OSP vs SPA

Who Does What?
INTRODUCTION & TRAINING AGENDA

KEVIN ENROTH – DIRECTOR OF SPONSORED PROJECTS

JONATHAN TUCKER – MANAGER FOR SPONSORED PROGRAMS ACCOUNTING

A WALK THROUGH THE LIFE CYCLE OF AN AWARD

• The Organizational Structure & Distinction Between OSP & SPA

• The Various Levels of Responsibilities of Both Offices

• When to Contact OSP & When to Contact SPA

• We Work from Different Offices **but WE ARE ALL ONE BIG TEAM**

• COMMUNICATION is the KEY to SUCCESS for ALL OF US
The Fundamentals of Research Administration –

The Office of Sponsored Projects (OSP) and Sponsored Programs Accounting (SPA) oversees all aspects of the grant management cycle, and a Research Administrator provides management support and helps ensure that research goals are achieved and funders’ (sponsors) terms and conditions are followed.
OSP vs SPA

OSP

- Pre Award Office
- Division of Research and Economic Development
- Etheredge Hall
- osp.msstate.edu

SPA

- Post Award Office
- Division of Finance - Office of the Controller & Treasurer
- McArthur Hall
- controller.msstate.edu
Office of Sponsored Projects Team

**Maroon Team**

Kevin Enroth - Director
LeLe Newell – Senior Grants & Contracts Admin
Justin Stidham – Subaward Manager
Angie Templeton – Grants & Contracts Admin
Kim Rayborn – Grants & Contracts Admin

**White Team**

Tina Hood – Associate Director
Penny French – Assistant Director
Becky Bassett – Senior Grants & Contracts Admin
Blair Reed – Grants & Contracts Admin
Gretchen Crawford – Grants & Contracts Admin
Haleigh Fason – Grants & Contracts Admin

**Proposal Services**

Stephanie Hyche – Associate Director
Lauren Clark – Proposal Development Coordinator
WHAT DOES OSP DO?

• Review budgets for accuracy & compliance with university/sponsor guidelines
• Assist with navigating proposal submission portals
• Communicate with departmental/college research administrators during preaward process
• Review proposals prior to submission to ensure requirements are met
• Enter proposal information in Banner and maintain records of submitted proposals
• Review contract terms and conditions and request changes as needed
• Serve as administrative point of contact with sponsoring agencies
• Enter award information (new awards, modifications) in Banner
• Complete award templates for subawards on MSU projects
• Submit proposals, no-cost extensions, budget revisions, change of PI, etc. to sponsor
PROPOSAL SERVICES

• Stephanie Hyche (Associate Director) & Lauren Clark (Proposal Development Coordinator)
• Provide full-service pre-award support as needed
• Assist with identifying funding opportunities specific to individual research interests
• Coordinate strategic planning, team-building, and proposal development
• Edit and format documents to develop a cohesive proposal
FIND YOUR OSP ADMINISTRATOR

https://www.osp.msstate.edu/about/find
FIND YOUR OSP ADMINISTRATOR

Becky Bassett
bbassett@osp.msstate.edu
Agroecological Research Commission (ARC),
Federal Aviation Administration (FAA),
National Endowment for the Arts (NEA),
National Science Foundation (NSF),
National Institute of Aging (NIH),
National Institutes of Health (NIH),
United States Department of Education (DOE),
United States Department of Housing & Urban Development (HUD),
United States Department of Interior (DOI),
United States Department of Labor (DOL),
United States Department of Veterans Affairs (VA),
United States Small Business Administration (SBA),
United States Postal Service (USPS),
United States Department of Transportation (DOT),
Other Federal Agencies

Gretchen Crawford
gcrawford@osp.msstate.edu
National Aeronautics and Space Administration (NASA),
National Endowment for the Humanities (NEH),
National Science Foundation (NSF),
United States Department of Agriculture (USDA),
USDA National Institute of Food & Agriculture (NIFA),
USDA Office of Research

Haleigh Fason
hfason@osp.msstate.edu
Local Governments,
National Institutes of Health (NIH),
Non-Mississippi State Agencies

Penny French
pfrench@osp.msstate.edu
United States Department of Justice (DOJ),
United States Environmental Protection Agency (EPA),
United States Public Health Service (PHS),
Agency for Health Care Research & Quality,
Agency for Tobacco Control, Tobacco Control
Centers for Disease Control and Prevention
Food and Drug Administration
Health Resources and Services Administration
Indian Health Service
Institutional Office of Research
Office of the Director
Office of the Assistant Secretary for Health
Office of the Assistant Sec for Preparedness & Response
Substance Abuse & Mental Health Services Admin

