Grant Management Data

Evaluating your grant's financial data is simpler than you might think- by utilizing the **"Grant Management Reporting"** application, you can quickly assess the financial state of your external grant award(s) in a few clicks.

GETTING STARTED

Select the **status** of the award you wish to evaluate:

Award: Active/open grant award
Closing: Expired grant award; open only for administrative postings
Closed: Inactive/closed grant award

Select the award you wish to evaluate. Keep in mind, **the only grants available for selection are those in which transactions have posted:**

Accessible **awards matching the selected status will display**, use the drop-down button to choose.

Use the **"Fund:"** drop-down button to review only external, match or program revenue monies.

Use "Reset Grant" to clear your selections and choose a different status or grant.

THE HEADER

The external grant available balance (excluding F&A) and Principal Investigator's NKU username is shown.

Use the "Comptroller" link to open the Grants & Contracts Administration website.

Use the "Help" link to review documentation and FAQ's.

THE TABS

Click by tab to analyze grant award financial activity. By default, **most tabs provide life-to-date activity**. *To limit the data, select a single year from the "NKU FY" drop-down menus.*
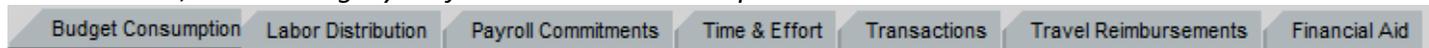
If you're interested in downloading the results, select the "Export to Excel" button.

Tab:	Use results to:
Budget Consumption	View cumulative budget by sponsored classes
Labor Distribution	View wage/salary & fringe benefit expenditures
Payroll Commitments	View wage/salary payroll commitments
Time & Effort	View certification records for monthly paid employees
Transactions	View all processed expenditures; view as summarized or detailed view
Travel Reimbursements	View trip details for employee reimbursed expenses
Financial Aid	View tuition charged to the grant

Frequently Asked Questions (FAQ)

These FAQ's are intended to provide helpful information pertinent to successfully managing the financial responsibilities of an external grant award. They do not entail the full breadth of analysis that should occur in monitoring a grant award, but should be considered a starting point.

Budget Consumption
1. What if I would like to see my original budget by NKU fiscal year?
   Choose the desired year from the "NKU FY" drop-down.

Labor Distribution
1. What is the timeframe for the expense?
   If a posting period is selected, salary & fringe benefit charges posted in that period display. Refer to the "Detail" view to determine applicable payment dates.

2. I've noticed an error. What should I do next?
   Complete the "Labor Distribution Discrepancy – Request for Research" form.

Payroll Commitments & Time & Effort
1. What is the timeframe for the commitment calculation?
   Commitments are estimates; they're calculated on NKU Fiscal Year basis. Initial commitments will be posted as PAR's or reassigned time entries are completed. Commitment amounts are then liquidated based on the full time equivalent (FTE) and salary per pay period.

2. An individual that no longer works on my grant still has a financial commitment to my grant. What should I do?
   When a commitment still displays in the **Current Fiscal Year Commitment** column, submit a terminating PAR to inactivate the employee and liquidate the commitment. If the employee should be charged to another grant, complete a change PAR for the employee.

3. An individual is committed for an amount that is not equal to their expected remaining fiscal year salary. What should I do next?
   Current Fiscal Year Commitment reflects the estimated remaining fiscal year salary expenditure, as calculated by SAP. If the commitment is not equal to the expected remaining expense, ensure the PAR for the employee was submitted for the correct amount, time period & estimated hours for biweekly staff and student employees. If the PAR is correct, email Tonya Smiley in the Office of the Comptroller – Grants Office regarding the discrepancy.

4. Why would I receive a "no data" message on the "Time & Effort" tab?
   Either monthly time certification is not required for the grant or all time certification has been completed to date.

Transactions, Travel Reimbursements & Financial Aid
1. What if a charge is listed that should not have been charged to this grant? What if there is a charge missing?
   Email Kimmy Hempfling in the Office of the Comptroller – Grants Office - include the **grant number, document number, description or vendor name, amount and date of the expense** to be researched.

2. Expenses for an upcoming trip that I've submitted are not shown. Should I be concerned?
   No- the "Travel Reimbursements" tab only reflects employee expenses that have been reimbursed (mileage, meals, etc.).

3. What if there is a student listed that should not have tuition charges on this grant? What if students are missing?
   Email Penny Asalon & Barb Smith - include the **term, student name(s), student identification number(s), AID ID and grant number** in the message.

Additional Information

Contact information for Post Award Grants & Contracts Administration Staff is available at the following URL:
http://comptroller.nku.edu/grants/postaward.html