Principal Investigator Reference Guide Overview

This Reference Guide is designed to provide general guidance, best practices, and key resources for **Principal Investigators (PI)** in Workday. There are two types of PI roles: Lead Principal Investigator and Principal Investigator. Lead Principal Investigators are primary investigators for assigned awards while Principal Investigators are assigned at the grant level and are responsible for the approval of subaward invoices. By the end of this learning guide, you will gain a better understanding on how to view award details, approve subaward supplier invoices, set up delegations, and access reports, report functionalities, & the grant admin dashboard.

To go directly to a specific section, hover over the topic in the table of contents and left click.

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Navigate Workday

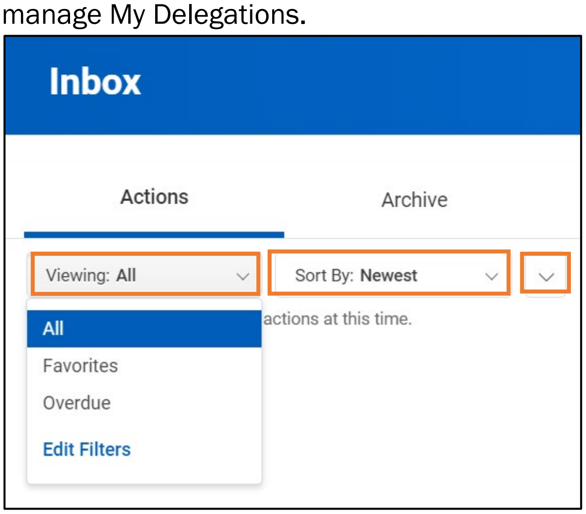
This section provides you an overview of navigating the Workday Home screen and Workday Toolbar.

To Navigate Home Screen & Toolbar:

On the **Workday Home** screen, you will see the following sections:

1. **Worklets/Applications** – You will see worklets/applications displayed that provide access to tasks and reports. The Workday Home screen is highly configurable as you can add, remove, and rearrange worklets on your Home screen.
2. **Announcements** – This section provides you with timely information during unique moments throughout the year. Selecting individual announcements provides you with additional information regarding particular announcements and often includes links to webpages/videos for relevant information.
3. **Workday Toolbar** – The Workday toolbar is a constant feature in Workday that will remain with you no matter where you are in the system. From right to left, the toolbar consists of: Home Button, Search Field, Shortcuts, Notifications, Inbox, and Account.

- **Home Button** – This is a quick and easy way to get back to your Workday Home screen, at any time.
- **Search Field** – The search field enables you to easily access tasks and reports via a simple search. Workday will list the related tasks as soon as you type in a few words.
- **Shortcuts** –This is your connection to your most frequently used tasks, reports, and/or links. You can have up to 10 shortcuts configured.
- **Notifications** – Notifications inform you, from the last 30 days, when certain tasks/processes are completed, or available for your review. Often, Notifications will not require action, but should always be reviewed to keep you informed of the status of actions you've taken, or actions that regard you. As a PI, you will be notified of Award Set Up and Modifications.
- **Inbox** – This includes all tasks that await your action as well as an Archive of all the tasks you've submitted/completed. As a PI, you are responsible for approval of subaward invoices. You must take action in order to remove these items from your Inbox. To access these tasks, complete the following steps:
    1. On the Workday Toolbar, select the inbox icon.
    2. Select the following tabs:
        a. **Actions** – To view your business process tasks, approvals and to-dos.
        b. **Archive** – To access the status of any business process. All historical actions remain in Workday indefinitely.
    3. Use the **Viewing** drop-down to filter action items for each tab based on the given options (All, Favorites, Overdue). You can also edit filters by selecting the Edit Filters option in the Viewing drop-down.
    4. Use the **Sort By** drop-down to sort the action items based on the given options (Newest on Top, Oldest on Top, Due Soonest on Top). The sort option is available for both Actions and Archive tabs.
    5. Select the **drop-down** icon (v) to bulk approve action items, refresh, or to view and manage My Delegations.



