

THE UNIVERSITY OF NEW MEXICO

Setting Up a Department Grant File

November 8th and 9th, 2010

Presented by Terry Shoebottom

Organizing UNM Contracts & Grants

- Understand Contracts and Grants at UNM
- Will assist you in evaluating the way your department manages Contracts and Grants
- If you determine upon evaluation that changes in your department processes need to be implemented, this material will help you decide what changes to make.

Organizing UNM Contracts & Grants

- Today's goal:

To make the management of Contracts and Grants more effective for you, your principal investigators, and your department as a whole.

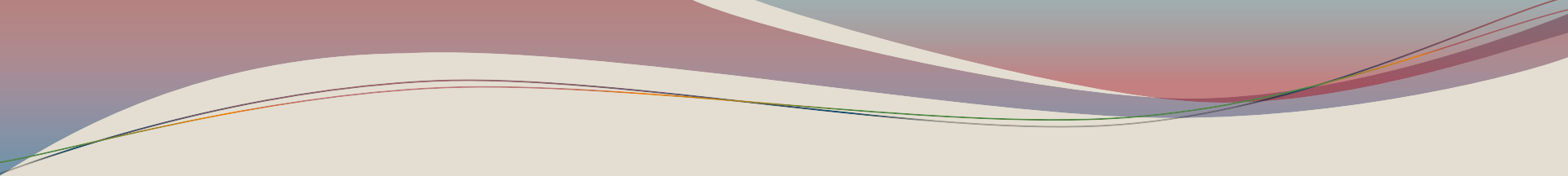
Introduction

- About Contracts and Grants



- Departmental Responsibilities



- 
- Have an organizational plan.
 - Keep key documents readily available
 - Department person assigned to:
 - Understand the Contract/Grant
 - Reconcile the Contract/Grant monthly
 - Communicate with PI

Know who is responsible for different tasks, and when they are to be completed

- Gather/file PreAward documents
- Gather/file Contract & Grant (Post Award) Documents
- Make copies of all expense documents/
correspondence
- Prepare Reports for PIs monthly
- Communicate grant status to PI monthly
- Make any needed corrections in Banner

Well Organized

Reconcile Monthly

Successful
Administrators

Grant Documents are
available

Communicate Regularly

Have a physical System to Organize Documents

- Manila folder
- Accordion Folder
- Binders



Documents

- Generally, a copy of all contract and grant documents is kept by the department. These may include:
 - Preaward documents
 - Postaward documents
 - Closeout Process Information

PreAward Documents

- Final Proposal
- Internal Budget Worksheet
- Cost share documents
- F&A Splits
- Proposal Data sheet (PDS)



Post Award Documents

- Award Notice, Modifications
- Pre-Award Transmittal Sheet
- Notice of Index or Indices
- Sub Award

