Sponsored Projects Accounting (SPA)
Introduction for Principal Investigators
Goal

• Provide an overview of the NMSU’s Research Administrative Office role:

“Sponsored Projects Accounting (SPA)”

Post Award Administration
College/Department Post Award Office

• SPA works closely with your college/department post award office
• SPA works on coordinating all post-award activities, such as budget, revisions, financial reporting, and closing accounts for completed projects, grants, and contracts.
Sponsored Research Administration — The office(s) that sits between the researcher and the sponsor and has responsibilities to both entities. A key role of the office(s) is to respond to the expectations of both the researcher and the sponsor.
SPA’s Mission

Duties and Responsibilities
Sponsored Projects Accounting, a group of professional accountants and support staff within Administration & Finance focused on customer service, will assist the University by providing technical accounting support through financial reporting, transaction processing expertise, and interpretation of governmental regulations, thereby ensuring the data integrity of the financial information of the University.

We are uniquely positioned to provide financial accounting services to our internal customers within the context of the requirements of our external sponsors and auditors.

source: Sponsored Projects Accounting website (http://spa.nmsu.edu)
Awards’s Progression

OGC

- Award
- Negotiations
- Proposal
- RFP

SPA

- Closeout
  - Payments
    - Received/Effort
    - Reports
    - Certified
- Cost
  - Incurred/Billed
- Account Set-up

OGC SPA
Award

1) Grant #

2) Fund(s)

3) Index(es)
SPA’s Services

- Assistance to Researchers
- Compliance – Expenditure Monitoring
- Invoicing & Financial Reporting
- Collection of Outstanding Invoices
- Effort Certification
- Timely Closeout
- Financial Audit Contact
SPA Areas

1. **Post Award Administration, Systems and Project Management** – Award set-up in NMSU’s financial system, electronic file, subcontracts encumbering, and effort report certification

2. **Financial Management and Cost Compliance** – Compliant expenditure monitoring within budget, invoicing, financial reports, cost sharing, program income

3. **Cash Management and Audits** – Credit award with the funds received, collection of outstanding invoices, terming, audit requests, and financial award closeout
Information Systems

1. **PI Portal**
   - Provides the researcher quick and easy institutional information for both the pre-award and post-award process

2. **SunGard Higher Education – Banner Finance**
   - Research Accounting Module, official system of record

3. **Banner’s Document Management System (BDMS) – Xtender**
   - Launches award documents from Banner
   - Imaging and document management
   - Certified by the State of New Mexico

4. **COGNOS**
   - Banner’s Report Database
Finance Reporting Data Flow

PI Portal Reports

- Accessible through myNMSU on the Research Tab
- Reports are refreshed nightly to provide the most current information available
- Labor is encumbered on all awards. Personnel names and amounts anticipated to post on sponsored awards are displayed in the encumbrance detail. (Excludes temporary employees and student payroll)
- IDC is encumbered on small pool awards only
1. **Awards Financial Statement**
   - Provides list of awards that a researcher is the PI or Financial Manager for
   - Contains summary information of awarded amount, expenditures spent to date, commitments, and projected available balance at the award level

2. **Funds Financial Statement**
   - Provides list of indices/funds for a specific G#
   - Contains summary information of awarded amount, expenditures spent to date, commitments, and projected available balance at the fund level

3. **Expense Category Financial Statement**
   - Provides list of expenses at the account level for a specific G# and fund
   - Contains summary information of awarded amount, expenditures spent to date, commitments, and projected available balance by account level
4. Expenditures by Date
   - Provides a list of expenditures for all sponsored awards and funds from the most current to the least
   - Enables the researcher to view transactions that have posted on all awards to date

5. My Expiring Awards
   - Provides list of sponsored awards that will be expiring in the next 90 days
Electronic Effort Certification

• Electronic Effort Certification (EEC) is an electronic web-based effort reporting process where an individual certifies that the salaries charged to sponsored projects are reasonable in relation to the actual work performed.

• All employees of NMSU who are involved in sponsored projects have an obligation to ensure compliance with sponsor and University requirements for managing sponsored funds.

• Faculty and staff that work on sponsored projects use the EEC system to certify the effort they contributed to those projects.
EEC (Cont’d)

• Each faculty or staff member should certify their own effort report

• Graduate student effort is certified by the fund manager of the index

• Effort is certified on a semi-annual basis

• Reporting period naming conventions are:
  o SPR20XX = January through June
  o FALL20XX = July through December
EEC Quick Links

• Training Central
• Effort Certification Manual
• Acknowledger Quick Reference Guide
• GA Certifier Quick Reference Guide
• Certifier Quick Reference Guide
We would like to provide a PI Portal Demonstration
Contact Information:

- **SPA@nmsu.edu**
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