- **Account** – This is where you'll find your Worker Profile, Account Preferences, Favorites, Workday Drive, etc. From your profile header, you can access related actions from the actions button under your name.

Workday Awards: Overview

An Award in Workday is similar to an **Award** in Oracle; it is a master record that includes information about the award, defines business rules for billing, collecting payments, and reporting activities related to a sponsored award. An award contains Grant worktags (similar to Oracle Projects), which need to be associated with one or more Award Line. **Lead Principal Investigator** assigned to Award is the **primary** investigator.

Awards contain information such as:

- Award ID
- Sponsor
- Award Demographics
- Award Amounts
- Salary Cap Defaults
- Owning Organizations
- Award Tasks
- Award Roles (Award PI, Award Analysts)
- Award Calendar (Award Period of Performance)
- Award Lifecycle Status (e.g., Active, At-Risk Prelim, On-Hold, etc.)

Award Lines are associated with **Grants** within an award and contain important information particular to that line such as start and end dates, funding amount, etc. An award line defines the components to be managed during award. Each award line has worktags such as Cost Center (Oracle Orgs), Program, Project, etc. A **Grant** must have one Award Line associated with it. **Grants** can have multiple Award Lines with sequential (not overlapping) start and end dates.

Award Lines contain information such as:

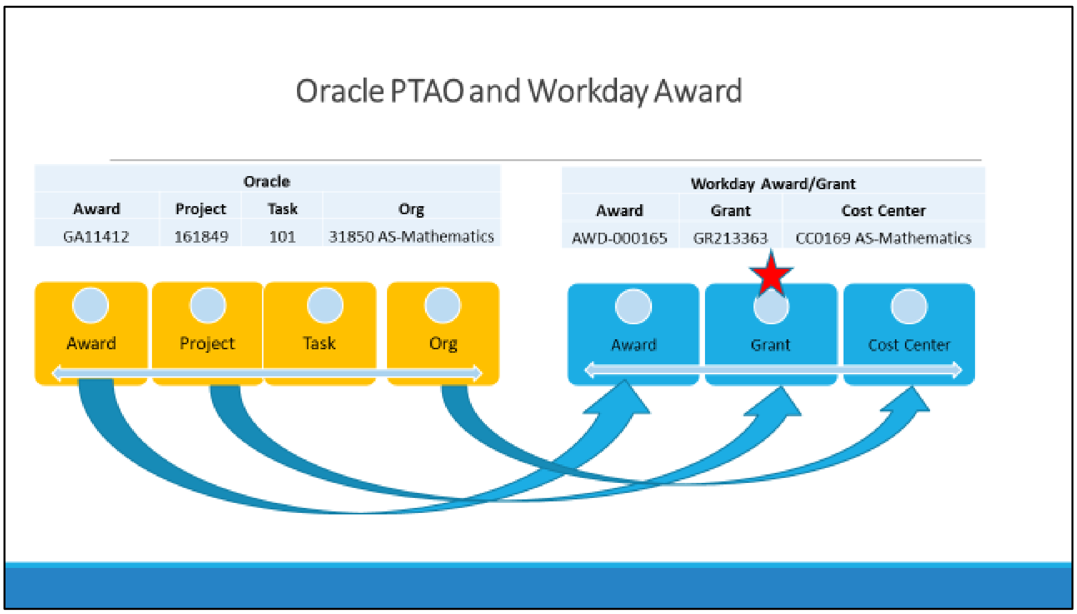
- Reimbursement Method (cost reimbursable, fixed amounts, etc.)
- Start and End Dates (Period of Performance of the associated Grant)
- Line Amount (similar to Oracle Project Funding)
- Spend Restrictions
- F&A Parameters (F&A Rate, F&A Basis, F&A Revenue Allocation Profile, etc.)
- Award Line Lifecycle Status (e.g., Active, At-Risk Prelim, On-Hold, etc.)

