

**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. These reports should arrive the last full week of the following month.
 - 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. Faculty and ESFCOM Office of Research staff will work together to determine the frequency of their reports.
3. All reports will be provided to both the PI and the PIs chair (as requested).
4. 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 and other Expenditure approvals

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.
3. Purchase requests and PCARD purchases being processed in the Purchasing Request System should be fully justified by the requesting party. Faculty are encouraged to remind their staff to provide complete explanations which include the following:
 - a. A layperson's description of the item/s being purchase
 - b. How the purchase is necessary to the project
 - c. In cases where items being purchased are either general use, food, participant incentives or travel, the justification needs to address whether it has been approved to be charged to the grant or how it specifically serves the interests of the project being funded by grant funds.
 - For example, instead of inserting a statement such as, "This work or item is related to the project," please be specific to how the item in question is related to a specific project.

IMPORTANT NOTES:

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