What is PPM and why are we using it?

PPM = Project Portfolio Management

- Ties accounting from the Subledger to the General Ledger
- Tracks projects and expenditures that may cross fiscal years or have a duration of more than one year
- Allows for budgeting at the project level

Project Types:
- Sponsored projects
- Faculty funds
- Capital projects
- University Projects (Internal)
Banner structure vs iO structure

Banner

D Funds
- Operating Reserves
- Faculty - Designated

B & M Funds
- Capital Projects** & Maintenance Projects

U & R Funds
- Sponsored Projects

iO

General Ledger (GL)

GL Funds that are spent from PPM may be funded through “transfers” in the GL

Project Portfolio Management (PPM)

SLA Rules
Three Main Project Types

Sponsored Projects
- External Grants and Contracts
- Internal Awards

Non-Sponsored Faculty Projects
- Start-up Packages
- Discretionary

Capital and Maintenance Projects
- Construction/Capital Projects
- Maintenance Projects
**Key Terminology**

**Contract:** Vehicle for processing revenue and invoices according to configured methods and controls.

**Project:** Award info at a more granular level – differentiate PIs, departments, F&A rates, or purposes (cost share, capitalizable, billable, etc.).

**Task:** Most granular level of detail within an award or project. Expenses post at the Task level.

**Burden Schedule:** Calculates and applies F&A or other rate-based add-on cost. Contains structure (base), multiplier (rate), and cost code (expenditure type/GL account).

**Expenditure Type:** Configured categorization of PPM expenses – summarized by natural account in the general ledger.

**Award:** Umbrella record for a project that contains financial and demographic information. Only applicable to sponsored projects.

**POETAF:** Project #, Organization, Expenditure Type, Task, Award, Funding Source. Utilized to drive subledger accounting.
**Key Terminology (cont’d)**

- **Expenditure Item**
  - **Date:** Date an expenditure was actually incurred, which is used for transaction controls.

- **Project Manager:** Personnel added to project with certain privileges (data entry, security & workflow) in iO.

- **Committed Cost:** The commitment or obligation created by a POET-funded purchasing document that reserves project budget.

- **Unprocessed Cost:** Cost that is processed into PPM, but fails to post to a project.

- **Team Member:** Personnel (PI, Co-PI, FE&P construction managers, etc.) added to project with data access in iO.

- **Funding Source:** Each sponsored project has a funding source; will drive selection of funding source to transact against on a requisition.

- **Expenditure Batch:** Vehicle for loading expenditures to one or many projects online through spreadsheet upload (ADFDI: ADF Desktop Integration, FBDI: file-based data import).
Grants Structure

**Award/Contract (previous term = Fund)**
- Every award is automatically associated to a contract during award setup
- Awards indicate the sponsor, funding amount per funding source, and owning organization
- Contracts drive billing and revenue recognition

**Project (previous term = Subfund)**

- Each award may contain **multiple projects**, each of which will contain only one **task**
- Each project may **relate to one funding source**, which must be enabled at the award level and will be used to represent distinct pots of money (e.g. sponsored, cost share)
- **Expenses live at the project/task level** and are classified by the project cost collection data entered on the original transaction
  - **Project**, **Organization (Expenditure Organization)**, **Expenditure Type**, **Task**, **Award**, **Funding Source (POETAF)**
- Projects have **unique budgets** and **project-owning orgs** (which may be different than the primary grant-owning org)
• Award will be created by RCA once a fully-executed grant or contract is received from SPARC
• Each award will be created with one associated Project
• Setup will be completed by accountant assigned to Award-owning Org
  ▪ RCA Org assignments can be fund at https://controller.rice.edu/rca-staff
• Award numbers will start with “1”, and the associated Projects will start with “G”
• RCA will no longer send Budget Action attachments to departments
• If you need additional projects under the award, please create a Helpdesk ticket to RCA
Award Roles and Responsibilities

Faculty Researcher
- View award demographic information, award participants, project budget, project expenditures, and funding sources
- Assigned during award setup

Department Administrator
- View project demographic information, project participants, project budget, project expenditures, and funding sources
- CCM equivalent for projects
- Approves expenses over $1K
- Notified of subaward invoices
- Approves subaward requisition
- Assigned during award setup

Other Departmental Staff
- View award demographic information, award participants, project budget, project expenditures, and funding sources
- Assigned during award setup

Dean’s Office Staff
- View award demographic information, award participants, project budget, project expenditures, and funding sources
- Assigned via HCM security

PI
Co-PI

Project Manager

Award Participant

Other

Please note that employees assigned to any of the above roles will be able to see all expenditure information – including salaries – in the dashboards.
Modification of Award Roles

• Changes to Awards can only be made by RCA

• Project Manager should create a Helpdesk ticket to RCA indicating any changes needed
  ▪ Please include end date for any departing members
  ▪ Replacement members will be set up with a start date one day after the previous member’s end date
Faculty Fund Roles and Responsibilities

**Team Member**
- PI, Co-PI, Departmental Staff
- View project demographic information, participants, budget, expenditures, and funding sources
- Assigned during project setup
- Can be modified by Project Administrator

**Project Administrator**
- Department Administrator
- Edit access to project budget and demographic information
- Assigned during project setup

**Project Manager**
- Department Administrator
- View project demographic information, participants, budget, expenditures, and funding sources
- Cost Center Manager
- Approves expenses over $1K
- Assigned during project setup
- Can be modified by Project Administrator

Please note that employees assigned to any of the above roles will be able to see *all* expenditure information – including salaries – in the dashboards.
Faculty Fund FAQs

• Used to track funds that have been allocated to specific faculty members either from a department chair, dean, Provost, etc., or through a specific gift or contribution

• Request for creation of FF should be sent to RCA via Helpdesk ticket

• Information needed:
  ▪ Faculty Name and Org
  ▪ Project Start and End Dates
  ▪ Project Manager, Project Administrator, other Team Members (if any)

• FF project numbers will start with “F”
Faculty Fund FAQs (cont’d)

• Default tasks will be:
  ▪ 1. Faculty Start-up
  ▪ 2. Faculty Discretionary
    o 2.1 Faculty Research
    o 2.2 Faculty Discretionary
  ▪ 3. Faculty Non-Sponsored Research
  ▪ 4. Faculty Retention

• Budget will be modified by Project Administrator in iO

• Demographic information (end date, new tasks, adding and removing Project Managers or Team Members) will be updated by PA in iO

• Requests to close FF projects should be sent to RCA
To see Faculty Funds or other Projects in iO:

- Navigate to Projects module → Project Financial Management tile
- Search by your Org or filter by roles to view the information
- If you do not see any information, it's likely you do not have a role assignment on the project
  - Please ask your PM to create a Helpdesk ticket to RCA requesting that you be added as Team Member

If you can’t see the Projects module, please create a Helpdesk ticket under category Access Permissions to request the proper security approvals
• To see Awards in iO:
  ▪ Navigate to Grants Management module → Awards → Actions bar → Manage Awards
  ▪ Click “Show Filter” to filter by PI, person, sponsor, or sponsor award number
  ▪ If you do not see any information, it's likely you have not been assigned as an Award Participant
    ○ Please ask your PM to create a Helpdesk ticket to RCA requesting that you be added as an Award Participant

• If you can’t see the Grants Management module, please create a Helpdesk ticket under category Access Permissions to request the proper security approvals