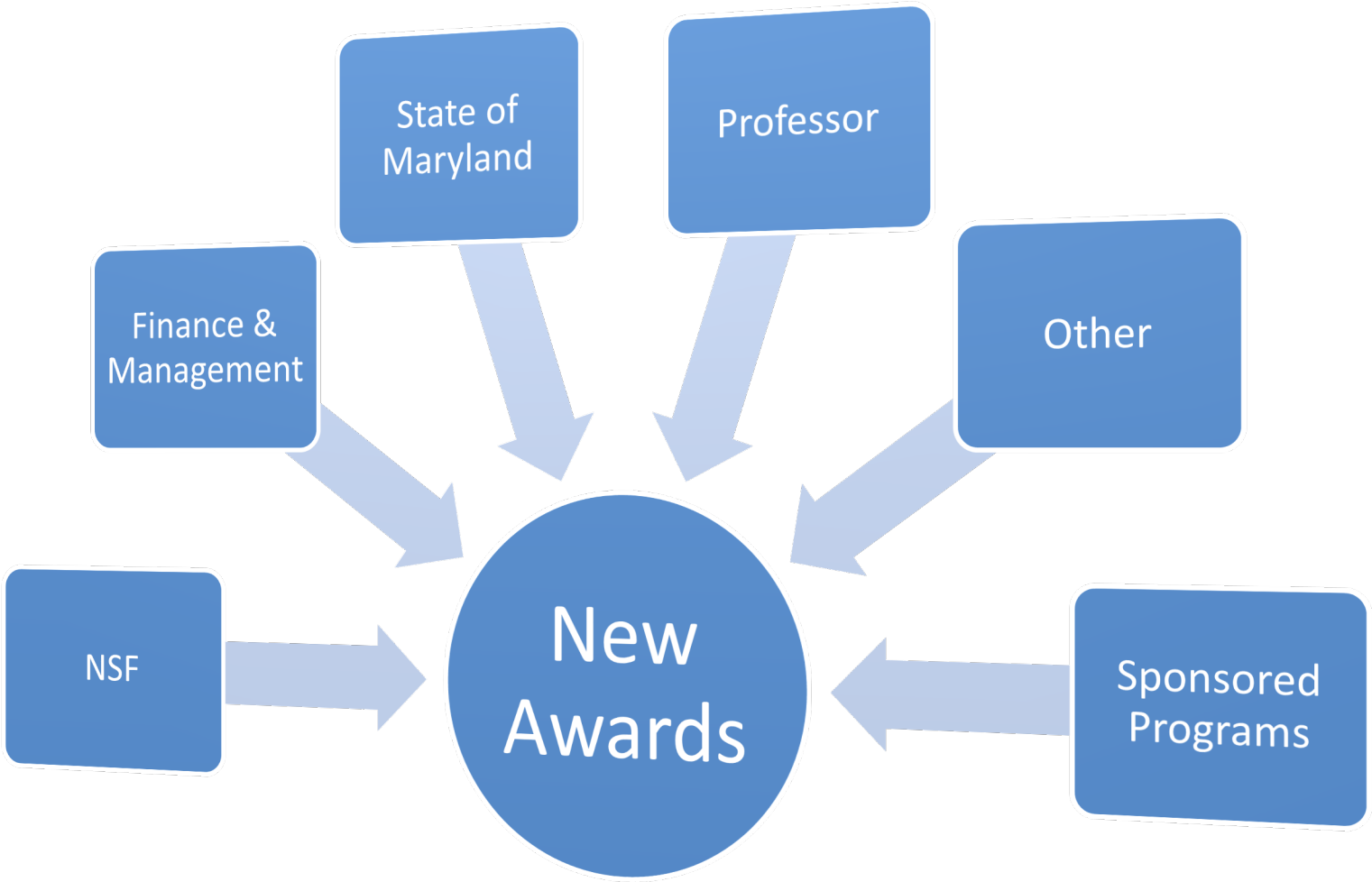
Grants Management RFA Perspective

Office of Research Administration

March 9, 2022

Origin of New Awards



Individuals with Binding Authority for Morgan

- President David Wilson
- Executive Vice President of Finance and Management Mr. Sidney Evans
- The President has given Dr. Willie May some latitude in binding the university for certain grants and contracts
- Under no circumstances should a PI sign a grant or contract binding the University

HOW DO WE RECEIVE NEW AWARDS?

