

Award Management, Banner Finance and Research Accounting Roles

Prime award, Sub-Award; Subcontractors

- A. **Prime Awardee:** Where Lehigh works directly with one of these entities, Lehigh is referred to as the Prime recipient of an award.
- B. **Subawardee or Pass-thru:** Where Lehigh deals indirectly with one of these entities and this other entity is the Prime recipient of an award, Lehigh is referred to as the Subrecipient of the award. This award is set up in Banner where Lehigh is referred to as the Pass-Thru recipient of this award. The Prime Agency in these awards is typically another University or an external organization or laboratory.
- C. **Subcontractor:** Lehigh may have an entity that performs work under there award or subaward. This other entity is referred to as a subcontractor to Lehigh’s award. This subcontract activity and Budget is recorded in Banner Account codes 78001-78007 and payment is requested by subcontractor via invoice to ORSP. Beginning in FY18, Research Accounting will implement procedures to encumber subcontracts to provide the PI with more reliable information on a Grants available budget balance.

Invoice Processing procedures:

1. ORSP/Research Accounting Coordinator receives an invoice from a Subcontractor.
2. The ORSP/Research Accounting Coordinator verifies the Fund has available budgeted funds in Subcontractor Budget account code 78001-78007
 If there are no available funds and/or there is no subcontractor budget, then the invoice is sent to the ORSP CGS to resolve with the PI if necessary.
3. The ORSP/Research Accounting coordinator scans and sends the PI via email the invoice and the invoice template checklist to complete.
4. The ORSP/Research Accounting coordinator prepares a payment approval and attaches the invoice and approval email.
5. The ORSP/Research Accounting coordinator obtains additional approval from the CGS in ORSP and keeps copy in file.
6. The ORSP/Research Accounting coordinator submits the paperwork to Accounts Payable Department for processing

D. Federal Agency web pages, Payment Management Systems, Other Grant Reporting Web Links

Research Accounting interfaces with several Federal, State, local and private entities to effectively manage the awards administered through the Office of Research.

Commerce	https://www.commerce.gov/
Education	http://www.ed.gov/
Energy	http://energy.gov/
Homeland Security	https://www.dhs.gov/
Interior	https://www.doi.gov/
Health & Human Services	http://www.hhs.gov/
Justice	https://www.justice.gov/
Labor	https://www.dol.gov/
State	http://www.state.gov/
NASA	http://www.nasa.gov/
Environmental Protection Agency	https://www3.epa.gov/
Council on Governmental Relations	http://www.cogr.edu/
Naval Research	http://www.onr.navy.mil/
Office of Management and Budget	https://www.whitehouse.gov/omb/

Below are Payments management systems and other award web pages that require a User ID and User password to view, manage, and request payment of active awards.

National Science Foundation	https://www.research.gov/	NSF grants
HHS Payment Mgt System	https://www.dpm.psc.gov/	HHS, NIH grants
Dept of Education Grant Management	https://www.g5.gov	Dept of Education grants, Direct Loan, PELL
Wide Area Workflow	https://wawf.eb.mil/	ONR, DOD, AFOSR grants
Automated Standard Application for Payments	https://www.asap.gov/	Commerce, Energy, Interior, Treasury grants, EPA, national Institute of Standard, US Geological Survey, Bureau of Reclamation, Economic Development Admin

SAM – System for Award Management	https://www.sam.gov/portal/SAM
Grants Online	https://grantsonline.rdc.noaa.gov
Proposal Central	https://proposalcentral.altum.com/
eRA Commons – National Institutes of Health	https://public.era.nih.gov/commons/public/
Pa Supplier Portal	https://pasupplierportal.state.pa.us/irj/portal/
Fedconnect	https://www.fedconnect.net/FedConnect
DELPHI Workflow Electronic Payment System – Dept of Transportation	Einvoice.esc.gov

System for Award Management (SAM)

The System for Award Management (SAM) combines federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. The Director of Office of Research and the Manager of Research Accounting have access to SAM with a User ID and User Password. Annually, the Manager of Research Accounting updates and renews Lehigh University’s status on SAM.

Grants Online:

Lehigh uses Grants Online for the administration of grants awarded by the Department of Commerce (A Division through of the Department of the Treasury). National Institute of Standards and Technology is a Division of the U.S. Department of Commerce.