A Grant (similar to Oracle Project) is a “driver” worktag that is within the award line. When a Grant ID is entered, it auto populates other worktags (i.e., cost center, program, project, assignee, and fund) associated with the award line. Grants record the cost and revenues generated by cost line. **Principal Investigators** are assigned to Grants.

Grants contain information such as:

- Grant ID & Grant Name
- Grant Hierarchies (e.g., subaward, fabrication, fellowship, cost sharing, program income, etc.)
- Related Worktags-Allowed and Default (Business Unit, Cost Center, NACUBO function code, Fund, etc.)
- Grant Roles (Grant PI, Grant Manager, Grant Account Certifier, Grant Financial Analyst, etc.)

Oracle to Workday Mapping



To View Awards:

On the **Workday Home** screen:

1. Type "**View Award**" or directly type the award name (e.g., AWD-000262) in the Workday search field and select the award to view its details.

In the **View Award** pop-up screen:

2. Type the **Award** (e.g., AWD-000262) in the Award field. If needed, click in the field and select the appropriate category (All Awards, Award Groups, or Awards by Sponsor) from the drop down to narrow down your selection.
3. Click the **OK** button.

On the **Award** screen:

4. To view general details of the award, select the **Overview** tab.

Under the **Overview** tab:

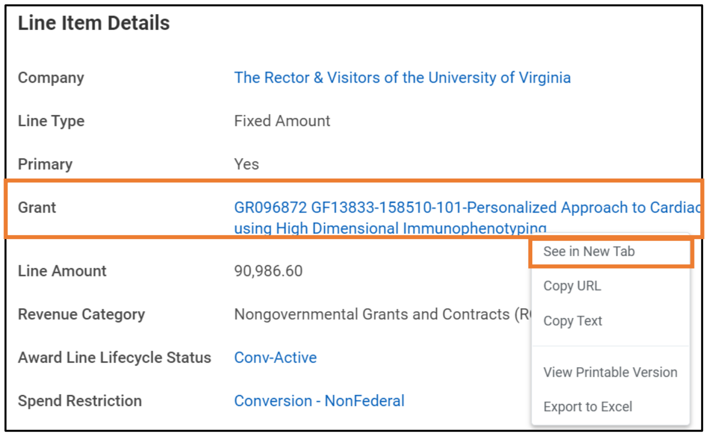
5. Select and review the **Summary** subtab that includes important details such as:
    - Company (The Rector and Visitors of UVA, Wise, etc.)
    - Name (Award Name)
    - Award Lifecycle Status
    - Award Date
    - Award Type
6. Select and review the **Sponsor** subtab that includes important details such as:
    - If it is a Subaward
    - Sponsor (prime when it is a sub-award)
    - Bill-To Sponsor
    - Payment Terms
7. Select and review the **Funding Details** subtab that includes important details such as:
    - Sponsor Total
    - Cost Share Total
    - Award Total
    - Entered Line Amount
8. Select and review the Additional Report tab that provides names and roles assigned to the Award and Grants:
    - Grants and Grant Roles Associated with an Award
    - Award Header Roles
    - Grant Roles
9. To view the Award Lines, select either **Award Lines Overview** or **Award Lines Summary** tab.
    - Subtabs display Award Lines and associated Grants information in two different views.

Under the **Award Lines** tab:

10. Select and review the **Award Lines Overview** subtab that displays a table of details associated with each award line such as:
    - Line Number
    - Status
    - Company
    - From & To Dates
    - Current Amount
    - Grant
11. Select and review the **Award Line Summary** subtab that displays a table of details associated with each award line such as:
    - Line Number
    - Grant
    - Revenue Category
    - Line Status
    - Line Amount
    - From & To Dates
12. Select and review the **Award Lines** tab that displays the Award Lines and line-item details such as:
    - Grant

- Line Amount
- F&A Details (current rate, rate agreement, basis type, cost rate type, etc.)
- Worktags (Fund, Cost Center, Business Unit, and Function)

13. To view a **Grant** on an award line, right click on the blue hyperlinked grant and select **See in New Tab.**



On the **Grant** screen:

Under the **Details** tab:

1. Review the details of the grant such as **Grant Name** and **Grant ID.** Grant ID (e.g., GR096872) is the grant worktag that you can provide in the worktag field for Workday transactions.
    - **Grant** is a driver worktag, entering a **Grant ID** on a transaction populates related worktags.
2. To view related worktags associated with the grant, select the **Related Worktags** tab.