- Usually we receive a fully-executed agreement or some other acknowledgement letter from Mr. Matthew Lee
- For NSF Grants, we receive an acknowledgement from Dr. Kamangar
- Some cases, the PI will provide us with information about a grant
- The Agency may let us know about the award (often state grants)
- No matter the source of the grant, all agreements need to go through Office of Research Administration

At This Point Dr. Isuk Has a New Award Meeting

Attendees Include:

- Dr. Isuk
- Mr. Matthew Lee, Contracts Administrator for ORA
- Ms. Lucy Manyara, Budget Officer for ORA
- Ms. Sharon John, Effort Reporting Manager
- Denise Bowers and/or Jeffrey Copeland from RFA
- PI receiving their new award
- Budget Officer and/or Administrative Staff from School or Department

Gaining Access to Your Grant

- Reach Out to Ms. Sophia Jacobs X4157
- https://www2.morgan.edu/finance_and_administration/office_of_the_comptroller/banner_finance_access.html
- https://www2.morgan.edu/Documents/ADMINISTRATION/OFFICES/Comptroller/Workflow%20to%20Request%20Banner%20Finance%20Access%201_18_2017.pdf (instruction for completing the form)

P-Card

Having successfully gained access to your grant, the P-Card will help expedite purchases for the PI on their project:

- ✓ If you have any existing P-Card, reach out to Ms. Elizabeth Ransom (x4565) or Kesa Bower (x) to complete the requisite paperwork to add your grant to the existing P-Card
- ✓ If this is your premier P-Card, or you have not had one for a while, you will need to complete P-Card forms and attend their workshop (due to Covid issues, this meeting is held virtually)
- ✓ P-Card charges are usually uploaded on or around the 25th of the month and you usually have until the end of the first week of the month to allocate your charges and hand in your log
- ✓ Ensure you do not make prohibited purchases
- ✓ No split transactions (your card will be suspended for 45 days per GAD)
- ✓ Electronic purchases should go through IT (compatibility, hacking risk)
- ✓ https://www2.morgan.edu/finance_and_administration/purchasing_card/forms_and_documents.html
- ✓ Resources guide: https://www2.morgan.edu/finance_and_administration/purchasing_card/resources.html

Procurement

Procurement - jeffrey.copeland@ | Procurement_Survival_Kit-rev3.pdf | DaVinci Resolve 17 – Panels | Bla | (795) RESOLVE 17 CRASH COURS

www2.morgan.edu/Documents/ADMINISTRATION/OFFICES/procurement/Procurement_Survival_Kit-rev3.pdf

Update

Procurement_Survival_Kit-rev3.pdf 1 / 10 98%

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Interim Director
Lois Y. Whitaker, CPPM, CPP
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Administrative Assistant

Construction Contracts Manager
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Senior Buyer
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Contracts & Business Diversity Administrator
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Business Diversity Administrative Assistant
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Commodity Contract & Procurement Manager
Senior Buyer
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Contract Administrator
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Financial Manager/Buyer
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Procurement Assistants
Keon Allen
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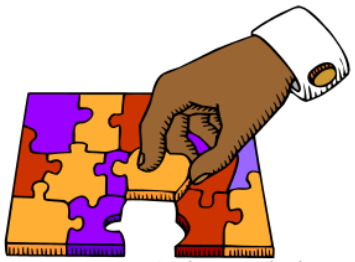
PUTTING ALL THE PIECES TOGETHER—

A Procurement Survival Guide



New Updates

Activate Windows
Go to Settings to activate Windows.

Start | Type here to search | Rain... | 3:03 AM 3/9/2022

Growing the Future, Leading the World

Sub-Awards to Morgan State University

Mr. Matthew Lee is the Sub-Award Guru and you can review his insights from a presentation on

- Just like a direct award from an agency
- It will help RFA if we have the PO # for invoicing purposes

Sub-Awards from Morgan State University

- It is of paramount importance that we send our sub-recipient the PO number and they submit all invoices to msuap@morgan.edu
- When setting up purchase orders for the sub-recipient(s) we use the following dedicated accounts:
  - 08191 Lame Duck University
  - 08192 One Foot on a Banana Peel College
  - Banner can currently accommodate 5 more sub-recipients on a grant (through 08197)
  - Should you determine you have more than seven subs, please reach out to RFA or, ultimately, the Comptroller's Officer (Mr. O'Brien)
- The PO number must be on the Sub-Awardee's Invoice

Effort Reporting

Any questions should be directed to Sharon John X4397

In the past Effort Reporting took place three time per year Fall semester was done in Spring, Spring Semester in the Summer and The Summer was reported in the Fall.

