

GRANT MANAGEMENT PERSONNEL	Activity performed by other support departments*	GMU Admin 1	GMU Admin 2	GMU Admin 3	GMU Admin 4	Total
Annual cost to company salary		R90 000.00	R489 147.00	R1 164 612.00	R372 141.00	R2 115 900.00
Salary per month		R7 500.00	R40 762.25	R97 051.00	R31 011.75	R176 325.00
Salary rate per hour		R43.40	R235.89	R561.64	R179.47	R1 020.40
Salary per minute		R0.72	R3.93	R9.36	R2.99	R17.01

<b>A-0 Setting up a grant</b>						
Create a cost centre	x					0
Update PAGMS		20				20
Load agreement to P-GAMA			45			45
Create claim form					30	30
Verify/ set up funding agency/ prime recipient as a customer on procurement			10			10
Review P-GAMA and docs				45		45
Briefing meeting with PI			30			30
PI signs off grant set up and claim form	x					0
Update P-GAMA with additional			30			30
<b>Sub-Total (minutes)</b>		<b>20</b>	<b>115</b>	<b>45</b>	<b>30</b>	<b>210</b>
<b>Calculation of cost and time for A-0 Setting up a grant</b>						
Total minutes per award		20	115	45	30	210
Activity cost per administrator		R14.47	R452.13	R421.23	R89.73	R977.56
<b>A-1 Request an adjustment to indirect cost</b>						
PI prepares motivation for adjustment	x					0
Verify documents for adjustments request				20		20
Waiver committee convenes	x			60		60
Communicate feedback to PI, request adjustments on a checklist, inform faculty Administrator				20		20
Faculty Administrator adjust the indirect rate on UP Finance	x					0

Sub-Total (minutes)		0	0	100	0	100
<b>Calculation of cost and time for A-1 Request and adjustment to indirect cost</b>						
Total minutes per award		0	0	100	0	100
Activity cost per administrator		R0.00	R0.00	R936.06	R0.00	R936.06
<b>A-2 Request facility</b>						
Calculate facility required			10			10
Complete facility form			15			15
Verify facility calculation				20		20
Request Finance for approval			10			10
Monitor release of facility in cost centre			20			20
Update facility renewal reminder on P-GAMA			10			10
<b>Sub-Total</b>		<b>0</b>	<b>65</b>	<b>20</b>	<b>0</b>	<b>85</b>
<b>Calculation of cost and time for A-2 Request a facility</b>						
Total minutes per award		0	65	20	0	85
Activity cost per administrator		R0.00	R255.55	R187.21	R0.00	R442.76
<b>A-3 Set up of external grant-holder-linked bursaries</b>						
Obtain and verify a list of postgraduate students					15	15
Monitor if the proposed student has existing bursaries and/or other eligibility requirements					15	15
Address any conflict of interests				20		20
Prepare draft bursary agreement/ use an existing template					20	20
Review and approve the draft bursar agreement				20		20
Sign off on the agreement	x					0

Request bursar code from Finance					10	10
Student Finance creates a Bursar Code	x					0
Request and monitor that student signs bursar agreement					10	10
Load Financial Aid					20	20
Schedule payments					20	20
Update the control list with student report dates					10	10
<b>Sub-Total</b>		<b>0</b>	<b>0</b>	<b>40</b>	<b>120</b>	<b>160</b>
<b>Calculation of cost and time for A-3 Set up of external GHIL bursaries</b>						
Total minutes per award		0	0	40	120	160
Activity cost per administrator		R0.00	R0.00	R374.43	R358.93	R733.36
<b>A-4 Financial Conflict of Interest (FCOI) annual declaration and 5-Y training on all US Federal grants</b>						
Review proposal, draft list of key personnel and request PI to confirm			20			20
PI prepares a list of key personnel	x					0
Request key personnel to complete declaration and training			15			15
PI and key personnel to complete FCOI declaration and training	x					0
Follow up and monitor compliance			30			30
Update control list			10			10
<b>Sub-Total</b>		<b>0</b>	<b>75</b>	<b>0</b>	<b>0</b>	<b>75</b>
<b>Calculation of cost and time for A-4 Financial Conflict of Interest (FCOI) annual declaration and 5-Y training on all US Federal grants</b>						
Total minutes per award		0	75	0	0	75

