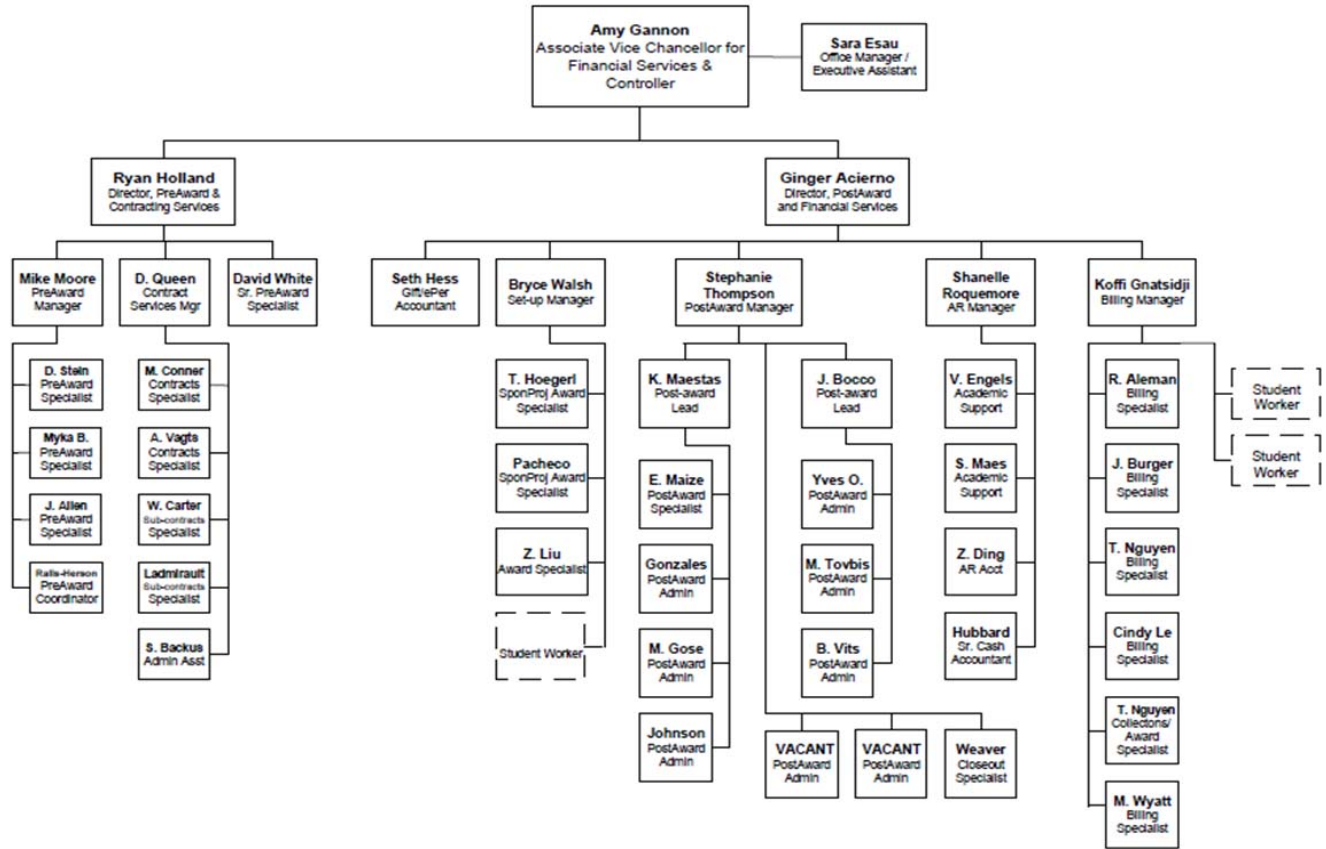


Office of Grants and Contracts



University of Colorado **Denver** | **Anschutz Medical Campus**

Financial Services - Office of Grants and Contracts



Pre-Award & Contracting Services

Pre-Award Services

- Proposal review
- Just in time review
- RPPR reviews / non-competing renewals
- Other Sponsor requirements
- Administration of Campus-wide funding announcements



Pre-Award & Contracting Services cont.

Contracting Services

- Subcontract (outgoing) negotiation, execution and administration
- Sponsored research/activity (incoming) contract negotiation, execution
- Fee for Service contract negotiation (non-sponsored research contracts – in auxiliary



Post Award and Financial Services

Award Set-up

- Pre award request intake and set-up
- New Award Setup
- Award Modification Setups
 - » Includes NCE, Amendments, Continuation years
- Fiscal Roles Updates



Post Award and Financial Services

Award Billing

- Prepares and Submits all Invoices for Cost Reimbursable Awards
 - » Communicates with departments when Cost Reimbursable billings require additional information or attachments.
 - » When required uploads invoices or completes billing actions via 3rd party sponsor systems (ex DOD)
- Coordinates with Departments for Fixed Award Billings (not related to Clinical Trials)
 - » Billing cannot prepare or submit these invoices without dept. interactions.
 - » At times OGC is not submitting the invoice, however OGC needs to monitor that invoices are being sent to record date and amounts of invoices for payment and receipt.
- Collections for OGC prepared invoices
- All communication with sponsors related to OGC submitted invoices.



Post Award and Financial Services

Post Award Administration

- Oversight for Sponsor policy on expenditures, carryovers, other terms and conditions
- Verify appropriate indirect cost applications (F&A)
- Review & approval of purchase order over 10k and all Subcontracts
- Review and approval of cost transfer entries (operating JE's and payroll PETS)
- Financial spending and budget variances
- Review and entry of incoming rebudget requests
- Final Invoice Review and Approval
- Financial reports to Sponsors
- Closeout of awards/projects



Post Award and Financial Services

Accounts Receivable

- Award payment identification for payments received via Wire or Lockbox
 - » Preferred method for all incoming payments.
- Deposit of incoming paper checks
- Application of payments to awards/invoices
- Federal letter of credit draws for expenditures along with reconciliations
- Federal letter of credit quarterly report for all draws under federal documents



Post Award and Financial Services

Other OGC Functions

- Effort reporting administration
- Fund 34/35 setup and administration
- Intake and process fund 3x reorg requests



Financial Services teams supporting sponsored research

Financial Compliance and Training

- » Training development and administration
- » Principal Investigator education
- » Facilitation of external Sponsor compliance audits
- » Conduct internal fiscal compliance reviews
- » Fiscal and administrative compliance oversight and monitoring for campus



Financial Services teams supporting sponsored research

Finance - F&A Rate negotiation

- Conduct annual space surveys in coordination with departments
- Prepare F&A proposal for submittal to Federal government for approval of F&A rates



Questions?



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