Under the **Related Worktags** tab:

3. Review all the related worktags associated with the grant such as **Cost Center**, **Business Unit**, **Fund**, **Function**, **Program**, **Gift** and **Designated.**
4. Select the **Roles** tab to view all roles assigned to Grants (PI, Grant Manager, Grant Account Reviewer, Grant Analyst).

Under the **Roles** tab:

5. Select the **Assignable Role** column to filter by role to view who is assigned to the grant.
6. Complete the **Value** field by clicking it and select the role(s) in the dropdown list. If you would like to see what Grant Managers or Principal Investigators are assigned, select these roles in the Value field.
7. Click the **Filter** button. You can now review the list of employees displayed.

Approve Subaward Invoice

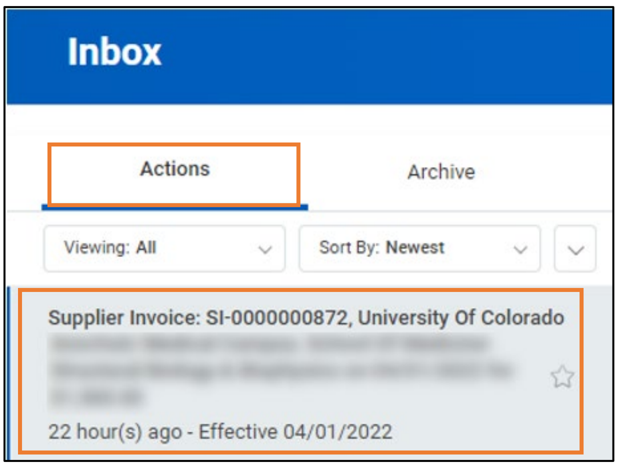
As a Principal Investigator, you must review and **approve** Subaward Invoices in your Workday Inbox. By approving the subaward invoice, you are accepting the financial and technical progress of the Subawardee. The workflow routing of the subaward invoice starts with a review of the invoice by the Office of Sponsored Programs and the Grant Manager. The subaward invoice is routed for payment after approval.

To Approve Subaward Invoice:

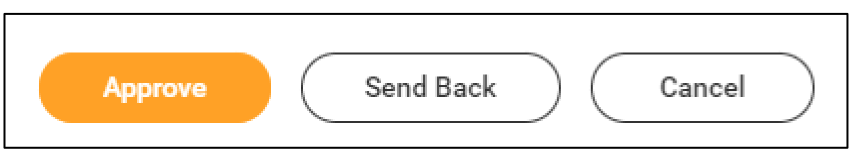
On the **Workday Home** screen:

1. Click the **Inbox** icon.

2. Click on the subaward supplier invoice task available under the **Actions** tab.



3. Scroll down to view all the details related to the task.
4. Click on the **attached subaward invoice** received to view details including period of performance and costs by budget category.
5. When needed, you can add a comment in the comment box.
6. Take appropriate action for the inbox task: **Approve**, **Send Bank** (requires reason) or **Cancel**.



NOTE	The invoice should **not** be approved if any of the following scenarios exist: • Costs incurred are not reasonable, allocable, or appropriate to the project. • The Sub-recipient is not performing according to the scope of work.

Set Up Delegations to Approve Subaward Supplier Invoices

If you are planning to be out of the office and will not be available to approve any Subaward Supplier Invoices you receive – you can delegate this task to another person. Delegations are temporary reassignments of tasks to another person, enabling them to perform actions on your behalf.

