Accounting Services for Research and Sponsored Programs (ASRSP)

Research Accounting
Research Accounting

- Overview of ASRSP
- Tools & Resources
- Navigating Grant Management
- Audit: Hot Topics
- Award Closeout
- Additional Training
ASRSP Mission

To provide exceptional financial administration to sponsored research grants and contracts.

We are committed to the highest standards of financial stewardship and compliance with both University and sponsor regulations.
Key Functions of ASRSP

- Financial Reporting
- Collecting Revenue
- Coordinating Audits
- Transaction Review & Approval
- Award Closeout
ASRSP Teams

- **Cash Management**
  - Reports to Peg Morrisroe
  - Apply Payments

- **Special Projects**
  - Reports to Svetlana Kanev
  - Audit and Transaction (Expense) Reviews

- **Financial Reporting**
  - 3 GCFA groups report to Howard Ventura, Felice Patterson, or Kathy Mustea.
  - All GCFA Groups report to Jennifer Mitchell and Karen Spina
  - Reporting, Invoicing, Closeout

- **Information Management**
  - Reports to Jarrod Routh
  - IT and Data Reporting

- **Subcontract Management**
  - Reports to Kathy Watson
  - Subcontract Payments
ASRSP Snapshot

In Fiscal Year 2018 (9/1/17-08/31/18)

• $802 million in sponsored research expenditures

• 6,258 financial reports submitted

• 5,998 Cost reimbursable invoices sent

• 7,693 Payment applied in NUFinancials

• 4,959 subcontract invoices
ASRSP Tools & Resources

Lots of essentials available, including today’s handouts:

1. Charging Sponsored Projects – Allowability Guide
2. Sponsored Project Purchase Justification Form
3. Request to Allocate an Expense Across Multiple Projects
Award Management
Navigating Grant Management

Avoid potential obstacles or “icebergs” by understanding:

• Timeliness of expenditures
• Approver responsibilities
• Audit topics and best practices for spending & payments
• Where to go with questions and to learn more

Being proactive is key!
The Clock Starts Ticking!

General accounting rule:
Post expenses within 90 days of occurrence

How do I best ensure timeliness?

▪ Create a spending plan to monitor expenses from beginning of award
▪ Adhere to deadlines
▪ Make purchases in adequate quantities over the life of the grant
Approver Responsibilities

Department approver should:

**Audit Transactions**
- Does transaction adhere to sponsored project cost principles?
- Was the correct account code used?
- If a Service (*account code starts with 75***), does the transaction include a quote or attachment?
- Is there a PI signature? (*may be required for some transactions*)

**Explain Transactions**
- Specify the importance and benefits to the grant (e.g., expense report audit, consultant, corrections journals, equipment/computer purchases)

**Backup or Support Transactions**
- **Always attach support** if you have special circumstances that raise red flags
- Expedite the transaction approval through explanation and planning ahead
Audit Topics

• Consultant Fees & Payments

• Subrecipient Monitoring

• Travel: General Regulations, Visa Fees, Air Carriers

• Purchases:  
  • Capital Equipment  
  • Computers  
  • Procurement Cards (P-Cards)

• Cost Transfers

• Overdrafts
Consultants: What’s Required?

**Work plan** (e.g., work, scope, deliverables, payment terms) must be in place **before** any work is completed
  - Work must directly benefit the grant

**Correct Classification**
  - Cannot be classified as employee or subcontractor
  - US residents and non-residents are paid differently

**Contracted Services Approvals Form (CSF)**

**Payment terms**
  - Flat fee for deliverable, hourly rate/expected hours for completion of work, and possibly, a monthly deliverable schedule
  - Pay always based on receipt of **timely**, itemized invoice
Consultants: Fees & Payments

Speaker Fees:

- Normally not allowable on sponsored projects
- Exceptions include: Conference Grants, Training Grants, and specifically included on the approved budget

Payments:

- May come from HR or Accounts Payable
- Must complete a Contracted Services Form after completion of service period; ASRSP reviews and approves form
- Missing information will delay payment

Introduction to Consultant Payments Mini Course
Checklist to Determine Subrecipient vs. Contractor Involvement
Approver/Contracted Services: Interactive Activity
Please work with a partner.

You have 5 minutes to come up with your list of errors. We will discuss the results as a group afterwards.
# Contracted Services Form

## Requestor Information
- Name: Joe Contractor
- Address Line 1: 555 Mulberry Lane
- City, State, Zip: Evanston, IL 60201

## Contractor Information
- Period of Service: From: 09/01/2014 To: 07/31/2015
- Rate of Pay: $50/hr.

## Contractor’s Acknowledgement
I understand that payment will not be issued until performance and completion of the contracted services, and that the date of payment cannot be prior to the work completion date. I understand that agreed upon expenses will not be reimbursed unless I complete a Visitor Expense Report and attach original receipts.

