

SEATTLE CHILDREN'S HOSPITAL RESEARCH INSTITUTE
Seattle, Washington

OPERATING POLICIES / PROCEDURES

DEPARTMENT: Office of Sponsored Research
POLICY NUMBER: OSR-17
REPLACES: N/A
EFFECTIVE DATE: 2/5/08
REVISION DATE: N/A

POLICY TITLE: Award Management

POLICY:

Principal Investigators (PIs) and Center Business Managers (CBMs) will establish regular meetings for the purpose of reviewing the PI's portfolio of activities including recent award activity, planned spending, payroll distribution, anticipated awards, pending proposals, proposals in development, etc. Although these meetings are expected to take place on a monthly basis, they must occur no less frequently than quarterly. The PI will acknowledge that the meeting took place by signing the reconciliation worksheet, produced by the CMB.

This policy also makes clear that while Children's is legally responsible for the stewardship of an award, the PI is accountable to the sponsor, to Children's, and to the center in which the research or project is conducted. The PI is responsible for working closely with the CBM and Center Directors as needed to provide proper and proactive award management, and to conduct projects in a manner consistent with professional standards and in compliance with applicable laws, regulations, and Children's policies.

Any employee who is involved with the administration of sponsored agreements should be familiar with this policy. This includes Center Business Managers, Center Directors, Principal Investigators (PIs), staff from the Office of Sponsored Research, Research Finance, and other personnel who are involved with sponsored awards.

The goals of this policy are to:

- Promote effective stewardship of funds provided by external sponsors and dedicated to the mission of the Research Institute.
- Ensure PI's have access to timely and accurate financial information and to financial tools and resources that support appropriate planning and decision making.

PROCEDURE:

1.1 PI and CBMs meet regularly to review the PI's portfolio of activities.

1.1.1 This meeting is expected to take place on a monthly basis, but must occur no less frequently than quarterly. This helps to ensure that the PI has access to timely and accurate financial information and to financial tools to support appropriate planning and decision making.

1.1.2 The items that are expected to be reviewed at these meetings include:

Expenditures – Recent expenditures charged to each activity in the PI's portfolio to ensure that the items were charged accurately and are reasonable, allocable, and appropriate for that award or activity. This includes a review of payroll expenditures to ensure the salaries and wages are appropriate and tie to the effort allocated by each individuals paid from the activity. Lawson reports utilized for this will include the Award Summary Report, Detailed Expenditure Listing, and Payroll Detail. **Effort Reports** – Any effort reports generated for individuals charged to sponsored awards will be reviewed for accuracy, to obtain signatures, and returned to the Office of Research Finance.

Deficits – Any deficit notifications received from the Office of Research Finance will be reviewed and responded to by producing cost transfers, removing commitments, or producing or following up on invoices, in cases where the revenue needs to be increased.

Revenue – Any additional revenue that was received in the past month or since the prior meeting.

Award Closeouts – Any awards that are scheduled for closeout in the near future or that have recently expired will be reviewed and the closeout projections will be updated.

Commitments – All open commitments will be review to ensure they are still valid. If not, they will be canceled.

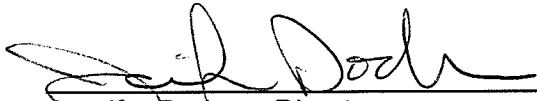
PI's Portfolio – The PI's entire portfolio of awards and activities that he/she is responsible for will be reviewed. In addition to the above items, this includes anticipated awards, pending proposals, and proposals in development.

1.1.3 The PI will acknowledge that the meeting has taken place, and that the review is complete by signing and dating the reconciliation worksheet, produced by the CBM. The reconciliation sheet most commonly used is the Close Projection Form (Exhibit 1). This is concurrence that the PI understands and agrees with the information presented or changes requested. Once the sign-off has been received, the reconciliation worksheets will be filed in the CBM's file folder.

1.2 The CBM's must report non-cooperating PI's to OSR Director.

- 1.2.1 The OSR Director will conduct random reviews of the CBM's documentation and report non-cooperating PI's to the President and Vice President of the Research Institute.

Submitting Office:



Jennifer Dodson, Director
Office of Sponsored Research
Seattle Children's Hospital Research Institute

2/5/08

Date

Exhibit 1: Closeout Project Form

Exhibit 1: Closeout Project Form (page 2)

PhysSal

CP0000BLANK[1].xls;

PHYSICIAN SALARIES

Fringe: 25.00%

Note: \$15,941 base per mo is salary cap(191,900)

Projected Increase: 3.000%

Name CurAnnual: 171,900				Name CurAnnual: 171,900				Name CurAnnual: 171,900			
FTE	Monthly Bse	Monthly Chg	w/Fr	FTE	Monthly Bse	Monthly Chg	w/Fr	FTE	Monthly Bse	Monthly Chg	w/Fr
Dec-07	0.00%	14,325	-	0.00%	14,325	-	-	0.00%	14,325	-	-
Jan-08	0.00%	14,325	-	0.00%	14,325	-	-	0.00%	14,325	-	-
Feb-08	0.00%	14,325	-	0.00%	14,325	-	-	0.00%	14,325	-	-
Mar-08	0.00%	14,325	-	0.00%	14,325	-	-	0.00%	14,325	-	-
Apr-08	0.00%	14,325	-	0.00%	14,325	-	-	0.00%	14,325	-	-
May-08	0.00%	14,325	-	0.00%	14,325	-	-	0.00%	14,325	-	-
Jun-08	0.00%	14,325	-	0.00%	14,325	-	-	0.00%	14,325	-	-
Jul-08	0.00%	14,755	-	0.00%	14,755	-	-	0.00%	14,755	-	-
Aug-08	0.00%	14,755	-	0.00%	14,755	-	-	0.00%	14,755	-	-
Sep-08	0.00%	14,755	-	0.00%	14,755	-	-	0.00%	14,755	-	-
Oct-08	0.00%	14,755	-	0.00%	14,755	-	-	0.00%	14,755	-	-
Nov-08	0.00%	14,755	-	0.00%	14,755	-	-	0.00%	14,755	-	-
			-				-				-

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May-08	0.00%	14,325	-	0.00%	14,325	-	-	0.00%	14,325	-	-
Jun-08	0.00%	14,325	-	0.00%	14,325	-	-	0.00%	14,325	-	-
Jul-08	0.00%	14,755	-	0.00%	14,755	-	-	0.00%	14,755	-	-
Aug-08	0.00%	14,755	-	0.00%	14,755	-	-	0.00%	14,755	-	-
Sep-08	0.00%	14,755	-	0.00%	14,755	-	-	0.00%	14,755	-	-
Oct-08	0.00%	14,755	-	0.00%	14,755	-	-	0.00%	14,755	-	-
Nov-08	0.00%	14,755	-	0.00%	14,755	-	-	0.00%	14,755	-	-
			-				-				-

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