This tutorial on the new PI financial report is for principal investigators conducting research at the College of Engineering & Physical Sciences of UNH and is presented by the CEPS BSC. In this tutorial we will explore the content and format of the new report and solicit your feedback for additional revisions.

Over the last several months the BSC has collected feedback from various PI’s about opportunities to improve the reports we provide to you. This month’s report package is a result of the feedback we gathered from CEPS and in partnership with the other research units at UNH. It includes various views of grant and other fund finances, including expense trends, F&A return projections, and grad waivers.
Let’s begin by reviewing the executive summary tab, or tab 1 one of the PI packet. The report is structured to provide summary level data first, followed by progressively more detailed information. Each tab in the report contains header information, including the report number and tab number, date and time the report was run, and report title. The executive summary tab was designed to provide you with a brief overview of the grant funds and internally designated funds associated with your org code.

In this example, PI Jay Smith has an active grant fund, a grant fund that is not fully executed, and a PI return fund, also referred to as help fund, 1314 account, or startup. All three funds have had expense activity and commitments as of November 2013. Sample grant #1 has an end date 9 months out with $44,000, or 10%, of the original budget remaining. Sample grant #2 is an NFE which expires at the end of the month and it is currently in deficit. Let’s review each fund in more detail.
The grant fund summary tab, or tab 2, provides a summary of budget and expense activity across the major categories for all grant funds. The chart is sorted by project end date with the remaining budget balance available across the top and the original budget across the bottom. From this chart we see that the deficit on the NFE is due to personnel expenses.
The grant profile tab, or tab 3, provides a summary of budget and actual expenses by expense type and a summary of open commitments for supplies, services, and personnel. The header section also lists important information including the start and end date of the grant, the grant status, and the F&A rate applied to the grant. In this example, there are no open encumbrances for supplies or services but there is an encumbrance for a grad student, Lisa Brown. Lisa's salary is encumbered through the end of the academic year while the NFE is effective only through 11/30/13. We now know that Lisa’s salary is driving the deficit balance on this NFE. To resolve the deficit, the NFE end date should be extended or Lisa’s salary should be moved to a non-sponsored fund. Once the NFE is fully executed, Lisa’s salary encumbrance end date will be adjusted in consideration of her effort on the project and the remaining available funds.

And finally, as you may know, indirect costs are not encumbered against committed funds. This means that the remaining available budget amount is artificially high when there are committed funds against the personnel, supplies, travel, and sub-award budget lines. We will continue to work with the Enterprise Computing Group to resolve this situation. In the meantime, the budget balance available on the Direct Cost Expenditures line will give you the best estimate on available funds to spend.
The next two tabs in the packet provide various trending views of payroll expenses since the inception of the grant. Tab 4 provides a summary by fiscal year and calendar month across the personnel types. In this example, faculty, grad students, and undergrad students have supported the project and been paid from this fund for their efforts.
Tab 5 provides a summary by person and is organized by fiscal year and calendar month. Based on various sponsor reporting requirements one or both of these payroll summaries may provide the detailed breakdown needed to substantiate effort and pay. If you require only one of these views or none of them, we can defer either tab from displaying in your report each month.
The next three tabs in the packet provide various trending views of expense categories. Tab 6 provides a summary by fiscal year across personnel, other direct costs, and indirect costs. Tab 6 also drills this data down by expense line across fiscal year and fiscal quarter.
Tab 7 also provides quarterly data by expense line but instead provides a running tally of inception to date expenses after each quarter for the current fiscal year.
The final expense trending tab provides the same summary by fiscal year across personnel, other direct costs, and indirect costs. Tab 8 also drills this data down by expense line across fiscal year and month rather than quarter. Again, if you require only one of these views or none of them, we can defer any of the expense trending tabs from displaying in your report each month.
The detailed transactions tab, or tab 9, provides the details of expense transactions that have posted to your funds for the most recent completed fiscal month. The detail provided includes the transaction date, description, and dollar amount. In this example, one expense posted in November, resulting in a corresponding charge for indirect costs.
The estimated PI F&A Return tab, or tab 10, will populate data between the months of January and June. This chart will provide an estimate of the F&A amount to be returned to the PI in July or August each year based on research expenditures in the prior completed calendar year. The specific amount deposited in your PI return fund will continue to be communicated to you by the Vice Provost for Research.
The final tab summarizes grad waivers since the inception of the grant. The data is organized by student and term and details the amount spent for tuition waivers and health insurance waivers.
This concludes the tutorial on the new PI financial report package. We encourage you to share any questions or feedback on this report with the BSC while it is fresh on your mind. Please call, email, or stop by the BSC to share your thoughts. Thank you for your time.