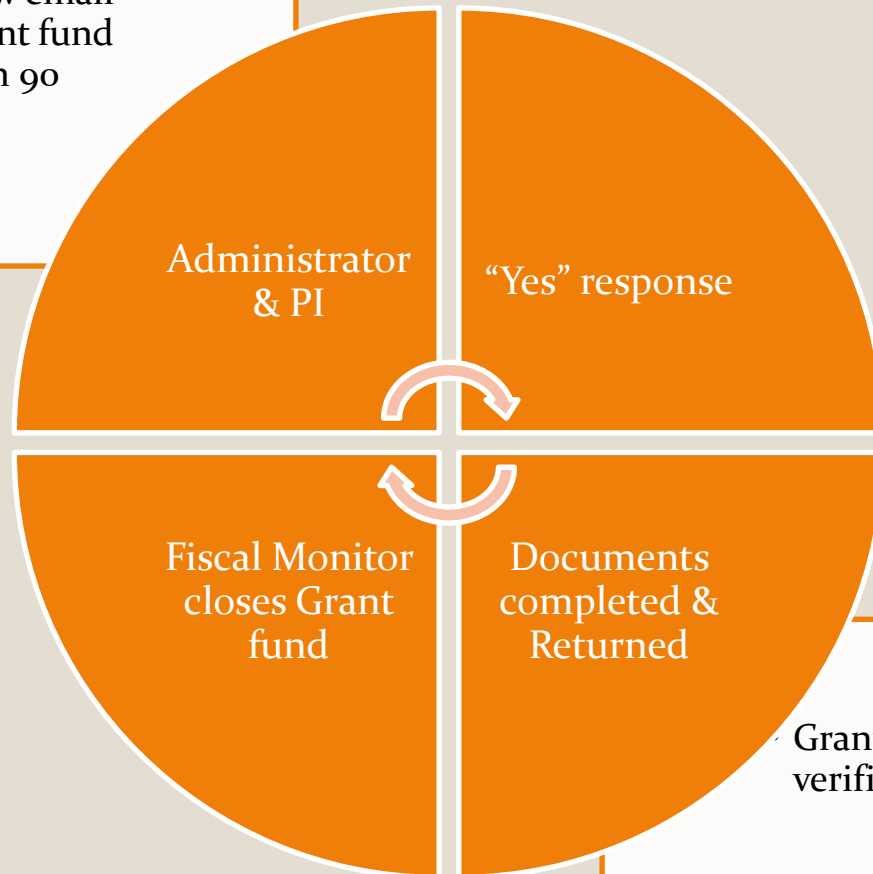


Post Award Documents

- Expenditure Documents
- Reports
- Reconciliation Note

Closeout Process Information

- Workflow email sent-Grant fund ending in 90 days



Grant expenses verified

Closeout Helps

- **Reconcile Monthly**
- FRH0005- Closeout Workflow for funds ending on Contracts and Grants
- Department Closeout checklist (Appendix 2)

Shadow Systems

- Duplicate entry system
- Must be reconciled monthly
- Developed and Maintained by the Department

Shadow System

Pros	Cons
Accurately track encumbrances	Banner does all of this
Budget scenarios	Tracking payroll requires expertise
Reconciliation tool	Duplicate work
Used for customized reporting	

Reconciliation

- Are expenses pertaining to the grant. This includes payroll expenses.
- Are allowable on the grant.
- No expenses to your grant are missing.

Reporting

- FRH0001 & FRH0002-Grant Ledger Detail and Summary Reports
- FRH0003-Contract and Grant Ledger Executive Summary Report
- FRH0004-F&A Generated by PI
- FRH0005-Closeout Workflow for funds ending on Contracts and Grants

Reporting-Additional tools

- FSH0001-Salary Labor Benefits and Encumbrance Report
- FOP Hierarchy and Index Lookup Report

Reporting

FRH0001

Contract and Grant Ledger Transaction Detail by Index
Through The Month of OCT 2010

Run Date/Time: 10/14/10 02:39 PM

GRANT: 2R422: Advanced High-power Near-infrared

<u>Transaction</u>			<u>Document</u>		<u>Rule</u>			<u>Encumbrances</u>
<u>Date</u>	<u>Initiator</u>	<u>Transaction Description</u>	<u>ID</u>	<u>Type</u>	<u>Class</u>	<u>Budget</u>	<u>Actuals</u>	<u>/Reservations</u>
Account: 3110 - Books Periodicals Gen								
03/10/2005	MOTERO	Manuals Plus	S0077207	INV	IPNI	0.00	61.97	0.00
Account: 3110 Total:						\$0.00	\$61.97	\$0.00
Account: 3140 - Computer Software Gen								
04/13/2005	MOTERO	Symantec	S0094195	INV	IPNC	0.00	(2.02)	0.00
04/13/2005	MOTERO	Symantec	S0094196	INV	IPNC	0.00	(2.02)	0.00
04/13/2005	MOTERO	Symantec	S0094198	INV	IPNI	0.00	31.97	0.00
Account: 3140 Total:						\$0.00	\$27.93	\$0.00
Account: 3180 - Non Capital Equipment <\$5,001								
06/30/2004	LGULBRAN	324821 - Actuals Converted	JGBD04	JV	ITG	0.00	1,196.00	0.00
Account: 3180 Total:						\$0.00	\$1,196.00	\$0.00
Account: 31K0 - Postage Gen								
09/01/2004	JNIXON	United Parcel Service	I005048	INV	INNI	0.00	4.81	0.00
09/27/2004	MOTERO	Apollo Instruments Inc	I0021290	INV	INNI	0.00	50.00	0.00
03/30/2005	JNIXON	DHL VS2031	J0027536	JV	JE2	0.00	103.00	0.00
Account: 31K0 Total:						\$0.00	\$157.81	\$0.00
Account: 3800 - In State Travel Gen								
06/30/2004	LGULBRAN	324821 - Actuals Converted	JGBD04	JV	ITG	0.00	5,059.54	0.00
06/30/2004	JOKEEFE	324821 - Budgets Converted	JBDM17	JV	ITB	5,325.00	0.00	0.00
Account: 3800 Total:						\$5,325.00	\$5,059.54	\$0.00
Account: 3820 - Out Of State Travel Gen								
11/30/2004	JLILLIE	Mocofanescu, Anca	I0045621	INV	INNI	0.00	1,321.14	0.00
12/13/2004	JLILLIE	Jain, Ravinder K.	I0050213	INV	INNI	0.00	1,706.90	0.00
06/01/2005	JLILLIE	Jain, Ravinder K.	I0088064	INV	INNI	0.00	2,180.11	0.00
10/01/2005	JNIXON	DPI0088064/TV/Jain/OFCINFOED/Mar 0	J0054170	JV	JE2	0.00	(2,180.11)	0.00
Account: 3820 Total:						\$0.00	\$3,028.04	\$0.00
Account: 3840 - Foreign Travel Gen								
06/30/2004	LGULBRAN	324821 - Actuals Converted	JGBD04	JV	ITG	0.00	3,448.87	0.00
06/30/2004	JOKEEFE	324821 - Budgets Converted	JBDM17	JV	ITB	1,800.00	0.00	0.00
Account: 3840 Total:						\$1,800.00	\$3,448.87	\$0.00
Account: 4000 - Student Tuition Fee Expense Gen								
11/23/2004	FINANCEAPPWORX	MOCOFANESCU,ANCA FALL04 000357	SA000257	JV	JFR	0.00	513.75	0.00

