DCP Post-Award Management Checklist & Monthly Review Guide

Unit-Level Sponsored Project Management Framework

Purpose. This guide consolidates DCP's monthly grant reconciliation expectations with broader post-award management practices. It is intended to provide Research Administrators (RAs) with a consistent framework for reconciling sponsored projects, communicating with Principal Investigators (PIs), projecting future activity, identifying issues early, documenting follow-up, and managing awards throughout the full award lifecycle.

This guide is **not intended to be all-inclusive or replace applicable UF, sponsor, or award-specific requirements**. RAs should also regularly utilize **UF Research resources, tools, policies, procedures, and guidance**, as well as applicable sponsor guidance and award terms and conditions, when managing sponsored projects. When requirements or processes are unclear, RAs should seek additional guidance from the appropriate College or central UF office.

Roles and support. The unit RA is responsible for routine day-to-day monitoring, reconciliation, follow-up, and management of the unit's sponsored projects. College Research Administration provides training, guidance, troubleshooting, resources, and escalation support. RAs should reach out whenever a question arises, an unfamiliar issue is encountered, or an additional review would be helpful; there is no need to wait for a formal training session.

1. DCP Monthly Grant Reconciliation Process

Each month, the RA should complete a reconciliation for each active sponsored project and meet with the PI to review the reconciliation and financial status.

- ☐ Retrieve and review the applicable monthly financial reports.
- ☐ Review/verify the Monthly Financial Reports and Final Paylists for accuracy, as applicable.
- ☐ Reconcile Monthly Financial Reports to source documentation and confirm amounts appear reasonable and properly recorded.
- ☐ Review each transaction for appropriateness, allowability, correct project/account, and consistency with the project's scope and budget.
- ☐ Verify that each transaction includes an adequate business justification and all required supporting documentation/attachments.
- ☐ Review payroll charges and distributions and confirm personnel payments are accurate and consistent with the approved/current project plan.
- ☐ Identify errors, discrepancies, or questionable items and make or request corrections promptly.
- ☐ Document unresolved issues and planned corrective actions in the report comments so they can be followed through to completion.
- ☐ Prepare the monthly reconciliation/verification documentation for review with the PI.
- ☐ Obtain the applicable reconciliation, certification, and review/sign-off documentation after review.
- ☐ Retain/file the completed monthly documentation according to the applicable unit/College process.

2. Reports Used for Monthly Reconciliation

Various financial and sponsored-program reports and tools are available through **myUFL Enterprise Analytics** to assist with monthly reconciliation and post-award management. Units should establish a consistent process and utilize the reports and resources that best support their specific needs and sponsored-project portfolio.

Examples of useful reports include, but are not limited to:

☐ Transaction Detail
☐ Payroll Reconciliation Detail
☐ Open Encumbrance Summary
☐ Projected Payroll Detail

RAs should utilize these and/or other available reports and tools, as appropriate, to obtain the information necessary to adequately **reconcile, monitor, project, and manage sponsored projects**.

Additional reporting resources and guidance are available through **myUFL Enterprise Analytics, UF Research, and other applicable UF resources**.

3. What to Review in the Monthly Reports

☐ Beginning and ending direct balances and whether the change is consistent with monthly activity.
☐ Payroll earnings and fringe by individual; confirm expected personnel are charging and amounts/distributions appear appropriate.
☐ Non-payroll expenses; verify the charge belongs to the project and is supported by adequate justification/documentation.
☐ Open encumbrances/commitments; determine whether they are valid, still expected, and appropriately reflected in planning.
☐ Projected payroll; compare projected personnel costs with the PI's staffing/effort plan and remaining project period.
☐ Expected transactions that have not yet posted, including payroll, tuition, purchases, travel, invoices, or other commitments.
☐ Any unusual, duplicate, incorrect, unsupported, or potentially unallowable transaction.
☐ Any discrepancy requiring correction, follow-up, or documentation.

4. Forward-Looking Financial Projection

Reconciliation answers what has already occurred. Projection addresses what is expected to occur. Both should be part of routine post-award management.

☐ Start with the current available balance after reconciliation.
☐ Project remaining salary and fringe through the applicable project/budget end date.
☐ Project graduate assistant salary and tuition, when applicable.
☐ Include open encumbrances and other known commitments.
☐ Include anticipated purchases, travel and other planned expenses.
☐ Include recurring charges and known expenses not yet posted.
☐ Calculate the projected balance at the end of the applicable period.
☐ Compare projected spending with the amount of time remaining and assess the burn rate.
☐ Identify whether the project appears on track, underspent, overspent, or at risk of a deficit.
☐ Discuss significant variances, salary savings, course buyouts, or changes in the spending plan with the PI.

Key question: Based on current activity and everything reasonably expected to charge, where do we expect the project to end?

5. Monthly PI Report & Review Meeting

☐ Schedule a monthly meeting with the PI to review active sponsored projects and other research-related accounts.

☐ Review the completed reconciliation and transactions for the applicable period.
☐ Confirm with the PI that expenses are appropriate and align with the project's scope and current plan.
☐ Review payroll/personnel charges and discuss upcoming distribution or effort changes.
☐ Review current balance, commitments, projected expenses, and projected ending balance.
☐ Discuss spending rate, salary savings, course buyouts, upcoming purchases, hiring, tuition, travel, and other financial planning items.
☐ Review project/budget end dates and determine whether an NCE or other action may be needed.
☐ Review upcoming deliverables, reports, milestones, or sponsor requirements.
☐ Discuss discrepancies, corrections, or other action items and document the planned corrective action.
☐ Obtain the PI's applicable approval/signature confirming the meeting/review of transactions.
☐ Carry unresolved items into the next review and continue follow-up until completed.