Tina Hood
thoo@osp.msstate.edu
Non-Profit Endowments Foundations, MAFES,OSCAL/ExDir
Private Profits-MAFES,OSCAL
        Non-Profit Foundations, FTRC
        Private Profits-MAFES
        USDA

LaLe Newell
newell@osp.msstate.edu
Foundations,
National Laboratories,
National Science Foundation (NSF),
United States Department of Energy (DOE),
United States Department of Energy (DOE),
United States Department of Homeland Security (DHS),
United States Department of Interior (DOI),
United States Department of Labor (DOL),
United States Department of Transportation (DOT),

Kim Rayborn
krayborn@osp.msstate.edu
ALL Mississippi Agencies & Entities
         NSF,
         NASA
         Ex-Bradford, Development Coordinator (ARD, MAFES),
         USDA APHIS (E. Z. Fed)

Blair Reed
breed@osp.msstate.edu
National Science Foundation,
National Institutes of Health (NIH),
United States Department of Energy (DOE),
United States Department of Energy (DOE),
United States Department of Health and Human Services (HHS),
United States Department of Commerce (DOC),
United States Department of Labor (DOL),
USDA Office of the Director,
Office of the Assistant Secretary for Health,
Office of the Assistant Sec for Preparedness & Response
Substance Abuse & Mental Health Services Admin
Non-Profit Endowments Foundations-OVNI
Private Profit-OVNI

FOR MORE INFORMATION:
Contact the Office of Sponsored Projects at 662.325.7404 or aor@osp.msstate.edu.
You can also visit the OSP website at www.osp.msstate.edu.

Universities - administrator for PR ME sponsor
Private Profit Private Non-Profit Mississippi Agencies, International, Local Governments, Non-Mississippi State Agencies, and School Districts will be funded by the listed administrator organization of the PR and agency.

MISSISSIPPI STATE UNIVERSITY

OSP vs SPA
# Find Your OSP Administrator

## Mississippi

<table>
<thead>
<tr>
<th>Department</th>
<th>OSP Administrator</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Agriculture &amp; Commerce (MDAC)</td>
<td>Rayborn, Kim</td>
<td></td>
</tr>
<tr>
<td>Division of Plant Industry (HCAC - 3P)</td>
<td>Rayborn, Kim</td>
<td></td>
</tr>
<tr>
<td>Department of Education (MDE)</td>
<td>Rayborn, Kim</td>
<td></td>
</tr>
<tr>
<td>Department of Employment Security (MDAES)</td>
<td>Rayborn, Kim</td>
<td></td>
</tr>
<tr>
<td>Department of Environmental Quality (MDEQ)</td>
<td>Rayborn, Kim</td>
<td></td>
</tr>
<tr>
<td>Department of Human Services (MDHS)</td>
<td>Rayborn, Kim</td>
<td></td>
</tr>
<tr>
<td>Department of Mental Health (MDMH)</td>
<td>Rayborn, Kim</td>
<td></td>
</tr>
<tr>
<td>Department of Rehabilitation Services (MDRS)</td>
<td>Rayborn, Kim</td>
<td></td>
</tr>
<tr>
<td>Department of Transportation (MDOT)</td>
<td>Rayborn, Kim</td>
<td></td>
</tr>
<tr>
<td>Department of Wildlife Fisheries &amp; Parks (MDWF)</td>
<td>Rayborn, Kim</td>
<td></td>
</tr>
<tr>
<td>Development Authority (MSDA)</td>
<td>Rayborn, Kim</td>
<td></td>
</tr>
<tr>
<td>Institutions of Higher Learning (IHL)</td>
<td>Rayborn, Kim</td>
<td></td>
</tr>
<tr>
<td>Other Agendas</td>
<td>Rayborn, Kim</td>
<td></td>
</tr>
</tbody>
</table>