Reporting

FRH0002

Contract and Grant Ledger Summary
Through The Month of OCT 2010

Run Date/Time: 10/14/10 03:02 PM

GRANT: 2R422: Advanced High-power Near-infrared

<u>Account Code: Description</u>	<u>Budget Including Revisions</u>	<u>Current Month Actual</u>	<u>FYTD Actual</u>	<u>Project Inception to Date</u>	<u>Encumbrances /Reservations</u>	<u>Available Balance</u>	<u>Percent % of Budget</u>
Revenue							
0410 - Federal Grants Contracts Gen	\$328,301.00	\$0.00	\$0.00	\$328,301.00	\$0.00	(\$0.00)	-0.00
RevenueTotal:	\$328,301.00	\$0.00	\$0.00	\$328,301.00	\$0.00	(\$0.00)	-0.00
Expenses							
2000 - Faculty Salary Detail Gen	\$25,535.00	\$0.00	\$0.00	\$35,305.36	\$0.00	(\$9,770.36)	-38.26
2020 - Administrative Professional Gen	\$0.00	\$0.00	\$0.00	\$7,051.72	\$0.00	(\$7,051.72)	0.00
2040 - Technician Salary Detail Gen	\$10,000.00	\$0.00	\$0.00	\$2,948.54	\$0.00	\$7,051.46	70.51
20A0 - Ga Ta Ra Pa Salaries Gen	\$22,140.00	\$0.00	\$0.00	\$11,587.12	\$0.00	\$10,552.88	47.66
20F0 - Housestaff Postdoc Salaries Gen	\$84,675.00	\$0.00	\$0.00	\$90,198.26	\$0.00	(\$5,523.26)	-6.52
21E0 - Tuition Waivers Gen	\$3,624.00	\$0.00	\$0.00	\$1,841.60	\$0.00	\$1,782.40	49.18
21J0 - Other Staff Benefits Gen	\$21,451.00	\$0.00	\$0.00	\$17,247.75	\$0.00	\$4,203.25	19.59
21S0 - Ra Pa Tuition Compensatio Gen	\$0.00	\$0.00	\$0.00	\$513.75	\$0.00	(\$513.75)	0.00
3100 - Office Supplies General	\$7,550.00	\$0.00	\$0.00	\$11,330.95	\$0.00	(\$3,780.95)	-50.08
3110 - Books Periodicals Gen	\$0.00	\$0.00	\$0.00	\$61.97	\$0.00	(\$61.97)	0.00
3140 - Computer Software Gen	\$0.00	\$0.00	\$0.00	\$27.93	\$0.00	(\$27.93)	0.00
3180 - Non Capital Equipment <\$5,001	\$0.00	\$0.00	\$0.00	\$1,196.00	\$0.00	(\$1,196.00)	0.00
31K0 - Postage Gen	\$0.00	\$0.00	\$0.00	\$157.81	\$0.00	(\$157.81)	0.00
3800 - In State Travel Gen	\$5,325.00	\$0.00	\$0.00	\$5,059.54	\$0.00	\$265.46	4.99
3820 - Out Of State Travel Gen	\$0.00	\$0.00	\$0.00	\$3,028.04	\$0.00	(\$3,028.04)	0.00
3840 - Foreign Travel Gen	\$1,800.00	\$0.00	\$0.00	\$3,448.87	\$0.00	(\$1,648.87)	-91.60
4000 - Student Tuition Fee Expense Gen	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
49Z0 - Other Research Costs Gen	\$0.00	\$0.00	\$0.00	\$2,838.68	\$0.00	(\$2,838.68)	0.00
63A0 - Conference Fees Gen	\$0.00	\$0.00	\$0.00	\$865.00	\$0.00	(\$865.00)	0.00
63L0 - Typesetting Printing Gen	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	100.00
70D0 - Equipment Repairs Maintenance Gen	\$0.00	\$0.00	\$0.00	\$696.28	\$0.00	(\$696.28)	0.00
8600 - Loss On Sponsored Project Gen	\$0.00	\$0.00	\$0.00	(\$22.16)	\$0.00	\$22.16	0.00
89Z0 - F and A Expense Gen	\$92,051.00	\$0.00	\$0.00	\$97,702.50	\$0.00	(\$5,651.50)	-6.14
9000 - Equipment/Furniture >\$5,000	\$0.00	\$0.00	\$0.00	\$13,215.49	\$0.00	(\$13,215.49)	0.00
9040 - Equipment Non Unm Titled Gen	\$52,150.00	\$0.00	\$0.00	\$22,000.00	\$0.00	\$30,150.00	57.81
ExpensesTotal:	\$328,301.00	\$0.00	\$0.00	\$328,301.00	(\$0.00)	(\$0.00)	-0.00

