

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