Workday Grant Roles

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Grant Financial Analyst

GRANT FINANCIAL ANALYST (GFA) RESPONSIBILITIES

- Run and review financial reports on Grants

- Prepare Account Certification

- Initiate Transactions (e.g., enter a purchase requisition)

Important to note: For Account Certifications,
The **Grant Financial Analyst** is the **preparer** of the certifications, and the **Grant Account Certifier** is the **approver** of the certifications – **preparer** and **approver** cannot be the same person.

https://uvafinance.virginia.edu/finance-security-roles

Grant Manager

GRANT MANAGER (GM) RESPONSIBILITIES

- Manage grant budgets, expenses, award tasks

- Create budget amendments

- View and complete award tasks

- Review & Approve financial transactions (e.g., accounting journals, ISDs, etc.)

Important to Note: Cost Center Sponsored Programs Manager (CC SPM) should not be a Grant Manager on any grants within the cost center since the Sponsored Programs Manager is the Alternate Approver on the BP's for the Grant Manager

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Grant Account Certifier

GRANT ACCOUNT CERTIFIER (GAC) RESPONSIBILITIES

• Review and Approve Account Certifications

• Remediate Account Certification Variances

Important to note: For Grant Account Certification process, The **Grant Financial Analyst** is the **preparer** of the certifications, and the **Grant Account Certifier** is the **approver** of the certifications –**preparer** and **approver** cannot be the same person.

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Recapping the Responsibilities

For Transactional business processes—

- The **Grant Financial Analyst** - holds other security roles to initiate transactions on the Grants
- The **Grant Manager -** approves transactions.
  - If the initiator of the transaction holds both roles (Grant Financial Analyst and Grant Manager) on the grant it is an audit issue – **The initiator and the approver could never be the same person**.
- When a **Grant Manager** initiates transactions-
  - If the Grant has more than one GM assigned on the grant, another GM must approve the transaction.
  - If the Grant has a single GM assigned on the grant, the Cost Center Sponsored Programs Manager must approve.

It is a good practice not to have **the Cost Center Sponsored Programs Manager (CC SPM)** also assigned as a **Grant Manager** – because the Cost Center Sponsored Programs Manager is the Alternate Approver on BP's for the Grant Manager

Workday report, "**Award and Grant Assigned Roles Audit**," should be run by the CC/Departments periodically to verify roles are assigned on their grants.

Monthly Alerts for Missing & Conflicting Grant Roles

Alert	Roles	Alert Recipients
Missing Departmental Grant Roles	Grant PI Grant Financial Analyst Grant Account Certifier Grant Manager	CC SPM OSP Post-A GM ospnoa@virginia.edu
Missing CC Sponsored Program Managers	Cost Center Sponsored Program Manager	Cost Center Manager
Missing OSP Grant Roles	OSP Pre-A GM OSP Post-A GM	OSP Sponsored Program Managers
Missing Award Analyst Roles	Award Analyst	OSP Sponsored Program Managers
Missing Lead Principal Investigator Roles	Lead PI	CC SPM
Conflicting Role Assignments (GFA and GAC Roles held by same user)	GFA = GAC	CC SPM
Conflicting Role Assignments (GFA and GM Roles held by same user)	GFA = GM	CC SPM
Conflicting Role Assignments (GM and CC SPM Roles held by same user)	GM = CC SPM	CC SPM, CC Manager
Grant roles assigned to the BU Grant Hierarchy Level	Grant Financial Analyst Grant Manager Grant Account Certifier	ospnoa@virginia.edu

Alert Message for Cost Center Grant Roles Assigned at the Business Unit Grant Hierarchy Level

Grant Roles are managed from Cost Center Grant Hierarchies

Grant Hierarchies (GRHs) are set up for each Business Unit (BU) as Parent Hierarchy for reporting purposes (e.g., GRH201 is for BU1 MD-Medicine)

Cost Center (CC) GRHs are set up as Children under the BU GRH (e.g., GRH306 CC1080 MD-FMED Family Medicine)

Grant roles must be assigned to CC GRHs, not the BU GRHs

Recipient	Subject	Notification Message
ospnoa@virginia.edu	Grant roles assigned to BU Grant Hierarchy Level	There are BU Grant Hierarchies - noted below - which have a Grant role assigned to them. Please make sure to remove any role assignments from this Grant Hierarchy level and apply to them to the appropriate Cost Center Grant Hierarchy level. You can drill into the Grant Hierarchies listed below. If there are other roles which also need to be assigned, please correct those as well.

