Grants Concepts Seminar
Welcome and Introductions

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“The significant problems we face today cannot be solved at the same level of thinking we were at when we created them.”
– Albert Einstein
Seminar Goals

• This seminar is a lecture-style offering.
• The content in today’s course is the same as the accompanying web-based training: *Grants Concepts*.
• Please hold your questions. Time is allotted at the end for Q&A.
Agenda

• Course Purpose and Objectives
• Award Setup
• Award Management
• Award Reporting
• Award Closeout
• Course Review and Questions
• Next Steps
Safe Harbor

This information delivered within this presentation was originally published in June 2019.

This information, while accurate at the time, is subject to change.
Course Purpose

• The purpose of this course is to introduce and define important Workday terminology. While some of these new topics may seem abstract, they are the foundation of understanding core Workday functionality and are vital to transacting and reporting in Workday.

• This training is specific to Grants Concepts, and will not cover details related to other areas such as Procurement, Expenses, etc. There are separate training courses for these areas.
Course Objectives

By the end of this course, users will be able to:
• Become familiar with Workday concepts related to Grants.
• Follow the award set up workflow.
• Understand award management activities in Workday.
• Access and view grants reports in Workday.
• Understand the award closeout process in Workday.
Learning Methods

There are two types of learning methods that will be utilized during today’s seminar:

**Knowledge Checks**
Instructors will ask users a question on a previously discussed Workday topic.

**Demonstrations**
Instructors will introduce a topic and show how to complete a process in Workday. Users will watch and reserve any questions for the Q&A portion at the end of the seminar.
## Terminology

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<th>Term</th>
<th>Description</th>
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<tr>
<td>Award</td>
<td>Stores information in Workday about the contract received from the sponsor.</td>
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<td>Award Line</td>
<td>Contains business rules for collecting costs, F&amp;A, billing sponsors, and reporting.</td>
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<tr>
<td>Grant</td>
<td>Used in Workday transactions to capture costs and revenue related to an Award.</td>
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<td>Sponsor</td>
<td>Organization that awards funding for a grant or contract directly to Georgia Tech.</td>
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<td>Prime Sponsor</td>
<td>The original source of funds, if different from the Sponsor (flow-through).</td>
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<td>Award Lifecycle Status</td>
<td>Identifies status of award and award lines. Used for reporting and process routing.</td>
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<td>Award Schedule</td>
<td>Identifies start and end date of the award.</td>
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<td>Budget</td>
<td>Authorized funding for an award, allocated by object class within a grant(s).</td>
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<tr>
<td>Object Class</td>
<td>Cost categories that support sponsor budget and expenditure reporting.</td>
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Components of an Award

Award, Award Line, and Grant

**Award**
- Sponsor and Prime Sponsor
- Award Type
- Award Date
- Award Schedule
- Award Amounts

**Award Line**
- Reimbursement Method
- F&A Rules
- Start and End Dates
- Subrecipient

**Grant**
- Grant (Worktag)
- Related Worktags

*Business rules to bill, collect, and report on awards.*

*Reporting is available by Award or Grant.*
## Security Roles

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<tr>
<th>Role Name</th>
<th>Business Description</th>
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<tr>
<td>Award Principal Investigator</td>
<td>Lead PI for the award. Directs scientific/technical work and has overall responsibility for funds awarded from the sponsor.</td>
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<tr>
<td>Grants Principal Investigator</td>
<td>PI responsible for grant within an award, who may be the same as the award PI.</td>
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<tr>
<td>Grants Manager</td>
<td>Campus user who is responsible for day-to-day management of the grant, including review and approval of award expenditures.</td>
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<tr>
<td>Award Report Viewer</td>
<td>Other investigators or campus users associated with an award. Provides access to Workday grants reports.</td>
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Award Setup
Award Setup Overview

• At Georgia Tech, the Office of Sponsored Programs (OSP) and the Office of Industry Engagement (OIE) support researchers with proposal submissions and contracting.

• When a sponsor awards funding to an academic unit (excluding GTRI), OSP/OIE completes the initiation. After that, Grants & Contracts Accounting can set up the award in Workday.
Award Setup Workflow

OSP/OIE receives notification of Award from sponsor and sets up the new award in the Contract Information System (CIS).

G&C Accounting receives notification when OSP/OIE completes award setup in CIS.

G&C Accounting enters budget, billing and other award financial details in Workday.

The Principal Investigator receives notification that award setup is complete.
Request Advance Award Number

• When appropriate, Georgia Tech allows pre-award spending through the use of advance award numbers.

• Requests for advance award numbers must be submitted to the OSP/OIE Contracting Officer.

• Upon approval, Grants & Contracts Accounting will set up an advance award/grant in Workday to which pre-award spending may be charged.
Knowledge Check

True or False: Each Award line must have an associated grant.

A) True  
B) False
Knowledge Check

True or False: Each Award line must have an associated grant.

A) True
B) False
Award Management
Award Management Overview

• Once award setup is complete, Workday helps campus users, investigators, and Grants & Contracts Accounting with the following activities:

  • Managing award spend.
  • Tracking budget revisions.
  • Reporting.
Award Spend

• In Workday, when you enter a requisition, expense report, or journal with a cost that should be charged to an award, populate the **Grants driver worktag**.

• Driver worktags determine the source of funding. Once a driver worktag is entered, **related worktags** will automatically populate.
Spend Restrictions

• Workday allows Georgia Tech to establish “guardrails” that govern allowable costs on an award.
  • For example, if the contract terms and conditions do not allow foreign travel, the Foreign Travel Unallowable spend restriction prevents you from charging foreign travel to the grant.

