Checklist for Monthly Reconciliation & Analysis – Updated 3/1/13

This aid is intended to provide a checklist for ensuring appropriate documentation is in place to support charges on sponsored projects and to highlight key items to review, analyze, and discuss with investigators as necessary.

Reconcile the Monthly Expense Report

☐ Run the reports in the PI Dashboard for all current budget periods
☐ Verify that total budget is inclusive of all new awards, approved carry-forward funds, and supplements received-to-date. You can refer to the original notices of grant award from the sponsor for this information. For larger projects with multiple subaccounts, total budget should be allocated correctly across all project indexes.
☐ Personnel Review – Verify personnel charges reflect the current payroll allocation in Banner HR. Highlight any changes in payroll allocation or any new personnel charged to the award and address with PI to ensure that changes or additions to project personnel are correctly documented.
☐ Non-Personnel Review – Review all non-personnel charges to the project. Ensure backup documentation is maintained to support all charges: purchase orders, invoices, receipts, etc. Backup documentation should be maintained in the department’s grant file. Investigate any charges that may be unallowable on the award – either explicitly unallowable in the sponsor’s terms and conditions or listed as an unallowable or indirect cost on Grants and Contracts’ website:

Analyze the Award

☐ Review PI and personnel commitments and payroll projections – Using the Personnel Commitments portlet, review the PI’s projected payroll on and calculated effort for the project. Review the effort commitments and calculated effort for all personnel on the project using the “Individuals on My Projects” report, accessible via the PI’s Personnel Commitments portlet. Investigate any significant discrepancies between committed and calculated effort or any payroll that does not appear to be projecting correctly.
☐ Cost share – Determine whether the appropriate cost share is being charged for individuals with salaries over the NIH salary cap, and whether this cost share is accurately reflected in the Research Dashboard as well as on the individuals’ effort statement. Note whether there are other cost share commitments that need to be met and verify that they are being recorded on a designated cost share index.
☐ Overall project review – Analyze the internal budget plan versus incurred and projected expenses using the PI Dashboard. Make note of the following situations and inform the PI:
  o Large (more than 25% for NIH) projected remaining balances, particularly near the end of the budget period
  o Projected personnel costs significantly under or over budget
  o Non-personnel commitments are not up to date (encumbrances that need to be liquidated)
  o Expenses in unanticipated categories, particularly high profile categories such as animal use charges, patient care charges, tuition, health insurance, travel, and equipment
