How do I manage that?	Sponsor Prior Approvals	Banner and Argos	Financial Management	DGA Best Practices
100 Departmental Grant Administrators (DGAs) work with the Principal Investigator (PI) and the Office of Sponsored Programs (OSP) Financial Unit to ensure all allowable expenses have posted and any unallowable expense or deficits have been removed typically within 30-90 days after the end of a grant period.	**100** When the PI receives more time to do project work but does not receive any additional funding.	**100** This Argos report will show expenses posted to the project and after a pivot table is created you can analyze by grant code or index number.	**100** The current facilities and administration (F&A) rate for on-campus organized research.	**100** Name a reason for meeting periodically with a Principal Investigator (PI) about their award.
What is the close out process?	What is a no-cost time extension?	What is transaction detail reports-chart V?	What is 47.5%?	Various answers are acceptable. Here are some examples: -to review award budget and develop an initial spending plan -to review how spending is going and discuss any potential change in spending plans -to inquire about personnel that should be paid on the project (who, when, how much) -to inform PI of unit/college process for procurements and/or travel policies -to inform PI of process of effort reporting -to develop a cost share plan -to discuss plan for

				to discuss plan for sponsor reporting -to discuss close out process
200 A new award in my unit has cost share. I can contact this person in the Office of Sponsored Programs (OSP) to receive assistance and guidance on how to manage the cost share throughout the award. Who is Wendy Kerr?	**200** The time period needed for the Office of Sponsored Programs (OSP) to process a Principal Investigator's (PI) request for an extension of time for a project. What is five business days prior to the sponsor submission deadline? Note: Sponsor submission deadlines are typically 10-30 days for first-time extension requests and 45 days for any subsequent extension requests. RE: APM 45.14	**200** This Banner form shows you the overall award amount and current balances from inception to date. What is FRIGITD?	**200** The mechanism used to confirm that salaries and wages charged to each sponsored agreement are reasonable in relation to the actual work performed. What is effort reporting?	**200** The Office of Sponsored Programs (OSP) unit to contact with questions around the allowability of certain types of expenses on sponsored projects. What is the Cost Accounting unit?
300 Uh-Oh! Your PI overspent their budget, now what? What is funds must be identified from a non-grant budget,	**300** True or False. A prior approval is needed if the Principal Investigator (PI) wants to substantially changed the scope of work of the project,	**300** This Banner form provides specific project restrictions and information regarding restrictions to subcontracts, billing info,	**300** The three cost principles to determine if a cost can be charged to a sponsored project. What is allocable,	**300** Approval queues and monthly review of expense reports are two ways to ensure that all charges posted to a specific grant are this.

such as F&A return budget, and then some expenses will need to be cost transferred over to those other funds.	but the budget lines have not changed. What is true?	extensions, and reporting periods, etc. What is FOATEXT within FRAGRNT?	allowable, and reasonable?	What is allowable, allocable and reasonable?
400 This is where you can find what your responsibilities are with regard to monitoring subawards. What is the Office of Sponsored Programs (OSP) subaward checklist? Note: you can find it here, https://www.uidaho.edu/research/faculty/manage-award/faqs/subawards	**400** This is when it is OK for a Principal Investigator (PI) to contact the sponsor directly to request a prior approval. Never. Note: It is recommended that you work closely with your program manager to keep him/her be apprised of your progress. However, any issues that will require contractual amendments (time extensions, rebudgeting, change in PI, etc.) must be requested through OSP and be directed to the authorizing official at the agency.	**400** This Argos report will show who is being paid on a specific grant code over a specified time frame. What is Detailed Payroll Reporting (V)?	**400** Total direct costs excluding participant support costs, equipment > $5,000, tuition, and those amounts of sub awards in excess of $25,000. This will also be used when calculating UI's indirect costs/F&A. What are modified total direct costs (MTDC)?	**400** Provide an example of what you do to assist Principal Investigators (PIs) in managing project personnel costs. Various answers are acceptable. A few examples are: -meeting periodically with the PI to review personnel costs and to discuss future plans for personnel costs -regularly provide PIs with detailed payroll reports and ask PIs if any changes moving forward are needed -training PIs to inform whenever a payroll change is needed
500 A unit/college is responsible for receiving program	**500** The Office of Sponsored Programs (OSP) webpage that	**500** This Banner form shows the current available balances by	**500** The federal general accounting rules for colleges and	**500** Why it is important to contact subawardees early (up to a month

receiving program income. All program income funds received must then be forwarded to this office along with a GRT form and a budget breakdown. What is the Office of Sponsored Programs (OSP)?	(OSP) webpage that describes when required prior approvals are needed from sponsors. It also has links to sample letters. What is For Faculty & Staff/Manage Your Award/Award Management FAQX/Sponsored Prior Approval Requirements. https://www.uidaho.edu/research/faculty/manage-award/faqs/prior-approval	available balances by personnel and non-personnel budget pools with the opportunity to view pending documents. What is FGIBAVL?	colleges and universities. What is 2 CFR 200?	early (up to a month prior to sponsor deadline) and set a deadline for return of the required documents at least one week prior to the Office of Sponsored Programs (OSP) four day review deadline. What is it can take time for the subawardees to complete the documents with their Authorized Organization Representative (AOR) signature or there may need to be revisions to the UI or subawardee budget based on the budget provided by the subawardee.