Activity cost per administrator		R0.00	R294.87	R0.00	R0.00	R294.87
<b>A-5.1 UP as sub-recipient</b>						
Submit request to complete sub-recipient forms	x					0
Verify grant on PAGMS					15	15
Verify allowable indirect cost					15	15
Address any errors in indirect cost				30		30
Inform KK of FCOI training if required					15	15
Complete due diligence forms and obtain relevant signatures					60	60
Update PAGMS status					15	15
<b>Sub-Total</b>		<b>0</b>	<b>0</b>	<b>30</b>	<b>120</b>	<b>150</b>
<b>Calculation of cost and time for A-5.1 UP as sub-recipient</b>						
Total minutes per award		0	0	30	120	150
Activity cost per administrator		R0.00	R0.00	R280.82	R358.93	R639.75
<b>A-5.2 Sub-recipient on UP grant</b>						
Verify debarment and suspension					15	15
Verify indirect cost					15	15
Address any errors in indirect or debarment				30		30
Request sub-recipient to complete due diligence					15	15
Follow up and monitor					20	20
Review completeness					20	20
Review due diligence and claim form (Committee)	x			30		30
Draft management plan	x			45		45
Update PAGMS with sub-recipient documents					15	15
Register sub recipient on UP supplier database					15	15
Draft and execute sub-award agreement						0
<b>Sub-Total</b>		<b>0</b>	<b>0</b>	<b>105</b>	<b>115</b>	<b>220</b>

<b>Calculation of cost and time for A-5.2 Sub-recipient on UP grant</b>						
Total minutes per award		0	0	105	115	220
Activity cost per administrator		R0.00	R0.00	R982.87	R343.98	R1 326.84
<b>B-1 Monitor FCOI compliance</b>						
Draw a report from the control list of key personnel who need to complete FCOI			15			15
PI confirm key personnel and status of FCOI declaration and training	x					0
Contact key personnel members for annual FCOI declaration and 5-year training			30			30
Follow up and monitor			30			30
Update control list for audit compliance			30			30
<b>Sub-Total</b>		<b>0</b>	<b>105</b>	<b>0</b>	<b>0</b>	<b>105</b>
<b>Calculation of cost and time for B-1 Monitor FCOI compliance</b>						
Total minutes per award		0	105	0	0	105
Activity cost per administrator		R0.00	R412.81	R0.00	R0.00	R412.81
<b>B-2 Preparation and submission of reports</b>						
Draw report each month from P_GAMA of upcoming reports due			15			15
Identify which reports submitted via systems and directly			15			15
Confirm if report is required for the release of funds			15			15
Request FA to complete financial report			15			15
UP Finance completes finance report and signs off	x					0

Follow up and monitor on financial report			15			15
Request PI to complete narrative report			15			15
PI completes narrative report	x					0
Follow up and monitor on narrative I report			15			15
Submit report to funding agency via email			15			15
Review and submit report as institutional authority				30		30
Update PAGMS with the final reports			15			15
Update report status on P-GAMA			15			15
<b>Sub-Total</b>		<b>0</b>	<b>150</b>	<b>30</b>	<b>0</b>	<b>180</b>
<b>Calculation of cost and time for B-2 Preparation and submission of reports</b>						
Total minutes per award		0	150	30	0	180
Activity cost per administrator		R0.00	R589.73	R280.82	R0.00	R870.55
<b>B-3 Preparation and submission of claims and invoices</b>						
Draw report from P-GAMA of upcoming reports due					15	15
Request faculty accountant to complete claim form					15	15
Monitor deviation from awarded budgets and, if applicable, inform RGM					15	15
Address any deviations				30		30
Prepare invoice based on the updated claim form					30	30
Approve submitted invoice	x					0
Send invoice and supporting documents to funding agency/ primary awardee					20	20
Submit claim on payment systems					30	30

