Tips & Tricks of Research Administration
#UDResearch
April 13, 2016
Presenters

• Peggy Thomas, Billing Coordinator – Research Office
• Susan Tkachick, Sponsored Research Accountant - Research Office
• Susan Tompkins, Contract and Grant Specialist - Research Office
• Dawn Yasik, Manager of Effort Certification– Research Office
• Dave Griffith, Assistant Director, Billing and Receivables - Research Office
Contents

- Effort Reporting Tips
- Quick Tips and Tricks for Proposals and Awards
- Billing and Collections Award Management tips using UDATALANCE
- Tips and Tricks for Navigating the Project Closeout Report
Valuable Non-Research Tips

Walk carefully on campus in the winter

The beautiful red bricks do not go well with heels or dress shoes
Valuable Non-Research Tips

Don’t be a minute late – especially on Main Street. Parking Enforcement, Traffic Warden or other terms of endearment are watching.
Effort Reporting Tips

Dawn Yasik
Manager of Effort Certification
You are not authorized to view this page.

Possible reasons are

- You don't have access to the site you are attempting.
- You need to connect via the UDel Secure wireless network.
- You need to connect via UD VPN (Virtual Private Network).
Effort FAQs and Tips

You are not authorized to view this page.

Possible reasons are:

- You don't have access to the site you are attempting.
- You need to connect via the UDel Secure wireless network.
- You need to connect via UD VPN (Virtual Private Network).

Click the blue hyperlinks 😊
Effort FAQs and Tips

You are not authorized to view this page.

Possible reasons are:

- You don't have access to the site you are attempting.
- You need to connect via the UDel Secure wireless network.
- You need to connect via UD VPN (Virtual Private Network).

Most common solution is a VPN connection. An off-campus computer will *always* require a vpn connection. Software can be downloaded by following the link.
If you are an active employee, have a vpn connection, and confirmed you are on a secure connection if wireless, call the IT helpline at x6000 for help.
Effort FAQs & Tips

Effort JVs

Use GMQ_TRANSACTIONS_SALARY_JV to collect the transactions for the JV backup or download from UDataGlance.

For salary JVs, please include the following fields in the transaction backup: Employee ID, Name, Trans date or Acctg date, purpose, program, Project, Project title, account, class, JV req (when applicable) and amount.
The bottom section of the effort report lists any salary JVs which are applicable to the report. If you click the req ID, that JV will open in another window as long as you would be able to view it in webforms.

Reports cannot be forwarded to employee while JVs are in-progress.
Effort FAQs & Tips

Effort JVs

- The “Process journal” button on the effort report opens a new window so you can submit a JV. If you are using IE, try a different browser.

- If a JV opens, but the employee ID is not prepopulated, close out and try again.

- After the JV is complete, if the subtotals have not updated appropriately, contact Dawn Yasik for a re-push.
Effort FAQs & Tips

LAM Calculator

Playing Catch-up

Determine
1. How many pay periods are there in the whole budget period?
2. How many pay periods remain in the current budget period?
3. What percent of effort was committed?

Calculate
Total pay periods / remaining pay periods * effort commitment = % to enter in the LAM
Helpful Effort Queries

In PS FIRPT Query, search queries with names beginning with “GMQ_EFFORT”.
Each effort period has a query that returns all of the transaction detail that supports the totals on the effort report.

<table>
<thead>
<tr>
<th>GMQ_EFFORT_151_SALARY</th>
<th>Effort Pd AY151 (Sept - Feb)</th>
<th>Public</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMQ_EFFORT_152_SALARY</td>
<td>March - Aug 2015</td>
<td>Public</td>
</tr>
<tr>
<td>GMQ_EFFORT_153_SALARY</td>
<td>2015 fac summer salary</td>
<td>Public</td>
</tr>
</tbody>
</table>
Helpful Effort Queries

**GMQ_EFFORT_CURRENT_BY_PI** is another query in FIRPT. Make sure to use the wildcard % after the last name when you enter it in the prompt.

This one lists all of the active projects on which a PI has an effort commitment, so it may be useful for helping the PI manage his/her commitments.

It can also be used to show where they might have summer salary budgeted.
Effort FAQs & Tips

Who should I contact when another department is involved?

RO Department Administrator Directory

http://www.udel.edu/research/about/directory.html
Effort FAQs & Tips

Administrator Details by Employee

If you have questions, contact the Research Office at (302) 831-4956 or email effortcert@udel.edu.

