

# WBS 2.6.4 Business Operations

## Mission Statement

Working with the Program Manager, the project will fund a full FTE to help oversee budgetary issues, manage sub-awards, and assure timely processing of subaward amendments and invoices. They will work closely with staff in the University of Illinois' Sponsored Programs Office to facilitate these processes.

## Goals, Metrics & KPIs

### Metrics

Metric	Target	Subgoal
Processing times for stages of processing sub-award amendments	< 41 calendar days / qtr	
Processing times for stages of processing invoices	< 45 calendar days / qtr	

### KPIs

KPI	Target
Number of Social Media impressions	190,000 / yr
Number of media hits	140 / yr
Average rating of staff regarding how well-prepared they feel to perform their jobs	4 out of 5 / yr
Percentage of recommendations addressed by relevant project areas	90%
Number of key improvements addressed from systematic evaluation	10
Number of key improvements addressed from external sources	10
Number of staff publications	70 / yr

## Team Members

Name	Institution	Position
Ron Payne	NCSA	Program Manager
Leslie Froeschl	NCSA	Project Manager
Holly Highland	NCSA	Business Office

Please direct all question to [xsede-admin@ncsa.illinois.edu](mailto:xsede-admin@ncsa.illinois.edu)

## Communication & Meetings

1. Weekly meetings with NCSA Business office
2. Weekly XSEDE financial portal project meetings

## XSEDE Finance Portal

- Documentation for the XSEDE Finance Portal: [Financial Portal Instructions](#) (*updated 2/25/19*)

## XSEDE Invoice Submittal

- Invoices should be submitted via email to the University of Illinois Sponsored Programs Administration at [spasubinvoices@illinois.edu](mailto:spasubinvoices@illinois.edu)
- Please copy [xsede-admin@ncsa.illinois.edu](mailto:xsede-admin@ncsa.illinois.edu) on all invoice submittals

## XSEDE Invoice Tracking

- Invoice tracking can be found in each Sub-Award Page

## XSEDE Business Operations Process Flows

The XSEDE expense Tracking Policy and Process can be found by [clicking here](#).

## Campus Champion Fellows Stipend & Travel Tracking (Restricted)

## PY8 Sub-Award Funding Amendment Status

### Sub-Award Pages

Partner	PI	Subaward
<a href="#">Cornell</a>	David Lifka	083842-16090
<a href="#">Georgia Tech</a>	Lizanne Destafano	083842-16099
<a href="#">Indiana University</a>	Craig Stewart	083842-16148
<a href="#">Internet2 (1/2 PY8-PY10)</a>	Dana Brunson	TBD
<a href="#">NCAR</a>	David Hart	083842-16061
<a href="#">NCSA</a>	John Towns	N/A
<a href="#">NICS</a>	Greg Peterson	083842-16054
<a href="#">Notre Dame (PY8-PY10)</a>	Nick Berente	TBD
<a href="#">Oklahoma State (OSU) (PY6, PY7, 1/2 PY8)</a>	Dana Brunson	083842-16059
<a href="#">Ohio Supercomputing Center (OSC)</a>	Kate Cahill	083842-16111
<a href="#">PSC</a>	Sergiu Sanielevici	083842-16060
<a href="#">Purdue</a>	Carol Song	083842-16071
<a href="#">SDSC</a>	Bob Sinkovits	083842-16110
<a href="#">Shodor</a>	Bob Panoff	083842-16064
<a href="#">SURA</a>	Linda Akli	083842-16057
<a href="#">TACC</a>	Kelly Gaither	083842-16259
<a href="#">University of Arkansas</a>	Jeff Pummill	083842-16114
<a href="#">University of Chicago</a>	Ian Foster	083842-16096
<a href="#">University of Georgia (PY6-PY7)</a>	Nick Berente	083842-16089
<a href="#">University of Oklahoma (OU)</a>	Henry Neeman	083842-16121
<a href="#">USC-ISI</a>	Ewa Deelman	083842-16055