

Semi-Annual Confirmations **For Department Contacts**

Online Review and Confirmation of
Direct Costs and Cost-Sharing Effort
Commitments on Sponsored Projects
and Federal Formula Grants

Urbana and Springfield campuses

Welcome!

This information is intended to be a high-level overview of the web-based Semi-Annual Confirmation application for individuals with the role of **Departmental Contact**.

Additional information may be found on the OBFS website:
<http://www.obfs.uillinois.edu/training/materials/grants/>

Grants and Contracts Office (GCO) contacts:

Urbana	Jayne Goby	217-244-4759	goby@uillinois.edu
Springfield	Rebecca Jones	217-206-7849	rjone1@uis.edu

Starting the Confirmation Process

After the final month in the semi-annual reporting period has closed:

1. Expenditure data is verified
2. Reports are created and delivered to the departments
3. Notification e-mails are sent to Departments and PIs when the reports are available for review
 - General information
 - Link to the online application

Click the link in your notification e-mail to start the application.

NOTE: The current address for the online application is:

<https://apps.obfs.uillinois.edu/CostShare/ind.cfm>

The address above may change. Please refer to your notification e-mail for the correct address.

Log in using your ID and password

Overview Tab

The **Overview** tab is the starting point. Click a grant code or a program code to open a report for review.

Note: the tab "Send to Program Reviewer" will only be visible for units with federal formula grant reports.

Semi-annual Expenditure Confirmations

Overview Send to PI Send to Program Reviewer Submit to GCO

Department Contact Instructions

Review and approve the expenditures and cost-sharing commitments included in each report before sending to your PIs.

Tracking Report
01/01/12-06/30/12
Export Details to Excel

Needs Review	Status	Due to GCO	Reporting Period
Org 384: Agr Consumer & Env Sciences - Cooperative Extension			

Buffett, Willene			
Grant C5487	AARP 2011-01485		10/06/12
Grant G5221	Alzheimer's NIRGD-11-205469	Needs Dept Review	10/06/12
Program 384069	SL Chicg Ldr Project	Needs Dept Review	10/06/12
Program 384124	SL Urban Garden Chic		10/06/12
Program 384125	SL Chicg Ldr Pro Sup		10/06/12
			01/01/12 to 06/30/12

Click a grant code to open a sponsored project report to review.

Click a program code to open a federal formula grant report to review.

Direct Expenditures Tab

Semi-annual Expenditure Confirmations

Overview | Send to PI | Send to Program Reviewer | Submit to GCO

Direct Expenditures | Cost Sharing

Fund Org: 231 - Institute for Genomic Biology - Vice Chancellor for Research Fund PI:
 Date Range: 01/01/09 - 06/30/2009 Grant A6205 - NSF EF 04-25852

Summary totals by fund line for the six month reporting period. Salary and wage payments are for individuals whose names, percentages of effort, and distribution vouchers. For each fund line the PI/Confirmer or Department Contact must select the appropriate transfer status. Attach supporting documentation as needed.

Same layout and requirements as the paper confirmation forms.

Chart	Fund	Org	All Other Direct Cost	Salaries and Wages	Choose Cost Transfer Status			Docs
					None Required	Processed before Confirmation	Pending in Banner	
1	492185	231000	\$830.30	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493029	231000	\$17,383.79	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493031	231000	\$676.03	\$11,082.50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493032	231000	\$5,665.65	\$20,330.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493033	231000	\$49,395.03	(\$1,024.94)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493336	231000	\$187,239.82	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493382	231000	\$66,882.58	\$184,396.95	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Save Cost Transfer Status

✔

Report Correct, Go to CostSharing

Review All Other Direct Costs

Semi-annual Expenditure Confirmations

Overview Send to PI Send to Program Reviewer Submit to GCO

Direct Expenditures Cost Sharing

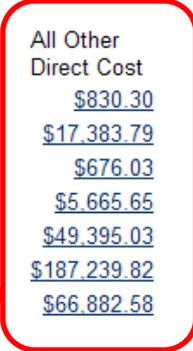
Fund Org: 231 - Institute for Genomic Biology - Vice Chancellor for Research Fund PI: Schatz, Bruce R
 Date Range : 01/01/09 - 06/30/2009 Grant A6205 - NSF EF 04-25852

The expenditures below have been recorded in Banner for the six month reporting period. Salary and wage payments are for individuals whose names, percentages of effort, and payments have been reported in monthly payroll distribution vouchers. For each fund line the PI/Confirmer or Department Contact must select the appropriate transfer status. Attach supporting documentation as needed.

