

The Real Work Begins

*What to Expect After Your
Grant is Awarded*



Research Coordinators



Rebecca Torres

Post-Award Research Coordinator
College of Education



Meredith Williams

Post-Award Research Coordinator
College of Fine Arts & Communication



Joy Schneider-Cowan

Post-Award Research Coordinator
College of Liberal Arts



Alyssa Livernois

Pre-Award Research Coordinator
College of Applied Arts

General Housekeeping

This presentation will be
recorded

Microphones and
cameras will remain off

Agenda



Part I : Principal Investigator Essentials for Grant Management



Part II: I Have an Award, Now What? Strategies for Making a Grant Come to Life



Part III: Invoicing, Reporting, Closeouts, and Indirect Cost Accounts



Part I : Principal Investigator Essentials for Grant Management

Principal Investigator Best Practices

Notify your RC in advance!

Financial Management

- **Serve as Account Manager**
- **Wait until account is established before spending**
- Ensure project funds are managed efficiently within approved budgets
- Ensure all expenditures are reasonable, allocable, and allowable
- Take corrective action within 10 days if account is over-expended or costs are disallowed
- Monitor subaward agreements and subcontracts
- Submit Research Cash Advances in the online portal

Principal Investigator Best Practices

Notify your RC in advance!



Personnel Management

- Oversee and approve grant staff and student research progress and effort reporting
- Approve Personnel Change Request (PCR) appointments within date and budget limitations
- Approve retroactive salary transfers via PCR as soon as change is determined
- Include estimated annual salary increases in sponsored program proposals
- Review requested salary increases for consistency with other university personnel

Principal Investigator Best Practices

Notify your RC in advance!



Compliance and Reporting

- Notify OSP Post Award of needed program changes for sponsor approval as soon as possible
- Report non-compliance matters to university management
- Keep IRB up to date
- Manage data according to the Data Management Plan
- Abide by export control regulations
- Consult with OSP Post Award to initiate or revise sub-awards and subcontracts
- Work with OSP Post Award to follow sponsor guidelines and commitments
- Prepare and submit technical reports and required deliverables on time
- Comply with all sponsor terms and conditions

Relevant Policies and Procedures

Applying for Sponsored Programs

Sponsored Programs – Post-Award

Account Manager Fiscal Responsibilities

Protection of Human Subjects

Animal Care and Use Policy

....and more!

*Tip: utilize these policies to facilitate processes and learn strategies
to enhance your research*

Notify your RC in advance!

Understanding Office of Sponsored Programs Support Role

Administrative Support

- Maintaining fiscal integrity
- Review and sign contracts for sponsored agreements
- Establish, maintain, and close sponsored program accounts
- Interpret and enforce sponsor, university, and administrative policies

Notify your RC in advance!

Understanding Office of Sponsored Programs Support Role

Financial Management

- Monitor expenditures for allowability per sponsor and university policies
- Prepare subaward agreements and subcontracts
- Provide accurate and timely financial information, including sending financial reports to sponsors
- Approve requests for research cash advances

Notify your RC in advance!

Understanding Office of Sponsored Programs Support Role

Communication and Compliance

- Act as liaison with administrative units, sponsors, and auditors
- Review and submit invoices to sponsors
- Negotiate and approve changes to contractual obligations
- Communicate with PI about disallowed costs

Notify your RC in advance!

Understanding the Research Coordinator Support Role



Administrative Support

- Establish indirect cost (IDC) accounts for new PIs
- Develop and submit Personnel Change Requests (PCRs)
- Prepare and submit faculty incentive paperwork for PIs
- Prepare relevant purchasing, participant payment, travel, and hiring forms and obtain required signatures
- Prepare requests for research cash advances, if needed

Notify your RC in advance!

Understanding the Research Coordinator Support Role



Financial Management

- Provide current financial information to PIs on a regular basis to help them keep track of expenditures on their grants
- Assist in the preparation of progress reports (often quarterly or annual)
- Ensure that grant expenditures comply with the awarded budget
- Monitor effort and assist PIs with effort certification reports, as needed
- Manage P-Card purchasing for grants
- Create and maintain required records for major purchases and contracts

Notify your RC in advance!