Reporting

FRH0003

Contract and Grant Ledger Executive Summary by Grant

Run Date/Time: 10/14/10 03:21 PM

Through The Month of OCT 2010

For Grant Organization Level 5: 564A

Agency	Grant Title	PI	Grant	Budget Including Revisions	Project Inception to Date	Encumbrances/Reservations	Available Balance	Percent % of Budget	Project End Date
National Institutes of Health	ARRA-Evaluation of a CCR5	Chackerian	3R88Z	\$1,000,000.00	\$430,124.25	\$102,185.67	\$467,690.08	53.23	08/31/11
Gates (Bill and Melinda) Founda	A VLP-Based Phage Display	Chackerian	3R83B	\$100,000.00	\$79,217.04	\$7,403.32	\$13,379.64	86.62	10/31/10
National Institutes of Health	A VLP-based Platform for Va	Chackerian	3RA83	\$300,167.00	\$3,225.32	\$30,145.48	\$266,796.20	11.12	07/31/14
National Institute of Allergy and I	Autoagraphy in Tuberculosis	Deretic	3R50R	\$1,455,115.00	\$1,361,410.13	\$37,178.16	\$56,526.71	96.12	11/30/11
National Institutes of Health	ARRA-Autophagy and Crohn	Deretic	3R87N	\$500,000.00	\$264,721.45	\$16,174.33	\$219,104.22	56.18	08/31/11
National Institutes of Health	Pattern Recognition and Re	Deretic	3R84M	\$875,575.00	\$387,161.93	\$136,960.83	\$351,452.24	59.86	05/31/14
Crohns & Colitis Foundation of A	Crohn's Disease and Autopl	Deretic	3R70X	\$288,646.00	\$172,886.52	\$45,769.37	\$69,990.11	75.75	06/30/11
The Foundation for AIDS Resear	Autophagy and Intracellular I	Deretic	3R73Q	\$120,000.00	\$114,951.90	-\$0.00	\$5,048.10	95.79	01/31/10
Cystic Fibrosis Foundation	Furin and Cystic Fibrosis	Deretic	3R67F	\$112,245.00	\$112,226.35	\$0.00	\$18.65	99.98	03/31/10
National Institutes of Health	Polony Sequencing the Hum	Edwards	3R59A	\$900,000.00	\$898,967.85	\$794.69	\$237.46	99.97	07/31/11
National Institutes of Health	Sequencing Chr 6 in Melanc	Edwards	3R75P	\$371,250.00	\$372,566.44	\$570.91	(\$1,887.35)	100.51	08/31/10
National Human Genome Rese	Polony Sequencing and the	Edwards	3RA71	\$1,047,823.00	\$32,796.40	\$148,829.78	\$866,196.82	17.33	06/30/13
National Institutes of Health	ARRA-C-Reactive Protein R	Mold	3R88R	\$414,063.00	\$185,505.45	\$59,572.93	\$168,984.62	59.19	08/31/11
National Cancer Institute	Regulation Of V-myb & C-m	Ness	3R029	\$1,141,027.00	\$980,539.06	\$32,158.07	\$128,329.87	88.75	07/31/11
National Institute of General Mec	Genetic Analysis Of Cell Cyc	Osley	3R164	\$1,346,625.00	\$1,133,749.73	\$54,913.21	\$157,962.06	88.27	03/31/11
National Cancer Institute	Chromatin Regulation of Do	Osley	3R36Z	\$1,300,370.00	\$1,117,345.94	\$34,458.11	\$148,565.95	88.58	01/31/11
National Institutes of Health	ARRA-Genetic Analysis of H	Osley	3R86W	\$164,450.00	\$90,096.15	\$28,218.50	\$46,135.35	71.95	03/31/11
National Institutes of Health	Deregulated Wnt Signaling i	Osley	3R85K	\$53,810.00	\$43,926.39	\$0.00	\$9,883.61	81.63	11/30/10
University of Wisconsin	Identification and Preclinical	Ozbun	3R67G	\$65,000.00	\$57,076.69	\$0.00	\$7,923.31	87.81	08/31/10
American Cancer Society Inc	Nitric Oxide & Tobacco As C	Ozbun	3R24T	\$718,000.00	\$699,980.07	\$0.00	\$18,019.93	97.49	06/30/10
National Institutes of Health	Entry of Oncogenic HPVs int	Ozbun	3R77M	\$622,500.00	\$527,707.76	\$47,099.20	\$47,693.04	92.34	11/30/13
The Susan G Komen Breast Car	Human Papillomaviruses: C	Ozbun	3R44R	\$145,802.00	\$145,766.79	\$2,440.00	(\$2,404.79)	101.65	04/30/10
National Institutes of Health	Hantavirus RNA Encapsidat	Panganiban	3R71U	\$1,121,250.00	\$875,754.41	\$82,465.79	\$163,029.80	85.46	05/31/13
National Institutes of Health	Bacteriophage MS2 Virus-Li	Peabody	3R73D	\$982,123.00	\$664,185.56	\$102,301.47	\$215,635.97	78.04	05/31/12
National Science Foundation	ARRA-Interactions in Yeast	Ruby	3R85H	\$723,443.00	\$203,345.10	\$41,358.36	\$478,739.54	33.82	08/31/12
National Science Foundation	EAgar: Shifting the Spliceos	Ruby	3R92F	\$30,000.00	\$26,632.64	\$1,621.51	\$1,745.85	94.18	01/31/11