Char	Org	All Other Direct Cost	Salaries and Wages	Choose Cost Transfer Status			Docs
				None Required	Processed before Confirmation	Pending in Banner	
1	231000	<u>\$830.30</u>	<u>\$0.00</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	231000	<u>\$17,383.79</u>	<u>\$0.00</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	231000	<u>\$676.03</u>	<u>\$11,082.50</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	231000	<u>\$5,665.65</u>	<u>\$20,330.00</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	231000	<u>\$49,395.03</u>	<u>(\$1,024.94)</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493336	<u>\$187,239.82</u>	<u>\$0.00</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493382	<u>\$66,882.58</u>	<u>\$184,396.95</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Save Cost Transfer Status

To review details for non-payroll transactions, click an amount under **All Other Direct Cost.**



Summary by Account Type

Clicking an item under **All Other Direct Cost** opens a view of costs by Account Type for that fund line.

1	493032	231000	\$5,665.65	\$20,330.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	493033	231000	\$49,395.03	(\$1,024.94)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	493336	231000	\$187,239.82	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	493382	231000	\$66,882.58	\$184,396.95	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Click **Close** to close the summary by account type.

[Close](#)

All Other Direct Costs Detail

 Export Details to Excel

Click the *Excel* icon to export all account type details.

Account Type	Amount
Benefit Costs	\$45,277.97
Materials and Supplies	\$5,699.30
Services	\$4,191.43
Transportation Services	\$11,713.88

Click a link under **Account Type** to review detailed transaction data by cost category.

Save Cost Transfer Status 

Transaction Detail

Click an **Account Type** to display the account code, date, amount, document number, description, and other details for each transaction.

Back Close						
Materials and Supplies: \$5,699.30						
Account: 121300		Description: Information Technology Supplies			Amt: \$142.97	
Trans Date	Amt	Doc#	Program	Activity	Trans Desc	Employee
03/20/2009	\$35.00	PCA110BX	191100		GPCV: COMPUTER DELI INC	
04/23/2009	\$107.97	PCA11Y4U	191100		NewEgg.com	
Account: 124000		Description: Laboratory/Scientific Supplies			Amt: \$92.90	
Trans Date	Amt	Doc#	Program	Activity	Trans Desc	Employee
02/06/2009	\$0.00	J1103273	191100		A6205/BUD062 Grant/Budget	
02/19/2009	\$0.00	J1110570	191100		A6205/BUD066 Grant/Budget	
04/07/2009	\$32.93	PCA11FH9	191100		GPCV: SCHNUCK'S MARKETS #720	
06/08/2009	\$59.97	PCA1366V	191100		GPCV: WM SUPERCENTER	
Account: 126060		Description: NC Non-Electronic Sci/Lab Eq 100-499			Amt: \$843.51	
Trans Date	Amt	Doc#	Program	Activity	Trans Desc	Employee
02/01/2009	\$479.97	PCA0ZBX2	191100		NewEgg.com	
04/23/2009	\$363.54	PCA11Y4U	191100		NewEgg.com	

Review Salaries and Wages

A similar process is used to review Salaries and Wages.

Semi-annual Expenditure Confirmations

Overview
Send to PI
Send to Program Reviewer
Submit to GCO

Direct Expenditures

Cost Sharing

Fund Org: 231 - Institute for Genomic Biology - Vice Chancellor for Research Fund PI: Schatz, Bruce R
 Date Range : 01/01/09 - 06/30/2009 Grant A6205 - NSF EF 04-25852

The expenditures below have been recorded in Banner for the six month reporting period. Salary and wage payments are for individuals whose names, percentages of effort, and payments have been reported in monthly payroll distribution vouchers. For each fund line the PI/Confirmer or Department Contact must select the appropriate transfer status. Attach supporting documentation as needed.