To Set Up Delegations:

On the Workday **Home** screen:

1. Type "**My Delegations"** in the search field.
2. Select the **My Delegations** report from the **Search Results**.

On **My Delegations** screen:

3. Click the **Manage Delegations** button.

On the second **My Delegations** screen:

4. Complete the following required fields:
   - **Begin Date** – Enter the start date of delegation.
   - **End Date** – Enter the end date of delegation.
   - **Delegate** - Enter and select the name of the employee to whom you want to delegate the business process.

NOTE	Leave **Use Default Alternate** box checked.

   - **Start On My Behalf** - Search the **Business Process** you want the delegate to **initiate** on your behalf. Select all the applicable Business Processes. Leave this blank if you do not want the delegate to initiate tasks on your behalf.
   - **Do Inbox Tasks On My Behalf** – Select the **For all Business Processes** option if you want the delegate to have **approval authority** for all tasks you may receive.
     - For specific business processes such as Subaward Supplier Invoice, select the **For Business Process** option and choose the task (i.e., **Supplier Invoice Event**) for which you want the delegate to have approval authority.

NOTE	• Check the **Retain Access to Delegated Tasks in Inbox**, to maintain delegation authority for yourself and assign it to other individuals. • Leave **Delegation Rule** field blank. • **Comments** and **Attachments** are optional.

5. Click the **Submit** button at the bottom of the screen.

NOTE	If you are the Manager of someone who has submitted a delegation, it will come to you for approval. If you create and submit a delegation, it will route to your manager for approval.

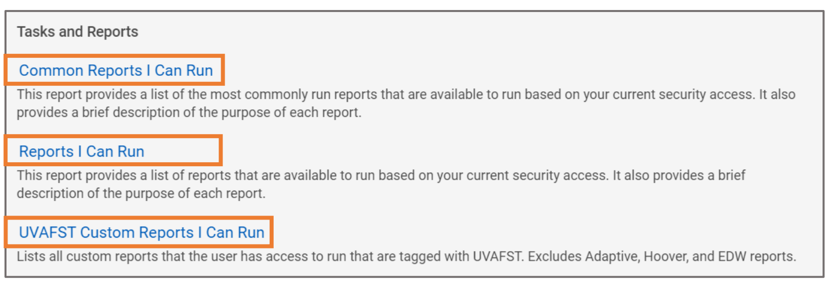
Access Reports and Report Functionalities

You can access and view all reports that your role's security permissions allow. As a PI, there are numerous reports that you can run, view, and navigate data using Workday's various functionalities.

To Access List of Reports:

On the **Workday Home** screen:

1. Type **Can Run** in the Workday search bar and press **Enter.**
2. From the search results, the most common options available are as follows:
   - Select **Common Reports | Can Run** to view a list of the most common reports based on your security role. When selecting this report, you will navigate to a screen with multiple prompts that allow you to specify criteria to filter and narrow down your report output.
   - Select **Reports | Can Run** to view a list of all reports available to you based on your security role.
   - Select **UVAFST Custom Reports | Can Run** to view a list of all custom reports tagged with UVAFST that are available based on your security role. This excludes Adaptive, Hoover, and EDW reports.



3. Review the list of reports and their corresponding descriptions. Select the **hyperlinked report** you would like to run.

To Access Specific Reports:

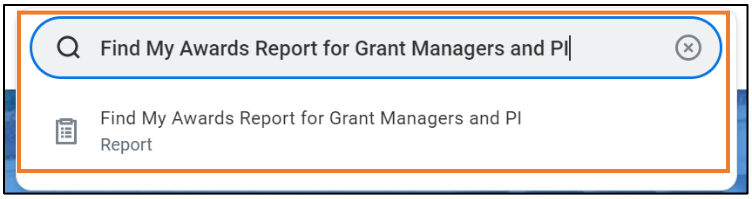
The table below provides a list of reports you can type directly in Workday search.

