*
	+ Save as an excel file in the faculty’s research folder on the shared drive
		- [PI LAST NAME] GRANT REPORTS – PI YYYY.MM.DD
* **PI Matrix- All**
	+ Budget amount and balance available of 01XX0X
	+ Check RESP ORG for all 5-funds
	+ Check end dates of accounts
		- Is a progress report due (often due 45 days before current year end)?
		- Is it ending soon, is there a projected balance to be spent/removed?
		- Do we need a no cost extension (within last 2 months)?
		- Should we be submitting a competing renewal (due 10 months before end date)?
	+ Check if overhead rate is correctly listed
	+ Has the account ended?
		- What might prevent it from closing?
		- Remove encumbrances
	+ Is there a subaward? If so, breakout subaccount balances (use Grant Report – CREF.rep)
* **PI Summaries**
	+ Check budget = PBIL when applicable
	+ Check Revenue amount for manual invoiced awards to confirm receipt of payments
	+ Check budget entered correctly re: Direct vs Indirect (was OH calculated/budgeted correctly)
	+ Check that animal expenses only where an IACUC was approved
	+ Check “Subcontracts subj. to F&A” is budgeted AND expensed at no greater than $25,000
	+ Review “% of Budget Spent” vs “% of time passed to end of budget year” and discuss with PI it greater than +/- 8%
* **PI Details**
	+ Review account combinations for wayward charges
* **Payroll Encumbrances**
	+ Is everyone encumbered who should be paid on each account?
	+ Are they encumbered through the end of the current grant period?
	+ If the end date does not equal the grant period, why not? (Appointment ending, Summer Salary)
		- If appointment ending is to be renewed within 3 months, notify PI
* **Notify Faculty:**
	+ Upcoming postdoc end dates (3 months prior)
	+ Spending pattern concerns (+/- 8%)
	+ NCC due dates (3 months prior)
	+ CC due dates (12 months prior)
* **Make sure all account information is correct on COA Listing**
* **Fundsummary Report**- check revenue against receivables for subawards, non-federal sponsors, unallowable expenses, waywards, etc.