

# 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.

## Key Performance Indicators (KPIs)

| L2 KPI   | Target  | Subgoal  |
|--|---------|--|
| Percentage of subaward invoices processed within target duration | 90%/qtr | Sustain - Operate an effective and productive virtual organization |

## Team Members

| Name         | Institution | Position        |
|--------------|-------------|-----------------|
| Amy Morgan   | NCSA        | Business Office |
| Dawn Stokes  | NCSA        | Business Office |
| Ron Payne    | NCSA        | Program Manager |
| Noni Ledford | NCSA        | Project Manager |

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

## XSEDE Monthly Personnel and Cost Reporting

- Beginning October 2019, monthly personnel and cost reporting will be submitted via email in Excel format. Instructions for the reporting process: [X SEDE Monthly Personnel and Cost Reporting Instructions.docx](#).

## XSEDE Finance Portal - discontinued as of October 18, 2019.

- 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 \(Restricted\)](#)

## PY11 Sub-Award Funding Amendment Status

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Sub-Award Pages

| Partner                                      | PI                  | Subaward     |
|--|---------------------|--------------|
| <a href="#">Chicago</a>                      | Ian Foster          | 083842-16096 |
| <a href="#">Cornell</a>                      | David Lifka         | 083842-16090 |
| <a href="#">GA Tech</a>                      | Lizanne DeStefano   | 083842-16099 |
| <a href="#">Indiana</a>                      | Winona Snapp-Childs | 083842-16148 |
| <a href="#">Internet2 (1/2 PY8-PY10)</a>     | Dana Brunson        | 083842-17421 |
| <a href="#">Michigan (PY11 only)</a>         | Jason Owen-Smith    | TBD          |
| <a href="#">NCAR</a>                         | David Hart          | 083842-16061 |
| <a href="#">NCSA</a>                         | John Towns          | N/A          |
| <a href="#">NICS/UTK</a>                     | Greg Peterson       | 083842-16054 |
| <a href="#">Oklahoma</a>                     | Henry Neeman        | 083842-16121 |
| <a href="#">OSC/Ohio State</a>               | Kate Cahill         | 083842-16111 |
| <a href="#">PSC/MPC</a>                      | Phil Blood          | 083842-16060 |
| <a href="#">Purdue</a>                       | Carol Song          | 083842-16071 |
| <a href="#">SDSC/UCSD</a>                    | Bob Sinkovits       | 083842-16110 |
| <a href="#">Shodor</a>                       | Bob Panoff          | 083842-16064 |
| <a href="#">SURA</a>                         | Linda Akli          | 083842-16057 |
| <a href="#">TACC/UTexas</a>                  | Kelly Gaither       | 083842-16259 |
| <a href="#">USC/ISI</a>                      | Ewa Deelman         | 083842-16055 |
| <b>Terminated Subawards</b>                  |                     |              |
| <a href="#">Georgia (PY6-PY7)</a>            | Nick Berente        | 083842-16089 |
| <a href="#">OK State (PY6, PY7, 1/2 PY8)</a> | Dana Brunson        | 083842-16059 |
| <a href="#">Arkansas (PY6-PY8)</a>           | Jeff Pummill        | 083842-16114 |
| <a href="#">Notre Dame (PY8)</a>             | Nick Berente        | 083842-17403 |