I certify I have not been paid as an employee of Northwestern within the last twelve months. I understand that this payment does not include any employment benefits or tax deductions and that the payment of these is my responsibility.

## University Payment Request
- Services start date: August 1, 2014
- Services completion date: July 31, 2015

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Act</th>
<th>Program</th>
<th>CF1</th>
<th>Acct</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Services</td>
<td>610</td>
<td>5555555</td>
<td>50055111</td>
<td></td>
<td></td>
<td>75010</td>
<td></td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Reimbursable Expenses</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Other (description):</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Travel Expenses (from Visitor Expense Report)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>75015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Payment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

## University Approvals
I approve the payment for services and expenses noted above. The cost was incurred in conformance with the current HR policy on Independent Contractors and Consultants on the Northwestern web site. If charged to a Sponsored Project account, it is understood and agreed that these expenditures are subject to review and audit and if found to be unallowable, they will be transferred to a non-sponsored departmental account. The payment requested includes only the expenses associated with the contracted services, is not in payment of honorarium or for subsistence, and is not in avoidance of immigration restrictions, Affirmative Action requirements, payment of fringe benefits, statutory taxes, fees, insurance premiums or any other applicable statutory employment regulation.

<table>
<thead>
<tr>
<th>Approve</th>
<th>Name (print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Investigator or Hiring Representative</td>
<td>J. D. Smith</td>
<td>B. B. Smith</td>
<td>6/27/15</td>
</tr>
<tr>
<td>School or Center</td>
<td>Dan Admin</td>
<td>Dan Admin</td>
<td>7/31/15</td>
</tr>
</tbody>
</table>
# Invoice from Services

## Joe Contractor

555 Nulberry Lane, Apt. 1  
Evanston, IL 60208  
Phone: 847-555-1234  
Fax: 847-555-1200  
joecontractor@hmail.com

**To:** NURULES Center  
Northwestern University  
2145 Sheridan Road, Mt-111  
Evanston, IL 60208  
847-467-5555

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<table>
<thead>
<tr>
<th>DATE OF SERVICE</th>
<th>JOB</th>
<th>PAYMENT TERMS</th>
<th>DUE DATE</th>
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<tbody>
<tr>
<td>1/1/2012 - 1/31/2012</td>
<td>NURULES548</td>
<td>30 days</td>
<td>3/6/2012</td>
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<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>LINE TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 hours</td>
<td>Editing, formatting &amp; creating winter quarter newsletter for NURULES center</td>
<td>$50/hour</td>
<td>$450.00</td>
</tr>
<tr>
<td>1 hour</td>
<td>E-mail and USPS distribution of winter quarter newsletter for NURULES center</td>
<td>$50/hour</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

**SUBTOTAL** $500.00  
**SALES TAX** $0.00  
**TOTAL** $500.00
Overview of Subrecipient Monitoring

Handed by Sponsored Research, ASRSP, and the department

OSR
• Risk Assessment
• SAM.GOV
• Work with ASRSP on Management Decision and discuss special language required
• FFATA

Dept./School
• Review and approve invoices and back-up documentation
• Collect Technical Reports and monitor programmatic progress
• Communicate issues PI may have with site
• Expedite approval

ASRSP
• Review Invoices
• Manage timely payments
• Annual Single Audit Review
• Management Decision letter and follow up
• Communicate with OSR and GCFA
• SAM.GOV
Subcontract Payment Process

OSR sends Dept. Fully Executed Amendment

Department creates Requisition in People Soft + Receiver Required (Y)

ASRSP receives and forwards invoices to the Department

Invoice returned to ASRSP from Department for processing with Accounts Payable

Department approves receiver required field in People Soft

Invoices are certified by PI that costs charged are acceptable and work has been performed

AP sends check to ASRSP

ASRSP reviews and then mails check to vendor along with a copy of the invoice
Additional online training resources will be coming in the near future for subcontract/subrecipient monitoring!
General Travel Regulations

• Abide by Northwestern **Cost Principles** (e.g., Allowability)
  - Working lunches and local meals are not allowable
  - Alcohol is not allowable
  - Penalties, fees, and upgrades are generally not allowable
  - Professional development and networking expenses are not allowed on grants

• Must directly benefit the grant and be allowed by sponsor and within sponsor guidelines/award terms

• Must be completed within award budget period

• Reimbursement can only be made upon completion of travel
  - Original itemized receipts required, unless per diem option is selected prior to travel
  - Reasonable and actual costs of lodging

[References: ASRSP Travel Policies, University Services Travel Site, Travel and Expense Policies and Procedures]
Travel: Visa Fees

• Fees for visas are allowable when foreign travel is authorized as part of the budget, and a visa is necessary for travel.

