

PROGRAMME MANAGEMENT OFFICE (PMO) SUMMARY FOR ADMINISTERING PMO SUBPROJECTS ON H2020 AWARDS

AREA	DESCRIPTION	ACTION(S)
1) System Setups for Existing Awards	Each existing award will require a new PMO Subproject to be set up on Oracle Grants (within the lead Academic Dept cost centre) detailing PMO's share of the project budget. Radu Rautiu should be named as PI on the PMO Subproject.	PMO to liaise with RS/JRO and confirm which existing awards will require new PMO Subproject numbers to be set up on Oracle Grants. RO to manually set up the PMO Subproject and allocate a Subproject number (within the lead Academic Dept cost centre) upon request, if the Award is already set up on Oracle Grants. Radu Rautiu to be named as PI of the PMO Subproject.
2) System Setups for New Awards	For each new proposal, a separate PMO Subproject will need to be created on InfoEd (within the lead Academic Dept cost centre) detailing PMO's costs. Radu Rautiu should be named as PI of the PMO Subproject. For each new award, a separate PMO Subproject will need to be set up on Oracle Grants (within the relevant Academic Dept cost centre) detailing PMO's share of the budget. Radu Rautiu should be named as PI of the PMO Subproject.	Lead Academic Dept to create a separate PMO Subproject on InfoEd (within the lead Academic Dept cost centre) for all future proposals which include PMO's project management costs. Radu Rautiu to be named as PI of the PMO Subproject. RO to manually set up the PMO Subproject allocated on InfoEd (within the lead Academic Dept cost centre) upon request, Radu Rautiu to be named as PI of the PMO Subproject.
3) Journals for Non-Staff costs	Journals need to be prepared to transfer non-staff costs incurred to date from the PMO central account to the relevant PMO Subproject. The journals need to be approved by a cross-Faculty approver, e.g. Central Finance, FFO or Scott Wheatley (for Medicine)	PMO to liaise with RS/JRO and Central Finance about the Subproject numbers and amounts to be transferred. PMO to: (a) process the relevant journals; (b) confirm which cross faculty approver will approve journal Central Finance, FFO or Scott Wheatley for Medicine;
4) Transferring Staff costs (via HR18)	HR18s need to be processed to transfer staff costs incurred to date from the PMO central account to the relevant PMO Subproject.	PMO to liaise with RS/JRO about the amounts and percentages of staff time to be transferred. Central HR systems team to process HR18s, forms should be sent to the staffcostadjust@imperial.ac.uk email account
5) Journals related to normal project activity	Standard journals may need to be processed once the PMO Subprojects are set up, e.g. ineligible/incorrect expenditure; over/underspends etc.	RS/JRO will be responsible for processing standard journals going forward
6) Staff Contractual Changes	Contractual changes will need to be requested to ensure that the appropriate PMO staff are charged directly to the correct PMO Subproject(s) at the correct percentages.	PMO to liaise with RS/JRO about which staff will be charged to which PMO Subproject(s). PMO to prepare contractual change requests (e.g. from 1st October 2015) RS/JRO to approve the contractual change requests.

PROGRAMME MANAGEMENT OFFICE (PMO) SUMMARY FOR ADMINISTERING PMO SUBPROJECTS ON H2020 AWARDS

AREA	DESCRIPTION	ACTION(S)
7) Purchase Order (PO) Requisitions	<p>2 options for approving purchase orders:</p> <p>Option 1</p> <p>a) PMO named buyer setup for each PMO Subproject b) PMO approver setup with 1p approval limit for PMO subproject c) When approving order PMO Approver use the Approve and Forward option, select the departmental approver. d) Purchase Order sent to department for secondary approval (Department responsible for ineligible costs on the project)</p> <p>Option 2</p> <p>a) PMO named buyer setup for each PMO Subproject, a default approver and approval limit needs to be defined for each buyer b) Purchase Order approved by PMO team</p>	<p>PMO to confirm:</p> <p>(a) which staff member(s) will be a buyer for each PMO Subproject and their approval limit; (b) who the default approver is for each PMO Subproject;</p> <p>RO to submit the relevant ICIS Authorisation requests once PMO confirm the above information (this is a pre-requisite before POs can be raised).</p> <p>Named buyer(s) needs to be set up for each PMO Subproject, a default approver and approval limit needs to be defined for each buyer.</p>
8) Purchase Order maintenance	Existing POs (originally raised by PMO) may need to be topped-up, corrected or cancelled in the future.	<p>Lead Academic Department will be responsible for topping-up, correcting or cancelling the PO on behalf of PMO (because the original PO is assigned to the lead Academic Dept's cost centre).</p> <p>NOTE: It is not possible to give access to nominated PMO staff to amend specific POs only.</p>
9) Expense Claims	<p>Expense Claims related to the PMO Subproject:</p> <p>a) Initially sent to PI of the Subproject for approval. b) Secondary approval by academic department associated to PMO subproject</p> <p>NOTE: MyExpenses system approval will "time out" if it is not actioned within a certain time period (approx 3-5 days), after which the claim will be redirected to the default Approver in the lead Academic Dept.</p>	PMO to confirm that the default approver should be Radu Rautiu (since he will be named as PI for each PMO Subproject).
10) ICIS Enquiry Access	PMO will require access to the Oracle Grants module to support their project management activities.	<p>PMO to confirm which staff require enquiry access to the Oracle Grants module.</p> <p>RO to process the system access requests on behalf of PMO.</p> <p>RS/JRO to add the nominated PMO staff as "Key Members" on the relevant PMO Subproject(s) so they can access transactional information (once access to Oracle Grants is confirmed by RO)</p>
11) Report2Web spend reports	R2W reports are distributed monthly and provide a user-friendly "bank statement" style transactional report to support project management activities.	<p>PMO to confirm which staff require access to R2W and the list of existing Subprojects they need access to.</p> <p>RO to process the R2W system requests on behalf of PMO</p> <p>PMO to submit requests directly to RO for R2W access for future Subprojects when expenditure commences (NB: R2W reports are only available for a specific project once expenditure is incurred).</p>
12) Requesting ICIS Authorisation for new joiners	New PMO staff may need to raise POs and/or access Oracle Grants transactional data or R2W reports in the future.	<p>PMO to submit requests directly to RO for system access related to new PMO staff</p> <p>RO to manage future system access requests on behalf of PMO</p>