Follow up and monitor of payments received/ from finance of payment allocation					20	20
Review indirect cost claim				30		30
Update invoice status on P-GAMA					15	15
Update payment received status on P-GAMA					15	15
Upload invoice to PAGMS					15	15
<b>Sub-Total</b>		<b>0</b>	<b>0</b>	<b>60</b>	<b>190</b>	<b>250</b>
<b>Calculation of cost and time for B-3 Preparation and submission of claims and invoices</b>						
Total minutes per award		0	0	60	190	250
Activity cost per administrator		R0.00	R0.00	R561.64	R568.31	R1 129.95
<b>B-4 Request prior approvals / changes to amended budget</b>						
Inform DRI of intent to request prior approval	x					0
Verify whether prior approval request is permitted			20			20
Inform PI of the allowability of prior approval request			15			15
Request updated claim form from FA			15			15
Update claim form and send a cost centre print out	x					0
Request PI to update budget changes on the claim form			15			15
PI updates claim form with prior approval request	x					0
Review prior approval docs and monitor changes for possible agreement amendments				20		20
Submit prior approval request via email			15			15
Follow up with Funding agency			15			15

Update grant management system and inform relevant faculty accountant			15			15
<b>Sub-Total</b>		<b>0</b>	<b>110</b>	<b>20</b>	<b>0</b>	<b>130</b>
<b>Calculation of cost and time for B-4 Request prior approvals / changes to amended budget</b>						
Total minutes per award		0	110	20	0	130
Activity cost per administrator		R0.00	R432.47	R187.21	R0.00	R619.68
<b>B-5 GHIL Bursaries - Reports and renewals</b>						
Send reminders to students to submit reports					15	15
Student completes report and PI signs off	x					0
Review PI comments on the submitted reports					15	15
Confirm with PI if bursary must be renewed ad, if so, review budget					20	20
Update grant management system with student reports					15	15
Confirm with post awards if budget is available for bursaries / verify budget					20	20
<b>Sub-Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>85</b>	<b>85</b>
<b>Calculation of cost and time for B-5 GHIL Bursaries - Reports and renewals</b>						
Total minutes per award		0	0	0	85	85
Activity cost per administrator		R0.00	R0.00	R0.00	R254.24	R254.24
<b>C-0 Closeout</b>						
Monitor spending on cost centre (90 days)			15			15
Less than 75% sending, inform RGM			15			15
Remedial action				30		30



Request PI to complete the project expiration form			15			15
PI completes project expiration form	x					0
Follow up and monitor			15			15
Update project expiration form on PAGMS			15			15
Request no-cost extensions (if required) from funding agency				30		30
Amend agreement for no-cost extension (if required)	x					0
Monitor spending on cost centre (30 days after)				30		30
Request FA to update the claim from			15			15
FA updates the claim form and processes incumbent payments	x					0
Inform FA not to process any more			15			15
Request PI to complete the project close-out form			15			15
PI completes project close-out	x					0
Follow up and monitor			15			15
Review and sign off on the project close-out form				30		30
<b>Sub-Total</b>			<b>135</b>	<b>120</b>	<b>0</b>	<b>255</b>
<b>Calculation of cost and time for C-0 Close out</b>						
Total minutes per award		0	135	120	0	255
Activity cost per administrator		R0.00	R1 350.00	R1 123.28	R0.00	R2 473.28
<b>Calculation of cost and time for all administrators</b>		<b>GMU Admin 1</b>	<b>GMU Admin 2</b>	<b>GMU Admin 3</b>	<b>GMU Admin 4</b>	<b>Total</b>
Total minutes per award		20	755	570	660	2005
Total hours per award		0.33	12.58	9.50	11.00	33.42
Activity cost per administrator		R14.47	R3 787.56	R5 335.56	R1 974.13	R11 111.71

\* Including University Executive, University Finance, DRI Legal, and PI