• Sponsor-specific rules:
  • NIH allows visa fees for employees only for recruitment purposes; renewal applications are not allowable.
  • NSF does not allow visa fees for employees.
  • For other federal agencies, the determination of allowability is still pending.
Travel: Air Carriers

Fly America Act:
• Federal law prohibits use of a foreign air carrier when travel is paid for by federal funds, with limited exceptions*

Open Skies Agreement:
• Dept. of Defense does not allow an Open Skies exception to the Fly America Act
• Air carrier allowability:
  ▪ US air carriers are the easiest options for foreign travel
  ▪ Air carriers from European Union members states is allowable for non-DOD federal grants
  ▪ Air carriers from Australian, Japanese or Swiss may be allowable
• University preferred travel vendors are there to help

*Fly America Act (ASRSP)
Capital Equipment Purchases

$5,000+ and useful life of 1+ years

- Uniform Guidance describes equipment use, title, inventory and disposal requirements
- Purchase within final 3 months of grant is an audit red flag
- ASRSP reviews and approves equipment expenditures
- Government titled property is managed by ASRSP
- Procurement of items over 10K require multiple bids
Computer Purchases

- Must be necessary for and provide benefit to the project
- Must be directly allocable to the project
- Must be reasonable

Uniform Guidance requires justification for computer purchase
  - Use Sponsored Project Purchase Justification Form
  - The account code used is computer non capital 77030 or 77570 for capital
Procurement Cards

• A tool to streamline low-value purchasing transactions
• Does not avoid or bypass appropriate procurement or payment procedures
• Not used for travel and entertainment purposes

• Include a detailed description of the item being purchased
• Be sure to keep all backup documentation, such as the P-Card log and receipts, for audit purposes
• ASRSP reviews all charges at the end of a grant, including P-Card charges, for unallowable items
Cost Transfers

Expenses moved from one chartstring to another to correct an error

Support for cost transfers includes:

• Description of the expense item
• Explanation of how the expense benefits the grant
• If it is travel, who traveled, to where, for what and the date of the travel
• Detail why or how the expense was charged incorrectly
• No need to say “moving from project A to project B”
• **Timeliness is very important!**
Overdrafts

- Overdrafts are an **uncollectable cost**
- Department is responsible for funding these costs
- Transferring overdrafts to another sponsored project is **not allowable**
- Overdrafts typically **cannot** be transferred to continuation award
- ASRSP will charge department or center chartstring if overdraft is not resolved
Award Closeout

Collaborative effort to coordinate the completion of a project, to meet all requirements and deliverables established as a condition of the award.
Award Closeout

• Begins **90 days** before a grant ends

• A time to settle all expenses that belong on the grant and send final reports due

• **Reconciliation** throughout the sponsored project period assists with a smooth closeout

• Department should strive to post all expenses on a grant by the end date to avoid loss of funding
Closeout Email
PI and RADM receive a closeout email and talk about closeout plans

Prespending?
Dept requests prespend chartstring for competing continuations

Effort Check
30 days before effort reviewed. Respond to emails that require corrections ASAP

Award End Date
Grant has ended. No new expenses should post

Finalize Expenses
Dept follows up on unposted expenses, and communicates status to ASRSP

FFR DUE
ASRSP reviews expense for allowability, will submit before deadline and close chartstring

-90 to -60 days before
No Cost Extension?
Dept either requests a NCE or begins final spending plan

Review Expense & Encumbrances
Dept ensures encumbrances are valid, reviews expenses to ensure they are allowed, and initiates final POs or corrections

Internal Services Stop
Dept should inform lab staff & internal service centers to stop using chartstring

Final Progress Reports
PI prepares & submits. Dept should keep a copy in file ready for auditors’ request

Final Invention Statement
PI should Submit through Sponsored Research

Final Effort Reports
PI & Dept certify final effort reports

Carryover Request
PI submits carryover request to Sponsored Research, if terms require approval

-30 days before

30 days after

60 days after
Transfer or Relinquishment

• Transfer or relinquishment is like an “emergency” closeout

• Complete ESPR request 90 days prior to transfer or close
  ➢ Email ASRSP GCFA about any transfer or relinquishments
  ➢ ASRSP will help you determine amount to relinquish or Transfer

• Make arrangements made for project personnel/animals

• Inform ASRSP to prepare financial report and close chartstring

• Follow standard closeout procedures

• ORI Check-out Procedures for PI’s PDF check list
Sponsored Project Online Training (SPOT) Course: Award Closeout Basics

• Understand the responsibilities of participants in the closeout process
• Be able to access and use tools that facilitate closeout
• Identify the actions and documentation required for closeout to occur

Register via myHR Learn:
learn.northwestern.edu
Additional Training

ASRSP
- Brown Bag Presentations, Semiannual Networking, Online Mini Courses, and Additional Training

Sponsored Research
- Presentations, SPOT, In-Person Training, Microlearning, Job Aids, and Additional Information

NUFinancials
- Entering Expenses
- Estimating Grant Expenses
- Visitors Expense Report [Travel]

Cognos
- Reading and Running Reports

InfoEd
- Grants Management
Questions?