Chart			All Other Direct Cost	Salaries and Wages	Choose Cost Transfer Status			Docs
					None Required	Processed before Confirmation	Pending in Banner	
1			\$830.30	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			\$17,383.79	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			\$676.03	\$11,082.50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			\$5,665.65	\$20,330.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1			\$49,395.03	(\$1,024.94)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493336	231000	\$187,239.82	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	493382	231000	\$66,882.58	\$184,396.95	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

To review payroll transaction details, click an amount under **Salaries and Wages**.

Summary by Payee Name

Click a link under **Salaries and Wages** to display summary totals by Payee name for the selected fund line.

Chart	Fund	Org	All Other Direct Cost	Salaries and Wages	None Required	Processed before Confirmation	Choose Cost Transfer Status
1	492185	231000	\$830.30	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	493029	231000	\$17,383.79	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	493031	231000	\$676.03	\$11,082.50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	493032	231000	\$5,665.65	\$20,330.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	493033	231000	\$49,395.03	(\$1,024.94)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	493336	231000	\$187,239.82	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	493382	231000	\$66,882.58	\$184,396.95	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Click **Close** to close the summary by payee name.

Close

Export Details to Excel

Click the Excel icon to export all salary and wages details.

Payee Name	Salary Amount
Albright, Gerard	\$36,341.32
Anderson, David	\$37,376.97
Brown, Janice	\$166.40
Chen, Yi	\$12,533.67
Good, Bradley	\$10,055.89
Lee, Tina	\$9,420.00
Lomax, Kate	\$2,390.00
Roll, John	\$10,165.00
Samuels, Ben	\$37,916.65
Silva, Julio	\$11,461.45
Stone, Susan	\$3,292.89
Wang, Lee	\$13,276.71

NOTE: Fictitious pay data is used in all examples.

Save Cost Transfer Status

Payee Detail

Click a **Payee name** to view detailed data for the underlying payroll transactions. Data for individuals with non-hourly appointments displays as percent effort, while data for individuals with hourly appointments displays the number of hours.

Payee Detail						
Chen, Yi		UIN 999999999		Salary: \$12,533.67		
Position: U10169	Job Suffix: SM	Job Emp Class:	Job FTE:			
Pay Period	Event Desc	Trans Date	Salary Amt	% EFT/Hrs	Acct	Trans Desc
-		06/30/2009	\$838.40	43.34 hrs	212210	HR Payroll 2009 MN 999 0
05/16/2009 - 06/15/2009	Original Action	06/16/2009	\$1,676.79	50 %	212210	HR Payroll 2009 MN 6 0
Position: U10180	Job Suffix: 00	Job Emp Class:GA	Job FTE: 0.5			
Pay Period	Event Desc	Trans Date	Salary Amt	% EFT/Hrs	Acct	Trans Desc
01/16/2009 - 02/15/2009	Original Action	02/13/2009	\$1,676.79	50 %	212210	HR Payroll 2009 MN 2 0
02/16/2009 - 03/15/2009	Original Action	03/16/2009	\$1,676.79	50 %	212210	HR Payroll 2009 MN 3 0
03/16/2009 - 04/15/2009	Original Action	04/16/2009	\$1,676.79	50 %	212210	HR Payroll 2009 MN 4 0
04/16/2009 - 05/15/2009	Original Action	05/15/2009	\$1,676.79	50 %	212210	HR Payroll 2009 MN 5 0
Position: U10197	Job Suffix: 00	Job Emp Class:BA	Job FTE: 0.5			
Pay Period	Event Desc	Trans Date	Salary Amt	% EFT/Hrs	Acct	Trans Desc
12/16/2008 - 01/15/2009	Original Action	01/16/2009	\$3,311.32	50 %	211300	HR Payroll 2009 MN 1 0

Non-hourly appointment with percent effort.