## National

<table>
<thead>
<tr>
<th>Agency</th>
<th>OSP Administrator</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aeronautics &amp; Space Administration (NASA)</td>
<td>Crawford, Gremmen</td>
<td></td>
</tr>
<tr>
<td>Endowment for the Arts (NEA)</td>
<td>Braswell, Becky</td>
<td></td>
</tr>
<tr>
<td>Endowment for the Humanities (NEH)</td>
<td>Braswell, Becky</td>
<td></td>
</tr>
<tr>
<td>Science Foundation (NSF)</td>
<td>Crawford, Gremmen</td>
<td></td>
</tr>
<tr>
<td>Security Agency (NSA)</td>
<td>Braswell, Becky</td>
<td></td>
</tr>
<tr>
<td>National Laboratories</td>
<td>Braswell, Becky</td>
<td></td>
</tr>
</tbody>
</table>

## United States

<table>
<thead>
<tr>
<th>Agency</th>
<th>OSP Administrator</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency for International Development (USAID)</td>
<td>Templeton, Angie</td>
<td></td>
</tr>
<tr>
<td>Department of Commerce (Doc)</td>
<td>Beasley, Becky</td>
<td></td>
</tr>
<tr>
<td>National Oceanic &amp; Atmospheric Admin (NOAA)</td>
<td>Reed, Blair</td>
<td></td>
</tr>
<tr>
<td>Department of Defense (DOD)</td>
<td>Newell, Lea</td>
<td></td>
</tr>
<tr>
<td>Federal Emergency Management Agency (FEMA)</td>
<td>Crawford, Gremmen</td>
<td></td>
</tr>
<tr>
<td>Department of Energy (EIA)</td>
<td>Braswell, Becky</td>
<td></td>
</tr>
<tr>
<td>Department of Health &amp; Human Services (HHS)</td>
<td>Braswell, Becky</td>
<td></td>
</tr>
<tr>
<td>Department of Housing &amp; Urban Development (HUD)</td>
<td>Braswell, Becky</td>
<td></td>
</tr>
<tr>
<td>Department of Justice (DOJ)</td>
<td>Braswell, Becky</td>
<td></td>
</tr>
<tr>
<td>Department of Labor (DOL)</td>
<td>Braswell, Becky</td>
<td></td>
</tr>
<tr>
<td>Department of Transportation (DOT)</td>
<td>Braswell, Becky</td>
<td></td>
</tr>
<tr>
<td>Department of Veterans Affairs (VA)</td>
<td>Braswell, Becky</td>
<td></td>
</tr>
<tr>
<td>Environmental Protection Agency (EPA)</td>
<td>Braswell, Becky</td>
<td></td>
</tr>
<tr>
<td>Small Business Administration (SBA)</td>
<td>Braswell, Becky</td>
<td></td>
</tr>
<tr>
<td>Other Federal Agencies</td>
<td>Braswell, Becky</td>
<td></td>
</tr>
</tbody>
</table>

### Non-Grant/Non-Contract Agreements

- Confidentiality Agreement (CA)
- Mutual Transfer Agreements (MTA)
- Non-Disclosure Agreement (NDA)
- Other Financial Agreements

For more information, contact the Office of Sponsored Projects at 662.325.7404 orosp@msstate.edu. You can also visit the OSP website at www osp.msstate.edu.

## United States Department of Agriculture

<table>
<thead>
<tr>
<th>Program</th>
<th>OSP Administrator</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Marketing Service (AMS)</td>
<td>Brown, Stephanie</td>
<td></td>
</tr>
<tr>
<td>Agricultural Terrestrial Service (ATS)</td>
<td>Hudd, Tira</td>
<td></td>
</tr>
<tr>
<td>Animal &amp; Plant Health Inspection Service (APHIS)</td>
<td>Pasan, Horigh</td>
<td></td>
</tr>
<tr>
<td>Center for Nutrition, Policy &amp; Promotion (CNPP)</td>
<td>Pasan, Horigh</td>
<td></td>
</tr>
<tr>
<td>Economic Research Service (ERS)</td>
<td>Crawford, Gremmen</td>
<td></td>
</tr>
<tr>
<td>Farm Service Agency (FSA)</td>
<td>Crawford, Gremmen</td>
<td></td>
</tr>
<tr>
<td>Food &amp; Nutrition Service (FNS)</td>
<td>Crawford, Gremmen</td>
<td></td>
</tr>
<tr>
<td>Food Safety &amp; Inspection Service (FSIS)</td>
<td>Crawford, Gremmen</td>
<td></td>
</tr>
<tr>
<td>Forest Agricultural Service (FAS)</td>
<td>Crawford, Gremmen</td>
<td></td>
</tr>
<tr>
<td>Florida Service (FAS)</td>
<td>Crawford, Gremmen</td>
<td></td>
</tr>
<tr>
<td>Grain Inspection, Packers and Stockyards (GIPS)</td>
<td>Crawford, Gremmen</td>
<td></td>
</tr>
<tr>
<td>National Agricultural Library (NAL)</td>
<td>Crawford, Gremmen</td>
<td></td>
</tr>
<tr>
<td>National Agricultural Statistics Service (NAS)</td>
<td>Crawford, Gremmen</td>
<td></td>
</tr>
<tr>
<td>National Institute for Food &amp; Agriculture (NIFA)</td>
<td>Crawford, Gremmen</td>
<td></td>
</tr>
<tr>
<td>Natural Resources Conservation Service (NRCS)</td>
<td>Crawford, Gremmen</td>
<td></td>
</tr>
<tr>
<td>Risk Management Agency (RMA)</td>
<td>Crawford, Gremmen</td>
<td></td>
</tr>
<tr>
<td>Rural Development (RD)</td>
<td>Crawford, Gremmen</td>
<td></td>
</tr>
<tr>
<td>Other USDA</td>
<td>Crawford, Gremmen</td>
<td></td>
</tr>
</tbody>
</table>