Reporting

FRH0004

F&A Generated by PI

Report Run Date: 10/14/10 03:34 PM

* This amount reflects total F&A generated, not the amount returned to your unit :(

For The Period Of: JAN 2009 Through DEC 2009

<u>Agency Name</u>	<u>Grant ID</u>	<u>Index Code</u>	<u>Index Title</u>	<u>Total Activity</u>
Alzheimer's Association	3R30U	564138	330U0 Vaccines Against Amyloid	\$0.00
American Cancer Society Inc	3R24T	564233	3R24T-Nitric Oxide & Tobacco as Cof	\$22,860.01
Crohns & Colitis Foundation of America Inc	3R70X	564285	370X1 Autophagy and Crohn's Disease	\$2,776.37
Crohns & Colitis Foundation of America Inc	3R70X	564316	370X2 Autophagy in Crohn's Disease	\$0.00
Crohns & Colitis Foundation of America Inc	3R70X	564264	370X0-HR Crohn's Disease and Autoph	\$5,660.62
Cystic Fibrosis Foundation	3R22R	564244	322R2-Increased TGF-beta in CF	(\$195.42)
Cystic Fibrosis Foundation	3R67F	564262	367F0-Furin and Cystic Fibrosis	\$1,531.70
Cystic Fibrosis Foundation	3R67F	564282	367F1-Furin and Cystic Fibrosis	\$5,418.20
Department of Defense	3R64A	564259	364A0-Computational Modeling	(\$1,819.06)
Glaxo Foundation	3R08H	564133	457371-GLAXO WELLCOME-General Activ	\$246.03
Glaxo Smith Kline	3R35Z	564146	33520-Clinical Trial - Phase III	\$80.00
Glaxo Smith Kline	3R35Z	564149	33520-Clinical Trial Phase III	\$50,102.46
Glaxo Smith Kline	3R63R	564258	363R0-Clinical Trial Agreement	\$672.48
Glaxo Smith Kline	3R15Y	564093	315Y0 Clinical Trial Phase III	\$0.00
Glaxo Smith Kline	3R15Y	564192	430851-Clinical Trial Phase III	\$34,218.24
Glaxo Smith Kline	3R47X	564172	347X0 Clinical Trial Phase III b	\$7,480.25
Glaxo Smith Kline	3R14B	564132	416441-GLAXOSMITHKLIN-General Activ	\$250.25
Merck & Company Inc	3R55P	564241	355P0 Clinical Trial	\$0.00
Merck & Company Inc	3R55O	564242	355O0 Clinical Trial	\$0.00
Merck & Company Inc	3R513	564098	431921-MERCK & CO INC	(\$8,233.20)
Merck & Company Inc	3R510	564097	431821-MERCK & CO INC	\$6,353.62
National Cancer Institute	3R36Z	564147	33620 - Chromatin Regulation of Do	\$0.00
National Cancer Institute	3R36Z	564148	33620-Chromatin Regulation of Dou	\$80,377.39
National Cancer Institute	3R10U	564141	310U0 DSB Repair, Recombination	(\$840.51)
National Cancer Institute	3R10U	564188	416641 DHHS/PHS/NIH/NCI	\$21,985.43
National Cancer Institute	3R243	564086	413302-DHHS/PHS/NIH/NCI	(\$391.24)
National Cancer Institute	3R243	564112	413301-DHHS/PHS/NIH/N-Crosswalk Uni	\$0.00
National Cancer Institute	3R212	564081	412278-DHHS/PHS/NIH/NCI	\$0.00
National Cancer Institute	3R212	564080	412277-DHHS/PHS/NIH/NCI	\$0.00
National Cancer Institute	3R252	564087	413512-DHHS/PHS/NIH/NCI	\$0.00
National Cancer Institute	3R29M	564134	329M0 Myb Protein Specificity in	\$65,775.02
National Cancer Institute	3R029	564168	30292 HR-Regulation of the v-Myb	\$87,173.76
National Cancer Institute	3R029	564311	30293 Regulation of v-Myb Oncoprote	\$0.00
National Cancer Institute	3R11F	564186	416771 DHHS/PHS/NIH/NCI	\$0.00
National Institute of Allergy and Infectious Disease	3R50R	564177	350R0 - Autophagy in Tuberculosis	\$123,545.94
National Institute of Allergy and Infectious Disease	3R40W	564153	340W0 HR-Induction of Autoantibod	\$43,811.99
National Institute of Allergy and Infectious Disease	3R25L	564235	3R25L-Innate Immunity and Bacterial	\$51,405.43
National Institute of Allergy and Infectious Disease	3R075	564072	403843-DHHS/PHS/NIH/NI/IAID	(\$852.14)
National Institute of Allergy and Infectious Disease	3R074	564108	3R074 Mechanism of M. tuberculosis	\$67,858.44
National Institute of Allergy and Infectious Disease	3R074	564174	30742-SerioDeHaro Supplement	\$6,944.79
National Institute of Allergy and Infectious Disease	3R073	564070	403822-DHHS/PHS/NIH/NI/IAID	\$25,106.56
National Institute of General Medical Sciences	3R164	564181	31641-Genetic Analysis of H2B	\$108,758.84
National Institutes of Health	3R87N	564294	ARRA-387N0-Autophagy and Crohn's Di	\$9,881.69