Save Cost Transfer Status 

Select Cost Transfer Status

Semi-annual Expenditure Confirmations

Overview
Send to PI
Send to Program Reviewer
Submit to GCO

Direct Expenditures

Cost Sharing

Fund Org: 231 - Institute for Genomic Biology - Vice Chancellor for Research Fund PI: Schatz, Bruce R
 Date Range : 01/01/09 - 06/30/2009 Grant A6205 - NSF EF 04-25852

The expenditures below have been recorded in Banner for the six month reporting period. Salary and wage payments are for individuals whose names, percentages of effort, and payments have been reported in monthly payroll distribution vouchers. For each fund line the PI/Confirmer or Department Contact must select the appropriate transfer status. Attach supporting documentation as needed.

Chart	Fund	Org	All Other Direct Cost	Salaries and Wages	Choose Cost Transfer Status			Docs
					None Required	Processed before Confirmation	Pending in Banner	
			0	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	U
			9	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	U
			3	\$11,082.50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	U
			5	\$20,330.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	U
			2	(\$1,024.94)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	U
			2	\$0.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	U
			8	\$184,396.95	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	U

Save Cost Transfer Status

✓

Report Correct, Go to CostSharing

Select a cost transfer status for each fund line if this is the responsibility of the Department Contact for your unit.

Leave the status blank if this is the PI/Confirmer's responsibility.

Review and Verify Cost Sharing

The cost-sharing information must also be reviewed and agreed to before the report can move to status *“Ready to Send to PI”* (if cost-sharing exists for the report).

Semi-annual Expenditure Confirmations

Overview
Send to PI
Send to Program Reviewer
Submit to GCO

Direct Expenditures

Cost Sharing

Grant Org: 231 - Institute for Genomic Biology - Vice Chancellor for Research Grant PI: Schatz, Bruce R
 Cost Share Year: 08/16/08 - 08/15/2009 Grant A6205 - NSF EF 04-25852

Name	% Effort	Effort Start	End Dates	Docs
Adams, John	20.00	02/16/2008	05/16/2008	📄
Grant, Sam	10.00	02/16/2008	03/31/2008	
Jackson, Andy	12.00	02/16/2008	04/30/2008	



Report Correct, Go to Overview

Optional documents may be attached.

Attach Documents

Click the paper clip icon on the **Direct Expenditures** or **Cost Sharing** tab. A pop-up window opens, as shown below, allowing the user to view, attach, or delete documents.

Attached Documents for Grant A6205: 1-492185-231000 Close

Attach a Document

H:\confirm_test attachme

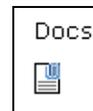
Maximum of 15 documents can be attached to this report element.

View Documents
There are no documents attached.

Delete Documents
There are no documents eligible for deletion.



If no documents are attached, the paperclip is empty.



When documents are attached, the paperclip is full.

Documents Attached

Semi-annual Expenditure Confirmations

Overview | **Send to PI** | **Send to Program Reviewer** | **Submit to GCO**

Direct Expenditures | **Cost Sharing**

Grant Org: 231 - Institute for Genomic Biology - Vice Chancellor for Research Grant PI: Schatz, Bruce R
Cost Share Year: 08/16/08 - 08/15/2009 Grant A6205 - NSF EF 04-25852

Name	% Effort	Effort Start	End Dates	Docs
Adams, John	20.00	02/16/2008	05/16/2008	
Grant, Sam	10.00	02/16/2008	03/31/2008	
Jackson, Andy	12.00	02/16/2008	04/30/2008	

✔

Report Correct, Go to Overview

Documents attached.

