

## PI Reports Frequently Asked Questions

### Who gets a PI report?

- PIs and CO-Is listed on the responsibilities tab on GMGRANT in SAP
- Copies are generated for the IBU contact listed in SAP
- Copies are sent to CGOs if they elect to be included
- Contact your RA if PI or CO-I information needs to be updated
- Requests to include a CGO in the report distribution should be sent to [PI\\_Reports@uky.edu](mailto:PI_Reports@uky.edu)

### When are they distributed?

- Reports are sent the first business day after the financial data is finalized each month
- The official accounting period close takes place on the third business day following the accounting period
- Check the UFS website for year end specific information

### Why do I get one?

- To facilitate PI/CO-I obligations for financial oversight by providing consistent and timely reports

### What am I expected to do with it?

- Review the report to verify the following information, then discuss discrepancies, corrections, questions and concerns with departmental and/or college level business support staff:
  - All individuals working/paid from each project during the period are listed;
  - Amount paid for each individual listed is reasonable in relation to their work performed during that period on that particular project;
  - No individuals who did not work on the project are listed;
  - Expenses for each project are in line with expectations;
  - G/I account descriptions are reasonable for expenses posted;
  - No expenses are listed for subaward activity that have not been certified by the PI or designated individual;
  - Source of funds is appropriate for each expense; i.e. sponsor funds versus cost shared (institutional) funds;
  - Ensure all your projects active for the period are listed

### What is included?

- The report includes all active accounts for the individual listed as PI and CO-I in GMGRANT
- Budget, expenses, and commitments/encumbrances posted in SAP during the reporting period
- Expenses posted, either directly or as cost share, for the specified period
- Encumbrances posted in SAP including, but not limited to:
  - Position Budget Control (PBC) for future salaries and fringe benefits
  - Parked JV documents
  - Un-invoiced Purchase Order Amounts
  - Un-invoiced Subaward Amounts
- Tabs included:
  - Executive Summary – Cumulative budget, commitments/encumbrances, and expenses per project; equivalent BW report: Grant Ledger – PI Summary exec summary at grant level
  - Executive Detail - Cumulative budget, commitments/encumbrances, and expenses by sponsored class per project; equivalent BW report: Grant Ledger – PI Summary exec summary at sponsored class level
  - Current Month Labor Detail – Salary and fringe benefit charges posted in the reporting period through payroll sorted by account; equivalent BW reports listed under HR Labor Distributions
  - Current Month Labor Detail (by – Salary and fringe benefit charges posted in the reporting period through payroll sorted by person; equivalent BW reports listed under HR Labor Distributions
  - Current Month Non-labor Detail – All non-labor (payroll) expenses charged in the reporting period at the document number detail level; equivalent BW report: Grant Line Item Detail

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What is not included?

- Any manual corrections to labor expenses are not included on the monthly detail labor report tabs. This would include document type Z4 JVs. We are investigating possible solutions with the analytics team.
- STEPS employees, grouped positions, and manual adjustments are not included in the salary and benefit commitments. No solution is available at this time.

Why does my business officer not receive a copy?

- The PI reports include information available in current BW reports, but are formatted specifically for investigators
- Department Administrators and Business Officers can access the same financial information at any time in BW or SAP production
- CGO and IBU representatives may receive reports on behalf of the college to facilitate discussion

Why is the balance different on a report from my business officer than my PI Report?

- The PI reports are generated based on a closed accounting period, which is listed in the email subject line
- Any reports generated based on a different accounting period will have different financial information
- Make sure the reports are based on the same parameters and no manual manipulation has occurred
- If reports still do not match, please contact [PI\\_Reports@uky.edu](mailto:PI_Reports@uky.edu) for assistance

Why is my report delayed?

- The financial information must be loaded to BW in order to generate the reports
- If there is an issue with the load, reports are delayed

Who creates the reports?

- The data analytics team generates the reports in batch for all intended recipients
- It is a manual process and takes quite a bit of time to get them all completed
- Research Financial Services works with the analytics team to facilitate the distribution of reports

To whom should I direct questions?

- Questions regarding the accuracy and completeness of expenses should be directed to the department administrator or college business officer as appropriate
- Questions regarding inclusion as PI or CO-I on an account should be directed to the Research Administrator in OSPA

Other questions or suggestions relating to the process should be submitted to Research Financial Services dedicated email [PI\\_Reports@uky.edu](mailto:PI_Reports@uky.edu); we welcome your feedback regarding the process and will try to incorporate suggestions into the process going forward.

Additional information regarding financial processes is found at the Research Financial Services website at <http://www.uky.edu/ufs/research-financial-services>.