Morrissey, Catherine (700969811) A

Department: Ctr for Hist Arch & Design (7360)
Category: Professionals (PROF)
Effort period: 03/01/2015 - 08/31/2015 (152)
Date created: 04/05/2016
Status: In-progress

Effort administrator: Sheppard, Rebecca J (34000)

Hover over the colored box to see the employee’s status. A = Active, R = Retired, T = Terminated, etc.
Quick Tips and Tricks
Proposals and Awards

Susan D. Tompkins, CRA
Contract and Grants Specialist
Research Office
Tips & Tricks, Proposal & Award

WHEN SPONSORED PROGRAMS TALKS
ALL I HEAR IS

WAA, WAA, WAA, WAA, WAA
Tips & Tricks

• Access information is available at
  http://www.udel.edu/eed/newemployeeaccess.html

• The Research Office website is full of information! Be sure to search the site for questions/answers you may have:
  http://www.udel.edu/research/researchers/index.html
Proposal Long Description should be EXACTLY the same as the application to the sponsor.

- Searching for a sponsor can be difficult, use the magnifying glass; search field NAME “Contains” and enter limited information to search (only select sponsors with 4 digits).
Proposal Tips & Tricks

• For sponsors that are not in the system, use 9993. Be sure to send the sponsor information to your C&G to establish the sponsor.

• Be sure to be consistent when entering information into PeopleSoft. Purpose, F&A Distribution, and F&A and Pricing Setup should all reflect the UD’s PRIME sponsor (Fed, State or Other)
Proposal Tips & Tricks, ADDITIONAL INFORMATION

• When a proposal is federal flow through, use the “additional information” hyperlink to add the sponsor (use details icon)

• Solicitation details should be added using “additional information” hyperlink (use details icon)

• Related Proposals can also be identified using “Additional Information”
Additional Information

Proposal ID: NEXT

Description:

Additional Information

*Type
Comments:

Search Results

View 100

Comment Type Description
ARR American Recovery Reinvest Act
CFD Code Fed Domestic Assistance
CLS Close Out Comments
CQI Conflict of Interest
CDN Concurrent Submissions
CST Cost Sharing
DEF DFARS exception on file
EARCH Earnmark
EXP Express Proposal
FFP Firm Fixed Price
FLW Flow Through
IP Intellectual Property
LIM Limited Submission
MJ Major Goals
NCA No Cost Ext - Approved
NCR No Cost Extension Requested
NGE No Cost Extension - Grantee Appd
NCS No Cost Extension - Sponsor Appd
OA On-account funds received; include comment
OTH Other
PI PI Change
PRE Pre-Award Spending
PRV Previous Award
REL Related Proposals
RTT Race to the Top
SOL Solicitation

Look Up Type

Description: begins with

Look Up Clear Cancel Basic Lookup

Return To Maintain Proposal
Proposal Tips & Tricks Cont’d

• When working with multiple PI’s, each may want a separate purpose code if the proposal is funded, separate projects should be entered at the proposal stage (prior to award).
• NEVER, EVER delete a project! If you determine a project won’t be used, change the title to “DO NOT USE”.
• For Federal Flow through proposals, the F&A Distribution should reflect the UD’s primary sponsor.
  Example: Harvard/NSF proposal, F&A distribution needs to reflect “Other”.
Add projects
Proposal Tips & Tricks Cont’d

• Projects tab: Department field is VERY important, this drives the acronym used on your purpose code should the proposal be funded. Be sure to change the DEPARTMENT field if your PI will want the project setup in a Center, etc.

• If you’ve started a PeopleSoft record, then it is decided not to continue with the submission, change the Proposal Status to “discontinued”
Proposal Tips & Tricks Cont’d

• Budget detail: Salary and fringes should be entered using the details icon.

• Within Salary detail, change the start/end dates to reflect the correct person months in the months field. Effort percentage should be annualized.

• DO NOT enter fringes on a separate line in the budget.

• DO NOT enter salary and fringes as one total number.
Proposal Tips & Tricks Cont’d

• Remember to include attachments; SOW, Budget, Budget Justification, Solicitation, Reduced/Waived F&A information, and required Subrecipient Information.

• Remember, providing un-requested COST SHARE does NOT strengthen your proposal.
VOLUNTARY COMMITTED COST SHARE

IS NO SUBSTITUTE FOR A STRONG SCIENTIFIC PREMISE
Proposal Tips & Tricks Cont’d

• Did you know you can use UDATAGLANCE to find a webform no. for your proposal?
Proposal Tips & Tricks
Cont’d

• Keep your C&G informed about upcoming proposals.

