| **Center Business Manager/Director of Financial Affairs (Center/Lead BM/DFA)**  | **Project Manager (PM)/Operations Manager (OM)/Managing Director (MD)** | **Non-Lead Department Business Office (BO) for Co-PI**  | **Sponsored Program Services (SPS) Post-Award** |
| --- | --- | --- | --- |
| *The Center BM/DFA provides the leadership in the overall financial management of the project working closely with the D/PM/OM/MD. The Center BM provides information and makes requests of SPS staff and Departmental BOs who have Co-PI’s working on the project. The Center BM is responsible for assisting with any Human Resource tasks for individuals that are hired within the Center’s organizational unit and for payroll, purchasing, etc that is charged to an internal order where the Center is the responsible cost center.* | *The PM/OM/MD assists the PI in managing the project or portfolio of projects. This includes coordinating with the Center Business Manager on financial management items. The PM/OM/MD communicates items to the Co-PI’s that have Departmental BOs managing their sponsored program account and should have firsthand knowledge of the research project.* | *The Department BO manages the Co-PI’s and PI’s departmental sponsored program account for center projects. Their main interaction is with the Co-PI’s and the Center BM/DFA and SPS. They could also interact with the PM/OM/MD. Departmental business managers are responsible for hiring/payroll actions within their organizational units and expenditures placed on their internal orders.* | *SPS Account Management staff are responsible for the post award management of a project from account set-up to closeout. Their main interaction is with the Center BM/DFA, the Departmental BO and sponsor.  SPS is the main liaison with the sponsor for financial items. They could also interact with the PM/OM/MD.* |
| * **Account/Grants Management**
	+ Allocate project budgets with SPS
	+ Verify cost sharing sources with SPS
	+ Prepare projections-expenditure reports
	+ Meet with /PM/OM/MD to review and identify concerns/issues. Coordinate changes with other business offices
	+ Interface with SPS regarding subcontract billings
	+ Review account set-up (IO’s, SP’s, & grant) per Departmental New Account Set-up Checklist
	+ Review & confirm charges are posting appropriately at various stages of the project (i.e. F&A is charging at correct rate, Grad Fee Remits are being charged if appropriate, Subcontract expenses are posting if applicable, effort expended is consistent with proposal
	+ Review grants on Notice To Proceed
	+ Review expiring accounts and resolve outstanding issues
	+ Assure that SPS accounts are ready for financial reporting (at closing)
	+ Recharge center review – complete all billings, projections, revised rates, etc.
	+ Review FMBB transfers for cost sharing
* **Reporting**
	+ Create ad hoc financial reporting as requested
	+ Assist SPS when requested, in providing additional detail for a financial report to the sponsor.
* **Human Resource Services**
	+ Provide business support for posting new positions
	+ Review salary offers to make sure they are within HR, Unit and award range
	+ Prepare offer letter and obtain proper signatures.
	+ Assist with employee relation issues
* **Supervision**
	+ Departmental office will supervise between 1 – 8 bi-weekly/administrative staff
	+ DFA will have responsibility for 2 – 40 or more bi-weekly/administrative staff
	+ Assist with training new staff
	+ Conduct Performance Reviews
* **Procurement**
	+ Reconcile departmental credit cards
	+ Fiscal approver of requests to purchase (for RCC of the Center)
* **Signature Delegation**
	+ Comptroller/SPS delegation - $2,500 or $50,000
	+ Department head delegation
	+ Preaudit documents
* **Payroll**
	+ Leave tracking (vacation, sick) for center staff
	+ Ensure all Personnel Activity Reports are completed and submitted
	+ Ensure all employees are paid properly
	+ Coordinate changes with other business offices
* **Communication**
	+ Liaison between PM/OM/MD, Departmental BO & SPS
	+ Liaison between dean/DH/VP and central offices to facilitate new programs
	+ Policy analysis/implementation
* **Space**
 | * **Account/Grants Management**
	+ Review/approve/modify proposed project budgets with Center BM & PI.
	+ Monitor cost sharing distributions at high level
	+ Meet with PI & Center BM to review projections &identify concerns/issues
	+ Coordinate changes with other business offices and Co-PI’s
	+ Assist with budget revisions working with Center Business office
	+ Interface with Subcontractors; review/ approve/deny subcontract invoices
	+ Assist with Animal and Human Subjects Protocols
	+ Assist with import/export control protocols
	+ Assist with proper allocation of costs recharge billings as required
	+ Assist with post award site visit as required
	+ Link/coordinate research focus areas
	+ Firsthand knowledge of general research activities
* **Reporting**
	+ Create ad hoc reporting as requested
* Customize to PI’s preference, the projections/forecasts using data from the Business Office.  This may include combining forecasts to provide a total portfolio picture.
	+ Assist PI & Co-PI’s with annual technical reports
	+ Be a resource to SPS as sponsor financial reports are being completed.
