

**Post-Award Management Standard Operating Procedure
ESFCOM Office of Research**

Monthly Reporting

1. PI will receive monthly reporting on award expenditures and balances from ESFCOM Office of Research staff.
 - a. Salary and benefits encumbrances will be included.
 - b. Benefits rates used will be weighted.
 - c. Additional projections (i.e. per diems) may be provided at PIs' request.
2. All monthly reports will be provided to both the PI and the PIs chair (as requested).
3. PI may request meetings with Office of Research staff to develop an expenditure plan that supports his/her research efforts.

Personnel Assignments

1. PI should email medicine.research@wsu.edu if staff assignments need to be set-up or changed outside of the routine monthly reporting cycle.
2. The ESFCOM Office of Research will partner with the PI to utilize appropriate fund sources, then will communicate any changes to medicine.payroll@wsu.edu for processing.

Invoices

1. Invoices (for sub-recipient monitoring, personal services, etc.) are emailed to the ESFCOM Office of Research from SPS or Controller.
2. ESFCOM Office of Research staff will contact the PI to obtain approval for payment of the invoice. Once approval is obtained, staff will notify SPS to process the payment, copying the PI on documentation.

IMPORTANT NOTES:

1. While the ESFCOM Office of Research staff are available to assist faculty in the financial management of their grants and other funds, faculty are ultimately responsible for good stewardship of their grant funding.
2. If additional services are needed, faculty should email medicine.grants@wsu.edu with requests.