Understanding the Research Coordinator Support Role



Communication and Compliance

- Interpret and enforce sponsor, university, and administrative policies
- Advise on next steps for project management
- Act as liaison with university administrative units and OSP
- Report non-compliance matters, whether financial or otherwise, to university management
- Coordinate with OSP to finalize research program activities

Notify your RC in advance!



Part II: I Have an Award, Now What? Strategies for Making a Grant Come to Life



Salaries & Wages – Senior/Key Personnel

Meet with your Research Coordinators in advance
to plan for all hires or salary actions!

Personnel Change Requests (PCRs) will be submitted for salary action.

- Buyouts in the Fall and Spring (long) semesters
- Summer Salary from June – August
- "Pay Above Base " is limited and must follow strict guidelines

Faculty Instructional Incentive Compensation can be requested if faculty is buying out at least 25% time (in the Fall or Spring) from an external grant account.

- Requests must be submitted through Dynamic Forms
- Incentive compensation is issued using a Special Payment PCR after approvals are in place

Effort Reporting

- Effort reporting is required and monitored by OSP. RCs can help to verify with PIs the correct effort expended during the project to complete required forms.

Notify your RC in advance!



Salaries & Wages – Other Personnel

Student Employees / Administrative Support / Staff

Provide RCs with a list of duties to be performed for each person.

- The duties to be performed and the person's TXST work history will determine their position
- Salary will be based on the project's awarded budget and TXST pay policies
- Positions must be in place before a PCR can be submitted, and the work begin
- All salary actions will incur fringe expense

Notify your RC in advance!

Fringe Benefits

Fringe benefits, automatically calculated by Payroll, are typically charged as a **percentage of an employee's salary** and are often included as a line item in the budget

Fringe benefits are calculated in accordance with Texas State benefit averages		
28%	17%	1.25%
Faculty Full-time staff Post-docs	Eligible graduate students	Hourly undergraduates/ workers

Notify your RC in advance!

Permanent Equipment

The more expensive the piece(s) of equipment,
the longer the procurement process!

- **Notify RCs early** for capital purchases (>\$5,000)
- **Get a quote** for the requisitions request
- **Use preferred purchasing systems:** TSUS Marketplace / Vendor Purchase Orders
- **Follow ITAC guidelines** for technology and software purchases

Notify your RC in advance!

Travel – TXST Personnel

Travel requests must be submitted using SAP Concur **before the trip**.

- Concur Travel Requests are an *estimate* of travel expenses
- Expense totals can be changed on the Expense Report to match actual costs

U.S. General Services Administration (GSA) are used to calculate lodging and meals per diem amounts.

- Receipts for Lodging are required, but food receipts are not (when using per diem amounts)

Foreign travel may require **export control review and sponsor approval** before traveling.

- Foreign travel requires T-4 forms for faculty and anyone traveling with them
- These requests require multi-level approvals - plan for additional process time

Travel Cash Advances for research can be requested on your Concur Travel Request.

Best Practices:

- Retain all itemized receipts for Expense Reports
- Submit expense reports within 30 days of travel

Notify your RC in advance!

Participant Support Costs

Participant Stipends

- Set up participants as Vendors in PaymentWorks
- Submit AP-2 forms for Participant Payments / Human Subject Incentives
- *Requires Vendor Number for electronic payments*

Participant Subsistence

- Such as meals are completed via Purchase Order or as an e-NPO reimbursement to faculty

Participant Travel

- Travel Requests must be completed in Concur *before the travel begins*
- Expense Reports must be completed within 30 days of the travel ending

Other Costs

- Participant supplies and approved items can be purchased in the TSUS MarketPlace, with a Purchase Order, or as an e-NPO reimbursement to faculty

Notify your RC in advance!