• The Research Office website is full of POST AWARD information, be sure to view the site and search for resources, FAQs etc.

http://www.udel.edu/research/preparing/grantsmanual.html
Billing & Collections

Peggy Thomas
Billing Coordinator
Deliverable/Task Based Invoice Procedure

University of Delaware is required to invoice federal and non-federal sponsors for deliverables, according to the terms and conditions of the award. When the cost basis is deliverable, the PI and department need to track completion of deliverables (task, submission of a report, etc.) and provide the information to the Research Office billing coordinators, RoseMarie DeLooze (redelooze@udel.edu) and Peggy Thomas (ppthomas@udel.edu) via email. The Research Office billing team will submit the deliverable invoice in accordance with the terms and conditions of the award.
Award Data Tips

- Billing & Collections
- Revenue
- LOC
- Assigned SRA
<table>
<thead>
<tr>
<th>Purpose code</th>
<th>Purpose description</th>
<th>Purpose Code Balance</th>
<th>Purpose Code Balance including Obligations</th>
<th>Project ID</th>
<th>Project PI</th>
<th>Project End date</th>
<th>Award ID</th>
<th>Project Sponsor</th>
<th>Dept ID</th>
<th>UNIDEL End date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABCD123456</td>
<td>NSF RESEARCH GRANT SMITH</td>
<td>100,000..00</td>
<td>100,000.00</td>
<td>ABCD12345616000</td>
<td>Smith, John</td>
<td>12/31/2016</td>
<td>654321</td>
<td>National Science Foundation</td>
<td>9876</td>
<td></td>
</tr>
</tbody>
</table>
This application allows University personnel to view University financial data for which they are authorized. If you need to request or change access to purpose code information, complete the "Access Request: UD Financials-Query/UDataGlance" Web Form.

Contact General Accounting at (302) 831-2175 or general-accounting@udel.edu for questions on UDataGlance.

Purpose Code Summary

Project Title: [Redacted]
Begin date: 7/1/14
End date: 9/30/15
Award ID: 654321

Project FE: Delaware Department of Education
Sponsor: [Redacted]

Total FTE Amount: 0.00
Subject to 2CFR 200 - Uniform Guidance.

Expenses and Transfers Out

<table>
<thead>
<tr>
<th>Account Category</th>
<th>PTD Budget ($)</th>
<th>Current Month Exp and Transfers Out ($)</th>
<th>Total PTD Exp and Transfers Out ($)</th>
<th>Obligations ($)</th>
<th>Percent Spent of PTD Budget including Obligations (%)</th>
<th>Remaining Budget ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROFESSOR SALARIES</td>
<td>9,000.00</td>
<td>4,182.02</td>
<td>4,182.02</td>
<td>0.00</td>
<td>0%</td>
<td>0.00</td>
</tr>
<tr>
<td>FACULTY SALARIES</td>
<td>4,000.00</td>
<td>2,348.43</td>
<td>2,348.43</td>
<td>0.00</td>
<td>0%</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Link to Award Data

Change accounting period for this purpose only
View: Web Statement
Dates: 2016 period 9
## Award Actuals

### Expenses and Transfers Out

<table>
<thead>
<tr>
<th></th>
<th>Award To Date Budget ($)</th>
<th>Current Month Exp and Transfers Out ($)</th>
<th>Total Award To Date Exp and Transfers Out ($)</th>
<th>Obligations ($)</th>
<th>Percent Spent of Award To Date Budget including Obligations (%)</th>
<th>Remaining Budget ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Salaries</td>
<td>58,150.00</td>
<td>4,157.71</td>
<td>31,376.83</td>
<td>7,766.98</td>
<td>66.2%</td>
<td>20,022.80</td>
</tr>
<tr>
<td>Graduate Student Salaries</td>
<td>36,000.00</td>
<td>1,944.41</td>
<td>12,909.00</td>
<td>3,888.88</td>
<td>48.0%</td>
<td>10,202.12</td>
</tr>
<tr>
<td>Wages</td>
<td>9,932.00</td>
<td>450.00</td>
<td>450.00</td>
<td>0.00</td>
<td>7.7%</td>
<td>8,582.00</td>
</tr>
<tr>
<td>Employee Benefit Expense</td>
<td>23,880.00</td>
<td>1,673.56</td>
<td>12,266.38</td>
<td>3,076.42</td>
<td>64.3%</td>
<td>8,518.20</td>
</tr>
<tr>
<td><strong>Total Personnel Costs</strong></td>
<td>123,842.00</td>
<td>8,225.70</td>
<td>56,995.21</td>
<td>14,722.20</td>
<td>57.9%</td>
<td>52,124.52</td>
</tr>
<tr>
<td>Travel</td>
<td>1,388.00</td>
<td>0.00</td>
<td>106.23</td>
<td>0.00</td>
<td>7.7%</td>
<td>1,281.77</td>
</tr>
<tr>
<td>Supplies and General</td>
<td>45,025.00</td>
<td>7,597.50</td>
<td>16,101.99</td>
<td>0.00</td>
<td>39.1%</td>
<td>35,023.01</td>
</tr>
<tr>
<td>Overhead + F&amp;A Rate Recovery</td>
<td>25,145.00</td>
<td>1,648.02</td>
<td>11,427.34</td>
<td>2,044.45</td>
<td>51.1%</td>
<td>13,771.21</td>
</tr>
<tr>
<td><strong>Total Support Funds</strong></td>
<td>75,150.00</td>
<td>9,183.52</td>
<td>26,635.56</td>
<td>2,944.45</td>
<td>39.4%</td>
<td>45,577.99</td>
</tr>
<tr>
<td><strong>Total Expenses &amp; Transfers</strong></td>
<td>199,990.00</td>
<td>17,409.22</td>
<td>83,630.77</td>
<td>17,666.73</td>
<td>59.0%</td>
<td>97,702.50</td>
</tr>
</tbody>
</table>