Report Name	Description	Output
Grants Management Spotlight Reports	Spotlight Reports provide a list of custom and standard reports that support different functions. This is a	• List of custom reports and standard reports related to Grants Management and Awards.

	one stop shop to view all reports related to grant management.	
Find My Awards Report for Grant Managers and PI	This report provides information on all your Awards and Grants – details including Award Number, Contract Owner, Sponsors, PIs on Awards and associated Grants, Billed to Date Amount, etc.	• Award • Company • Institutional ID • Award Number & Name • Award Contract Owner • Sponsor
Find My Subawards	This report allows you to view details of subaward records for your award role or organization role, including award and award line, subrecipient, locations, whether it is subject to FFATA, start and end date, supplier contract status, total contract amount, etc.	• Supplier Contract • Award • Award Line • Subrecipient • Start & End Date • Total Contract Amount
Grants and Grant Roles Associated with an Award	This report pulls awards based on specific conditions related to grant roles in the award.	• Grant Manager • Principal Investigator • OSP Pre-Award Grant Manager • OSP Post-Award Grant Manager • Grant Financial Analyst • Grant Account Certifier
Grants Expense Reconciliation Report	This report pulls up all the expense transactions that have been done on grants.	• Spend Category • Expense Item • Operational Transaction • Supplier Invoice Payee/Vendor • Transaction Amount
Grant Budget vs Actual	This report can view details of the award, budget, commitments, and other various details.	• Budget • Commitments & Obligations • F&A Commitments & Obligations • Actuals

On the **Workday Home** screen:

1. Type the name of the specific report in the search field and select the report. For this example, we will search “**Find My Awards Report for Grant Managers and PI**.”



NOTE

If you do not know the specific report to run:

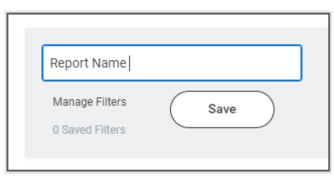
- You can start your search with the word **Find.** Reports in Workday commonly start with the word **Find** (e.g., **Find Award Group**, **Find Award Proposals**, etc.).
- You can also start by searching **key terms** that are relevant to that report in Workday. For example, if you type **Expense** in the search field, **My Expense Report** is listed in the Search Results. You can apply similar logic to other report searches.

On the **Report Prompt** window:

2. Enter the information required for each field to customize the report to match your specific needs. The available prompts will vary from one report to another.

NOTE

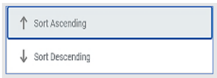
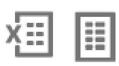
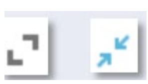
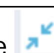
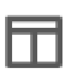
Save Prompts – You may often use the exact same criteria to run the same report frequently. Instead of manually selecting your filter criteria when you run this report, you can **Save** your prompt values to prevent entering the same information each time. This option may not be available for certain reports.



3. Click the **OK** button.

To Review Report Functionalities:

The table below describes the various report functionalities available in Workday. Each functionality is displayed in the form of icons when viewing a report.

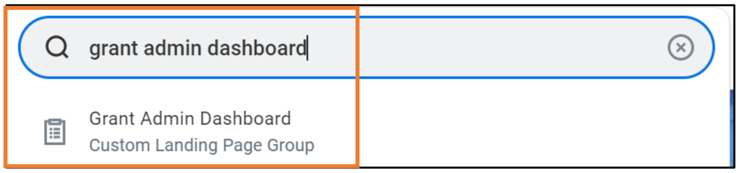
Icon	Function	Description
	Sort	Click on the column header to sort and arrange data in a meaningful order (i.e., Ascending or Descending) to analyze information more effectively.
	Filter	Click on the filters icon to narrow down data and view only required information in the report. Select **Add Filter** to add customized filter parameter(s) to narrow down search results. You can also click on the column header to filter specific data.
	Charts	Click on the Charts icon to convert data from a table format to a chart format or vice-versa.
	Change Selection	Click on the Change Selection icon to customize your reports and charts. The options will vary depending on the type of data and how it is displayed. You can also use the Change Selection icon to change the search criteria for the report.
	Download/Print	Click on the Download/Print icon to download a report in PDF or Excel format. Once you export and download the report, you can easily print it by selecting the print icon for the downloaded document.
	Toggle Full Screen view	Use  to open full screen view or use  to close full screen view.
	View/Edit Grid Preferences	Click on this icon to: a) **Freeze** a column, by dragging the column name to the freeze pane. You can only freeze one column at a time. b) **Hide** a column by deselecting its checkbox. c) **Reset** your table view by clicking on the reset button. d) **Reordering** is accomplished by dragging columns to a specific order. e) Select **Apply** to apply changes.

