



**Oregon State
University**

Research Office

October 20, 2020

Dear researchers;

We are pleased to inform you of a new tool to simplify financial management of federal grants and contracts and streamline communications related to corrections on grant expenditures. The Grant Reporting System (GRS) [Expense Verification Tool](#) is now available to researchers as a new tab on the online [GRS system](#) and can be accessed through the [myOregonState](#) portal. The new tool enables you to efficiently review expenses on your grants on a monthly basis. Use of the tool is currently optional to allow you to familiarize yourselves with it over the next few months. Use of the Expense Verification Tool will become mandatory starting Jan. 1, 2021 as part of our financial management process. More details can be found below:

- The tool includes a user-friendly and intuitive interface for Principal Investigators (PIs) or delegates, to review expenses on their grants, identify inaccurate postings of spending and easily alert their business center by tagging the item in the tool.
- Beginning Jan. 1, 2021 the tool will replace other duplicative PI expense approvals, including review of BennyBuy invoices, BennyBuy purchases under \$5,000, and, in the future, travel reimbursements and P-card transactions will be included.
- Adoption of the expense verification tool will allow our campus to move towards project-based effort certification on federal awards, replacing our current Personnel Activity Report (PAR) form certification process. This move will result in a significant reduction of administrative burden for PIs, Business Centers and the Research Office.

We encourage you to start using the tool at your earliest convenience to familiarize yourselves ahead of the official launch date. As a reminder, the tool will become mandatory Jan. 1, 2021.

The development of this tool was led by a task force, chaired by Sandy Cobb, comprised of representatives from the Research Office, Business Centers, the Controller's Office, Business Affairs, Institutional Analytics and Reporting, and Procurement, Contracting and Materials Management. The task force worked in consultation with the Office of Audit, Risk and Compliance and collaborated with OSU's Business Operations Project and more than 30 pilot users from various units across campus.

If you have any questions, please direct them to Sandy.Cobb@oregonstate.edu.

Michael J. Green, CPA

Vice President for Finance and Administration and Chief Financial Officer

Irem Y. Tumer, Ph.D., ASME

Vice President for Research, Interim

Professor, School of Mechanical, Industrial, and Manufacturing Engineering

312 Kerr Administration Building, Corvallis, Oregon, 97331
research.oregonstate.edu