• Spend restrictions help ensure accuracy at the point the transaction is initiated in Workday and reduce the need for cost transfers.

• During award setup, Grants & Contracts Accounting establishes applicable spend restrictions on award lines based on sponsor requirements.

• Grants managers may review spend restrictions by entering the award number in the search bar and selecting the award lines tab and then award lines sub-tab (view spend restrictions field).
Request Framework for Grants

• Georgia Tech is using Workday’s Request Framework to help campus users manage additions and changes to awards.

• Campus users may use this Request Framework to request a new award line/grant within an existing award, or to request changes to an existing grant such as the title or status.

• All requests are routed to Grants & Contracts Accounting for review and set up in Workday.
Create a Budget Amendment

• You can reallocate budgets within the same award using Workday’s Budget Amendment for Organization task. You may need to do this when:
  • The budget from one grant should be reduced, and the amount moved to another grant.
  • The budget within one grant should be moved from one object class to another object class.

• This task should be initiated by the Grants Manager.

• Budget amendments initiated by the department must be balanced (net to zero).
Knowledge Check

Which of the following is \textit{NOT} part of the award management process?

A) Award Spend
B) Proposal submission
C) Request Framework
D) Budget Amendment for Organization
Knowledge Check

Which of the following is **NOT** part of the award management process?

A) Award Spend  
B) Proposal Submission  
C) Request Framework  
D) Budget Amendment for Organization
Award Reporting
Award Reporting Overview

• Workday grants reporting provides visibility and flexibility to manage financial activity at the award and grant levels.

• The Sponsored Award Budget & Expense Report (SABER) summarizes budgets and spend for all grants in an award.

• The Sponsored Transactions in Grants report (STinG) summarizes budgets and spend by grant.

• Both reports provide real-time data with drill down to transactions originated in Workday, including supplier invoices, expense reports, purchase orders, requisitions, and accounting journals.
Award Reporting Overview

• Campus users can view financial data for their award portfolios using the Grants Reporting worklet.

• Please note that journals integrated from other systems may not include transaction level detail in Workday.
Demo – View SABER Report

Scenario:
- A summary of budgets and spend on all grants has been requested.
- Access the SABER report to find needed information.

With the Award Report Viewer role, perform the following steps:

1. Select the Grants Reporting Worklet.
2. Choose SABER.
3. View and locate information.
Knowledge Check

Which Workday Grants report is used for award-level reporting?

A) Sponsored Transaction in Grants (STinG)
B) Expense Report
C) Sponsored Workday Report Detail
D) Sponsored Award Budget and Expense Report (SABER)
Knowledge Check

Which Workday reports provide real-time data with the ability to drill down into transactions?

A) Sponsored Transaction in Grants (STinG)
B) Expense Report
C) Sponsored Workday Report Detail
D) Sponsored Award Budget and Expense Report (SABER)
Award Closeout
Award Closeout Overview

• Workday contains features to provide better visibility and management of awards during the close-out process.

• These features include award status updates and validations to help control spend and manage cost transfers after the award period of performance end date.
Award Status during Closeout

• The day after an award reaches its end date, Workday changes the award status to Closeout.

• As the closeout timeline progresses, Workday will either warn you that the award is in closeout (and allow the transaction) or prevent you from transacting.

• In addition, the SABER and STinG reports reflect the award close out status and number of months past term.

• If incremental funding or a no-cost extension is pending and the award status is Closeout, inform Grants & Contracts Accounting.
  • If appropriate documentation is provided, Grants & Contracts Accounting can change the status to Central Administrative Review - which allows you to continue transacting.
Resolving Award Overspend

• Grants managers will use the SABER and STinG reports to manage award spend throughout the life of the award.

• Workday has been configured to allow transactions that exceed budget when appropriate.

• During award close out, grants managers are expected to resolve costs in excess of budgets by initiating accounting journals to move the costs to an appropriate funding source.

• If timely action is not taken, Grants & Contracts Accounting will transfer the cost overruns to a designated worktag for your cost center.
Knowledge Check

How many days after an award reaches its end date does the award status change to Closeout in Workday?

A) 2 days
B) 1 day
C) 3 days
D) 5 days
Knowledge Check

How many days after an award reaches its end date does the award status change to Closeout in Workday?

A) 2 days
B) 1 day
C) 3 days
D) 5 days
Course Review

• After OSP/OIE initiates the award, the integration pushes the information into Workday. Grants & Contracts Accounting can then set up the award in Workday.

• Spend restrictions are established on award lines based on sponsor requirements.

• SABER and STinG reports will replace the PEB report.

• Cost overruns are now posted to a designated worktag for the department's cost center.
Questions?
Next Steps & Resources

• Visit the Services & Support Portal for Financials Administration at services.gatech.edu/financials.

• Submit the Request Help form to log a new ticket or contact the Financials Service Desk Monday-Friday from 8:00am-5:00pm at 404-385-5555 or erp.ask@gatech.edu.

• Access Workday FAQs, Tips and Tricks, and job aids via the Portal search bar or the tiles organized by Business Service.
Next Steps & Resources

• **Ask a Peer**
  - Workday Peers provide peer-to-peer support across campus for common Workday tasks and basic navigational questions.

• Find a Workday Peer by Department or Process Area at [transformation.gatech.edu/ask-a-peer](transformation.gatech.edu/ask-a-peer).
THANK YOU