Access, View, and Set Up Grant Admin Dashboard

In addition to Workday reports, you can also access the Grant Admin Dashboard. The Grant Admin Dashboard provides a one-stop shop for users in Grant Administrator or Operational Support Roles to access common tasks, reports and other resources needed to do their daily-work.

On the **Workday Home** screen:

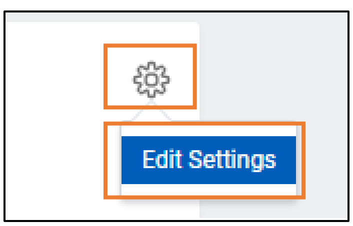
1. Type **Grant Admin Dashboard** and select the task.



When visiting the Grant Admin Dashboard for the first time, **you will need to set up each section once in order for the data to display for future visits.** You can set up and modify these sections by using available functionalities (Configure and View Chart Data). You may have one or both options available at the top right corner of each section.

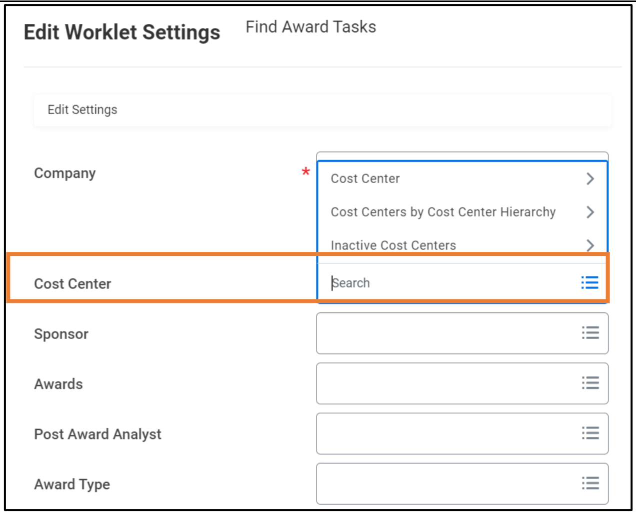
On the **Grant Admin Dashboard** screen:

2. Select the following tabs:
   - **Landing Page** – This page displays sections such as Processes Awaiting Action and Find Award Tasks in the form of a chart and table.
   - **Grant Summary** – This tab displays sections, reports, and quick links related to grants.
   - **Financial Summary** – This tab displays a list of reports and quick links related to financials.
3. On the **Grant Admin Dashboard**, navigate to the section you would like to edit settings and configure.
4. Click the **Edit Settings** icon.



5. On the **Edit Worklet Settings** screen, enter the information required for each field to customize this section. You can also enter information in the optional fields to narrow your search results.

NOTE	For Edit Worklet Settings, there may be different fields you can fill out for each section. **You most likely will always filter by your Cost Center/Cost Center Hierarchy.** • In the Cost Center or Worktags field, enter your cost center. You can also select the Cost Centers by Cost Center Hierarchy if needed.

6. Click the **OK** button to save your changes. You will now see the sections displayed based on your defined preferences.

Access Additional Resources

For more information, please see below additional resources that are available to you:

FST Related Resources

- FST Faculty Resources Page: https://uvafinance.virginia.edu/finance-strategic-transformation/faculty-resources.
- Workday Finance Training Page: https://uvafinance.virginia.edu/workday-finance-training.
    - This page lists posted PDFs to all Finance Courses and Quick Reference Guides.