## United States Public Health Service

<table>
<thead>
<tr>
<th>Program</th>
<th>OSP Administrator</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency for Health Care Research &amp; Quality</td>
<td>French, Penny</td>
<td></td>
</tr>
<tr>
<td>Agency for Toxic Substances &amp; Disease Registry</td>
<td>French, Penny</td>
<td></td>
</tr>
<tr>
<td>Centers for Disease Control &amp; Prevention</td>
<td>French, Penny</td>
<td></td>
</tr>
<tr>
<td>Federal Drug Administration</td>
<td>French, Penny</td>
<td></td>
</tr>
<tr>
<td>Health Resources &amp; Services Administration</td>
<td>French, Penny</td>
<td></td>
</tr>
<tr>
<td>Indian Health Service</td>
<td>French, Penny</td>
<td></td>
</tr>
<tr>
<td>National Institutes of Health (NIH)</td>
<td>French, Penny</td>
<td></td>
</tr>
<tr>
<td>Office of Global Affairs</td>
<td>French, Penny</td>
<td></td>
</tr>
<tr>
<td>Office of the Assistant Secretary for Health</td>
<td>French, Penny</td>
<td></td>
</tr>
<tr>
<td>Substance Abuse &amp; Mental Health Services Admin</td>
<td>French, Penny</td>
<td></td>
</tr>
</tbody>
</table>

### Other

- Assure an Regional Commission (ASSURE) Research & Development Corp. (ARDC)
- Aer, Aviation Administration
- Federal Aviation Administration
- Foundations
- Internships
- Local Governments
- Non-Mississippi State Agencies (NMSSA)
- Other Federal Agencies
- Other Financial Agreements
- Exoneration Agreement (EA)

For more information, contact the Office of Sponsored Projects at 662.325.7404 orosp@msstate.edu. You can also visit the OSP website at www osp.msstate.edu.
SUBMITTING A NEW REQUEST

Award/Contract
- Award Modification Request
- Award/Contract Review

All Award/Contract Items (2)

Non-Financial Agreement
- Review of a Non-Financial Agreement...

All Non-Financial Agreements Items (2)

Proposal Development
- Development Support Request

All Proposal Development Items (1)

Proposals
- Proposal Submission Request

All Proposals Items (1)

Subawards
- Subaward Creation/Modification

All Subawards Items (1)

Service Desk by Samanage
**Proposal Submission Request**

Request assistance with a proposal submission.

**Useful Links**
- Internal Approval Sheet

## Select Options

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requester</td>
<td>Kim Rayborn</td>
</tr>
<tr>
<td>Departmental Contact</td>
<td></td>
</tr>
<tr>
<td>Department/Organization</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Sponsor Type</td>
<td>Select</td>
</tr>
<tr>
<td>Sponsor</td>
<td></td>
</tr>
<tr>
<td>Principal Investigator (if different from Contact Name above)</td>
<td></td>
</tr>
<tr>
<td>Fund Type</td>
<td>Select</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>Link to funding announcement (if available)</td>
<td></td>
</tr>
<tr>
<td>Due on</td>
<td></td>
</tr>
<tr>
<td>Priority</td>
<td>Medium</td>
</tr>
</tbody>
</table>

**Attach Files**
PROPOSAL PROCEDURE

• Send funding announcement to OSP Admin (at least 10 days prior to submission)
• Send budget and justification to OSP for review (at least 5 days prior to submission)
• PI sends proposal to OSP (3 days prior to submission)
• OSP Admin reviews
• OSP Admin submits
• OSP Admin signs IAS and processes in files and Banner.
Award/Contract Review

Request review of an award or contract.