Send Reports to PI/Confirmer

The status of reports that have been reviewed and agreed to by the Department Contact is displayed on the **Overview** tab as **“Dept Ready to Send to Confirmer”**

Semi-annual Expenditure Confirmations

Overview | Send to PI | Send to Program Reviewer | Submit to GCO

Ready to Send to PI

Org 231: Vice Chancellor for Research - Institute for Genomic Biology

Dept Contact:  name here
 Agarwal-Tronetti, Rajshree

<p>Grant A4181_V2: AG 2007-55618-18160 - Reconfirmation</p> <p>Schatz, Bruce R</p> <p>Grant A6205: NSF EF 04-25852</p> <p>Grant C6216: CIMIT 2009-03638</p> <p>Schook, Lawrence B</p> <p>Grant A5157: AG 2006-35216-16668</p> <p>Grant C6498: Carle TTA 2008-05282</p>	<div style="border: 2px solid red; border-radius: 15px; padding: 10px; width: fit-content;"> <p>Dept Ready to Send to Confirmer</p> </div>	<p>07/01/09 to 12/31/09</p> <p>05/20/10 01/01/09 to 06/30/09</p> <p>05/20/10 01/01/09 to 06/30/09</p> <p>05/20/10 01/01/09 to 06/30/09</p> <p>05/20/10 01/01/09 to 06/30/09</p>
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Select Reports to Send to PI/Confirmer

Semi-annual Expenditure Confirmations

Overview Send to PI Send to Program Reviewer Submit to GCO

01/01/09-06/30/09 07/01/09-12/31/09

Send to PI/Confirmer

These grants are ready to be sent to the PI or Alternate Confirmer.

Select All Unselect All

Org 231

Schatz, Bruce R ALT

01/01/09-06/30/09

- Grant A6205 - NSF EF 04-25852 [View/Edit](#)
- Grant C6216 - CIMIT 2009-03638 [View/Edit](#)

Schook, Lawrence B ALT

01/01/09-06/30/09

- Grant A5157 - AG 2006-35216-16668 [View/Edit](#)
- Grant C6498 - Carle TTA 2008-05282 [View/Edit](#)

Send to PI/Confirmer

If reports from multiple date ranges are ready to send, more than one sub-tab will be displayed

You may select or unselect all reports using these buttons. To individually select/unselect a report, use the checkbox by the grant code.

Assign an Alternate Confirmer

If the fund PI or the program PI is unavailable for an extended period, an appropriate Alternate Confirmer may be assigned. This is expected to be done only for unusual circumstances.

Semi-annual Expenditure Confirmations

Overview **Send to PI** Send to Program Reviewer Submit to GCO

01/01/09-06/30/09 07/01/09-12/31/09

Send to PI/Confirmer

These grants are ready to send to the PI or Alternate Confirmer.

Select Unselect
All All

Org 231

Schatz, Bruce R  **Alternate Confirmer icon**

01/01/09-06/30/09

Grant A6205 - NSF EF 04-25852 [View/Edit](#)

Grant C6216 - CIMIT 2009-03638 [View/Edit](#)

Assign an Alternate Confirmer (cont)

Alternate Confirmer: Select Reports to be Reassigned

Select All Unselect All

Grant/Program Report	PI	Current Confirmer
Org 384		
<input type="checkbox"/> Grant C5487 - AARP 2011-01485	Buffett, Willene	Buffett, Willene
<input type="checkbox"/> Program 384069 - SL Chicg Ldr Project	Buffett, Willene	Buffett, Willene

Next >> Cancel

Select the report(s) to send to an Alternate Confirmer, then click **Next**.

Alternate Confirmer: Reassign Confirmer

Grant/Program Report	Change Current Confirmer			
	PI	Grant PI	Department Head	Grants & Contracts
Org 384				
Grant C5487 - AARP 2011-01485	<input checked="" type="radio"/> Buffett, Willene	<input type="radio"/> Buffett, Willene	<input type="radio"/> Hoeft, Robert G	<input type="radio"/> GCO
	PI	Department Head	Grants & Contracts	
Program 384069 - SL Chicg Ldr Project	<input checked="" type="radio"/> Buffett, Willene	<input type="radio"/> Hoeft, Robert G	<input type="radio"/> GCO	

Next >> Cancel

Select the Alternate Confirmer, then click **Next**.

Assign an Alternate Confirmer (cont)

Select a reason that the Fund PI is not available to confirm the report.