Supplies and Materials

Supplies and Materials can be purchased the following ways:

TSUS Marketplace (Preferred Method)

- Build a cart in the Marketplace and "assign" it to your RC for purchase

Purchase Order (Preferred Method)

- Establish company as a Vendor
- Obtain a quote for the items
- Create PO and provide to company

e-NPO

- Reimburse faculty - check with Accounts Payable to confirm items can be reimbursed before purchasing personally

Purchasing Tips:

- Check for Vendors in PaymentWorks
- Use Sales Tax-Exempt forms on the Payroll and Tax Compliance Webpage
- Large purchases may require a contract through TCM
- Invoices are required from Vendors to complete the purchase

Notify your RC in advance!

Purchased Contracted Services

Examples:

- Publication
- Transcription Services
- Online Research Tools
- Can be companies or individuals

Purchase Order (Preferred Method)

- Register vendor in PaymentWorks → Faculty provides quote → PO is created

Best Practices:

- DO NOT PAY FOR THESE PERSONALLY
- Stick with PO unless urgent and approved for alternate method

Notify your RC in advance!

Consultant/Professional Services

Register Vendor in PaymentWorks → Faculty Provides Quote → PO is Created

Invoice (Preferred for Businesses):

- Vendor sends invoice to **Accounts Payable**, the PI, and the RC
- Use invoice templates if needed (example formats can be shared)

FS-06 – Independent Contractor Form

- Used to verify the consultant is not a Texas State employee
- Must be **approved by Procurement & Strategic Sourcing**
- Can be time consuming, requires multiple signatures (account manager, vendor)

FS-03 – Substitute Invoice for Individuals

- Used when the vendor cannot provide a formal invoice

Best Practice: Submit FS-06 as early as possible, this must be in place to create PO

Notify your RC in advance!

Computer Services

Computer Services include:

- External data processing or computing resources (e.g., Prolific, UT Austin datasets)

Can be purchased using:

- *ITAC approval is required for hardware and software purchases* - allow additional processing time
- Purchase Orders (recurring charges okay)
- P-Card (only with prior exception form approval)

Notify your RC in advance!

Subawards

Subaward contracts are entered in **Total Contract Management (TCM)**

- Purchase Orders are established annually or for the project total

Multi-year awards:

- PO is increased annually with new funding and date updates
- Invoices must be sent to Accounts Payable / OSP (not just the PI)

Best Practices:

- PIs should check in with subawards at least three times per year
- Encourage frequent communication and timely invoicing
- Watch for PO thresholds (e.g., over \$15K requires SB20 forms)

Notify your RC in advance!

Human Subjects

Research Cash Advance System is the Preferred Method

- *This is the only method to issue human subject incentive gift cards*
- PI is the *only party allowed* to submit research cash advance requests
- Money goes into the PI's personal account to distribute
- Does not require subjects to register as vendors or to provide personal information
- Requires distribution logs and distribution receipts
- Anonymous logs are allowed to keep subject data private as approved by IRB
- RCs can help prepare requests and, if listed as the contact person, can help with reconciliations
- Unused funds must be returned using the TouchNet online system
- Reconciliations are required 30-days after the use of funds' end date

Notify your RC in advance!

Tuition, Fellowship, Scholarships

Grant Tuition Payment Process

- **Must be signed by the PI/Account Manager**
- Use Grant Tuition Payment Form - lists covered students and tuition items
- Submit to Office of Sponsored Programs, then Student Business Services *at least 5 days before the payment deadline*

Payment Method

- Paid directly to student accounts (never directly to students)

Best Practices

- Use out-of-state tuition estimates + inflation buffer when budgeting
- Keep track of continuing students to avoid repeating forms
- Coordinate early with Student Business Services

Notify your RC in advance!

Facilities and Administrative / Indirect Costs

Facilities and Administrative Costs also known as:

- Indirect Costs
- Overhead
- Administrative Allowance
- Institutional Allowance

Facilities and Administrative Costs (F&A) are costs incurred in support of sponsored programs - including requests for F&A allows TXST to recover some of its real costs.

F&A costs include electricity, water, utilities, and administrative research services. *The cost of doing business.*

Notify your RC in advance!