RFA Functions

- From a financial perspective MSU receives funds via:
  - Advance (rarely)
  - Drawdown
  - Invoice
- We complete any financial reports required by the Sponsor
- Budget Adjustments, Payroll Redistributions & Cost Transfers
- Cost Share Considerations
- No Cost Extensions (handled by ORA)
- Establish a Rhythm with your GA

Budget Review

- New Awards are reviewed by Ms. Deshun Li
- Continuing Awards (2nd Year and Beyond) are reviewed by Ms. Li & Ms. Lucy Manyara
- We need the budgets corresponding to our internal accounting system
  - Accounts 01-15 at the pool level
  - Budget Adjustments must be approved by the appropriate individual in the Workflow Queue
  - In certain cases, PI's have latitude to make adjustments
  - In other cases, Ms. Lucy Manyara must approve the change

New Award Points of Contact

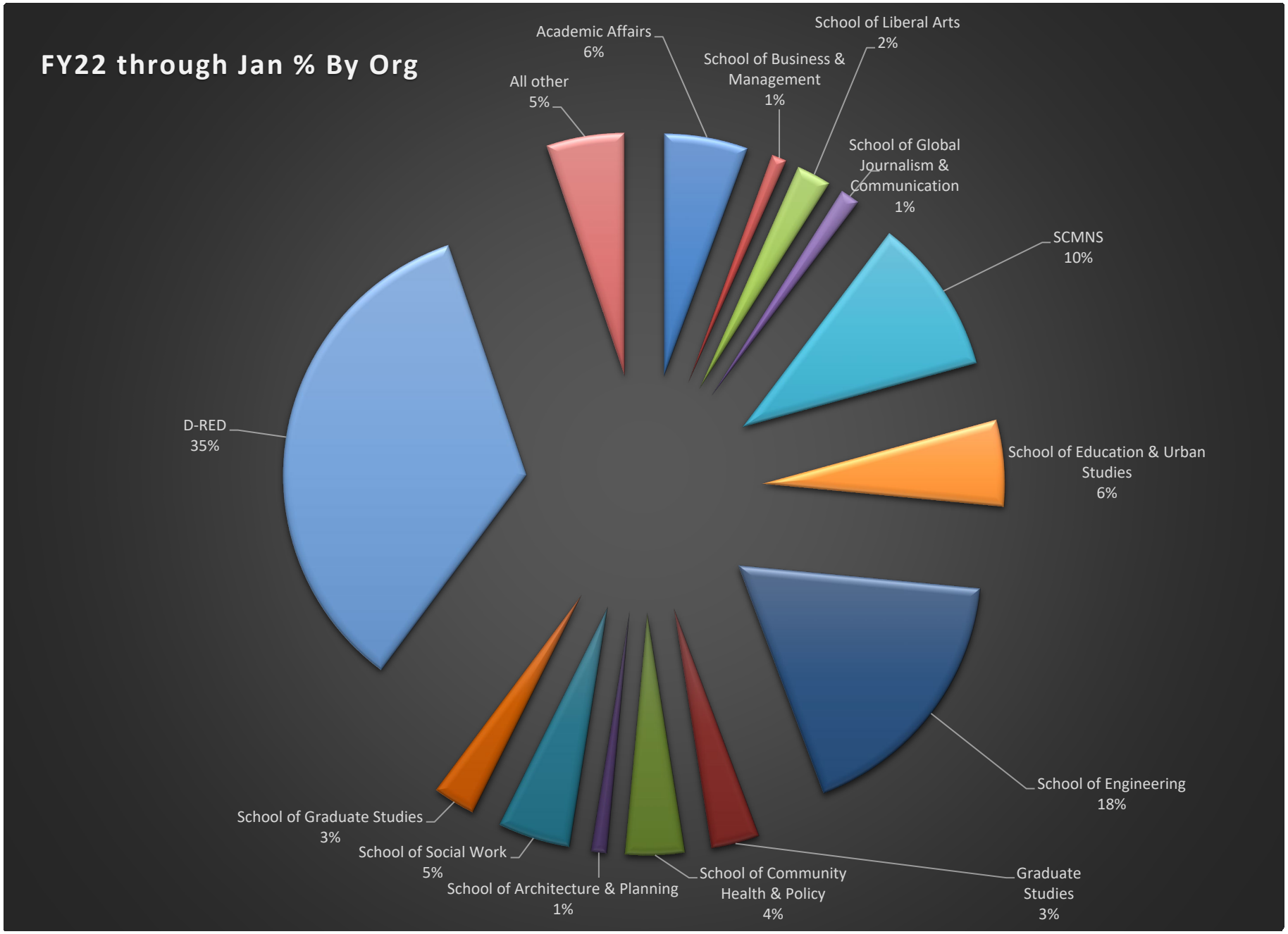
- Acknowledgement Letter (Dr. Kamangar)
- Executed Contracts and Sub-Awards(Ms. Matthew Lee)
- Budget Review (Ms. Deshun Li/Ms. Lucy Manyara)
- Budget Code (Jeffrey Copeland/Ms. Denise Bowers)
- Grant Accountant Assigned (Jeffrey Copeland/Ms. Denise Bowers)
- Budget Monitoring & Related Issues (Grant Accountant)
- Human Resource Processes (Ms. Latosha Blatche-Evans)
- Procurement Processes (Ms. Miracle Banks)
- Purchasing Card Processes (Ms. Elizabeth Ranson/ Ms. Kesa Bowers)
- Workflow, Out of State Travel& Travel Advance Processes (Mr. Patrick O'Brien/Ms. Sophia Jacobs)
- Sub-Awards, Sub-Recipient Monitoring and Close Out (Mr. Matthew Lee)
- Research Compliance & No-Cost Extensions (Dr. Kamangar/ Dr. Isuk)
- Effort Reporting Procedures (Ms. Sharon John)