### Revenue and Transfers In

<table>
<thead>
<tr>
<th></th>
<th>Award To Date Budget ($)</th>
<th>Current Month Rev and Transfers In ($)</th>
<th>Total Award To Date Rev and Transfers In ($)</th>
<th>Remaining Budget ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUE</td>
<td>0.00</td>
<td>-17,409.22</td>
<td>-83,630.77</td>
<td>83,630.77</td>
</tr>
</tbody>
</table>

### Cost Share

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Description</th>
<th>Cost Share Budget ($)</th>
<th>Cost Share Oblig ($)</th>
<th>Cost Share Balance ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing and Collections</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Billing and Collections

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Invoice Accounting Date</th>
<th>Original Invoice Amt</th>
<th>Total Amount paid on Invoices</th>
<th>Remaining Balance Owed ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>66,221.55</td>
<td>66,221.55</td>
<td>0.00</td>
</tr>
</tbody>
</table>
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Contact General Accounting at (302) 831-2175 or general-accounting@udel.edu for questions on UDataGlance.

### Award Data

<table>
<thead>
<tr>
<th>Award ID</th>
<th>Award Title</th>
<th>PI</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Dept ID</th>
<th>Sponsor</th>
<th>Available Sponsor DIRECT</th>
<th>Commit Cost Share</th>
<th>Projected Future Budget</th>
<th>Commit Cost Share</th>
<th>Budget</th>
<th>Current + Projected Balance</th>
<th>ACTUALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Max</td>
<td>Min</td>
<td>Min</td>
<td>Min</td>
<td>Min</td>
<td>Min</td>
<td>Max</td>
</tr>
</tbody>
</table>

Include (D), (P), and (C) codes.
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### Award Data

<table>
<thead>
<tr>
<th>Award ID</th>
<th>Award Title</th>
<th>Award Begin Date</th>
<th>Award End Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>9/1/15</td>
<td>8/31/18</td>
<td>ONC</td>
</tr>
</tbody>
</table>

**Award Budget Summary**

- Direct Amount ($): 199,000.00
- Cost Share Amount ($): 0.00
- Total Award Amount ($): 498,373.00

### Budget Period Summary

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Project Title</th>
<th>Project PI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

An error was encountered while processing your request. Cannot call sendError() after the response has been committed.
## Fixed Price Award

### Expenses and Transfers Out

<table>
<thead>
<tr>
<th>Category</th>
<th>Award To Date Budget ($)</th>
<th>Current Month Exp and Transfers Out ($)</th>
<th>Total Award To Date Exp and Transfers Out ($)</th>
<th>Obligations ($)</th>
<th>Percent Spent of Award To Date Budget including Obligations (%)</th>
<th>Remaining Budget ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Salaries</td>
<td>69,294.00</td>
<td>3,525.44</td>
<td>3,525.44</td>
<td>7,938.04</td>
<td>16.5%</td>
<td>57,351.72</td>
</tr>
<tr>
<td>Faculty Salaries</td>
<td>12,596.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>12,596.00</td>
</tr>
<tr>
<td>Graduate Student Salaries</td>
<td>13,356.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>13,356.00</td>
</tr>
<tr>
<td>Employee Benefit Expense</td>
<td>30,390.00</td>
<td>1,285.64</td>
<td>1,285.64</td>
<td>2,819.33</td>
<td>13.5%</td>
<td>26,570.64</td>
</tr>
<tr>
<td>Total Personnel Costs</td>
<td>125,606.00</td>
<td>4,791.08</td>
<td>4,791.08</td>
<td>10,786.16</td>
<td>12.4%</td>
<td>110,020.76</td>
</tr>
<tr>
<td>Travel</td>
<td>1,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>22.0%</td>
<td>780.00</td>
</tr>
<tr>
<td>Supplies and General</td>
<td>9,502.00</td>
<td>9,477.31</td>
<td>9,477.31</td>
<td>9,477.31</td>
<td>99.7%</td>
<td>24.69</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>15,366.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>15,366.00</td>
</tr>
<tr>
<td>Overhead - F &amp; A Rate Recovery</td>
<td>58,526.00</td>
<td>6,135.41</td>
<td>6,135.41</td>
<td>4,638.05</td>
<td>18.5%</td>
<td>53,887.94</td>
</tr>
<tr>
<td>Total Support Funds</td>
<td>84,394.00</td>
<td>15,612.72</td>
<td>15,612.72</td>
<td>4,638.05</td>
<td>24.4%</td>
<td>63,820.63</td>
</tr>
<tr>
<td>Total Expenses &amp; Transfers</td>
<td>210,000.00</td>
<td>20,403.00</td>
<td>20,403.00</td>
<td>15,424.21</td>
<td>17.2%</td>
<td>173,575.79</td>
</tr>
</tbody>
</table>