Facilities and Administrative / Indirect Costs

Total Direct Costs *Include*:

- Salaries and Wages
- Fringe Benefits
- Supplies & Materials
- Purchased Contracted Services
- Travel
- Subgrants / Subcontracts for the first \$25,000

Modified Total Direct Costs *Exclude*:

- Equipment at or exceeding \$5,000
- Capital Expenditures
- Charges for Patient Care
- Participant Support Costs,
- Student Tuition Remission, Scholarships, Fellowships
- Rental of off-site Facilities
- Subgrant and Subcontract in excess of \$25,000 (as of 2025)

As of FY 2025

On-campus rate: 50.5%

Off-campus rate: 26%*

**Requires VPR Approval*

Texas State University will honor published (i.e. state/foundation) or statutory (i.e. USDA. the U.S. Department of Education) limitations on recovery of indirect costs.

Notify your RC in advance!

Check if Senior Personnel

Personnel

Select Personnel Type	Name (or TBD)	Full-time Monthly Base	Fringe Rate	Person Months month of effort	T&P	
☒ 1 Faculty	PI	\$5,000.00	28%	1	☐	\$ 5,150.00
TOTAL SALARIES AND WAGES						\$ 5,150.00
FRINGE BENEFITS (automatically calculated from rates entered above in column J)						
1 Senior Personnel						\$ 1,442.00
TOTAL FRINGE BENEFITS						\$ 1,442.00
TOTAL SALARIES, WAGES AND FRINGE BENEFITS						\$ 6,592.00
TRAVEL						
ONLY TXST employees and students may be budgeted for travel in this section.						
Select Travel Subcategory:	Travel Destination					
Domestic, Out-of-State	Washington, D.C.					\$ 3,000.00
TOTAL TRAVEL						\$ 3,000.00
6 Tuition, Fellowship, Scholarship						\$ 9,600.00
TOTAL OTHER DIRECT COSTS						\$ 9,600.00
TOTAL DIRECT COSTS						\$ 19,192.00
INDIRECT COSTS						
				Modified Total Direct Cost (MTDC) Rate:	50.500%	IDC Base
TOTAL INDIRECT COSTS (F&A)						\$ 9,592.00
						\$ 4,844.00
TOTAL COSTS						\$ 24,036.00

Total Direct Costs:
Salary + fringe + travel + tuition = **\$19,192**

Modified Total Direct Costs:
Salary + fringe + travel = **\$9,592**

Indirect Costs:
Modified Total Direct Costs multiplied by IDC Rate →

$\$9,592 \times 50.5\% = \mathbf{\$4,844}$

Total Direct Costs + Indirect Costs = Total Project Costs

$\$19,192 + \$4,844 = \mathbf{\$24,036}$

Notify your RC in advance!



Part III: Invoicing, Reporting, Closeout, and Indirect Cost Accounts

Managing Invoices Effectively



Best Practice: PIs should promptly send any invoice received to their Research Coordinator (RC).



Before approving invoice for payment, Account Managers should review it for accuracy and completion.



Send payment approval to RC so that they may coordinate payment with Accounts Payable (AP).



Avoid delays by ensuring **RCs receive all invoices.**



Rejections may occur due to incomplete/inaccurate information, missing documentation, or lack of payment approval.



OSP invoices sponsors according to the schedule outlined in the grant contract. No action is required from the PI.

Notify your RC in advance!

Staying on Track with Grant Reports



PIs are responsible for all progress, technical, and final reports.



Reminder: At the start of the grant, note report due dates and set calendar reminders.



Coordinate a reporting schedule with subawards early to ensure timely submissions.



Financial reports will be provided by your OSP Senior Grant Accountant.



Invoices to sponsors may be delayed if reports aren't submitted, so stay on top of deadlines.

Notify your RC in advance!

