



Sponsored Programs Office

People



Cost Allocation



Errors



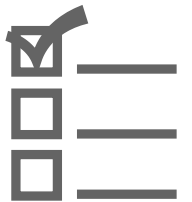
Travel



Duplication & Postage



Closeout



Purchases



Resources



Common
Terms

Principal Investigator – PI • Internal Order\IO\Sponsored Program Number • Sponsor – Funding and guidelines
Budget – Estimation of expenses • Effort Allocation - Cost Distribution

People



PA Forms

- Cost Distribution should be Fund and Cost Center of home department
- Electronically submit the Excel version to Post Award Manager for approval before acquiring department signatures
- Post Award Manager Approves in Comments section and includes the Effort Allocation
- Post Award Manager will return the PA via e-mail and CC's the Business Office to enter the Effort Allocation
- Include notification in Comments section if student is in the Federal Work Study program (FWS)

Effort Allocation

With Kronos, effort allocation is no longer on timecards
 Notify Post Award Manager with any personnel changes or questions on reports you receive
 Post Award Manager will request effort allocation from Business Managers Office
 PI's are sent monthly payroll reports to review

Travel



Complete a Pre-Trip Approval Form (<http://webs.purduecal.edu/sponsoredprograms/post-award/forms/>)

Traveler and PI must sign even if same person

Scan and e-mail to Post Award Manager required:

- Prior to travel if it requires purchase of plane or train ticket
- Prior to requesting reimbursement for blanket travel
- (definition: <http://webs.purduecal.edu/travel/faculty-and-staff/>)

Purchases



Ariba

Add Post Award Manager in approval flow before Business Manager Office

Include justification from PI in Comments

DIV, P-Card, and Incidental Forms

- Requires PI signature on the form
- Include justification from PI in description box
- Send to Post Award Manager prior to Business Manager Office

Duplication
& Postage



- Requires PI signature on the form
- Include description in Job-Mail name
- E-mail to Post Award Manager for approval

Cost Allocation



If a purchase or expense, including travel, directly benefits two or more activities or accounts, contact your Post Award Manager for guidance.

Errors



Notify your Post Award Manager with any payroll or expense errors, immediately

Payroll corrections

- Personnel Activity Report (PAR) OR CD-01 for monthly employees
- CD-01 for bi-weekly employees

Expense corrections

Correcting Document/Journal Voucher/CAF Form (Capitalized Assets)

Closeout

PI requirements

- Provide the Post Award Manager date of final report
- Certify all expenses, e-mail provided by Post Award Manager to PI with all expenses for review and certification
- Post Award Manager will request a Residual Transfer, when allowable

Resources

Sponsored Programs website: <http://webs.purduecal.edu/sponsoredprograms>

GM AIMS: OnePurdue Portal –AIMS Tab, GM AIMS and Reports under Detailed Navigation
 Post Award Manager and grants@purduecal.edu: Jennifer Evans 219-989-2183 Laurie Brookhart 219-989-8060

Our office works to turnaround approval requests the same day but please allow 24 hours for review.

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