Reporting

FSH0001

Salary Labor Benefits and Encumbrance by Index

Report Run Date/Time: 10/29/10 01:00 PM

For the month of September, FY2010

Index: 258000 - Unrestricted Acct HSC Admin

Fund: 3U0044

Grant ID:

Orgn: 258B

Short Title:

Prog: P131

Project Start Date:

Actv: GNACTV

Project End Date:

Included Months: September

Agency Name:

Pay Trans ID	Trans Code	Trans Date	Labor	Fringe FICA (2110, 2120)	Fringe Retirement (2140)	Fringe Insurance (2160)	Fringe UE-Comp (2180)	Fringe WC-Comp (21A0)	Prof Liability (21C0)	Fringe Other (21J0)	Total Fringe	FYTD Salary Encumbrance
Index: 258000 - 2020												
		09/10/09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,356.09
		09/25/09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,606.06)
		09/30/09	1,606.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal: -			\$1,606.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,750.03
		09/25/09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(5,806.63)
		09/30/09	5,806.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal: -			\$5,806.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,806.63)
		09/25/09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(7,146.91)
		09/30/09	7,146.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal: - BRE			\$7,146.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$7,146.91)
		09/25/09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(3,057.45)
		09/30/09	3,057.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal: -			\$3,057.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,057.45)
		09/25/09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,240.29)
		09/30/09	1,240.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal			\$1,240.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,240.29)
		09/25/09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(3,577.08)
		09/30/09	3,577.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Reporting

FSH0002

Active Labor Distribution by Organization

997B0 Pediatrics General Administration

Banner Id	Employee Name	Index Code	Account Code	Position	Suffix	Position Title	Hiring Org	Dist %	FTE %	Job Start Date	Job End Date	Labor Dist Start Date	Labor Dist End Date
		997252	2000	FY0254	00	Clinician Ed-Assoc Prof	523F	6.76	100	08/17/2010	11/24/2010	11/01/2010	12/31/2009
		997252	2000	FY0254	00	Clinician Ed-Assoc Prof	523F	6.76	100	08/17/2010	11/24/2010	10/01/2010	10/31/2010
		997252	2000	FY0254	00	Clinician Ed-Assoc Prof	523F	6.76	100	11/25/2010	12/31/2009	11/01/2010	12/31/2009
		997252	2000	FY0254	00	Clinician Ed-Assoc Prof	523F	6.76	100	11/25/2010	12/31/2009	10/01/2010	10/31/2010
		997256	20F0	RP0001	00	Resident Physician III	400C	8.49	100	07/01/2010	06/30/2011	07/01/2010	12/31/2009
		997715	2020	S01298	00	Counselor/Social Worker	997O2	40	100	07/01/2010	12/31/2009	07/01/2010	12/31/2009
		997590	2020	OC0745	00	Professional Consult/Technical	997B	100	25	01/05/2010	12/31/2009	07/01/2010	12/31/2009
		997252	2000	FY0374	00	Clinician Ed - Professor	997B	24	100	07/01/2010	12/31/2009	07/01/2010	12/31/2009
		997000	2000	FY0374	00	Clinician Ed - Professor	997B	64	100	07/01/2010	12/31/2009	07/01/2010	12/31/2009
		997712	2000	FY0374	00	Clinician Ed - Professor	997B	12	100	07/01/2010	12/31/2009	07/01/2010	12/31/2009
		997590	2020	S00913	00	Sr Med Practice Specialist	997B	100	100	07/01/2010	12/31/2009	07/01/2010	12/31/2009
		997590	2040	S01644	00	User Support Analyst 3	483A	100	100	07/01/2010	12/31/2009	07/01/2010	12/31/2009
		997813	2005	FY1236	U2	Clinician Ed-Assist Prof	997F	100	100	10/01/2010	10/31/2010	07/01/2010	12/31/2009
		997590	2020	S01223	00	Operations Specialist	997B	100	75	07/01/2010	12/31/2009	07/01/2010	12/31/2009
		997590	2060	S05297	00	Office Assistant	997B	100	56	08/19/2010	12/31/2009	08/19/2010	12/31/2009
		997256	20F0	RP0001	00	Resident Physician III	400C	8.49	100	07/01/2010	06/30/2011	07/01/2010	12/31/2009
		997590	2020	S04015	00	Accountant 1	997B	4.76	100	07/01/2010	12/31/2009	09/01/2010	12/31/2009
		997256	20F0	RP0001	00	Resident Physician III	400C	16.99	100	07/01/2010	06/30/2011	07/01/2010	12/31/2009
		997252	2000	FTW060	00	Visiting Professor	997B	35.54	25	07/01/2010	12/31/2009	07/01/2010	12/31/2009
		997000	2000	FTW060	00	Visiting Professor	997B	64.46	25	07/01/2010	12/31/2009	07/01/2010	12/31/2009
		997256	20F0	RP0001	00	Resident Physician III	400C	8.49	100	07/01/2010	06/30/2011	07/01/2010	12/31/2009

