**Financial Management for Grants and Clinical Trials: Tools and How to Use Them**

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| **Minute Marker** | **Topic** |
| 2:45 | When should you worry about a negative balance in PI Portal? |
| 6:52 | Re-budget Rules |
| 8:18 | Over Commitments |
| 9:36 | Budget Review- Why does the Budget in the system (PI Portal/Workday) not Reflect the Total Amount to Receive from Sponsor |
| 14:31 | Interpreting Financials when paid by milestones or by subject enrollment |
| 19:00 | When Payment and Budgets are not in-sync |
| 24:03 | PI portal Live Review |
| 26:53 | How to check payments received- financials tab |
| 28:30 | PI Portal on studies that were active Prior to Workday going live where to find that data |
| 29:42 | Why use a shadow fiscal system- to estimate how much you will be owed by the sponsor. Sponsors can make mistakes too. Ensure people are accountable |
| 31:00  | **Shadow Fiscal System- spreadsheet** |
| 32:28 | Commitments for Personnel |
| 33:41 | Expected Budget |
| 34:08 | Tracking of Invoices (per subject fees paid by sponsor automatically) vs Amounts Paid by Sponsor |
| 42:59 | How to find out the details for payments received in the SPO -PI Portal/Financials/Customer Invoices- Back up documentation for payments |
| 46:12 | Workday-using to show all the payments (pre-post workday in one area since PI Portal is in two separate screens) |
| 49:02 | **Question:** How to communicate with OSP about your invoice details. The importance of communication with SPO. TIP: Send enrollment details to SPO to send out the invoices so that they can keep track of the billed/paid/owed |
| 53:20 | **Question:** Unapplied Deposits Report- when you know amount was sent by sponsor but not showing it in the received/budget |
| 55:44 | **Question:** How often is the paid amount wrong in the PI portal? Pretty accurate now just need to ensure amount is applied to the correct award |
| 58:22 | **Question:** % hold on payments for services who is responsible for that- overrun can come back to the college- typically you spend ahead of payments since you know what |
| 59:46 | **Comment:** Importance of checking that the staffing listed who is appointed and payments received. Mistakes happen so just review the grants regularly to make sure the correct people are appointed, and you are not getting more money than anticipated |