* **Human Resource Services**
	+ Provide support for developing new position descriptions
	+ Assist with interview process as needed
	+ Work with PI/appropriate unit BM to determine starting salary
	+ Assist with training new staff
	+ Potential first contact for employee relations issues (Purdue HR notified as required)
* **Supervision**
	+ Operations Manager – little supervision
	+ Managing Director – supervision as delegated by Director (can range from one to several staff members)
	+ Assist with training new staff
	+ Conduct Performance Reviews
* **Procurement**
	+ Approve requests to purchase
	+ Assist with capital equipment specing, sole source justification, purchase and installation as required
* **Signature Delegation**
	+ Purchasing delegation (Based on delegation from the Director. A Managing Director may have greater authority)
* **Payroll**
	+ Assist with Personnel Activity Reports (for center staff) to ensure all are completed
	+ Provide guidance to the Center & Departmental BMs on appropriate internal orders for personnel salaries to be charged
* **Communication**
	+ Liaison between Director/PI and Center BM
* **Space**
	+ Coordinate space, furniture and other logistic requirements as needed
 | * **Account/Grants Management**
	+ Review proposed grant budgets established for Co-PI’s
	+ Manage cost sharing
	+ Prepare projections for Co-PI’s
	+ Meet with Co-PI’s to review and identify concerns/issues.
	+ Communicate issues and concerns to Center BM &/or PM.
	+ Review account set-up (IO’s, SP’s, & grant) per Departmental New Account Set-up Checklist
	+ Review & confirm charges are posting appropriately at various stages of the project (i.e. F&A is charging at correct rate, Grad Fee Remits are being charged if appropriate, Subcontract expenses are posting if applicable, effort expended is consistent with proposal
	+ Review grants on Notice To Proceed
	+ Review expiring accounts and resolve outstanding issues
	+ Assure that SPS accounts are ready for financial reporting (at closing)
	+ Recharge center review – complete all billings, projections, revised rates, etc.
	+ Review FMBB transfers for cost sharing
* **Reporting**
	+ Create ad hoc financial reporting as requested
	+ Complete sponsor financial reports in conjunction with SPS
* **Human Resource Services**
	+ Provide business support for posting new positions
	+ Review salary offers with Co-PI’s to make sure they are within HR and Unit range
	+ Review offer letter and obtain proper signatures.
	+ Assist with employee relation issues
* **Supervision**
	+ Departmental office will supervise between 1 – 8 bi-weekly/administrative staff
	+ Assist with training new staff
	+ Conduct Performance Reviews
* **Procurement**
	+ Reconcile departmental credit cards
	+ Fiscal approver of requests to purchase items on SP
* **Signature Delegation**
	+ Comptroller/SPS delegation - $2,500 or $50,000
	+ Department head delegation
	+ Preaudit documents
* **Payroll**
	+ Leave tracking
	+ Ensure all Personnel Activity Reports are completed and submitted
	+ Ensure all employees are paid properly
* **Communication**
	+ Liaison between Co-PI and Center Business Office to facilitate items
	+ Policy analysis/implementation
* **Space**
 | * **Account/Grants Management**
	+ Establish the accounts in the system per Center BM request
	+ Ensure budget categories agree with approved budget
	+ Establish subcontracts
	+ Establish cost sharing budgets in the system (allocate according to Fiscal Year on Form 32
	+ Prepare FMBB to transfer funds to cover fringe/grad fee remits from the central reserve
	+ Run FMEDDW to confirm budgets posted correctly on grant relevant and not-relevant
	+ Receive invoices from subcontractors and process payments
	+ Verify F&A during the life of the project (establishment, billings, reporting & closing)
	+ Take the lead on coordinating prior approvals from the sponsor
	+ Collect income from sponsor
	+ Property reporting to sponsor
* **Reporting**
	+ Create/submit sponsor required Financial reports
	+ Prepare fiscal reports to be included with Technical/Management reports or review /approve fiscal reports drafted by PM or BM.
* **Human Resource Services – n/a**

 * **Supervision**
	+ Sr. Account Mgr will supervise between 1 – 3 bi-weekly/administrative staff
	+ Assist with training new staff
	+ Conduct Performance Reviews
* **Procurement**
	+ Review equipment purchases > $50K
* **Signature Delegation**
	+ SPS Staff delegations for various documents and reports (see SPS Staff Delegation Record)
* **Payroll**
	+ Closing review
	+ Unlike circumstances review
	+ NIH salary cap review
	+ NSF Two-Month Salary Policy reviews (annual & closing)
* **Communication**
	+ Liaison with Center Business Office to facilitate items
	+ Policy analysis/implementation
* **Space – n/a**
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Responsibilities of Business Offices and SPS are also identified in:[*Account Management Guidelines*](http://www.purdue.edu/sps/doc/Account_Management_Guidelines_for_SPS_Funds.doc), [*SPS Tasks Checklist*](http://www.purdue.edu/business/sps/xls/SPS_Task_CheckList.xls), and the[*Business Office Task Checklist*](http://www.purdue.edu/business/bs-ba/xls/TaskCheckList1.xlsx).