

SRAS Monthly Report Schedule

The SRAS post-award staff generates these reports each month:

Budget vs. Actuals Report This report reflects budget vs. actual information for all grants in the COM. It can be filtered by department, WBS, or PI. It is generated within three business days of when the month end information is available in BW and posted to the Grant Reports section of the COM Finance SharePoint site (<https://medicine.ukhc.org/finance/Grant%20Reports/Forms/AllItems.aspx>) within three business days of when it's generated.

Prime Scope Report - This report reflects budget vs. actual information for all grants in the COM that have scopes, including scopes that may be outside the COM. It is a separate tab of the Budget vs. Actuals Report. It can be filtered by department or WBS. You have to be careful when filtering by department as this could leave out information on scopes outside the prime's department. It is generated within three business days of when the month end information is available in BW and posted to the Grant Reports section of the COM Finance SharePoint site (<https://medicine.ukhc.org/finance/Grant%20Reports/Forms/AllItems.aspx>) within three business days of when it's generated.

Budget Deficits Report – This report includes all COM grants that have a deficit balance in any sponsored class. Only sponsored classes with deficit balances are included in the report. It does not take into account the AVC rollup. It can be filtered by department, WBS, or PI. It is generated within three business days of when the month end information is available in BW and posted to the Grant Reports section of the COM Finance SharePoint site (<https://medicine.ukhc.org/finance/Grant%20Reports/Forms/AllItems.aspx>) within three business days of when it's generated.

Combined CGO-IBU Report for the SPA PI Reports – (*STILL UNDER DEVELOPMENT – there are issues on those WBSs that have cost share.*) This report combines the CGO and IBU versions of the PI Report generated by SPA each month on all grants. The SRAS receives these reports via email for each individual CGO and IBU contact listed on PADRs (and identified as such in SAP). These individual reports are filed each month as soon as they are received – usually on the same day or the next day after the month closes and BW has been updated. The combined report is generated within one day after the SPA emails are received and is posted in the FI shared drive and is posted to the Grant Reports section of the COM Finance SharePoint site (<https://medicine.ukhc.org/finance/Grant%20Reports/Forms/AllItems.aspx>) within one day after that.

COM All Active & Closing Monthly Grant List – This is the SRAS source for all other internal reports. It is derived from the Budget vs. Actuals report. It is generated within four business days of when the month end information is available in BW. SRAS saves a copy on the SRAS staff drive, Reports Internal folder.

Monthly Reconciler Grant List – This list uses the COM All Active and Closing Monthly grant list as a starting point. Since the reconcilers are reconciling a month in arrears, this is one of the last reports generated because it will be used by them later. This should always be completed by the fifteenth business day each month. SRAS saves a copy on the SRAS staff drive, Reports Internal folder.

Line Item Detail Report - Similar to the Monthly Reconciler Grant list, this list uses the Active and Closing Monthly grant list as a starting point. Since the reconcilers are reconciling a month in arrears, this is one of the last reports generated because it will be used by them later. This should always be completed by the fifteenth business day each month. SRAS saves a copy on the SRAS staff drive, Reports Internal folder.

Monthly Department Grant List – This is for metric analysis used by SRAS management in making/updating staff assignments. This should always be completed by the fifteenth business day each month. SRAS saves a copy on the SRAS staff drive. Reports Internal folder.

OSPA Monthly Proposal List – This is generated from the OSPA database. It is for metrics used by SRAS management in making/updating staff assignments. This should always be completed by the fifteenth business day each month. SRAS saves a copy on the SRAS staff drive, Reports Internal folder.

RPPR Reports – The list of RPPRs due to NIH is provided by OSPA approximately 60 days before the reports are due. The Analyst will generate these on a schedule that ensures each PI has the SRAS-generated RPPR report 10 business days before it is due for submission (which is either the 1st or 15th of each month). SRAS saves a copy on the SRAS staff drive, Pre-Award RPPR Reports. The GPS will share these reports and/or the data in these with reports with the PIs and DAs as the NIH RPPR is being prepared.