### Revenue and Transfers In (Revenue billed is not necessarily received)

<table>
<thead>
<tr>
<th>Category</th>
<th>Award To Date Budget ($)</th>
<th>Current Month Rev and Transfers In ($)</th>
<th>Total Award To Date Rev and Transfers In ($)</th>
<th>Remaining Budget ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract &amp; OTH Exchange Trans</td>
<td>0.00</td>
<td>-17,600.00</td>
<td>-17,600.00</td>
<td>87,500.00</td>
</tr>
<tr>
<td>Revenue</td>
<td>0.00</td>
<td>-17,500.00</td>
<td>-17,500.00</td>
<td>87,500.00</td>
</tr>
</tbody>
</table>

### Billing and Collections

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Invoice Accounting Date</th>
<th>Original Invoice Amount ($)</th>
<th>Total Amount paid on Invoices ($)</th>
<th>Remaining Balance Owed ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GM00012512</td>
<td>1/5/16</td>
<td>52,500.00</td>
<td>52,500.00</td>
<td>0.00</td>
</tr>
<tr>
<td>GM00013395</td>
<td>2/11/16</td>
<td>17,500.00</td>
<td>17,500.00</td>
<td>0.00</td>
</tr>
<tr>
<td>GM00032652</td>
<td>3/8/16</td>
<td>17,500.00</td>
<td>17,500.00</td>
<td>0.00</td>
</tr>
<tr>
<td>GM00033417</td>
<td>4/1/16</td>
<td>17,500.00</td>
<td>17,500.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Grand Total**: 105,000.00 87,500.00 17,500.00
## Cost Reimbursable

### Expenses and Transfers Out

<table>
<thead>
<tr>
<th></th>
<th>Award To Date Budget ($)</th>
<th>Current Month Exp and Transfers Out ($)</th>
<th>Total Award To Date Exp and Transfers Out ($)</th>
<th>Obligations ($)</th>
<th>Percent Spent of Award To Date Budget including Obligations (%)</th>
<th>Remaining Budget ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROFESSIONAL SALARIES</td>
<td>59,150.00</td>
<td>4,157.71</td>
<td>31,370.83</td>
<td>7,716.98</td>
<td>66.2%</td>
<td>20,022.20</td>
</tr>
<tr>
<td>GRADUATE STUDENT SALARIES</td>
<td>36,000.00</td>
<td>1,944.44</td>
<td>12,909.00</td>
<td>3,888.88</td>
<td>48.0%</td>
<td>18,202.12</td>
</tr>
<tr>
<td>WAGES</td>
<td>5,832.00</td>
<td>450.00</td>
<td>450.00</td>
<td>0.00</td>
<td>7.7%</td>
<td>5,382.00</td>
</tr>
<tr>
<td>EMPLOYEE BENEFIT EXPENSE</td>
<td>23,980.00</td>
<td>1,673.55</td>
<td>12,985.38</td>
<td>3,075.42</td>
<td>64.3%</td>
<td>8,518.20</td>
</tr>
<tr>
<td>TOTAL PERSONNEL COSTS</td>
<td>123,942.00</td>
<td>9,225.78</td>
<td>56,995.21</td>
<td>14,722.36</td>
<td>57.9%</td>
<td>52,124.52</td>
</tr>
<tr>
<td>TRAVEL</td>
<td>1,389.00</td>
<td>0.00</td>
<td>100.23</td>
<td>0.00</td>
<td>7.7%</td>
<td>1,281.77</td>
</tr>
<tr>
<td>SUPPLIES &amp; GENERAL</td>
<td>45,625.00</td>
<td>7,537.50</td>
<td>15,101.99</td>
<td>0.00</td>
<td>33.1%</td>
<td>30,523.01</td>
</tr>
<tr>
<td>OVERHEAD - F&amp;A RATE RECOVERY</td>
<td>28,146.00</td>
<td>1,646.02</td>
<td>11,427.34</td>
<td>2,944.45</td>
<td>51.1%</td>
<td>13,773.21</td>
</tr>
<tr>
<td>TOTAL SUPPORT FUNDS</td>
<td>75,158.00</td>
<td>9,183.52</td>
<td>26,635.56</td>
<td>2,044.45</td>
<td>39.4%</td>
<td>45,577.29</td>
</tr>
<tr>
<td>TOTAL EXPENSES &amp; TRANSFERS</td>
<td>199,000.00</td>
<td>17,409.22</td>
<td>83,630.77</td>
<td>17,666.73</td>
<td>50.9%</td>
<td>97,762.50</td>
</tr>
</tbody>
</table>