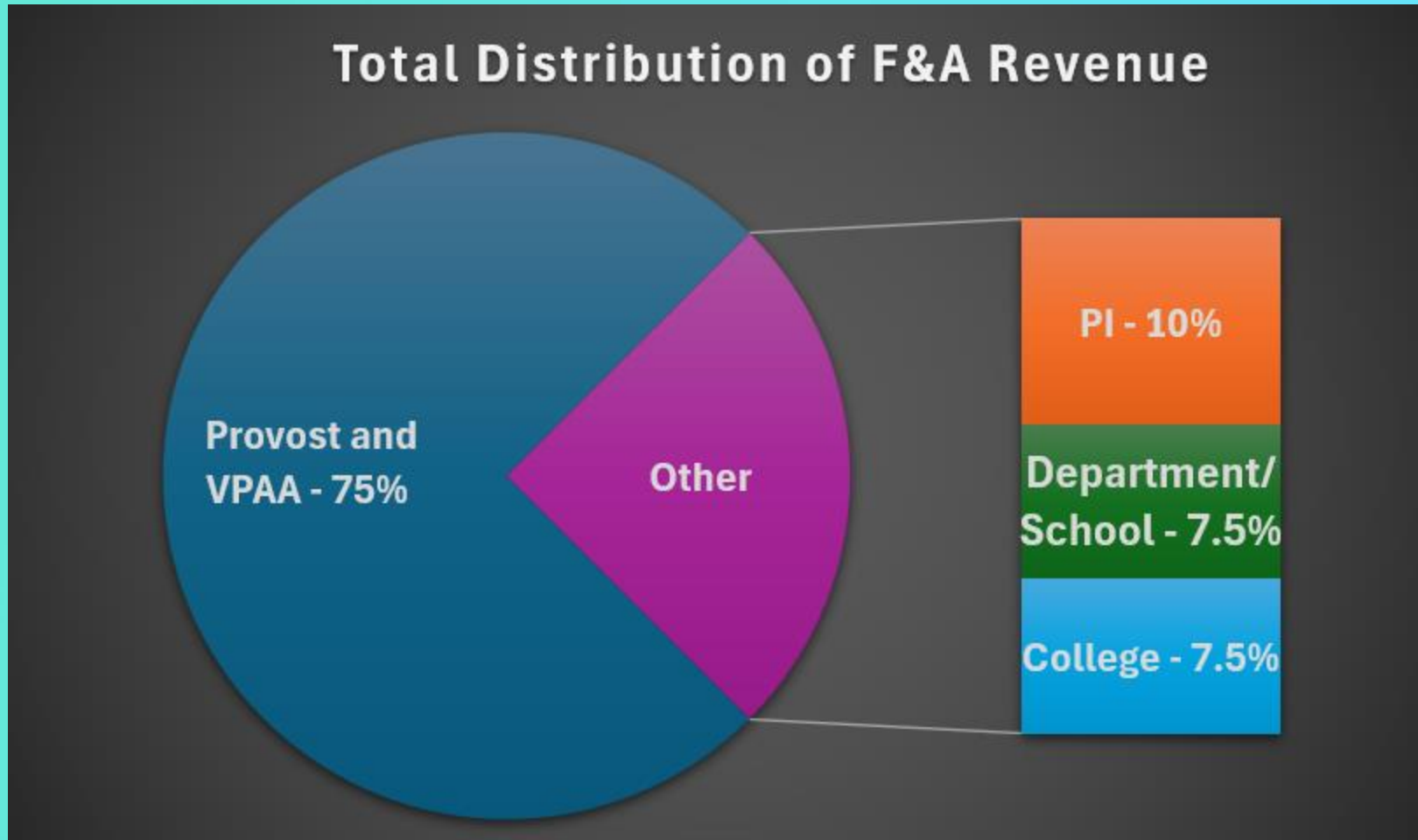
Closeout: Go With the Flow

- 
- Finalize research activities
 - Wind down expenditures
 - Submit final reports
 - Confirm closeout with sponsor
 - Communicate project findings
 - Hold post-project team meeting to review outcomes and discuss next steps for future research

Tip: Keep closeout in your mind from day one of your grant award

Notify your RC in advance!