Expenditures Through January 31st (FY22)

Unit	Expenditures	%
Academic Affairs	1,195,531	5.6%
School of Business & Management	223,923	1.0%
School of Liberal Arts	534,324	2.5%
School of Global Journalism & Communication	286,044	1.3%
SCMNS	2,235,020	10.4%
School of Education & Urban Studies	1,228,317	5.7%
School of Engineering	3,806,302	17.8%
Graduate Studies	694,489	3.2%
School of Community Health & Policy	836,908	3.9%
School of Architecture & Planning	224,452	1.0%
School of Social Work	1,036,199	4.8%
Center 4 Academic Success & Achievement	606,933	2.8%
D-RED - All Other	736,584	3.4%
ASCEND ***	2,257,667	10.6%
RCMI ***	1,538,791	7.2%
GESTAR ***	2,224,074	10.4%
Cybersecurity ***	648,264	3.0%
All other Units	1,080,794	5.1%
Grand Total	**21,394,617**	100.0%

Growing the Future, Leading the World

**** All units of D-RED*


FY22 through Jan % By Org
Academic Affairs 6%
School of Liberal Arts 2%
School of Business & Management 1%
All other 5%
School of Global Journalism & Communication 1%
SCMNS 10%
D-RED 35%
School of Education & Urban Studies 6%
School of Engineering 18%
School of Graduate Studies 3%
School of Social Work 5%
School of Architecture & Planning 1%
School of Community Health & Policy 4%
Graduate Studies 3%

Five Year Historical Expenditures

Unit	2017	2018	2019	2020	2021
Academic Affairs	2,842,667	2,197,980	1,868,265	2,654,128	1,861,234
School of Business & Management	564,419	393,128	429,144	426,904	425,748
School of Liberal Arts	572,464	567,053	640,307	873,068	879,010
School of Global Journalism & Communication	399,561	417,097	360,281	429,829	509,701
SCMNS	2,678,071	2,380,972	2,172,587	2,093,947	2,732,312
School of Education & Urban Studies	1,277,399	1,326,376	1,190,868	1,361,363	1,751,136
School of Engineering	4,419,439	4,701,019	4,317,265	5,441,396	5,739,483
Graduate Studies	563,022	569,551	496,948	592,958	659,340
School of Community Health & Policy	2,209,332	2,351,870	1,642,242	1,179,030	1,403,724
School of Architecture & Planning	678,709	498,947	484,772	378,895	498,511
School of Social Work	1,067,377	799,829	716,841	785,247	1,722,668
CTR 4 Academic Success & Achievement	-	804,722	1,099,354	1,048,067	1,109,736
D-RED	10,650,510	9,329,904	8,891,172	9,330,310	10,373,522
All other	2,120,780	2,069,147	2,082,510	1,569,645	2,375,022
Grand Total	30,043,750	28,407,596	26,392,556	28,164,786	32,041,147

Allowable & Allocable

Verbiage Included on Invoices Sent by MSU

By signing this report, I certify to the best of my knowledge and belief that the report is **true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal, State, or Private award**. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

The Cherry on Top

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Any questions or comments?