### Revenue and Transfers In (Revenue billed is not necessarily received)

<table>
<thead>
<tr>
<th></th>
<th>Award To Date Budget ($)</th>
<th>Current Month Rev and Transfers In ($)</th>
<th>Total Award To Date Rev and Transfers In ($)</th>
<th>Remaining Budget ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT &amp; CTH EXCHANGE TRANS</td>
<td>0.00</td>
<td>-17,409.22</td>
<td>-17,409.22</td>
<td>83,630.77</td>
</tr>
<tr>
<td>REVENUE</td>
<td>0.00</td>
<td>-17,409.22</td>
<td>-17,409.22</td>
<td>83,630.77</td>
</tr>
</tbody>
</table>

### Billing and Collections

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Original Invoice Date</th>
<th>Original Invoice Amt ($)</th>
<th>Total Amount paid on Invoices ($)</th>
<th>Remaining Balance Owed ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GM00032104</td>
<td>11/5/15</td>
<td>17,666.79</td>
<td>17,666.79</td>
<td>0.00</td>
</tr>
<tr>
<td>GM00032202</td>
<td>12/4/15</td>
<td>11,150.00</td>
<td>11,150.00</td>
<td>0.00</td>
</tr>
<tr>
<td>GM00032968</td>
<td>1/11/16</td>
<td>17,437.82</td>
<td>17,437.82</td>
<td>0.00</td>
</tr>
<tr>
<td>GM00033014</td>
<td>2/6/16</td>
<td>9,912.42</td>
<td>9,912.42</td>
<td>0.00</td>
</tr>
<tr>
<td>GM00033305</td>
<td>3/8/16</td>
<td>10,043.54</td>
<td>10,043.54</td>
<td>0.00</td>
</tr>
<tr>
<td>GM00033438</td>
<td>4/7/16</td>
<td>17,409.22</td>
<td>0.00</td>
<td>17,409.22</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
<td><strong>83,630.77</strong></td>
<td><strong>66,221.55</strong></td>
<td><strong>17,409.22</strong></td>
</tr>
</tbody>
</table>
This application allows University personnel to view University financial data for which they are authorized. If you need to request or change access to purpose code information, complete the "Access Request: UD Financials-Query/UDataGlance" Web Form.

Contact General Accounting at (302) 831-2175 or general-accounting@udel.edu for questions on UDataGlance.

Award Data 🔷 Award Budget Summary

Award ID (contract number): [Redacted]
Award PI: [Redacted]
Sponsor: National Oceanic/Atmospheric Admin.
Type of Award: [Redacted]
Proposal & Version ID: [Redacted]

Award Title: [Redacted]
Award begin date: 1/1/14
Award end date: 12/31/15
Activity: ONC

Award Budget Summary
- Direct Amount ($) 75,000.00
- Cost Share Amount ($) 12,025.00
Total Award Amount ($) 87,025.00

Key Resources
- Project ID: [Redacted]
- Name: Tkachick, Susan M

Budget Period | Project ID | Project Title | Project PI
--- | --- | --- | ---
Current Budget | Sponsor Direct Amount ($) | Cost Share Amount ($)
Projected Future Budget | Sponsor Direct Amount ($) | Cost Share Amount ($)
Tips & Tricks For Navigating The Project Closeout Report
OR HOW TO AVOID COMMON MISTAKES AND TIME WASTERS

Susan Tkachick
Sponsored Research Accountant
AGENDA

• Overview & Acronyms
• Brief discussion of ACR due dates
• Identify problem ACR sections
• Review best practices for each section
• Summary and Questions
Acronyms

- ACR – automated Closeout Report
- SRA – Sponsored Research Accountant
- RO – Research Office
- COA – Chart of Accounts Notification
ACR Deadlines

