Grants Management in Workday

Faculty can use Workday to manage and report on grants and awards. In Grants Management, central offices set up awards and accompanying details such as indirect cost rates, budgets, cost share, and subawards. Your unit will be able to record grant expenditures and request administrative updates for new award line/grants, changes to grant attributes, and budget amendments. The Central office will manage sponsored billing, financial reporting, and award modifications – all in Workday.

Faculty and Grant Managers will be able to utilize the SABER and STinG reports to track the status of grants and monitor spend, in real time. Drill down into transaction details, or view summary data all from the same report. Additional highlights include:

- All financial management of subawards will be done in Workday.
- Each grant will have a Grant Manager (separate from the PI) who will be assigned to assist in the financial management of the Grant in Workday.
- Grant spend restrictions can be appended to the grant in Workday, for example, “no foreign travel”, “no equipment”.
- Pre and post-award processes including finding funding, preparing a proposal, routing and submitting a proposal, recording sponsored award modifications, and negotiating subawards will not change.

Terminology Overview:

- **Award**: Formerly known as “fund”, allows us to store information such as the sponsor, beginning and end date, and the funded amount.
- **Grant**: Formerly known as “project ID”, includes prime grant, cost share grants, subaward grants, participant support grants, and grants for collaborating researchers.
- **Award line**: Associates the grants to the award and stores things that cannot be stored in the grant itself such as billing instructions and indirect cost instructions.
- **Sponsored Award Budget Expense Report (SABER)** and **Sponsored Transactions in Grants (STinG)**: Replacements for the PEB report, used for reporting on grants in Workday. These reports are built into a single Workday dashboard for easier navigation.