Select Options

Requester: Kim Rayborn
Add CC

Departmental Contact

Department/Organization

Phone Number

Sponsor Type: Select
Sponsor

Principal Investigator (if different from Contact Name above)

Fund Type: Select
Proposal #: (If known)

Comments

Due on
Priority: Medium

Attach files
Review of a Non-Financial Agreement/Other Request

Request review of a non-financial agreement, such as a Teaming Agreement, NDA, MOA/MOU, Material Transfer Agreement and any other request that does not fall into one of the other categories.

Useful Links:
- Request for Non-Disclosure Agreement
- Material Transfer Routing Form
- Request for Non-Financial Agreement

Select Options

Requester: Kim Rayborn
Departmental Contact:
Department/Organization:
Phone Number:
Type of Agreement: Select
Sponsor Type: Select
Sponsor:
Principal Investigator (if different from Contact Name above):
Funding Type: Select
Description of Request:
Due on:
Priority: Medium

Attach Files
OSP vs SPA
OSP vs SPA

CONTRACT PROCEDURE

• Sponsor sends unsigned contract to OSP Admin for review
• OSP Admin makes changes or sends to General Counsel if needed
• OSP Admin has contract signed by OSP Director and Sponsor signature authority
• After contract is FULLY executed and returned to OSP office, it is processed in Banner and sent to SP Accounting.
PROJECT SETUP

- OSP receives the Award/Contract
- OSP reviews the terms and conditions, send to General Counsel for review, requests changes if needed
- Award packet is Compiled, Entered in Banner, & Sent to SPA
REQUEST FOR NEW SUBAWARD

Subaward Creation/Modification

Request assistance with a subaward, such as establishing a new subaward or modifying an existing one.

Useful Links:
- Subrecipient Commitment Form
- Request for New Subaward
- Request for Subaward Modification

**Select Options**

- Requester: Kim Rayborn
- Departmental Contact
- Department/Organization
- Phone Number
- Subawardee Name
- Type of Action: Select
- Grant #: 
- Comments
- Due on
- Priority: Medium

Attach files
SUBAWARD PROCEDURE

- Once a fund number has been assigned, a Request for New Subaward can be submitted to OSP.
- OSP determines which subaward agreement template to complete and send and conducts a risk assessment on the subrecipient.
- OSP sends the subaward agreement to the subrecipient administrative contact.
- Once fully executed, OSP completes Banner data entry for the subaward and sends information to the PI and departmental contact.
OSP vs SPA

- Find Funding
- Proposal Development
- Proposal Submission
- Award Negotiation
- Project Setup
- Award Management
- Invoice Sponsor
- Closeout
- Establish Account
Sponsored Program Accounting Team

Denise Peeples – Director of Sponsored Programs Accounting

Jonathan Tucker – Manager of Sponsored Programs Accounting

Whitley Alford – Senior SPA Accountant

Stephanie Ford – SPA Accountant

Kim Randle – SPA Accountant

Jeanette Bailey – SPA Accountant

Candace Box – Senior SPA Assistant

Lynn Carnagggio – Senior SPA Accountant

Cindy Wall – SPA Accountant

Webb Jennings – SPA Accountant

Jada Harris – Senior SPA Assistant
FIND YOUR SPA ACCOUNTANT

MAROON TEAM

Whitley Alford – TEAM LEADER
• On-Campus Restricted
• Off-Campus Restricted
• College of Veterinary Medicine Restricted

Stephanie Ford – ACCOUNTANT
• College of Architecture
• College of Business and Industry
• College of Education
• College of Wildlife and Fisheries

Kim Randle – ACCOUNTANT
• College of Engineering
• Org 193600 (ICRES)

WHITE TEAM

Lynn Carnaggio– TEAM LEADER
• MS Agricultural and Forestry Experiment Station Restricted
• Forestry and Wildlife Research Center Restricted
• MSU Extension Service Restricted