IDC Distribution



**F&A distribution will vary when multiple investigators or departments are involved, when the generating unit is a university-level center, or when the PI holds a university chair position.*

Notify your RC in advance!

Common Uses for IDC Accounts



Research Personnel – Support for hiring or compensating individuals involved in research.



Research Activities – Funding for travel, supplies, and other research-related expenses.



Professional Development & Dissemination – Resources for attending conferences, workshops, or publishing findings.



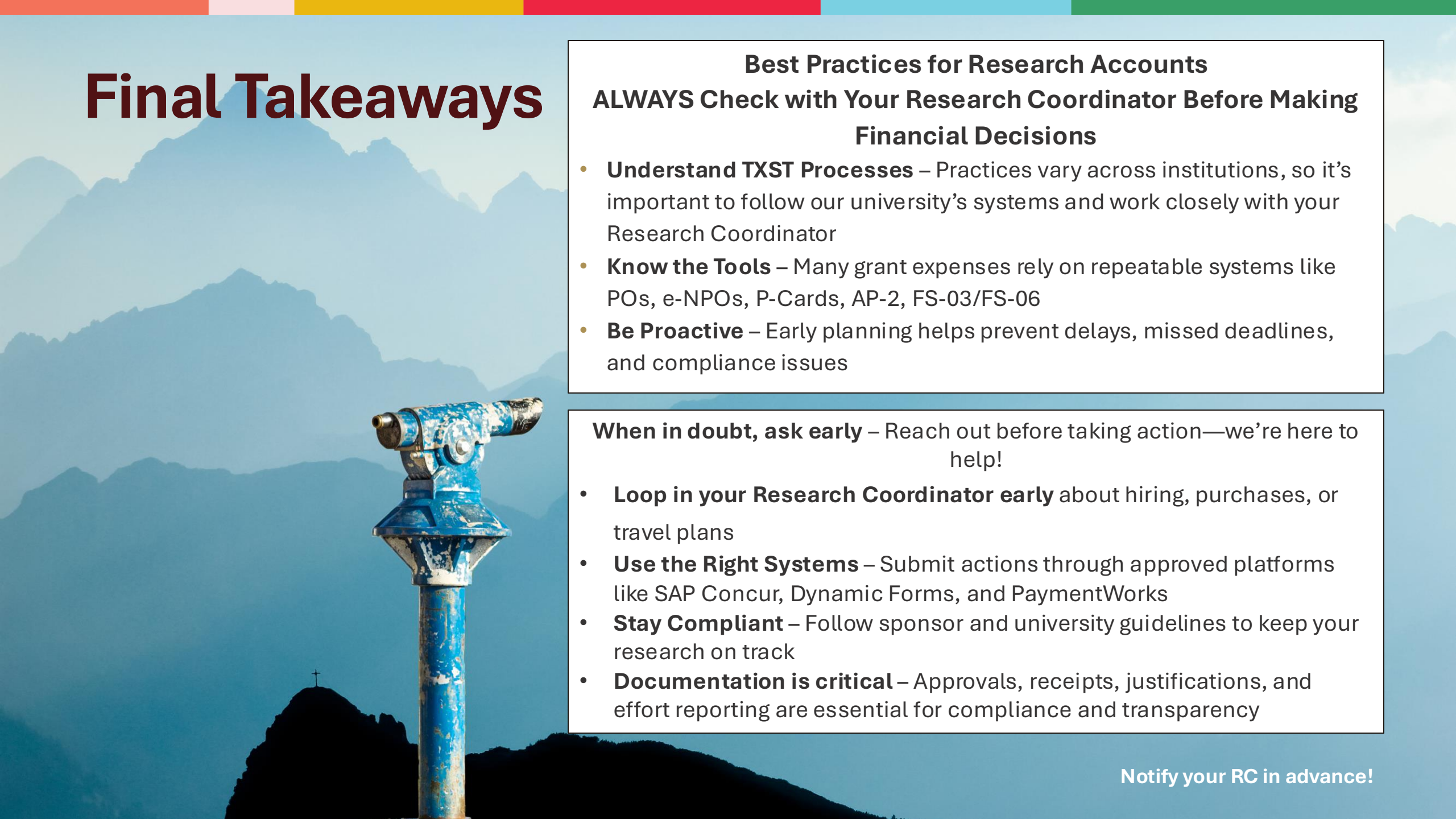
Summer Salary – Option to pay yourself during summer months.



