GCA/OSP Updates

November 8th, 2013
Topics:

Award Setup
Role of PI
Travel
Effort Reporting
Closeout
Overdrafts and Default ChartFields
Award Setup
OSP and Department

- OSP and Department
  - OSP reviews NOA and award documents, confirms with the department any questions
  - Department follows up with necessary information
  - This may take 3-5 days, if all information is provided to OSP by the Department (i.e. budget)
    » Note: If any protocols are required such as IRB, IACUC, or COI, there may be an additional delay in setting up the Project. When this occurs, you have the option to request a Preliminary Project be set up.
  - OSP sends setup information to GCA. PI and Liaison receive system notification for new awards (not modifications to existing awards)
GCA and Department

• GCA and Department
  – GCA reviews NOA and award documents, confirms with OSP any questions
  – OSP follows up with necessary information
  – This may take 3-5 days
  – PI and Liaison receive system notification of project set up

• For questions regarding award setup and modifications, please contact your OSP or GCA Officer
Role of PI in Post-Award Administration
Handbook for Research & Sponsored Activity

In support of research and sponsored activities at the University of Utah, this handbook, known also as the Research Handbook, is designed to assist new and established investigators in the conduct of research.

The handbook seeks to support the University’s research effort by providing
Role of PI in Post-Award (excerpt)

9.1.1 Role of PI in Post-Award Administration
The PI has primary responsibility for accomplishing the technical goals of the project, while also complying with the financial and administrative policies and regulations associated with the award. Although PI’s may have administrative staff to assist them with the management of project funds, the ultimate responsibility for the management of the sponsored project work and funds rests with the PI.
In order to carry out their responsibilities effectively, PI’s should meet with their department administrative and/or accounting staff to review charges in a timely manner. The fundamental responsibilities of the PI during the post-award phase include:

• Executing the project as outlined in the funded proposal, using sound management techniques
• Authorizing only those expenditures that are reasonable and necessary to accomplish the project goals and are consistent with the sponsor’s terms and conditions
• Spending no more than the amount authorized by the sponsor for the budget period
• Carrying out the project’s financial plan as presented in the funded proposal, or make changes to the plan following a prescribed set of policies and procedures
• Reporting project progress to the sponsor as outlined in the terms of the award
• Reviewing expenditures in a timely fashion to assure their appropriateness and correctness
• Complying with all University policies and procedures related to project management and personnel practices
• Complying with all applicable sponsor rules, regulations and/or terms and conditions of the award
Travel
Travel Form Update

• New travel form being published mid-November
• Adding below language to the Traveler’s Signature attestation as follows:
  • Sponsored Projects Travel Reimbursements: I hereby certify that the amount requested to be reimbursed is correct and just and agree that in the event this travel expense is subsequently questioned and sustained by the awarding agency as a non-allowable cost that the cost will be absorbed by a department account using non-federal funds.
Effort Reporting
Effort Reporting

• Three Opportunities to Correctly Charge and Certify Effort
  – Original Charging (ePAF/Employee Distributions/DJOBS)
  – Reallocating Charges (EDR)
  – Certifying and Reallocating Charges (PAR)
EDR Instructions

- EDR Quick Reference
  - Search Screen
  - EDR Report
  - EDR Functions
  - Error Messages
  - Worklists
- Executive Summary
  - **Compensation for Services**
  - Effort Reporting
  - Personal Activity Report (PAR)
  - Effort Distribution and Commitment
  - Changing Effort Distributions
- EDR Users Guide – Coming Soon!
Changing Effort Distributions

- EDR Instructions (excerpt)

  - Any ongoing, significant changes between actual effort and the effort recorded in the payroll system, should be corrected as soon as possible, as follows:
    - For planned (future) payroll distributions, make adjustments using D-JOBS/Employee Distributions. For your convenience there is a link to Employee Distributions on the EDR.
    - For payroll posted in the current quarter, submit corrections using the EDR.
    - For errors identified on the quarterly PAR, make the changes on the PAR itself, which are then certified for correctness.
    - For errors identified after effort has been certified on the PAR, a cost transfer is required. Cost transfers crediting sponsored awards will always be approved. Cost transfers debiting sponsored awards will only be approved in exceptional circumstances.
Closeout
Closeout Phases

Phase 1 – Notification and Preparation

- **60-90 Days Before**
  - GCA will send out closeout Notification to Department/PI

Phase 2 – Review, Reconciliation, and Reporting

- **45 Days Before**
  - Department finalizes review of Project
- **30 Days Before**
  - Department will provide GCA with final reconciliation

  - FFR is Due

Phase 3 – Closeout Completion

- **Department will provide GCA with any outstanding items**
- **GCA will complete Closeout Checklist**
- **Project is marked Final in PeopleSoft**
Closeout Phases, cont’d

- Key drivers for Phased Closeout Schedule:
  - Final financial reports are currently due 90 days after the Project Period End Date for almost all direct federal awards
  - Final financial reports are currently due 60 days after the Project Period End Date for almost all pass-through federal awards
  - Effective during the government’s FY 14 fiscal year, no reimbursements will be made on requests for payments more than 90 days after Period End Date
  - **Impact:** All expenditures must post and/or be reported to GCA in a timely manner to meet the above referenced deadlines for direct and pass-through federal awards. The department will be expected to cover any unreported or late posting expenditures.
New System Process

• Projects will be automatically Closed the 1st day of the month following the 90 day closeout period:
  – Example 1:
    | Project End Date     | 7/31/2013 |
    |----------------------|-----------|
    | 90 Days from End Date| 10/28/2013|
    | Automatic Close      | 11/1/2013 |
  – Example 2:
    | Project End Date     | 7/15/2013 |
    |----------------------|-----------|
    | 90 Days from End Date| 10/12/2013|
    | Automatic Close      | 11/1/2013 |
Avoiding Out of Period Transactions

• Monthly expenditure reconciliation while a Project is active is the best practice for avoiding out of period transactions
  – This allows the PI and Department to ensure that:
    • Expenses that should have hit are accurately reflected
    • Expenses that hit erroneously are moved in a timely manner
    • F&A expenses have been incurred correctly
• Leverage the new EDR to process payroll adjustments as soon as an error is identified. Waiting for the quarterly PARS to be distributed to adjust payroll on expired awards exposes the U to financial and compliance risk.
Avoiding Out of Period Transactions, cont’d

• It is the responsibility of the PI and Department to ensure that expenses on a Project match those reported to GCA and the FFR
  – Phase 2, representing the 90 day period after the Project Ends, is the appropriate time to make sure that any final expenses are applied to a Project, and any reconciling or correcting entries are executed
Overdrafts and Default ChartFields
Timeline for Resolving Overdrafts

• Original Request
  – If the project includes over-expenditures during Phase III, notification is sent to the Principal Investigator and the Liaison. The notice states that there is a three week response deadline.

• Second Request
  – If the ChartField has not been received after two weeks, a final notice is sent to the Principal Investigator, Liaison, Department Chair, and the Dean’s Office. The final notice states that GCA requires the default chartfield by the end of the week; if it is NOT supplied, then the over-expenditure will be moved to the school/college default ChartField.

• Transfer Processed
  – If the funds have been transferred to the school/college default ChartField, then a notification is sent to the Principal Investigator, Liaison, Department Chair, and the Dean’s Office stating the dollar amount of the over expenditures that were transferred to the default ChartField string provided by the Dean’s Office.