

## ARA/RA Task Summary

### Daily:

- Respond to emails and voice messages
- OFweb: Review & approve (or return, as applicable) financial transactions
- Deadline Driven Action Items (proposals, financial reports (as applicable), closeouts)

### Weekly:

- 1 on 1 with manager (perhaps this is bi-weekly)
- Maintain forecast sheets – recording changes (LDAs, iJournals, requisitions, new awards, etc.)

### Monthly:

- Update Forecast sheets when Month-End-Close data becomes available
- Complete Monthly Expenditure Reviews and mark as reviewed in eCertification
- Send out Forecast email to PIs with award summary notes
- Attend ERA Connect/Participate in Training
- Resolve Overdrafts

### Quarterly:

- Complete PTA expenditure reviews for the quarter
- Meet with PIs for quarterly expenditure certification
- Work with PIs (and FAs) to coordinate and process personnel appointments (RAs, postdocs, research staff) for next quarter
- Work with PIs to assess effort needs (AY offset/summer supplemental salary) -- may be annually
- PEGA RA forms
- Assess need for early PTAs, PTA extensions, NCXs (or more frequently, if needed)
- Maintain/Clear AP Default items and Salary Suspend

### Annually:

- Assist PI with Sponsored Research Funding reporting data for their Faculty Annual Reports to the department, if applicable
- Assist PI with any financial components of sponsored project technical reports (may be required more frequently than annually)
- Review W accounts to ensure they are properly Funded by FY close
- PEGA faculty forms – AY and Summer
- Build new forecast sheets for the new AY
- Manage FYE close OFweb action items: iJournal, Pcard, LDA deadlines