Alternate Confirmer: Provide Justification for PI's Unavailability

PI	Alternate Justification
Org 231 Schatz, Bruce R	
Grant A6205 - NSF EF 04-25852	As of mm/dd/yy PI Unavailable Due to PI Resigned - No longer UI employee <small>If you selected Sabbatical or Other, please describe (limit 50 characters)</small>
	<input checked="" type="checkbox"/> Apply the above justification to all reports shown for this PI

If there are several reports being assigned to an alternate confirmer for the same reason, select **Apply the above justification to all reports**, and the date/text will be applied to all reports.

Send to PI/Confirmer

Semi-annual Expenditure Confirmations

Overview **Send to PI** Send to Program Reviewer Submit to GCO

Send to PI/Confirmer

These grants are ready to send to the PI or Alternate Confirmer.

Select All Unselect All

Org 231

Lewin, Harris A  ALT

01/01/09-06/30/09

Grant A6205 - NSF EF 04-25852 [View/Edit](#)

Schatz, Bruce R  ALT

01/01/09-06/30/09

Grant C6216 - CIMIT 2009-03638 [View/Edit](#)

Send to PI/Confirmer

The report has now been assigned to the Department Head as the Alternate Confirmer.

To un-assign this person as the Alternate Confirmer, repeat the process and choose a different Alternate Confirmer.

PI Reviewing Reports

Semi-annual Expenditure Confirmations

[Overview](#)
[Send to PI](#)
[Send to Program Reviewer](#)
[Submit to GCO](#)

PI Reviewing (Read-Only)

Org 231: Vice Chancellor for Research - Institute for Genomic Biology

Dept Contact: name here



Schatz, Bruce R

[Grant A3199](#): AG 2009-35302-05285

Ready to Confirm

05/20/10

01/01/09 to 06/30/09

[Grant A6205](#): NSF EF 04-25852

Confirmer Reviewing

06/07/10

07/01/09 to 12/31/09

[Grant C6216](#): CIMIT 2009-03638

Dept Rejected, Confirmer Reviewing

05/20/10

01/01/09 to 06/30/09

Final Department Review/Verification

Reports that are ready for final departmental review have a status of **“Confirmed, [or Alt Confirmed] Needs Final Dept Review”**

Semi-annual Expenditure Confirmations

Overview | Send to PI | Send to Program Reviewer | Submit to GCO

Department Contact Instructions

Review and approve the expenditures and cost-sharing commitments included in each report before sending to your PIs.

Tracking Report
01/01/10-06/30/10

Needs Review	Status	Due to GCO	Reporting Period
Org 231: Vice Chancellor for Research - Institute for Genomic Biology			
Dept Contact: Gary Anderson (ganderson@illinois.edu)			
Schatz, Bruce name here			
Grant A3199 : AG 2009-35302-05285	Needs Dept Review	05/20/10	01/01/09 to 06/30/09
Grant A6205 : NSF EF 04-25852	Confirmed, Needs Final Dept Review	05/20/10	01/01/09 to 06/30/09
Schook, Lawrence B			
Grant A3497 : AG 59-0208-8-123	Needs Dept Review	05/20/10	01/01/09 to 06/30/09
Grant A3960 : AG 2008-35205-18769	Needs Dept Review	05/20/10	01/01/09 to 06/30/09
Grant A4118 : AG 58-0208-7-149	Needs Dept Review	05/20/10	01/01/09 to 06/30/09
Grant C6437 : Acoustic MedSys	Needs Dept Review	05/20/10	01/01/09 to 06/30/09

Reject a Confirmed Report

If the cost transfer status on a confirmed report is changed, the report reverts to an unconfirmed status and must be rejected back to the PI/Confirmer.

Semi-annual Expenditure Confirmations

Overview Send to PI Send to Program Reviewer Submit to GCO

Direct Expenditures Cost Sharing

Fund Org: 231 - Institute for Genomic Biology - Vice Chancellor for Research Fund PI: Schatz, Bruce R
Date Range : 01/01/09 - 06/30/2009 Grant A3199 - AG 2009-35302-05285

You have changed the cost transfer status on a confirmed report. This report must be rejected (returned) to the confirmer for reconfirmation.