Cindy Wall – ACCOUNTANT
• College of Arts & Sciences
• College of Veterinary Medicine
• Research Centers
• College of Agriculture (certain orgs)

Webb Jennings – ACCOUNTANT
• College of Agriculture (except certain orgs)
FIND YOUR SPA ACCOUNTANT

Maroon Team:
- Whitley Alford
  Senior Sponsored Programs Accountant
  - Set up New Funds: 30, 31, 35, 36
  - Mod’s and Extensions for: 30, 31, 35, 36
  - PARs for: 30, 31, 35, 36
- Stephanie Ford
  Accountant
  - Responsible for orgs: 02, 04, 05, 08, 3, 4, and 8
- Kim Randle
  Accountant
  - Responsible for orgs: 06, 193600

White Team:
- Lynn Carnagio
  Senior Sponsored Programs Accountant
  - Set up New Funds: 32, 33, 34
  - Mod’s and Extensions for: 32, 33, 34
  - PARs for: 32, 33, 34
- Webb Jennings
  Accountant
  - Responsible for orgs: 01
    (except 010300, 011900, 011100 and 012200)
- Cindy Wall
  Accountant
  - Responsible for orgs:
    03, 18, 19(except 193600), 010300, 011900, 011100, and 012200
Sponsored Programs

*Sponsored Programs Accounting* is primarily responsible for managing the restricted funds of Mississippi State University. This includes calculating and posting overhead, invoicing the appropriate agencies, monitoring timely receipt of the funds, and preparing financial reports for external agencies. Additionally, our office coordinates the time and effort reporting cycle, processes cost transfers, performs non-sufficient fund checking on restricted funds and continuously monitors accounts for compliance purposes. It is our goal to provide friendly, efficient service to all users of the sponsored programs accounting system.

http://www.controller.msstate.edu/sponsoredprograms
WHAT DOES SPA DO?

• Process New Awards and Award Modifications in BANNER
• Upload the Award/Contract Agreements into Xtender
• Load Restricted Budgets
• Provide Award/Fund Email Notifications
• Monitor Expenditures for Compliance with Award Terms & Conditions
• Calculate and Complete Monthly Indirect Costs Entries
• Submit Payment Requests, Financials and Other Required Documentation
• Upload all invoices, financials and SPA JVs into Xtender
• Facilitate Cash Management with Routine Draw Downs in Multiple Systems
• Provide Accounts Receivable and Collections Services for Restricted Funds
• Monitor/Help Facilitate the billing/financial aspects of the Subcontract Process
• Provide oversight and Help Facilitate the Closeout Process for Each Award
• Provide Assistance and Support with Reviews and/or Audits
PROJECT SETUP / ESTABLISH FUND

SPA Responsibilities – SPA Sr. Accountants
- SPA Receives the Award from OSP
- Award is Processed, Setup in Banner & Imported into Xtender
- Restricted Fund Budget is Loaded
- Award/Fund Notification email is sent to appropriate personnel

Department Responsibilities
- Access Scanned Award in Xtender through FRAGRNT
- Familiarize Yourself with Specific Terms & Conditions for All Funds
- Identify Your SPA Accountant and contact with any Questions
- Begin charging to your restricted fund
BANNER FORM - FRAGRNT
XTENDER – AWARD ACCESS
XTENDER – AWARD ACCESS
XTENDER – AWARD ACCESS
AWARD MANAGEMENT

SPA Responsibilities

- Review Journal Vouchers and Completed SPA Forms
- Review NSF Queue Entries and Equipment Requisitions
- **High Level Oversight** *We DO NOT Review ALL ENTRIES*
- Review Cost Share Funds
- Review Org & Program Errors
- Request Budget Revisions When Needed

Department Responsibilities

- Direct Charge Expenses to the Appropriate Fund
- Run Ledgers and Reconcile **ALL FUNDS EVERY MONTH** (61.01)
- Monitor Effort Charged on all Funds
- Charge & Cover Expenses for all Cost Share Obligations
- Submit Confirmation of Effort Reports by the Specified Due Dates
- Revise Budgets as needed (Sponsor Approval May be Required)
- Communicate Pertinent Information about Funds to SPA Accountant
- **Reasonable, Allocable, Allowable**
- **Utilize your SPA Accountant When Needed**
AWARD MANAGEMENT –
DIRECT CHARGING, JV APPROVAL, & NSF QUEUE

