A DAY IN THE LIFE
OF THE RESEARCH OFFICE
APRIL 25, 2013

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Presenters

- **Chanell Rome**, Contract and Grant Specialist
- **Gerri Hobbs**, CRA, Contract and Grant Specialist
- **Dave Griffith**, Assistant Director Billing and Receivables
- **Susan Bledsoe**, Sponsored Research Accountant
Objectives

• Learn about the different components of the Research Office

• Learn how the Office of Sponsored Programs supports your proposal submission

• Discover how the Contract and Grant Specialist negotiates and sets awards

• Learn about our Billing and Collection process

• Importance of Financial and Technical Reporting and Close-out process

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Different roles in the Research Office

• Pre-award
• Post-award
• Compliance and Regulatory Affairs
• Financial Reporting
• Billing & Collections
• Sponsored Research Accounting (Close-out)

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Contract and Grant Specialist Role

- Proposals review and submission
- **READ** every award document
- Negotiate award terms and conditions, when necessary
- Reviewing for compliance issues
- Setting-up awards and chart of account
PROPOSAL REVIEW

• Receive Notification from PI or Department Administrator
• Check PI eligibility
• Read Solicitation
  • Pre proposal Submission (Letter of Intent, White Papers)
  • Cost Share
  • Any special requirements
  • Is it ITAR restricted
  • Submission vehicle
  • Answer questions and inquires related to the Submission

Proposal Review (cont.)

• Reviews the PeopleSoft Grants record for accuracy
• Reviews the proposal to see if it is in compliance with the Funding Opportunity Announcement
• Does the proposal adhere/not adhere to UD Policies
• Will there be any potential compliance issues
• Has any required cost share been met and approved
• Approves the web form
Proposal Submission

Electronic Submission
Which proposal submission system are we using?
Is it a new system that we need to register and obtain access
Look for compliance errors, Validation Checks (if applicable)

Email Submission
Does the Funding Opportunity give you an option to submit by email.

Hard Copy submission
Some agencies still require hard copy submission.

How many ways can we submit proposals

- NSF
- NSPIRES
- GRANTSOLUTIONS (new)
- GRANTS.GOV
- CAYUSE
- SPACE TELESCOPE
- EMAIL
- FEDCONNECT
- DEFENSE LOGIST AGENCY
- And unexpected new site
*Please do not forget the 72hr Policy*

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Contract and Grant Specialist
Review Awards

- We **READ** every award and every term and condition
  - Grants (not complex)
    - Standard agency grant terms and conditions
    - Might have special terms and condition
  - Cooperative Agreements
    - More detailed terms and conditions
    - Includes some FAR clause
    - Might require cost share

Contract and Grant Specialist
Negotiates Terms

- Industrial Agreements/Purchase Orders/SBIR & STTR Agreements
  - very complex and time consuming
  - Does not conform with UD policies
  - Always want to own Intellectual Property
  - Flow down terms not applicable to universities

- Contracts (very complex)
  - Restrictive
  - Problematic FAR & DFAR clauses
  - Little room for negotiations
NEGOTIATING THE TERMS OF THE AWARD

• Are the terms within the University policy and guidelines.

• What about IP? Does the company want to own our IP.

• Do we need approval for foreign nationals.

• Are there any ITAR restrictions or publication restrictions.

• Are there any Federal Acquisition Regulations that are not applicable to UD?

Contract and Grant Specialist
Sets up Award and Chart of Account

• Change the proposal to F101 version
• Create the Purpose, Project, Speedtype and Row level security
• We determine and enter the terms and conditions and all of the reporting requirements
• We enter the percent of effort into the Project Team page
• Finalize the budget and cost share
• We verify the data entered loads into UDATAGLANCE correctly
• Run the COA notification form
• Send the COA and award documents to PI and copy Department Administrator
Contract and Grant Specialist, Post Award

• We also process request to revise the Statement of Work (SOW).

• We process all modification that come in from the agencies.

• If there is a subcontractor in your award, we write the subawards, send it to the subcontractor, and process subaward invoices.

• We process revised budget and no cost extensions, which both require us to change the data in the Grants system.

ANY QUESTIONS?
You have received your Chart of Accounts (COA) notification along with the award documentation.

Please REVIEW the COA notification form and READ the award documents.

You can start the research and can now start making expenditures and LAM entries.

SO HOW DO WE GET PAID?

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BILLING AND COLLECTION

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Billing and Collection Team Role

- **READ** every award document – Emphasis on invoicing, payment terms and financial reports
- Setup awards, after COA has been distributed, in PeopleSoft for Billing (Cost Reimbursable, LOCs, Fixed, Monthly, Quarterly, etc.)
- Generate invoices and follow up with Department Administrators for back-up documentation (Monthly reports, Completion of Deliverables)
- Submit invoices (Mail, Email, Sponsor Websites)
- Collect on past due research receivables
- Identify payments received but not applied – Cashier’s Report

Updated Billing and Collection Org Chart

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    Assistant Director, Billing and Receivables
       /           \
  --|--          |
 Billing Coordinator    Billing Coordinator
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Who Does What (she can’t do everything)

Billing Coordinators – A day in the life

• Sets up Billing Plans in PeopleSoft per the contract
  – Cost Reimbursable (Monthly, Quarterly, LOCs)
  – Fixed (Milestone or task, payment scheduled)
• Generates and submits invoices to sponsors after the accounting period has officially closed
• Coordinates with SRA (cost share) and Department Administrators (Reports, Milestones completed, Sponsor questions)
• Follows up and collects on past due receivables (as of 04/01/13)
• ***Please inform Billing Coordinators of “deliverables” status***
Billing Coordinators – A day in the life

