

## Q9. What are some things I can do to manage my awards more efficiently?

According to Policy RES-252, “the principal investigator (PI) of the award or contract is responsible for keeping sufficient records to avoid overdrafts and to ensure that purchases fall within the established guidelines of the particular account.

SPA works closely with the PI and staff to manage the award during the award’s lifecycle, and to complete the requisite financial accounting for such awards. All costs applicable to a sponsored activity should be correctly recorded in a timely fashion to the appropriate Project ID in UT Southwestern’s accounting system. Delays or errors in expenditure processing and subsequent cost transfers can affect invoicing and payments received from sponsors that could potentially lead to disallowed costs or damage the relationship with sponsors of UT Southwestern research.”

To ensure compliance with Policy RES-252, we recommend monitoring the following activities on a consistent basis:

- Review Sponsor guidelines and ensure all charges on the project are allowable
- Review period of performance dates to ensure start and end dates are properly reflected (i.e., initiate NCE modifications in eGrants prior to the end of the award, as applicable)
- Review encumbrances/pre-encumbrances for all annual or final financial reporting.
- Review projects for any deficit balances to determine any needed cost transfers (i.e., disallowed expenses, direct retros, and any other required transfers).
- Subrecipient invoices (i.e., ensure receipt of final invoices within 60-days after year-end per contract period)
- PO/voucher approvals
- OneCard and Voyager Fuel Card transactions
- Recurring charges
- Accruals for unrecorded revenue or expenses
- Salary and benefits expenses
- Travel and entertainment expenses (i.e., ensure all disallowed travel expenses per sponsor have been transferred off the project)
- Telecommunications and desktop support expenses
- Questionable or unfamiliar transactions
- Large amount transactions
- Miscellaneous expenses
- Review any/all notifications received from SPA regarding next steps for financial reporting.
- Review funding to ensure correct project budget.
- Relinquishments and Terminations are communicated to SPA.

Please reference the [Monthly Financial Review Toolset](#) for suggested reports and system sources by task. We also recommend the following additional resources:

- [SPA Website](#)
- [SPA Website: Key Sponsor Guidelines](#)

**END OF INSTRUCTIONS**