Temporary Expense Holding – Use the account to cover research-related costs while waiting for your official grant account.

Notify your RC in advance!

Final Takeaways



Best Practices for Research Accounts

ALWAYS Check with Your Research Coordinator Before Making Financial Decisions

- **Understand TXST Processes** – Practices vary across institutions, so it's important to follow our university's systems and work closely with your Research Coordinator
- **Know the Tools** – Many grant expenses rely on repeatable systems like POs, e-NPOs, P-Cards, AP-2, FS-03/FS-06
- **Be Proactive** – Early planning helps prevent delays, missed deadlines, and compliance issues

When in doubt, ask early – Reach out before taking action—we're here to help!

- **Loop in your Research Coordinator early** about hiring, purchases, or travel plans
- **Use the Right Systems** – Submit actions through approved platforms like SAP Concur, Dynamic Forms, and PaymentWorks
- **Stay Compliant** – Follow sponsor and university guidelines to keep your research on track
- **Documentation is critical** – Approvals, receipts, justifications, and effort reporting are essential for compliance and transparency

Notify your RC in advance!

Helpful Websites and Resources

Payroll and Tax Compliance Office – payroll@txstate.edu

Accounts Payable – payables@txstate.edu

Procurement and Strategic Sourcing – purchasing@txstate.edu

Travel Office – travel@txstate.edu

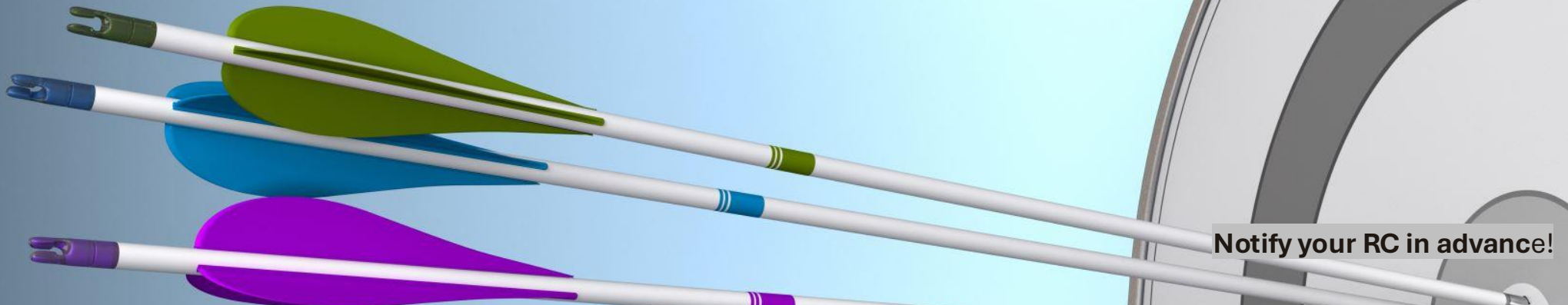
Submit Proposals and Manage Awards – grants@txstate.edu

College of Education - <https://www.education.txst.edu/coero.html>

College of Liberal Arts - <https://www.liberalarts.txst.edu/research.html>

College of Fine Arts and Communication - <https://c3.finearts.txst.edu/>

College of Applied Arts - <https://www.appliedarts.txst.edu/research-office.html>



Notify your RC in advance!

Closing Statements

If you have any questions, please don't hesitate to reach out to the following contacts:

Rebecca Torres: r_w124@txstate.edu

Meredith Williams: mc65@txstate.edu

Joy Cowan: jscowan@txstate.edu

Alyssa Livernois: alyssalivernois@txstate.edu

