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: XSEDE 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