

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

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
- Please copy 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 |
| Terminated Subawards | | |
| 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 |