Invoicing Statistics

• Monthly Cost Reimbursable Invoices – About 300 monthly
  – Approximately 25% require either additional information (cost share reports, transaction details, progress report)
• Quarterly Invoices – About 125 invoiced each quarter
• About 250 additional awards are invoiced on a payment schedule or are submitted when task and deliverables are completed
• Approximately 350 more awards are auto payment awards and are monitored (includes UDRF and GURs)
• Follows up on all invoicing inquires from the sponsor (receipts, transaction details request)

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Billing Coordinators – FINAL INVOICES

• Last month of invoicing is completed after the ACR has been submitted and reviewed.
• Final Expenditures must be confirmed prior to the final invoice due date.
• Most sponsors will reject an invoice if the billing period on the invoice is after the end date.
  – Example end date is 03/31/13 (March 2013 invoice will be submitted after ACR submitted or SRAs have confirmed expense
  – There will not be a March 2013 invoice and then an April 2013 invoice

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Billing Coordinators – A day in the life

- Sets up Awards in PeopleSoft on an as needed basis
- Reviews billing terms with RO Contract and Grant Specialist when terms are unusual or unfavorable to the University of Delaware
- Draws LOC funds monthly (typically twice a month)
- Runs exception reports to ensure billing processes are running to completion
- Generates aging report to distribute to Billing Coordinators
- Follows up on aged receivables (Over 120 days, billing disputes)
- Process monthly or quarterly invoices on an as needed basis
Asst. Director—A day in the life
LOC Invoicing Statistics

- About 500 active Letter of Credit Awards invoiced monthly (Draws)
- 25 LOC sponsors
  - After invoices are generated in PeopleSoft, funds are requested from 3 websites (individually for each award)
  - NSF = Over 250, NIH = Over 85
  - SRAs submit quarterly financial reports
- Test PeopleSoft when updates are implemented
- Approve/reject cash transmittal with a grant project id
CASH TRANSMITTALS

An invoicing error occurs in PeopleSoft when a Cash Transmittal is processed with a grant project ID (ABCD43XXX) and an expense account (1XXXX).

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Receivables Follow up

• Billing Coordinators are responsible for sending notices on unduly delinquent invoices (Prior to 04/01/2013 we had a Collections Analysts) and identifying payments.

• Collection correspondence are documented in the monthly aging reports.

• Collection efforts start once the invoice is 30 days past the due date. (Note payment terms vary from sponsor to sponsor)

• Two Billing Coordinators will lead to more efficient invoicing, better receivables follow-up and more timely communication with SRAs during the closing process.

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Sponsored Research Accountant Role

- **READ** every award document
- Interim Financial Reporting
- Provide Guidance and interpretation of regulations
- Process and Approve cost transfers
- Create and maintain central grant management queries used to monitor award activity
- Verify and audit cost share
- Audit expenditure balance and award activity

THE OVERWHELMING FEELING OF FINANCIAL REPORTING
Interim Financial Reporting

• The Sponsored Research Accountant is responsible for creating, completing and submitting all Interim Financial Reporting.

• Reviews Award documentation to determine if and when an Interim Financial Report is due. (Monthly, quarterly, semi-annual, and annual)

• Works with the departments if detailed information is required when submitting this report.

• Important to complete reports in a timely fashion to ensure compliance and to ensure that no funding is cutoff to the University.

Provide Guidance and interpretation of regulations

• Responsible for interpreting federal regulations, agency specific requirements and University policies and procedures.

• Offer guidance to departments to ensure that costs follow regulations as well as Cost Accounting Standards.

• Provides training as needed.
Process and Approve cost transfers

- Process cost transfers (JV) in a timely manner, in accordance with University and federal policy and procedures.
- Provide guidance to departments when creating cost transfers.
- Review cost transfer (JV) “over 90 days” past the original expenditures and approve those that are in line with UD Cost Transfer Policy.
- Provide training as needed.
JV Approvals

• The Sponsored Research Accountants review all over 90 day JVs.

• Sponsored Research Accountant assigned to your closeout will be listed at the top of the ACR.

• To ensure full payments and compliance of awards, the SRA is responsible for completing closeout by sponsor’s deadline.

• Push Automated Closeout Report 90 days prior to the end of the award.

• Departments are given a portion of the closeout time frame and the Sponsored Research Accounts are given a portion, and work together to close the award by the Sponsor’s deadline.
Verify and audit cost share

- Reviews award documentation for cost share requirement.
- Verify and audit cost share in accordance with award terms and conditions.
- Obtains written backup information for all Third Party cost share.
- Prepares cost share reports to sponsor as required.

Audit expenditure balance and award activity

- Reviews award documentation for deliverables, budgets, allowables, unallowables and restrictions.
- Audit expenditure balance and award activity to verify financial compliance with University and sponsor regulations and to ensure allowability, allocability, and reasonableness.
- Reviews after end date charges to ensure that all charges were incurred by the end of the award.
- Reviews potential unallowable charges and obtains justification and backup as needed.
Audit Expenditures (cont.)

- Reviews equipment charges to ensure that all fabrications have been capitalized.
- Reviews Subawards to verify that cost have been allocated correctly and final closeout documents have been received.
- Verifies Fringe
- Verifies F & A

Final Reports

- Reviews award documentation to determine what the award deliverables are.
- The Sponsored Research Accountant is responsible for creating, completing and submitting all Final Financial Reporting.
- Responsible for creating, completing and submitting final patent & equipment inventory reports.
- Ensures that the final technical reports has been submitted to the sponsor by obtaining transmittal email or letter.
- Informs Billing if a Final Invoice is required.
Finalization

- Verify that Revenue Recognition = Cash = Expenditures
- Inactivates Purpose, Project, Speedtype, Award, Billing
- Prepares files for Archives

- The Award has been successfully CLOSED!

Questions
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