

Process List for Principal Investigators

Once an award is received by Weber State University, the following steps and processes are followed:

1. Funding Agency notifies the Office of Sponsored Projects (OSP).
2. Eddie Hoyle, Nancy Jarvis, or Ava Painter (Sponsored Projects Administrator) notifies the Principal Investigator (PI).
3. The Sponsored Projects Administrator will meet with the PI to review the Principal Investigator's Handbook.
4. PI signs the following forms sent by the OSP Secretary and sends the signed forms back to OSP (Mail Code 1027).
 1. PI Handbook Acknowledgement form.
 2. Drug-free Workplace form.
 3. Vacation Carry-forward Policy form.
 4. Extra-Compensation form (if required).
5. If the award has a match requirement, the match documentation must be sent from the PI to the Research Administrator. The Sponsored Projects Administrator will assist in the process of setting up the necessary documentation. As the project moves along, the Research Administrator will help monitor the match account to be certain match is being spent according to the contract.
6. The Sponsored Projects Administrator will set-up a bucksheet according to the PI's budget in the contract file. The OSP secretary will create a brown contract file that will have all documentation for the contract; this file will be housed in OSP. The Sponsored Projects Administrator will send an electronic copy of the bucksheet to the PI.
7. If salaries or wages are to be paid from the contract, the PI must create the Payroll Accounting Request (PAR) or the Electronic Payroll Accounting Request (ePAR). In order to do this, it is a requirement that the PI attend ePAR training, which can be scheduled on Training Tracker. OSP can be contacted at anytime to answer any questions pertaining to ePAR's or PAR's.
8. PI purchases must **all** be made according to the budget.
 - a. Any single item purchase (including shipping and handling) under \$1,500 should be made with the department P-Card and reallocated to the contract, when the P-Card statement is sent.
P-Card reallocations to the contract must be done using a paper reallocation log with copies of receipts for all expenses attached to the log which is then submitted to Accounting Services.

- b. Any single item purchase (including shipping and handling) over \$1,500 must be made with an online requisition. The PI must attend Banner Requisition Training, which can be scheduled on Training Tracker.
 - c. For accounting purposes, the federal government considers purchases over \$5,000 as a capital investment, and purchases less than \$5,000 as supplies. At the same time, OMB A-21 requires that we follow WSU Policies and Procedures, which define capital equipment to be anything over \$1,500 and will be tracked and tagged through the university's inventory system. Equipment under \$1,500 is considered as non-capital equipment and should be tracked by the PI.
 - d. Consultants can only be hired through the Purchasing Office according to the PPM.
9. If the budget provides for travel, the PI can use the Department P-Card and reallocate the cost to the contract.
10. The Accounting Services will send a monthly summary report of expenditures, obligations, and available balances. The PI must monitor the expenditures to ensure that all the money is spent according to the bucksheet budget. During the course of the contract, it may be necessary to re-budget with the assistance of the Sponsored Projects Administrator. A revision to the budget often requires permission from the granting agency; the Sponsored Projects Administrator will help facilitate the necessary documents.
11. To verify time and effort (Certification of Effort), the Payroll office generates a form that is sent to the PI. The OSP secretary will track these forms to make sure all forms are received. The PI or supervisor must sign these forms and return them to the Controller's Office.
12. If any changes in the Scope of Work or the financial details are needed, this must be done with an amendment to the contract. The OSP Research Administrator will assist in the process.
13. The contract documents will articulate the technical reporting requirements. The PI will receive email reminders from the Sponsored Projects Administrator, to remind the PI of the dates when reports are due. The PI should send the report to OSP for transmission. The Sponsored Projects Administrator will provide a cover letter and place a copy of the report in the contract file for auditing purposes.
14. The contract document will articulate the financial reporting documents. Financial reports can **only** be constructed by the Accounting Services department. **Any numbers on a financial report must match the numbers in Banner.**

15. Contracts require final reports. Failure to submit a final report can jeopardize future funding and cause liability for the university. The PI must complete the final report.
16. A final reconciliation of the money must be accomplished. This is done with the assistance from the WSU Accounting Services department and OSP.
17. Any equipment bought with contract money must be inventoried within WSU.