Grant Submission/Pre-Award
Financial Staff Responsibilities

- Meet with PI to review required documents and agree on timetable
- Draft Budget for review
  - The budget is finalized based on the PI recommendations, but the financial staff finalizes the rates and calculations based on JHURA and internal policies
- Communicate required documents needed from subcontractors and independent contractors to the PI
- Submit all documents into COEUS
- Obtain certifications/signatures as required
- Review submitted documents and communicate missing components to PI
Principal Investigator’s Responsibilities*

• Notify and meet with financial contact as soon as possible
  • The financial support staff supports multiple faculty who could be submitting on the same deadline so we need to coordinate multiple submissions within our office to provide proper support

• Confirm that COI and human subjects training current

• Write budget justifications, facilities section (boilerplate available) and/or abstracts
  • Finance staff can provide/drop in calculation information

• Adhere to JHU IDC policies
  • NICRA for Federal
  • 20% minimum for non-federal – regardless of agencies allowed rate (BI policy pending)

*some of these tasks may be delegated to PI specific administrative or programmatic support staff
Principle Investigator’s Responsibilities

• Prepare/Collect Biosketches
• Review/write subcontractor budgets/budget justifications in conjunction with subcontractor
• Review Biosketches of subs.
• Foster relationships with subcontractors
  • The financial staff is unable to participate in communicating with the subcontracts during the pre-award phase because we do not know the key players or have a relationship with them
Due dates/deadlines

• Submit bio-sketches, budget, justifications and signatures/certifications at least 5 business days before it is due to JHURA preferably as soon as possible.

• Provide all scientific components in final format no later than noon on the day it is due to JHURA.

• Submissions are due to JHURA 5 business days before it is due to the sponsor (not including the due date).

  • NO EXCEPTIONS – if submitted late JHURA does not guarantee a thorough review.
**JHURA Due Dates**

<table>
<thead>
<tr>
<th>Day Due to Sponsor</th>
<th>Scientific Docs to Finance Staff</th>
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<tbody>
<tr>
<td>Monday</td>
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<td>Tuesday</td>
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<tr>
<td>Friday/Saturday/Sunday</td>
<td>Noon previous Friday</td>
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Post Award
Financial Staff Responsibilities

- Maintain other support (admin coordinator should handle initial formatting)
- Work with JHURA and finance to set up account in SAP
- Allocate budget in SAP system
- Process invoices, reimbursements, shopping carts, purchase orders
- Set up subcontract agreements with JHURA and in SAP
- Submit and set up independent contractor agreements
- Prepare salary spreadsheets for review
Financial Staff Responsibilities

• Review statements each month and reconcile payroll and expenditures
  • If we are unsure, we will contact you to verify an expense or payroll posting is accurate

• Inform PI if burn rate is abnormal and seek solution

• Provide guidance and oversight regarding allowable/unallowable usage of funds and compliance with sponsor, JHU and gov’t guidelines

• Work with research accounting to prepare financial status reports

A detailed list of financial staff responsibilities is available from finance office
Principal Investigator Responsibilities

• Review monthly reports you receive via email and inform financial staff if something is not correct.

• Review and sign off on invoices as requested including subcontractor invoices and independent contractors.

  • High risk subaward payments require extensive documentation to include how you are monitoring performance.
    • It is your responsibility to do routine programmatic reviews including check-in calls and site visits for the purpose of invoice payment certification.

• If spending is abnormal inform financial staff of reasoning and determine next steps.

• Notify finance if you anticipate needing to rebudget significantly or as carryover request.

• Facilitate necessary correspondence with program officer.
Shared Responsibilities

- Review and understand the sponsors terms and conditions
- Timely communication
  - Finance staff will respond within two business days.
- Routine (documented) reviews. PI/Finance must meet quarterly to review account balances and salary allocations. Suggested meeting internal is bi-monthly.
- Timely submission of all progress and scientific reports is the responsibility of the PI
- Timely submission of financial reports is the responsibility of the finance staff member
- Signature authority lies with specific individuals in the business office
  - Neither finance or the PI are not authorized to sign any legal document on behalf of JHU including contracts, purchase agreements, etc.