Faculty Guide – Research Pod 2

Labor Management on Sponsored Projects

This Faculty Guide is meant to assist Principal Investigators (PIs) and departmental staff with a quick overview of the process of working with Pod 2 to manage labor actions on sponsored research projects.

LABOR ACTIONS

Electronic Personnel Action Form (EPAF): Changes in labor distributions (EPAFs) for monthly and biweekly employees are initiated by the department and require justification supporting the change in labor distribution on sponsored projects. EPAFs should be processed in time for the person's job record to be updated in GW's Human Resource Information System (HRIS).

Labor Redistributions (LRs): Labor Redistributions (LRs) are completed to correct salary expenses that have already been applied and posted to the award. LRs are submitted either to allocate effort, correct effort, or to correct an account code.

MANAGEMENT

To manage changes in level of effort on sponsored projects

⇒ Pod 2 Sponsored Research Administrators (SRA) conduct regular financial monthly/bi-monthly meetings with PIs to review project activities on their active awards.
⇒ Tracking budgets or Shadow budgets are updated by the Pod SRA based on posted expenditures posted in PI Dashboard (PID) prior to the financial meeting.
⇒ A department representative participates in monthly meetings to note intended effort adjustments.
⇒ A department representative updates their labor tracking (e.g., HPM Z Projections) during the finance meeting based on decisions made during discussions with PIs to ensure 100% coverage per individual.
⇒ Labor Redistributions (LRs) and Labor Distributions (EPAFs) are initiated by the department and submitted for Pod review and approval with a justification for audit reviewers.

MANAGEMENT OF EFFORT IN SUSPENSE ACCOUNT

When effort falls outside of the award's Period of performance (POP), it cannot charge to the award and will go to a suspense account.

When an award ends, the PI works with the department to determine new effort distributions to prevent suspense and failed funds. The Pod reviews and approves for compliance.

MANAGEMENT OF EFFORT IN FAILED FUNDS

When an award has insufficient funds to cover effort, the department submits an LR to correct the outstanding balance and EPAF for preventing additional failed funds. The Pod reviews and approves for compliance.

RESOURCES

Effort Reporting Policy

Payroll Services Payroll Calendar

WORKFLOW

The following table, which is derived from the Roles & Responsibilities (R&R) Matrix of research administration, illustrates the labor workflow, step-by-step, and delineates who is involved in the process. *Key*: Sponsored Research Administrator (SRA), Sponsored Projects Administrator (SPA), Office of Sponsored Projects (OSP).

ACTION	PI/DEPT/ SCHOOL	POD SRA	POD	CENTRAL OSP
Payroll distribution (EPAF for labor distribution) - sponsored research funding sources or mixed funding sources				
(1) PI/Dept initiates labor distribution.	1. Initiate			
(2) Pod SRA reviews labor distributions on sponsored research		2. Review		
(3) Pod SRA approves labor distributions		3. Approve		
(4) School FD approves labor distributions	4. Approve (FD)			
(5) Payroll completes labor distributions				5. Complete
Adjustments to effort charges (LR for labor redistribution) - sponsored research funding sources or mixed funding sources				
(1) PI/Dept initiates labor redistribution	1. Initiate			
(2) Pod SRA reviews labor redistributions on sponsored research		2. Review		
(3) Pod SRA approves labor redistributions		3. Approve		
(4) School FD receives FYI notice about labor distributions and monitors for issues that need to be resolved	4. Monitor (FD)			
(5) Payroll completes labor redistribution				5. Complete

*Delinquent suspense and failed funds items will be moved to the department after 90 days from the posting date or earlier in case of award closing

Ask your Pod SRA for additional information regarding specific research workflows.
For the full Roles & Responsibility Matrix, please contact GWResearchPod2@gwu.edu for a copy.