

Fall 2022: Grants Management at Barnard

Focus on Budget Reporting and Hiring via Workday

December 14, 2022


Agenda

- Welcome: Reshmi Mukherjee
- Post-award support for PIs: Victoria Toro
- Grant budget reports (How to in Workday): Victoria Toro and Alex Shen
- Hiring on Grants (How to in Workday): Katie Germana
- Purchasing: Doug Maget
- Resources for Postdocs: Reshmi Mukherjee
- IFSR: Team overview, function, how to work with us: Kayla McCaffrey, Mark Godwin




Post-Award Support for PIs (Victoria)

Post-award services for sponsored research support Barnard faculty and staff by providing the fiscal management of grants and contracts and by complying with regulations concerning the expenditure of funds, reporting, communication with sponsors, and ensuring terms and conditions of sponsored agreements are met.

- I can show faculty members how to run reports in Workday and how to interpret the data on those reports. I can also run reports for faculty as needed, though I am working on sending out quarterly reports.
 - I can assist with purchasing and procurement goods and services.
 - I collaborate with Finance to answer questions regarding allowable and unallowable costs.
 - I can assist with adjusting grant budgets if/as project needs change, and work with Finance to have those changes reflected in Workday.
 - I can submit cost transfers (also called expense corrections and accounting adjustments) on a PI's behalf.
 - For faculty with grants with subrecipients, I can assist with payment processing of subrecipient invoices and with issuing subaward amendments.
 - I can assist with requests for no-cost extensions and other non-fiscal tasks.
 - At the end of your research project, I can provide help with reporting and closing out of the award.
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Post-award Grants Management Workday Demonstrations (Alex and Victoria)

Demonstration

- Running Reports: Actuals vs. Budget & Grant Balance
 - 120096 or Alex Shen Science Fund for demonstration of RPT007 and/or 025; for RPT027, Victoria will use 770334
 - RPT 007, 025 (Alex); RPT 027 (Victoria)
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Post-award Grants Management

Workday – Hiring on Grants (Student: BB, Non-Student: HR)

- Hiring on grants in Workday – Overview & Whom to Contact
 - <https://www.myworkday.com/barnard/wdhelp/ess/create>
- Filling a Vacant Position
 - Consult with your HR Partner to review the role and benchmark
 - Create Job Requisition/Position in Workday
 - Advertise vacancy internally and externally, UNLESS a candidate has been identified
- Creating a New Position/Job Description
 - Present your HR Partner with a proposal for the new FTE
 - HR works on providing salary benchmarking
 - Create Job Requisition/Position
 - Advertise vacancy internally and externally, UNLESS a candidate is identified



Post-award Grants Management

Workday – Hiring on Grants (Student: BB, Non-Student: HR)

- Job Requisition Approval Process
 - Job description is reviewed and finalized
 - Hiring manager creates the job requisition
 - HR Partner approves the job requisition
 - Budget Manager approves the job requisition
 - Budget Specialist approves the job requisition
 - Division Manager approves the job requisition
 - HR Partner posts the requisition in Workday




Post-award Grants Management Workday – Hiring on Grants (Student: BB, Non-Student: HR)

- The Hiring Process in Workday



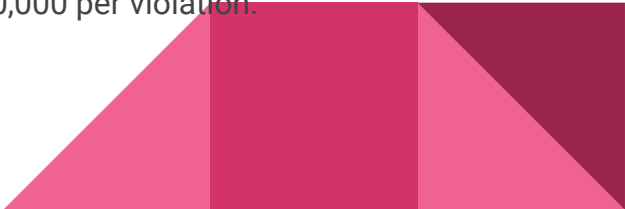
Post-award Grants Management

Workday – Hiring on Grants (Student: BB, Non-Student: HR)

- Workday Job Aids
 - [Recruiting Process Overview](#)
 - [Position Management Model](#)
 - [Create Position \(When Recruitment Is Not Necessary\)](#)
 - [Create Job Requisition \(When Recruitment is Necessary\)](#)
 - [Job Requisition Approval Process](#)
 - [Staff Hiring Process Overview](#)
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Post-award Grants Management

Workday – Hiring on Grants (Student: BB, Non-Student: HR)

- New York City Human Rights Law - Pay Transparency
 - Effective November 1, 2022 under the New York City Human Rights Law, employers advertising jobs in New York City (in person, hybrid, or fully remote) must include a good faith minimum and maximum salary range for every job at the time of the posting.
 - A specific range must be listed and simply can't indicate the position will pay up to a specific dollar amount
 - If an employer has no flexibility in the salary they are offering, the minimum and maximum salary may be identical.
 - Job postings, including all postings in Workday and PeopleAdmin, as well as internal bulletin boards, internet advertisements, printed flyers distributed at job fairs, and newspaper advertisements.
 - Employers that fail to comply with the new law can face potential enforcement action by the NYC Human Rights Commission, which can fine employers a maximum of \$250,000 per violation.
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Post-award Grants Management

Workday – Hiring on Grants (Student: BB, Non-Student: HR)

- New York City Human Rights Law - Pay Transparency

Salary does not include other forms of compensation or benefits offered in connection with the advertised job, promotion, or transfer opportunity, such as:

- Health, life, or other employer-provided insurance
- Paid or unpaid time off work, such as paid sick or vacation days, leaves of absence, or sabbaticals
- The availability of or contributions towards retirement or savings funds, such as 401(k) plans or employer funded pension plans
- Severance pay
- Overtime pay
- Other forms of compensation, such as commissions, tips, bonuses, stock, or the value of employer-provided meals or lodging

Salary includes the base annual or hourly wage or rate of pay, regardless of the frequency of payment. For example, it would include an hourly wage of \$15 per hour or an annual salary of \$50,000 per year.