Confirmer has verified this page of the report.

The expenditures below have been recorded in Banner for the six month reporting period. Salary and wage payments are for individuals whose names, percentage of effort, and payments have been reported in monthly payroll distribution vouchers. For each fund line the PI/Confirmer or Department Contact must select the appropriate transfer status. Attach supporting documentation as needed.

Chart	Fund	Org	All Other Direct Cost	Salaries and Wages	Choose Cost Transfer Status			Docs
					None Required	Processed before Confirmation	Pending in Banner	
1	489281	231000	<u>\$12,731.74</u>	<u>\$12,031.25</u>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

Save Cost Transfer Status

Click the **Report Incorrect** button to reject the report.

Submit Confirmed Grant Reports to GCO

Grant reports (sponsored projects) that are confirmed and have the final departmental review completed are in status **“Confirmed, [or Alt Confirmed] Dept Ready to Submit”**

Semi-annual Expenditure Confirmations			
Overview	Send to PI	Send to Program Reviewer	Submit to GCO
PI Reviewing (Read-Only)			
Org 231: Vice Chancellor for Research - Institute for Genomic Biology			
Dept Contact: name here 			
Schatz, Bruce R			
Grant A3199 : AG 2009-35302-05285	Ready to Confirm	05/20/10	01/01/09 to 06/30/09
Grant C6216 : CIMIT 2009-03638	Dept Rejected, Confirmer Reviewing	05/20/10	01/01/09 to 06/30/09
Confirmed Reviewed, Ready to Submit to GCO			
Org 231: Vice Chancellor for Research - Institute for Genomic Biology			
Dept Contact: name here 			
Delucia, Evan H			
Grant A6406 : DOE DE-FG02-04ER63849	Confirmed, Dept Ready to Submit	08/01/10	01/01/10 to 06/30/10
Ha, Taekjip			
Grant A2785 : NIH SUB USC H41031	Confirmed, Dept Ready to Submit	08/01/10	01/01/10 to 06/30/10
Schook, Lawrence B			
Grant A5157 : AG 2006-35216-16668	Confirmed, Dept Ready to Submit	05/20/10	01/01/09 to 06/30/09

Submit to GCO Tab

Click the “**Submit to GCO**” tab to select the sponsored project (Grant) reports to send, then click the Send to GCO button.

The screenshot displays the 'Semi-annual Expenditure Confirmations' interface. At the top, there are four tabs: 'Overview', 'Send to PI', 'Send to Program Reviewer', and 'Submit to GCO'. The 'Submit to GCO' tab is selected and highlighted with a red box. Below the tabs, there are two date range filters: '01/01/09-06/30/09' and '01/01/10-06/30/10', with the first one highlighted by a red box. The main content area is titled 'Send to GCO' and contains a message: 'These confirmed reports are ready to send to GCO. If you change the cost transfer status you must reject the report and return it to the confirmer for reconfirmation.' Below this message, there are two buttons: 'Select All' and 'Unselect All', both highlighted with a red box. The interface lists two grants under the heading 'Org 231':
1. Delucia, Evan H (ALT) with date range 01/01/10-06/30/10. Below this is a checkbox and the text 'Grant A6406 - DOE DE-FG02-04ER63849 [View/Edit]'.
2. Ha, Taekjip (ALT) with date range 01/01/10-06/30/10. Below this is a checkbox and the text 'Grant A2785 - NIH SUB USC H41031 [View/Edit]'. At the bottom of the interface, there is a 'Send to GCO' button highlighted with a red box.

