OSR Post Award Update

SMART Meeting, Monday February 8, 2016

Topics

- Payment of Subaward Invoices
- OSR will no longer extend end dates to allow for payment of invoices
- OSR Request Form in SeRA
- Return PTA Setups with incomplete information
- NIH Subaccounts
- Simons Foundation Awards
Payment of Subaward Invoices

- OSR met with Accounts Payable (AP) and Administrative Services (AS) in November
  - AS identified a coding error that restricted the number of days for subaward invoice to be paid in a small window of time after the Award/Task end date.
- New timing – Allows invoice to be uploaded to be paid up to 90 days after award/task end date.
- It is the department's responsibility to obtain invoices from subs and we remind departments that the PI's signature on each invoice is required to certify that he/she approves payment with the appropriate statement.

PTA Setups

- Our goal is to setup all new awards, modifications, etc. within 5 days of receiving AAN
- We monitor this weekly to identify issues and resolve them to complete the setup
- On some occasions, we receive incomplete information, e.g. missing detailed budget when multiple tasks are requested.
- We will return those incomplete transactions to a department for completing all required information and then re-route to OSR.
- We believe this will increase our consistency, identify issues delaying setup for OSR and departments to improve overall timeliness.

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OSR Request Form

- Should be used to request from Post Award:
  - New Task, Budget Allocations, New Cost Sharing Award/Task
  - New Fabrication Project/Task, New Program Income PTA
  - Modify existing PTA attributes (except PTA Manager roles, Org code changes)
  - Block or unblock specific Expenditure Types – Department must complete and attach the form Request to Make Expenditure Type(s) Chargeable/Non-Chargeable

NIH Subaccounts

- To facilitate timely submission of transitional Federal Financial Reports (TFFR) for the Pooled Account and carry-forward of unspent balance to Subaccounts, please
  - Timely update existing Purchase Orders, Payroll, Graduate Financial System (GFS) records, etc. to the NEW Subaccount PTA
  - If PTA under Pooled Account is overspent department must move costs to New Subaccount PTA by individually transactions.
- Refer to OSR document of “NIH Awards Transition to Payment Management System (PMS) Subaccounts” discussed at the OSR Brown Bag in September 2015. A copy will be attached to these slides when placed on the SOM website.
Simons Foundation Awards

- Unique and time consuming Terms and Conditions (Ts & Cs)
  - Annual and Final Financial Statements for all grants or fellowships are **due 60 days** following the end of each funding year, end date of grant or fellowship or within 60 days of termination.
  - Financial Statements are due 60 days following the end of the funding year even if the grantee or fellow submitted a Carry Forward Request (CFR) or No-Cost Extension (NCE).
  - A No-Cost Extension (NCE) request is **due 30 days prior to the end date** of the funding year.
  - Unspent balance > $50K requires a formal CFR must be submitted 30 days prior to end date of funding year and signed by the designated institutional signing official.
  - A Carry Forward Request (CFR) includes questions from the Renewal Progress Report so no Progress Report is required.

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Simons Foundation Awards

- Unique and time consuming Terms and Conditions (Ts & Cs) continued
  - Financial reports must list specific names of personnel (Not TBN), their role on the project, Base Salary, Effort %, Fringe Benefits, if hourly employee provide hourly rate and hours worked.
  - A formal written request and approval is required for a change in key personnel (dedicate 25% or more time) or change in percent effort of key personnel by 25% or more of their originally allocated effort.
  - Travel costs limited to $2K per year per individual and must include a description of the purpose.
  - Animal Costs - Detailed Cost Itemization – 25 cages at 2 mice/cage at $1/ day for 365 days
  - Detailed itemization for all supplies purchased, e.g. Glassware $1K, Reagents $2.5K, Chemicals $4K
  - A detailed financial report is required from all subawardees and must be submitted.

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Thank You

- Have a nice Day!!!!
- And as Truman would say – if I do not see you later, good afternoon, good evening and good night!