**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.