Reporting

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Limit <i>Drag Report Columns here to create Limits</i>														
	Chart Of Accounts	Fund Type	Fund Type Desc	Fund Type Level	Fund Type Level 1	Fund Type Desc 1	Fund Type Status 1	Fund Type Level 2	Fund Type Desc 2	Fund Type Status 2	Internal Fund Type	Internal Fund Type Desc	Fund	Fund Desc
1	U	12	CR Main	2	10	Current Restricted	A	12	CR Main	A	20	Restricted Funds	21050	MR Strange Particles & Heavy Ion
2	U	12	CR Main	2	10	Current Restricted	A	12	CR Main	A	20	Restricted Funds	21060	MR Self-Assembly Of Functional Na
3	U	12	CR Main	2	10	Current Restricted	A	12	CR Main	A	20	Restricted Funds	21061	MR Self-Assembly Of Functional Na
4	U	12	CR Main	2	10	Current Restricted	A	12	CR Main	A	20	Restricted Funds	21090	MR Resolving Mantle Crustal Slab
5	U	12	CR Main	2	10	Current Restricted	A	12	CR Main	A	20	Restricted Funds	210D0	MR The San Marcos Metallurgy Projec
6	U	12	CR Main	2	10	Current Restricted	A	12	CR Main	A	20	Restricted Funds	210E0	MR Historical American Engineering
7	U	12	CR Main	2	10	Current Restricted	A	12	CR Main	A	20	Restricted Funds	210F0	MR Grad Assistant for Kiehl
8	U	12	CR Main	2	10	Current Restricted	A	12	CR Main	A	20	Restricted Funds	210I0	MR Criticality Calcs for LANL Instr
9	U	12	CR Main	2	10	Current Restricted	A	12	CR Main	A	20	Restricted Funds	210J0	MR Team Software Process Methodolog
10	U	12	CR Main	2	10	Current Restricted	A	12	CR Main	A	20	Restricted Funds	210L0	MR Compilation of Et Data & Gis Dat
11	U	12	CR Main	2	10	Current Restricted	A	12	CR Main	A	20	Restricted Funds	210M0	MR EDMAP 2002 2003
12	U	12	CR Main	2	10	Current Restricted	A	12	CR Main	A	20	Restricted Funds	210O0	MR Community Corrections Program 02
13	U	12	CR Main	2	10	Current Restricted	A	12	CR Main	A	20	Restricted Funds	210S0	MR LANS, LLC & NM Resrch Consortium
14	U	12	CR Main	2	10	Current Restricted	A	12	CR Main	A	20	Restricted Funds	210T0	MR MBE Growth of Insb and Related
15	U	12	CR Main	2	10	Current Restricted	A	12	CR Main	A	20	Restricted Funds	210W0	MR-2R10W Genetic Control of Muscle
16	U	12	CR Main	2	10	Current Restricted	A	12	CR Main	A	20	Restricted Funds	210Z0	MR-Modeling & Fabrication of Phonon

Reporting

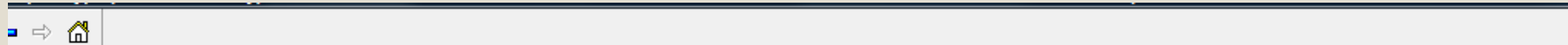


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it *Drag Report Columns here to create Limits*