Monthly Alert for Missing Principal Investigators

An Award must always have a Principal Investigator,

Pre-Award assigns the Award and Grant PIs based on sponsored agreements

When a PI's position id changes due to promotion, job change, or transfer to another University, the PI is dropped from the Award or Grant role

Departments must enter an Award Modification Request via ResearchUVA system for Pre-Award to assign an alternate PI

Recipient	Subject	Notification Message
*Cost Center Sponsored Programs Manager	**Missing Lead Principal Investigator Roles**	There are Award(s) - noted below - which do not have a Lead Principal Investigator. Typically, a Lead PI receives the Sponsored Award. Please work with Pre-Award to set up the appropriate person as the Lead PI. You can drill into the Award(s) listed below or you can run the "Award and Grant Assigned Roles Audit" Workday report to identify the missing role(s). If there are other roles which also need to be assigned, please correct those as well.

Alert Messages for Missing Grant Roles

Recipient	Subject	Notification Message
Cost Center Sponsored Programs Manager	**Missing Departmental Grant Roles**	There are Grant(s) - (noted below) in your unit which do not have a Grant Manager, Grant Account Certifier, Grant Financial Analyst and/or Grant Principal Investigator. This can cause delays in Business Process approvals. Please have someone assigned to these roles ASAP. You can drill into the Grant(s) listed below or you can run the "Award and Grant Assigned Roles Audit" Workday report to identify the missing role(s). If there are other roles which also need to be assigned, please correct those as well. Roles should be requested through the System Access Requests app in Workday.

Recipient	Subject	Notification Message
Cost Center Manager	**Missing Cost Center Sponsored Program Managers**	There are Grant(s) - noted below - which are missing a Cost Center Sponsored Programs Manager. This can cause delays in Business Process approvals. Please have someone assigned to these roles ASAP. You can drill into the Grant(s) listed below or you can run the "Award and Grant Assigned Roles Audit" Workday report to identify the missing role(s). You can drill into the Grant(s) listed below. If there are other roles which also need to be assigned, please correct those as well. Roles should be requested through the System Access Requests app in Workday.

Alert Messages for Conflicting Roles

Recipient	Subject	Notification Message
Cost Center Sponsored Programs Manager	**Conflicting Role Assignments - Grant Financial Analyst and Grant Account Certifier Roles Held by Same User**	There are Grant(s) - noted below - in your unit where the same user(s) hold the Grant Financial Analyst (Preparer of Account Certification) and Grant Account Certifier (Approver of Account Certifications) Roles. Those two roles shouldn't be held by the same person. This can cause Account Certification tasks to go unassigned. Please have these role assignments corrected. You can drill into the Grant(s) listed below or you can run the "Award and Grant Assigned Roles Audit" Workday report to identify the conflicting role(s). If there are other roles which also need to be assigned, please correct those as well. Roles should be requested through the System Access Requests app in Workday.

Recipient	Subject	Notification Message
*Cost Center Sponsored Programs Manager *Cost Center Manager	**Conflicting Role Assignments - Grant Manager and Cost Center Sponsored Program Manager Roles Held by Same User**	There are Grant(s) - noted below - in your unit where the same user(s) hold the Grant Manager (Initiator of Business Transactions) and Cost Center Sponsored Program Manager Roles (Approver of Business Transactions initiated by the Grant Manager) Roles. Those two roles shouldn't be held by the same person. This can cause Business Transaction tasks to go unassigned. Please have these role assignments corrected. You can drill into the Grant(s) listed below or you can run the "Award and Grant Assigned Roles Audit" Workday report to identify the conflicting role(s). If there are other roles which also need to be assigned, please correct those as well. Roles should be requested through the System Access Requests app in Workday.

Alert Messages for Conflicting Roles

Recipient	Subject	Notification Message
Cost Center Sponsored Programs Manager	**Conflicting Role Assignments - Grant Financial Analyst and Grant Manager Held by Same User**	There are Grant(s) - noted below - in your unit where the same user(s) hold the Grant Financial Analyst (Initiator of Business Transactions) and Grant Manager (Approver of Business Transactions) Roles. Those two roles shouldn't be held by the same person. Please have these role assignments corrected. You can drill into the Grant(s) listed below or you can run the "Award and Grant Assigned Roles Audit" Workday report to identify the conflicting role(s). If there are other roles which also need to be assigned, please correct those as well. Roles should be requested through the System Access Requests app in Workday.

Recapping the Responsibilities

What happens when the same employee holds more than one of the approver role?

Within the WD Business Process routings, if the same employee holds more than one of the approver role (e.g., Grant Manager, Sponsored Programs Manager, P2P Approver, Expense Support Specialist, Cost Center Manager and so forth) the transactions will stay as unassigned tasks and will need to be reassigned by Finance. This is an audit issue and can be questioned for non-compliance with UVA's policies.

How do I know I have the right people in the appropriated expense related roles?

You can find information in Finance site, https://uvafinance.virginia.edu/resources/how-do-i-know-i-have-right-people-right-expense-related-roles

Cost Center approvers
- Expense Support Specialist (ESS)
- Senior Department Finance Approver (SDFA)
- Sponsored Programs Manager (Cost Center)

Detail Worktag approvers (assigned to each CC)
- P2P Approver
- Grant Manager
- Gift Manager
- Project Budget Specialist