Submit Confirmed Program Reports to Program Reviewer

Program reports (federal formula grants) that are confirmed and have the final departmental review completed are in status **“Confirmed [or Alt Confirmed], Dept Ready to Send to Prog Reviewer”**

Semi-annual Expenditure Confirmations

Overview
Send to PI
Send to Program Reviewer
Submit to GCO

Confirmed Reviewed, Ready to Send to Prog Rev

Org 384: Agr Consumer & Env Sciences - Cooperative Extension

Dept Contact: | name here 

Brengle , Marilyn S

Program 384107 : SL Ext State Adv Com	Confirmed, Dept Ready to Send to Prog Reviewer	10/06/12	01/01/12 to 06/30/12
Program 384142 : SL FSEA Com	Confirmed, Dept Ready to Send to Prog Reviewer	10/06/12	01/01/12 to 06/30/12

Hoeft , Robert G

Program 384069 : SL Chicg Ldr Project	Alt Confirmed, Dept Ready to Send to Prog Reviewer	10/06/12	01/01/12 to 06/30/12
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Send to Program Reviewer Tab

Semi-annual Expenditure Confirmations

Overview **Send to PI** **Send to Program Reviewer** Submit to GCO

01/01/12-06/30/12

Send to Program Reviewer

These grants are ready to send to the Program Reviewer. If you change the cost transfer status you must reject the report and return it to the confirmer for reconfirmation.

Select Unselect
All All

Org 384

Brengle, Marilyn S  ALT

01/01/12-06/30/12

- Program 384107 - SL Ext State Adv Com [View/Edit](#)
- Program 384142 - SL FSEA Com [View/Edit](#)

Hoeft, Robert G  ALT

01/01/12-06/30/12

- Program 384069 - SL Chicg Ldr Project [View/Edit](#)

Huls, Kristin Renee  ALT

01/01/12-06/30/12

- Program 384754 - 384 Smith-Lever Unit 14 [View/Edit](#)

Send to Program Reviewer

Click the **“Send to Program Reviewer”** tab to select the program report(s) to send, then click the Send to Program Reviewer button.

Other Features on the Overview Tab

1. Add or remove a Read-Only Reviewer – click the icon by the Department Contact name
2. Run a Tracking Report – select a report date range and click the *Excel* icon
3. Request a reconfirmation for a previously confirmed report

Semi-annual Expenditure Confirmations

Overview Send to PI Send to Program Reviewer Submit to GCO 3) Reconfirmation

[Request Reconfirmation](#)

Department Contact Instructions

Review and approve the expenditures and cost-sharing commitments included in each report before sending to 2) Tracking Report

Tracking Report
 01/01/10-06/30/10
 Export Details to Excel

Needs Review

	Status	Due to GCO	Reporting Period
Org 231: Vice Chancellor for Research - Institute for Genomic Biology Dept Contact: name here <small>Chicago, Med...</small>	 1) Read-Only Reviewer		

Department Contact Responsibilities

Ongoing:

- Be familiar with the requirements of the semi-annual confirmation process (see OBFS policy [Section 16.1.3 – Compensation for Personal Services Charged to Sponsored Projects.](#))
- Train and assist new PIs on the use of the online confirmation application and provide refresher training and assistance as needed for existing PIs.

Semi-annually: Be available during the confirmation period to:

- Complete an administrative review of the preliminary list of sponsored projects/federal formula grants and associated PI names. Contact the Grants and Contracts Office (GCO) with changes to be made in Banner prior to the generation of the semi-annual confirmation reports.
- Perform an initial administrative review of the confirmation reports online and verify (agree) the direct costs and cost sharing are correct as shown on the reports. Contact GCO if any errors or issues are noted on the reports.
- Send reviewed reports to the PI/Confirmer.
- Assist the PI/Confirmer with their review and confirmation as needed (provide additional documentation, assist with navigation through the steps or the process, etc.).
- Perform the final departmental administrative review of confirmed reports. Ensure that attachments to the reports (if any) are appropriate and applicable to the confirmation process.
- Send confirmed reports for federal formula grants to the Program Reviewer.
- Submit confirmed reports for sponsored projects to GCO by the report due date.
- Follow up with the PIs for any reports not confirmed by the report due date. Work with the PIs and/or GCO to resolve any issues that are preventing timely submission of confirmation reports.

Thank you!

Grants and Contracts Office contacts:

Campus	Name	Phone	E-mail address
Urbana	Jayne Goby	217-244-4759	goby@uillinois.edu
Springfield	Rebecca Jones	217-206-7849	rjone1@uis.edu