Grant PI Reporting Checklist

After receiving the award notice, the Office of Research, Grants and Contracts forwards the authorization to establish a restricted grant account to the Office of the Comptroller to begin the post-award administration of your project. The Research Grants & Contracts Office will contact you to set up a meeting to discuss the administration of your grant. At this meeting, you will receive the account number that has been set up specifically for your grant, and relevant university policies and procedures will be discussed.

Your budget, as approved by the funding agency, is established in the University's automated accounting system and monitored by the Comptroller's Office. Keep in mind that the award is to the University, which holds ultimate responsibility for programmatic and budgetary compliance within the grant's award conditions.

Principal Investigator (PI) reports can be monitored within SAP GUI and Business Warehouse (BW). The ZGBC (Grant Budget Consumption) report is the sponsor view report within SAP GUI, and the ZGPC (Grant Project Consumption) report is the NKU view. Business Warehouse (BW) reports include the Grant Labor Distribution report, the Position Budget report, and the Recipients of Financial Aid report.

_____ Attend a myNKU – Grant PI Reporting workshop to learn how to monitor the grant within myNKU.

_____ Use transaction code ZGBC within SAP GUI to view the available balance for the grant. Use transaction code ZGPC to view actual expenses for the NKU fiscal period/year.

_____ Use the Grant Labor Distribution report in BW to reconcile payroll for your grant. Reconcile monthly.

_____ Use the PI Position Base Budget (PBC) report to view the salary commitments for the fiscal year.

_____ Use the PI Recipients of Financial Aid report to validate student tuition charges for the grant.