• Importance – adherence to Fed regulations
• Escalation process
• Notify SRA of exceptions
• Due date to RO based on closeout due date
  - half the time
• Due date is now printed on COA
March 21, 2016

FROM: Laura V. Paller

NEW: X

UPDATE: 

OTHER: 

PURPOSE: PHYT321

TITLE: NIH DYNAMIC

FUNDING: $403,536.00

2016-2017

PROJECT ID: PHYT32224316000
PROJECT TYPE: FEDRL
DEPTID: 
START DATE: 2016-03-01
END DATE: 2017-02-28
REF AWARD#: 
AWARD PI: 

PROJECT PI: Snyder-Mackler
PROGRAM CODE: RSCH1
ACTIVITY TYPE: ONC

PROPOSAL ID: 16ADD110
SPONSOR: National Institutes of Health

Subject to 2CFR 200 - Uniform Guidance.

ACR DUE DATE: 04/14/2017

F&A RATES Note: Only F&A rates in effect during the period of performance of the project will be used to calculate F&A on allowable expenditures.

<table>
<thead>
<tr>
<th>EFFECTIVE DATE</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-07-01</td>
<td>53.00%</td>
</tr>
</tbody>
</table>
Review the reporting obligations and submit all required technical or program reports by the sponsor's due date. Send a copy of the transmittal letter or other proof of submission to RO. If the closeout review is complete, with the exception of the final technical or program reporting, please indicate the anticipated date for the completion of the report(s) in the Comment box provided, and forward the Closeout Report to the RO.

Proof of submission: Use the Browse button to locate the file on your local drive. File name should begin with award number.

Files: (All attached files on this page must total less than 7 MB. For larger files, please use UD Dropbox link at top of page, and list recipient address as closeout-reports@udel.edu. Include Project Id as reference.)

Upload additional files

Has a Technical/Program Report been submitted?

Comments:

12/4/2014
Review the reporting obligations and submit all required technical or program reports by the sponsor's due date. Send a copy of the transmittal letter or other proof of submission to RO.

If the closeout review is complete, with the exception of the final technical or program reporting, please indicate the anticipated date for the completion of the report(s) in the Comment box provided, and forward the Closeout Report to the RO.
Review the reporting obligations and submit all required technical or program reports by the sponsor's due date. Send a copy of the transmittal letter or other proof of submission to RO. If the closeout review is complete, with the exception of the final technical or program reporting, please indicate the anticipated date for the completion of the report(s) in the Comment box provided, and forward the Closeout Report to the RO.

**Proof of submission:** Use the Browse button to locate the file on your local drive. File name should begin with award number.

**Files:** (All attached files on this page must total less than 7 MB. For larger files, please use UD Dropbox link at top of page, and list recipient address as closeout-reports@udel.edu. Include Project Id as reference.)

1. [Browse...]

Has a Technical/Program Report been submitted?  
```plaintext
○ yes,  ○ no
```

**Comments:**  
```plaintext
3946 characters left.
PI plans to submit final technical report by due date.
```

[Save]
There are no after-end-date charges.
After end-date charges for Project: CANG43212311000

Verify and provide documentation for all allowable after end-date charges. Remove all unallowable after end-date charges.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Account</th>
<th>Account Description</th>
<th>$ Subtotal</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANG432123</td>
<td>122700</td>
<td>GRADUATE FELLOW</td>
<td>$0.00</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>126000</td>
<td>STUDENT LABOR</td>
<td>$548.78</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>130100</td>
<td>CONFERENCES &amp; TRAINING MEETING</td>
<td>$253.00</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>140100</td>
<td>ATHLETIC SUPPLIES</td>
<td>($35.67)</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>144100</td>
<td>CONFERENCE CHARGES</td>
<td>$1,386.00</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>146400</td>
<td>HONORARIA (1099 O/H CHARGED)</td>
<td>$1,000.00</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>147900</td>
<td>PROFESSIONAL FEES</td>
<td>$2,879.61</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>149800</td>
<td>OTHER SUPPLIES&amp;EXP</td>
<td>$35.67</td>
<td>View details</td>
</tr>
</tbody>
</table>

Backup documentation: Use the Browse button to locate the file on your local drive.

Files: (All attached files on this page must total less than 7 MB. For larger files, please use UD Dropbox link at top of page, and list recipient address as closeout-reports@udel.edu. Include Project Id as reference.)