Post-award Grants Management Workday – Purchasing on Grants (Douglas)

Contracting at Barnard

<https://portal.barnard.edu/finance/contracting>

Policies & Procedures

- [Policy on Contracting at Barnard](#)
- [Contracting Procedures](#)
- [Contract Signing Authority Policy](#)

Forms

- [Contract Checklist](#)
- [Contract Review Form](#)
- [Contract Signing Authority Delegation Form](#)
- [Contract Signing Authority Delegation Form for Education Program Agreements](#)
- [Form W-9](#)
- [Third-Party Information Risk Assessment](#)

Agreements

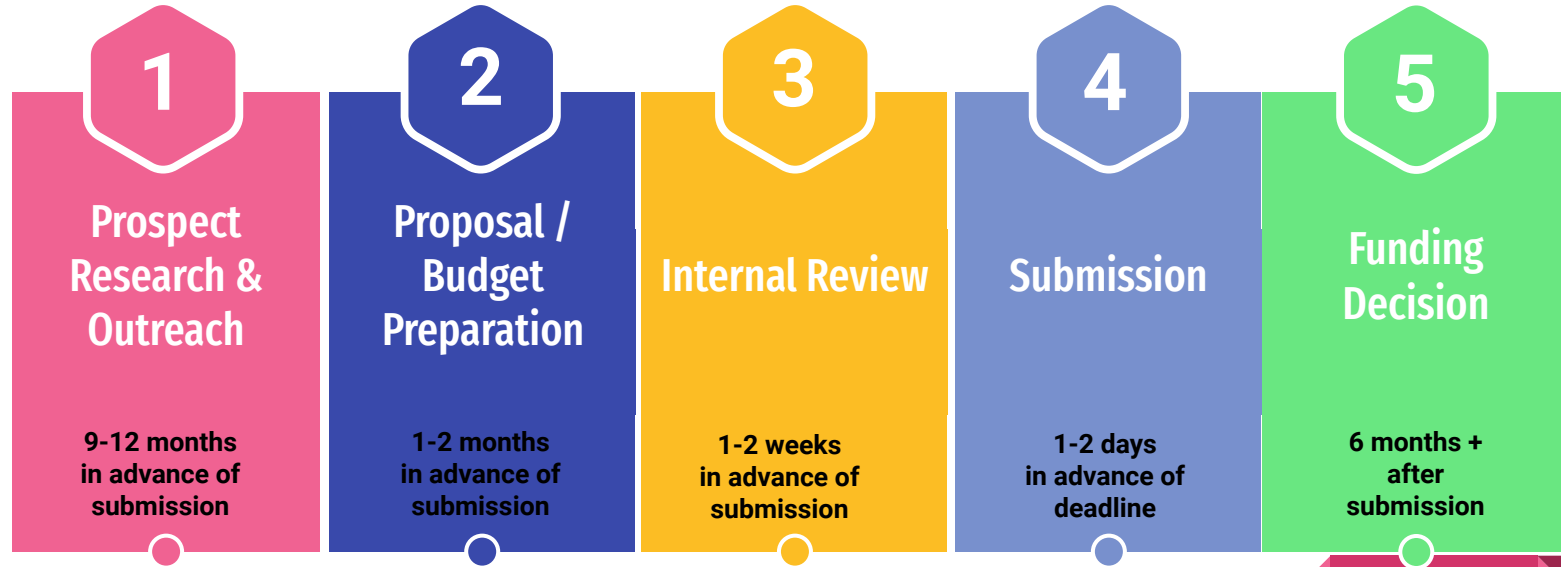
- [Entertainment Agreement](#)
 - [Independent Contractor Agreement](#)
 - [Musician Accompanist Agreement](#)
 - [Speaker Lecturer Agreement](#)
 - [Work for Hire Agreement](#)
 - [Workshop Participant Agreement](#)
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Resources for Post-docs (Reshmi)

- Recognize the importance of supporting Postdoctoral Scholars at Barnard
- Building resources for Postdoctoral Scholars at Barnard College, including ideas for scholar seminar series
- Access to resources at Columbia: <https://research.columbia.edu/office-postdoctoral-affairs> including:
 - Training in grant writing
 - Ethics in research training
 - Reliability and data sharing
 - Responsible and Ethical Conduct of Research training
- Stay tuned for more details (and send feedback)



Pre-Award Support for Faculty Members



Credit: Graphic adapted from [Slidesgo](#) and [Freepik](#).

Pre-award: Working with Institutional Funding and Sponsored Research: “How can I get started?”

- Sign up for our monthly newsletter.
 - grantopportunities@barnard.edu
- Website:
 - <https://barnard.edu/provost/research/funding-sponsored-research>
- Set up an appointment to meet with us.
 - mgodwin@barnard.edu
 - Send us an abstract of your idea.
 - Send us the RFP you’re considering.
- Office Hours
 - First Friday each month, from 10-11 AM
 - The zoom link is in the newsletter, which comes out toward the end of the month.



Questions?



Handouts

- Overview of Workday Tasks
- Key Points: New NIH Data Management and Sharing Policy
- Key Points: NSF Changes Implemented with New PAPPG

