

Principal Investigator (PI) / Project Director (PD) Orientation Checklist

- PI/PD letter from OGRD:** Review index, fund, organization and grant numbers and what they mean, how they are used to access payroll information and information in Banner Finance
- Identify budget/signature authority/expenditure approvals.** Discuss queue to be established by Purchasing Department in conjunction with PI/PD. Contact Purchasing to add index number to Department PCard and CTA card, if applicable
- PI/PD responsibilities:** Award management/fiscal oversight involving initiating, approving and monitoring expenditures (allowable, allocable, reasonable) vs. budget
- Software:** Banner Finance for expense information and Tableau for payroll expenditure detail. Banner Finance: obtain access, complete training. Tableau: complete training for payroll, if applicable
- Match/Cost-sharing:** PI/PD accountable for tracking and documenting matching/cost-sharing, if applicable. OGRD to provide form to be used and submitted monthly
- Program Reports:** PI/PD responsible for Programmatic reporting, coordinating with OGRD on any communication of financial information to funding agency
- OGRD Responsibilities:** Financial reporting, fiscal oversight and approval of expenses initiated by PI/PD, invoicing funding agency for reimbursement of expenses, coordination of audits by funding and state agencies in conjunction with EWU Controller
- Expenditures:** Budget categories and overview of EWU processes for initiating expenditures, flow of expenditures for required approvals
- Travel:** Policies and procedures, Central Travel Authorization (CTA) card, use of CONCUR, Meals with Meetings, Purchasing & Procurement Card (PCard) and helpful EWU websites
- Employing faculty and staff** on grants/contracts and working with Human Resources, Student Employment and college personnel to determine and follow proper processes
- Fiscal Year(s):** Discuss EWU fiscal year end (June 30) vs. end of grant (varies) including proper fiscal year end expenditure cutoff and end of award expenditures
- Federal Reporting:** For Federal awards, identify specific requirements including deliverables, programmatic reporting, personnel activity reporting (PAR), special reports, and associated due dates
- Modifications:** Discuss grant/contract modification requirements such as requests that require prior approval (e.g., budget modifications, no cost extensions)
- Closeout:** Talk over grant closeout activities including reconciling final expenditures, over- expenditures, disposition of equipment
- Records retention**
- Indirect cost recovery (ICR) and ICR indexes**
- Questions?**

*If multi-year project and the index number will be changing, provide copy of "Index Number Change Checklist"

Index Number: _____

Orientation Date: _____

OGRD Post-Award POC signature

PI/PD signature