Upload additional files

After-end-date charges status: * Choose one

Comments:
After End Date drop down box choices:

- There are no after-end-date charges

- Unallowed after-end-date charges have been removed

- Backup documentation for allowable after-end-date charges has been attached
Project CANG4321231100 after end-date charges with account 153300 (Details for Line #10)

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Year</th>
<th>Period</th>
<th>Accounting date</th>
<th>Transaction date</th>
<th>Account</th>
<th>Description</th>
<th>Vendor #</th>
<th>Voucher</th>
<th>Journal ID</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANG432123</td>
<td>2014</td>
<td>5</td>
<td>11/26/2013</td>
<td>10/14/2013</td>
<td>153300</td>
<td>Food Bank</td>
<td>12345</td>
<td>AP00440025</td>
<td></td>
<td>$25,844.50</td>
</tr>
<tr>
<td>CANG432123</td>
<td>2014</td>
<td>6</td>
<td>12/5/2013</td>
<td>11/13/2013</td>
<td>153300</td>
<td>Nemours</td>
<td>12346</td>
<td>AP00441186</td>
<td></td>
<td>$34,170.60</td>
</tr>
<tr>
<td>CANG432123</td>
<td>2014</td>
<td>6</td>
<td>12/6/2013</td>
<td>9/30/2013</td>
<td>153300</td>
<td>Del State University</td>
<td>12347</td>
<td>AP00441362</td>
<td></td>
<td>$55,910.40</td>
</tr>
<tr>
<td>CANG432123</td>
<td>2014</td>
<td>8</td>
<td>2/19/2014</td>
<td>2/12/2014</td>
<td>153300</td>
<td>Del State University</td>
<td>12348</td>
<td>AP00451141</td>
<td></td>
<td>$93,737.94</td>
</tr>
</tbody>
</table>

After End Date View Detail assuming a **9/30/13** end date
Verify and provide documentation for all potential unallowable costs based on OMB Circular A-21 and the applicable sponsor regulations (including but not limited to food, foreign travel, telephone equipment, line charges, general office supplies and office furniture.) If you need clarification, please contact the Research Office. For additional resources, please refer to UD Externally Sponsored Project Cost Transfer Policy, 6-18, and associated Cost Transfer Procedure, and UD Cost Accounting Standards Guidelines.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Account</th>
<th>Account Description</th>
<th>$ Subtotal</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANG432123</td>
<td>140140</td>
<td>STUDENT CENTER EXPENSE</td>
<td>$257.50</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>140200</td>
<td>COPY MACHINE SUPPLIES</td>
<td>$99.00</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>141000</td>
<td>OFFICE SUPPLIES</td>
<td>$396.70</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>143300</td>
<td>LAWN CHEMICALS</td>
<td>$109.13</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>144900</td>
<td>PROFESSIONAL DEVELOPMENT</td>
<td>$17,429.46</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>145600</td>
<td>FOOD-UD EMPLOYEES/STUDENTS ONLY</td>
<td>$3,426.35</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>147700</td>
<td>POSTAGE AND MAIL SERVICE</td>
<td>$686.49</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>148500</td>
<td>TELEPHONE</td>
<td>$17.34</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>149000</td>
<td>TUITION - GRADUATE STUDENTS</td>
<td>$6,000.00</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>149000</td>
<td>TUITION - GRADUATE STUDENTS</td>
<td>$55,632.00</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>149200</td>
<td>AWARDS &amp; PRIZES</td>
<td>$13,000.00</td>
<td>View details</td>
</tr>
<tr>
<td>CANG432123</td>
<td>149600</td>
<td>COMPUTER HARDWARE &amp; SUPPLIES</td>
<td>$10,154.17</td>
<td>View details</td>
</tr>
</tbody>
</table>

Backup documentation: Use the Browse button to locate the file on your local drive.

Files: (All attached files on this page must total less than 7 MB. For larger files, please use UD Dropbox link at top of page, and list recipient address as closeOut-reports@udel.edu. Include Project Id as reference.)

[Browse button]

Upload additional files

Comments:

[Comments field]

[Save button]
Potential unallowable charges

• Scanning
• Naming
• Organizing
If you get this error message while trying to save an attachment, there is something wrong with the attachment.
- It is NOT a server error!
- You should first try to re-save the .pdf file as a smaller file.
- If that doesn’t work, re-save it as a black and white file.
- If all else fails, send it as a dropbox file, using the link in the upper right corner.
If required by sponsor, provide an equipment inventory. Verify that any fabrication charges (153100) have been capitalized (167900). No transactions have been found.

**Backup documentation:** Use the Browse button to locate the file on your local drive.

**Files:** (All attached files on this page must total less than 7 MB. For larger files, please use UD Dropbox link at top of page, and list recipient address as closeout-reports@udel.edu. Include Project Id as reference.)

1. [Browse...]

**Comments:** 3951 characters left.

There was no equipment purchased on this project.
The award amount in this example is $462,765.00
QUESTIONS?