6. Awards Requiring Additional Attention

☐ Little or no spending/activity.
☐ Large remaining balance with an approaching end date.
☐ Spending significantly ahead of schedule or a projected deficit.
☐ Salary/payroll charging differently than expected or beyond the appropriate period.
☐ Significant salary savings or other major budget variances.
☐ Expected payroll, tuition, or other charges have not posted.
☐ Late awards or awards received after a significant portion of the project period has elapsed.
☐ Expired projects with unresolved activity.
☐ Internal projects assigned to other units where activity or management is unclear.
☐ Outstanding invoices/activity or unmet cost-share commitments.
☐ Required reports/deliverables approaching or past due.
☐ Changes in scope, key personnel, budget, or spending plan that may require UF/sponsor action or prior approval.

7. Late Awards

☐ Review the award period and determine how much time has elapsed.
☐ Meet with the PI promptly and identify project-related costs already incurred.
☐ Determine whether allowable salary, tuition, travel, purchases, or other costs should be corrected/transferred to the project.
☐ Process necessary corrections/cost transfers timely and document the basis.
☐ Project the remaining award through the end date.
☐ Determine whether the remaining scope can reasonably be completed in the available period.
☐ Determine whether an NCE or other sponsor/award action may be needed.
☐ Coordinate with other units responsible for internal projects and track corrective actions through completion.

8. End-Date & Closeout Monitoring

☐ Maintain a tracking list/calendar of project and budget-period end dates.
☐ Review approaching end dates monthly and discuss them with the PI well in advance.
☐ Determine whether planned work and spending can be completed within the current period.
☐ Determine whether a No-Cost Extension (NCE) is needed. Initiate the NCE request at least 30 days before the project end date, unless the sponsor requires an earlier submission.
☐ Review the remaining balance and planned expenditures with the PI to ensure funds are appropriately utilized within the remaining project period.

☐ Confirm purchases, services, travel, and other expenses occur within the allowable project period and are consistent with the award.
☐ Review payroll distributions before the project expires and move/end distributions as appropriate to prevent payroll from continuing to charge after funding ends.
☐ Monitor completion of final technical, financial, and other required reports or deliverables, as applicable.
☐ Confirm final payroll, tuition, invoices, expenses, commitments/encumbrances, and other expected costs have posted.
☐ Resolve errors, unallowable costs, incorrect charges, and outstanding corrections promptly.
☐ Confirm cost-share requirements have been satisfied and appropriately documented, when applicable.
☐ Review internal projects managed by other units and coordinate with those units to ensure their portion of the award is appropriately reconciled and ready for closeout.
☐ Review the final project balance and investigate any unexpected remaining balance or deficit.
☐ Document outstanding actions and continue follow-up until all items are resolved.
☐ Continue monitoring until the project is fully closed, not merely until the end date passes.

9. Master Post-Award Tracking List

Maintain a central tracking tool for the unit's sponsored-project portfolio. Recommended fields:

Tracking Field	
☐ PI	☐ Sponsor
☐ Award number	☐ Project number(s)
☐ Internal projects/participating units	☐ Start date
☐ End date	☐ Total budget
☐ Current balance	☐ Projected balance
☐ Last reconciliation completed	☐ Last PI report/meeting
☐ Next PI meeting	☐ NCE/action needed
☐ Deliverable/report due dates	☐ Subaward status
☐ Cost-share status	☐ Outstanding issues/action items
☐ Responsible person	☐ Follow-up date/status

10. When to Reach Out for College-Level Assistance

RAs should reach out to College Research Administration for guidance and assistance with **research administration, sponsor, and award-related matters**, including, but not limited to:

☐ An award or sponsor requirement is unclear and clarification or guidance is needed.
☐ Guidance is needed on the process for completing an NCE, rebudget, award modification, prior approval request, or other sponsor/award action.
☐ A significant research administration, award, or compliance concern is identified and assistance is needed in determining the appropriate next steps.
☐ The RA is managing a late award, complicated closeout, or other unfamiliar award situation and needs guidance on how to proceed.
☐ The RA would like a second review, confirmation, or to walk through an award-related item before proceeding.

Unit Financial Assistance

For **routine financial transactions, corrections, and financial-system processes**, RAs should first work with their **unit Finance Manager, Office Manager, or other appropriate unit financial staff**, as applicable. Examples include:

☐ Cost transfers or corrections to charges.
☐ Payroll corrections or payroll distribution changes.
☐ Incorrect or misallocated financial transactions.

☐ Encumbrance or commitment corrections.
☐ Other routine financial corrections or financial-system questions.

If the RA and unit financial staff are unable to determine how to resolve an issue, or if the matter involves an award requirement, sponsor restriction, compliance concern, or other research administration consideration, **College Research Administration is available to provide additional guidance and assistance.**

Ongoing Support

RAs may reach out to College Research Administration at any time as questions arise regarding research administration or award management. RAs do not need to wait for a formal training session when they encounter an unfamiliar situation or need guidance. If additional formal training is needed, the RA or unit should identify the specific topic or process so targeted training can be provided.

11. Monthly Workflow at a Glance

Step	Action
1. Retrieve	Pull the applicable monthly financial, payroll, encumbrance, and projected payroll reports.
2. Reconcile	Verify transactions, payroll, source documentation, justifications, attachments, and balances.
3. Correct	Identify discrepancies; make/request corrections and document pending actions.
4. Project	Project remaining payroll, fringe, tuition, commitments, planned expenses, F&A, and ending balance.
5. Analyze	Assess burn rate, variances, risks, end dates, and actions needed.
6. Meet	Review the reconciliation and forward-looking financial position with the PI.
7. Document	Record comments/corrective actions and obtain applicable review/approval/sign-off.
8. Follow Up	Track unresolved items and required award actions through completion.