Grants Online is designed to automatically retrieve and distribute proposals from Grants.gov, the government-wide portal for the receipt of applications. It is an electronic grants processing and administration system. Thus, the people who interact with the system to do their jobs will enter data. These people are Request for Application (RFA) creators, Federal Program Officers, Procurement Request Authorizing Officials, Line Office Reviewers, Grants Specialists, Grants Officers, and others. Program Officers can avoid doing additional data entry by requiring applicants to submit proposals through Grants.gov. Additionally, Grantees will input data for Financial and Progress reports as well as for Award Action Requests as needed. Grants.gov is only able to accept PDF, Word, Excel, and text files.

Grants.gov is used to find and apply for funding opportunities. Grants Online does not replace any of the functionality in the Treasury Department's ASAP system. You will still need to access ASAP to drawdown your grant funds. However, submission of SF-270 forms requesting non-ASAP payments can and should be made via Grants Online. Since there is no system-to-system interface between Grants Online and ASAP, if an extension is made to a NOAA award, the Grants Online workflow will send a task to the appropriate NOAA staff to extend the award in ASAP also. The award extension in ASAP is an action that happens outside of the Grants Online system.

To submit a question about Grants Online, email: GrantsOnline.QandA@noaa.gov

Grants Online Help Desk:
 (301) 444-2112 in the Washington, DC Metro area

(877) 662-2478 toll free
email: GrantsOnline.Helpdesk@noaa.gov

Proposal Central:

Lehigh uses Proposal Central for the administration of grants awarded through the Simons Foundation. The Simons Foundation division of Life Sciences seeks to advance basic research on fundamental questions in biology. The division currently focuses on origins of life, microbial oceanography, microbial ecology and evolution, and support of early career scientists.

The proposalCENTRAL Service is owned and operated by Altum, Inc.

Altum provides Users the capability to store, retrieve, and submit electronically to a designated sponsor certain grant application and award data and files ("data") via the World Wide Web.

Tabs on Proposal Central web page include:

1. Manage Proposals (All, In Progress, Submitted, Awarded)
2. Professional Profile (My Profile, Other Profiles, Add Profile, Combine Profiles, Create or Connect your ORCID ID)
3. Institution Profile (Maintain Institution Profiles, Search Registered Institutions, Add/Edit Institution Profile, Instructions)
4. Grant Opportunities

eRA Commons:

Lehigh uses eRA Commons for the administration of grants awarded through HHS and HRSA. HRSA grants are awarded to organizations for the purpose of improving and expanding health care services for underserved people.

eRA Commons is an online interface where grant applicants, grantees and federal staff at NIH and grantor agencies can access and share administrative information relating to research grants.

eRA Commons users, based on their role, can conduct a variety of business in Commons, including:

1. Track the status of their grant applications through the submission process, view errors and/or warnings and check the assembled grant image.
2. View [summary statement](#) and [score](#) letters following the initial review of their applications.
3. View [notice of award](#) and other key documents.
4. Submit [Just-in-Time](#) information (SO only) requested by the grantor agency prior to a final award decision.
5. Submit the required documentation, including the Financial Status Report/Federal Financial Report and final progress report, to close out the grant.
6. Submit a No-Cost Extension notification (SO only) that the grantee has exercised its one-time authority to extend without funds the final budget period of a project period of a grant.
7. Submit an annual progress report electronically using the [Research Performance Progress Report \(RPPR\)](#).

Toll-free: 1-866-504-9552 (Press 1 for eRA Commons or ASSIST and 3 for iEdison)

Phone: 301-402-7469 (Press 1 for eRA Commons or ASSIST and 3 for iEdison)

Hours: Mon-Fri, 7 a.m. to 8 p.m. Eastern Time (closed on federal holidays)

PA Supplier Portal

The PA Supplier Portal is a website where you can register your company as a Commonwealth of Pennsylvania Supplier and participate in electronic bidding opportunities.

toll free number 877-435-7363, option 1

FedConnect

FedConnect is a web portal that bridges the gap between government agencies and their vendor and grants applicant communities to streamline the process of doing business with government. Through this portal you will be able to review opportunities and receive awards.

Tabs on FedConnect include:

1. All auctions and opportunities
2. My auctions
3. My opportunities
4. Awards (This tab includes a list of awards from the Department of Energy (DOE) and the Department of the Interior (DOI)).

Email: support@fedconnect.net
Phone: 1-800-899-6665

DELPHI invoicing System

Lehigh uses DELPHI invoicing for the administration and payment request from grants awarded by ATLSS's FHWA programs known as "Advancing Steel and Concrete Bridge Technology to Improve Infrastructure Performance"

eInvoice has been implemented by the Department of Transportation (DOT) as a program to transform and automate the grants payment process. This program will improve online invoice processing activities by having grant recipients submit invoices electronically via a new system called the Delphi eInvoicing System.

405-954-3000
866-641-3500