Fund Status	Financial Manager Uid	Financial Manager Name	Grant Id	Grant Desc	Grant Status	Termination Date	Expend End Date	Data Entry Ind	Fund Level	Fund Level 1	Fund Desc 1	Fund Status 1	L
A	7589	Bassalleck, Bernd	2R105	Strange Par	A	01/31/11 11:59 PM	11/30/11 11:59 PM	Y	3	2RFED	MR Federal C and G Main	A	2F
A			2R106					Y	3	2RFED	MR Federal C and G Main	A	2F
A			2R106					Y	3	2RFED	MR Federal C and G Main	A	2F
A			2R109					Y	3	2RFED	MR Federal C and G Main	A	2F
A			2R10D					Y	3	2ROTH	MR Other C&G Main	A	2F
A			2R10E					Y	3	2RSNM	MR State C&G Main	A	2F
A	32463	Kiehl, Kent A.	2R10F	Graduate Re	A	10/31/10 11:59 PM		Y	3	2RFED	MR Federal C and G Main	A	2F
A			2R10I					Y	3	2RFED	MR Federal C and G Main	A	2F
A			2R10J					Y	3	2RFED	MR Federal C and G Main	A	2F
A			2R10L					Y	3	2ROTH	MR Other C&G Main	A	2F
A			2R10M					Y	3	2ROTH	MR Other C&G Main	A	2F
A			2R10O					Y	3	2RSNM	MR State C&G Main	A	2F
A	7609	Mclver, John K.	2R10S	Liasion betw	A	09/30/10 11:59 PM	06/30/11 11:59 PM	Y	3	2RFED	MR Federal C and G Main	A	2F
A			2R10T					Y	3	2ROTH	MR Other C&G Main	A	2F
A	14869	Cripps, Richard M.	2R10W	Genetic Cor	A	02/28/11 11:59 PM	12/31/11 11:59 PM	Y	3	2ROTH	MR Other C&G Main	A	2F
A	#####	Leseman, Zayd C.	2R10Z	Modeling & I	A	11/30/10 11:59 PM	09/30/11 11:59 PM	Y	3	2RFED	MR Federal C and G Main	A	2F

Reporting



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Fund Level 2	Fund Desc 2	Fund Status 2	Fund Level 3	Fund Desc 3	Fund Status 3	Fund Level 4	Fund Desc 4	Fund Status 4	Fund Level 5	Fund Desc 5	Fund Status 5
2R105	MR Strange Particles & I	A	21050	MR Strange Particle	A						
2R106	MR Self-Assembly Of Fu	A	21060	MR Self-Assembly C	A						
2R106	MR Self-Assembly Of Fu	A	21061	MR Self-Assembly C	A						
2R109	MR Resolving Mantle Cri	A	21090	MR Resolving Mant	A						
2R10D	MR The San Marcos Met	A	210D0	MR The San Marcos	A						
2R10E	MR Historical American I	A	210E0	MR Historical Amer	A						
2R10F	MR Grad Assistant for Ki	A	210F0	MR Grad Assistant	A						
2R10I	MR Criticality Calcs for L	A	210I0	MR Criticality Calcs	A						
2R10J	MR Team Software Proc	A	210J0	MR Team Software	A						
2R10L	MR Compilation of Et Da	A	210L0	MR Compilation of I	A						
2R10M	MR EDMAP 2002 2003	A	210M0	MR EDMAP 2002 20	A						
2R10O	MR Community Correctic	A	210O0	MR Community Cor	A						
2R10S	MR LANS, LLC and NMR	A	210S0	MR LANS, LLC & NI	A						
2R10T	MR MBE Growth of Insb ;	A	210T0	MR MBE Growth of I	A						
2R10W	MR-2R10W Genetic Con	A	210W0	MR-2R10W Genetic	A						
2R10Z	MR-Modeling & Fabricati	A	210Z0	MR-Modeling & Fab	A						

Customized Reports

- Developed by the department
- Can give your PI exactly the level of detail they want
- Once developed, can be re-used each month
- **MUST** be reconciled to Banner

Reporting

FRH0005

10/15/10 09:01 AM

Waiting for AA to Respond to Recon

Fund Code	Grant Code	Index Code	Org Code	Duration	PI	AA	FM
363H0	3R63H	523517	523K03	91	Peter Jensen	Patricia Montano	Nancy Abeyta

Total **Script(x):uncaught**



Communication-a key ingredient

- Principal Investigators
- PreAward Office
- Fiscal Monitor

Communication-a key ingredient





You Have LEARNED:

- What Grant documents you need to keep
- Your Grant related Responsibilities
- The importance of regular reconcilements
- Reports currently available
- Possibility of Custom Reports
- Importance of Communication