DIRECT CHARGING
- All Restricted Fund Journal Vouchers must be Keyed with Journal Type FTP04 for Proper Approval Routing
- Prevent the need for Cost Transfers by Direct Charging expenses to the correct fund (i.e., Reduces Administrative Burden on all of Us)

JV APPROVAL
- Scan and email a copy of the JV and proper supporting documentation to spacounting@controller.msstate.edu

NSF QUEUE – Insufficient Funds
- Reasons
  - No line item budget
  - Line item budget overspent
  - Incorrect Org and/or Prog keyed
AWARD MANAGEMENT –
DIRECT CHARGING, JV APPROVAL, & NSF QUEUE

NSF QUEUE – Continued

- SPA will request budget revisions as needed
  - Be proactive in managing your budgets

- The NSF Queue is monitored daily. We strive to address all NSF entries within a 24 hour time period.
AWARD MANAGEMENT – MONTHLY

FUND RECONCILIATION

- Close at 8am on the 4th Business Day of the Following Month
- Refer to MSU Policy 61.01 at policies.misstate.edu for More Information
- This Responsibility Should include PI involvement

USEFUL BANNER FORMS & REPORTS

- FWREXDP – Detail Ledger Report
- NWRSALD – Salary Detail Report
- FGITRND – Detail Transaction Activity (Exporting Available)
- FGIBAVL – Budget Availability Status
- FGITBAL – General Ledger Trial Balance
- FGIDOCR – Document Retrieval Inquiry (Xtender Access)

SPA FORMS

- Located at controller.msstate.edu
MOST COMMONLY USED SPA FORMS

THE TYPE OF ENTRY BEING COMPLETED DETERMINES WHICH FORM TO USE

COST TRANSFER FORM – Used to transfer an expense from one fund to another (i.e., 2 or more fund must be involved with this entry)

BUDGET TRANSFER REQUEST – Used to transfer budget and/or revenue from one fund to another (Cost Share, Tuition, overruns, etc.)

INTERDEPARTMENTAL JOURNAL VOUCHER – Used for interdepartmental transactions, to correct ORG and/or Program errors, or to reclassify account codes

RESTRICTED FUND BUDGET REVISION – Used to revise restricted budgets; to reallocate funds between budget line items (Sponsor Approval May Be Required)
AWARD MANAGEMENT – QUARTERLY

COST SHARE REVIEW

- SPA Accountants review Cost Share funds on quarterly basis
- Expenses should be charged and covered on a consistent basis
  - No transfers between fiscal years from E&G funds
  - Use Budget Transfer to transfer revenue to cover expenses
- FWREXCS – very helpful report in monitoring Cost Share funds

FOP ERRORS

- SPA Accountants review an error report on quarterly basis
- Type of error dictates who must make the correction
- Org & Prog auto populate when keying JV
- Make SPA Accountant aware of any funds using multiple Orgs
BANNER REPORTS

