UC San Diego
RESEARCH ADMINISTRATION
TRAINING PROGRAM

RA Responsibilities Checklist

Stay on track of your workload with this Research Administrator/Fund Manager Responsibility Checklist. The guidance provided in this document may vary based upon actual assignment of duties with regard to departmental and unit needs.

Daily Checklist

☐ Check emails, review various requests, prioritize daily tasks and due dates (e.g. respond to your Principal Investigators (PIs), lab managers, and Sponsored Projects Offices (SPOs) regarding any pressing issues. If you can't immediately take care of the action, respond with a time estimate of completion.)

☐ Financial Unit (FinUnit) Approvers should login to Oracle Financial Cloud (OFC) and check their "Worklist" to review and approve transactions. Approval queues may include:

- General Ledger (GL) Journals
- Project Portfolio Management (PPM) Project Budgets, Cost Transfers, and Contracts
- Procurement & Payables Requisitions, Purchase Orders (POs), and Invoices
- Procurement Orders

☐ Review and approve Concur Request and Expense Reports. Log into Concur and under "My Tasks" or click "Required Approvals" and review and approve transactions (procurement card, travel, entertainment, reimbursements).

☐ Complete any new proposal actions.

☐ Review and approval subaward invoices. Log into Kuali Research, go to "Research Home," and click "Common Tasks," and then click "Action Lists."

☐ Review and approve UC Path Funding entries.

☐ Allocate new project budgets in OFC.

Monthly Checklist

☐ Reconcile payroll (Direct Retros/funding changes if necessary), including default:

- Step 1: Download Distribution of Payroll Expense (DOPEs) from bah.ucsd.edu/.
- Step 2: Review DOPEs.
- Step 3: Reconcile any issues in UCPath.

- Enter funding for new hires:
    - Step 1: Bookmark UCPath Portal.
    - Step 2: Log in to UCPath.
    - Step 3: Go to PeopleSoft menu.

- Step 4: From the PeopleSoft menu, go to Set Up HCM, then go to Product Related followed by Commitment Accounting; go to UC Customizations; Click Funding Entry, and then enter the new hire's funding.

☐ Update UCPath payroll funding for research staff, postdocs, grad student researchers, etc. at request of PI.

☐ Update payroll projections.

☐ Review, update, share faculty funding reports as needed (ex. Faculty and Researcher Panorama).

☐ Go to OFC Committed Costs and investigate and clear outstanding commitments over 120 days old.

☐ Review sampled transactions for allowability, allocability, and correct account code.

☐ Review all procurement card purchases for allowability, allocability, and correct account code.

☐ Investigate, document, and resolve unmatched invoices.

☐ Document notes on questionable account codes. Send emails to Sponsored Projects Finance (SPF) to log justifications of questionable/unallowable costs.

☐ Complete all Kuali Research records and route for approval.

☐ Complete Annual and Final Financial Expense Reports (FERs) for awards in Sponsored Projects Accounts Receivable and Cash Management (SPARCM).

☐ Process incoming gifts.

☐ Obtain, review, and file recharge expense invoices/receipts from on campus entities.

☐ Review SPF 30, 60, 90 days notices for expiring awards and start closeout process.

☐ Submit cost transfers.

Quarterly Checklist

☐ Have 1:1 meetings with your PIs discuss the status of current award portfolio and discuss current, pending, and proposed projects, personnel updates, large expenditures, etc.

☐ Send PIs summary of DOPEs report to make sure that effort is accurate.