FWREXCS – Cost Share Fund Report

- Use to view pertinent Cost Share fund information
## BANNER REPORTS

**FWREXCS – Cost Share Fund Report**

- Use to view pertinent Cost Share fund information

<table>
<thead>
<tr>
<th>ORGN</th>
<th>ORGN DESC</th>
<th>FUND</th>
<th>START DATE</th>
<th>END DATE</th>
<th>BUDGET</th>
<th>EXPENSES</th>
<th>AVAIL BALANCE</th>
<th>% EXP</th>
<th>FUND BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>060100</td>
<td>Aerospace Engineering</td>
<td>861728 - Cost share for fund 361728</td>
<td>04/01/12</td>
<td>08/01/16</td>
<td>$11,837.00</td>
<td>$11,836.55</td>
<td>$.45</td>
<td>100.00</td>
<td>$.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>861752 - Cost Share for 361752</td>
<td>05/15/14</td>
<td>08/01/16</td>
<td>$26,755.00</td>
<td>$26,755.14</td>
<td>-.14</td>
<td>100.00</td>
<td>-.14</td>
</tr>
<tr>
<td></td>
<td></td>
<td>861758 - Cost Share for 361758</td>
<td>06/01/14</td>
<td>11/30/15</td>
<td>$65,500.00</td>
<td>$61,836.08</td>
<td>$3,663.92</td>
<td>94.41</td>
<td>$.63</td>
</tr>
<tr>
<td></td>
<td></td>
<td>861766 - Cost Share for 361766</td>
<td>06/01/15</td>
<td>05/31/16</td>
<td>$30,000.00</td>
<td>$14,580.07</td>
<td>$15,419.93</td>
<td>48.60</td>
<td>$5,419.93</td>
</tr>
<tr>
<td></td>
<td></td>
<td>861767 - Cost Share for 361767</td>
<td>06/01/15</td>
<td>05/31/16</td>
<td>$18,000.00</td>
<td>$8,757.91</td>
<td>$9,242.09</td>
<td>48.56</td>
<td>$3,242.09</td>
</tr>
<tr>
<td></td>
<td></td>
<td>861770 - Cost Share for 361770</td>
<td>07/01/15</td>
<td>06/30/16</td>
<td>$32,500.00</td>
<td>$.00</td>
<td>$32,500.00</td>
<td>.00</td>
<td>$.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>862644 - Cost Share for 362644</td>
<td>09/01/14</td>
<td>05/15/16</td>
<td>$4,949.00</td>
<td>$4,949.53</td>
<td>-.53</td>
<td>100.01</td>
<td>-.53</td>
</tr>
</tbody>
</table>
TIME AND EFFORT REPORTING (Policy 70.08)

- Required for restricted funds; due 90 days after period end
- The department will be sent an email to run the report
- 12 month employee reports are for July- Dec & Jan - June
- 9 month employees are by semester (Fall, Spring, & Summer)
- If new, email Denise Peeples to be included on her email notification list
- Submit signed reports to spacaccounting@controller.msstate.edu

SCHOLARSHIPS

- Set up by Denise Peeples
- If funded through the MSU Foundation, then email Corrine Jackson
- She will make sure there is a Foundation fund and then send Denise an email request to set up the scholarship
- The Foundation will notify you by email with the Scholarship fund
- SPA will invoice the Foundation in the Fall, Spring and at Year End
INVOICE SPONSOR

SPA Responsibilities – SPA Staff

- Monthly, quarterly & various installment dates
- Draws made typically twice a month in various systems
- Financial Reports – monthly, quarterly, semi-annual, annual
- Scanned copy of invoice & backup documentation saved in Xtender

Department Responsibilities

- Provide supporting documentation when requested to spadocuments@controller.misstate.edu
- Confirm PI reports have been sent and provide copies when requested
- Access and use scanned copy of invoice from Xtender during reconciliation
- Communicate any relevant information with SPA Accountant
OSP vs SPA

- Find Funding
- Proposal Development
- Proposal Submission
- Award Negotiation
- Project Setup
- Award Closeout
- Invoice Sponsor
- Award Management
- Establish Account
AWARD CLOSEOUT

EXPIRATION MEMO

• SPA Accountants send notifications 90 days prior to end date
• Begin performing a thorough review of your fund
• Complete JLRFs to ensure no salaries post after term
• All orders for necessary supplies have been ordered
  • See OMB Guidance §200.314 - Supplies
• Cost Share obligation has been met and covered
• Communicate expected extensions to SPA Accountant

***Cost Transfers completed at the end of a project raises red flags for auditors and increases audit risk***
AWARD CLOSEOUT

CLOSEOUT – Internal
- Internal form sent by SPA Staff reflecting cumulative charges in Banner
- Most closeouts are performed by SPA Accountant, Jeanette Bailey
- Review the closeout amounts to ensure our numbers agree with yours
- Communicate any discrepancies providing supporting documentation substantiating any outstanding charges remaining

CLOSEOUT – Required External Reporting
- Property Report – Sharon Hamlin, Receiving and Property Control
- Final PI Report – MSU Department
- Final Financial Report - SPA
RECENT CHANGES

• Time and Effort Reporting Policy 70.08

• Procurement Card Program User’s Guide
  • Section X – Restricted Funds Purchases & Restricted Funds Form

• Sponsor Required Closeout Reports – Facilitated by SPA at Closeout
Questions????
Contact Information

Jonathan Tucker
Phone: 325-1937
Email: jtucker@controller.msstate.edu
Office: 438 McArthur Hall
Mailstop: 9602 Controller & Treasurer’s Office

Kevin Enroth
Phone: 325-7404
Email: enroth@osp.msstate.edu
Office: 129 Etheredge hall
Mailstop: 9564 Office of Sponsored Projects