Contract & Grant User's Group

March 18, 2019

9:00 a.m. – 10:30 a.m.

Alumni & Visitors Center

BFS – Business & Financial Services
A Division of Business & Administration Services (BAS)

UNIVERSITY OF CALIFORNIA, RIVERSIDE

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BFS

Agenda

- Welcome – Pauline Librenjak

- Contract & Grant Common Questions – Lauren Gonzalez, Montrice James, and Kimberly Gala

- Contract & Grant Helpful Hints – Linda Casteel

- SPA Announcements – Cynthia Wells

- Journal Documentation System – Pauline Librenjak

- PIWRS and PRC Timeline Changes – Pauline Librenjak

- GL and SuperDope Sync Update – Bobbi McCracken

- Q & A Session

Contract & Grants Common Questions

Presented by: Lauren Gonzalez, Montrice James, and Kimberly Gala

Contract & Grants Common Questions

No.	Common Question Topics	Campus Department FAQs	EMF Response
1	Terms & Conditions (T&Cs)	What are the *Terms & Conditions* of an award?	Terms & Conditions are funding source requirements and restrictions. Examples are: Scope of Work, Project Deliverables, Approved Budget, Project Reporting, Program Income, STIP, Agency Contact Information, Invoicing, Payment, Financial Reporting, Allowable and Unallowable costs, Pre-award spending, Un-Spent Balance, Carryforwards, Prior Approvals Uniform Guidance, Agency Specifics, Research Terms & Conditions, and/or UC Policies. Link to Uniform Guidance https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl Link to NSF website for Agency Specific & RTC's: https://www.nsf.gov/awards/managing/rtc.jsp

Contract & Grants Common Questions

No.	Common Question Topics	Campus Department FAQs	EMF Response
2	**PAMIS Award processing time**	**What is the turnaround time for EMF to process new awards and amendments?**	**Based on the BFS Service Level Agreement (SLA) , EMF has 3 business days to process awards in PAMIS after it appears in the EMF queue.** **Link to Service** **https://bfs.ucr.edu/sla/sla-fy19-businessandfinancialservices.pdf** **If an award needs to be established sooner than the 3 business days, please submit your request in advance to emf@ucr.edu. EMF will try to accommodate same day request; however, it is highly advisable to submit your request 1 to 2 days in advance.**

Contract & Grants Common Questions

No.	Common Question Topics	Campus Department FAQs	EMF Response
3	**PAMIS BEAs**	**How quickly should the BEAs be processed after the fund has been established?**	**Once the "Submit BEA" button appears on the campus department's PAMIS grid, the BEA should be submitted as soon as possible, so that the fund can be available for use.**

eAward - Fund & Budget Establishment for Extramural Awards

New Awards to be Budgeted and Submitted to UCRFS

Award Number	Agency Award #	Effective Date	Fund	PI Name	Agency	Amount	Preview	Submit	Return to Fund Manager
007291-006	UCR-15091117	02/01/2015	58498	Ken Baerenklau	ARIZONA STATE UNIVERSITY/TEMPE	$150,510.00	Preview	Submit BEA	Return

Contract & Grants Common Questions

No.	Common Question Topics	Campus Department FAQs	EMF Response
4	Sponsor invoices	How do we know if we have invoiced the Sponsor?	The campus department can access the Agency Billing System (ABS) and UCRFS Totals Ledger for the invoicing status of the Sponsor. You may also contact the respective EMF Staff for this inquiry.
5	Sponsor payments	Have we received payment from the Sponsor?	Same as above.

Contract & Grants Common Questions

- **Sponsor invoices and payments example from the ABS (Agency Billing Systems)**

Search Invoices

INVOICE NBR	
FISCAL YEAR	2019 ▾
PERIOD	ALL ▾
STATUS	ALL ▾
AGENCY	ALL ▾
FUND	22507 🔍
OPERATOR	🔍
AMOUNT BILLED	n/a ▾ UCRFS AMOUNT
AMOUNT BILLED	= ▾
UCRFS AMOUNT	= ▾

[Search] [Clear] [Main Menu]

INVOICE SEARCH RESULTS

7 record(s) found

Invoice	Status	Agency	Fund	Per Invoice	UCRFS Amt	Amt Billed	Operator
53	BILLED	USAF	22507	7-January	$72,786.54	$72,786.54	LAURENK
47	PAID COMPLETE	USAF	22507	1-July	$12,461.75	$12,461.75	LAURENK
48	PAID COMPLETE	USAF	22507	2-August	$334,722.03	$334,722.03	LAURENK
49	PAID COMPLETE	USAF	22507	3-September	$86,337.98	$86,337.98	LAURENK
50	PAID COMPLETE	USAF	22507	4-October	$88,207.99	$88,207.99	LAURENK
51	PAID COMPLETE	USAF	22507	5-November	$93,458.30	$93,458.30	LAURENK
52	PAID COMPLETE	USAF	22507	6-December	$60,548.23	$60,548.23	LAURENK

Contract & Grants Common Questions

- **Sponsor invoices and payments example from the UCRFS Totals Ledger**

Journal Id	Fiscal Year	Acct Period	Journal Date	Source	Trans Ref Num	Description	Ledger	Account	Activity	Fund	Function	Line Ref	Line Descr	Amount
0001116938	2019	001	07/19/2018	JRV	IMPTACH	To record Bank of America Misc	ACTUALS	111565	A01392	22507	ZZ	07/10/2018	380100DFAS-IN	(75,707.82)
0001120932	2019	002	08/15/2018	JRV	IMPTACH	To record Bank of America Misc	ACTUALS	111565	A01392	22507	ZZ	08/13/2018	380100DFAS-IN	(48,578.36)
0001123668	2019	002	08/31/2018	JRV	IMPTACH	To record Bank of America Misc	ACTUALS	111565	A01392	22507	ZZ	08/28/2018	380100DFAS-IN	(12,461.75)
0001133858	2019	004	10/23/2018	JRV	IMPTACH	To record Bank of America Misc	ACTUALS	111565	A01392	22507	ZZ	10/18/2018	380100DFAS IN	(334,722.03)
0001143913	2019	006	12/11/2018	JRV	IMPTACH	To record Bank of America Misc	ACTUALS	111565	A01392	22507	ZZ	12/06/2018	380100DFAS IN	(88,207.99)
0001143913	2019	006	12/11/2018	JRV	IMPTACH	To record Bank of America Misc	ACTUALS	111565	A01392	22507	ZZ	12/06/2018	380100DFAS IN	(86,337.98)
0001149598	2019	007	01/23/2019	JRV	IMPTACH	To Record Bank of America Misc	ACTUALS	111565	A01392	22507	ZZ	01/17/2019	380100DFAS IN	(93,458.30)
0001155456	2019	008	02/21/2019	JRV	IMPTACH	To Record Bank of America Misc	ACTUALS	111565	A01392	22507	ZZ	02/13/2019	380100DFAS IN	(60,548.23)
FDR0079196	2019	002	08/17/2018	ABS	08172018	Contract and Grant Billing for	ACTUALS	R21100	A01390	22507	20	47	AUG 2018 BILLING	(12,461.75)
FDR0079196	2019	002	08/17/2018	ABS	08172018	Contract and Grant Billing for	ACTUALS	111565	A01392	22507	ZZ	47	AUG 2018 BILLING	12,461.75
FDR0079556	2019	003	09/24/2018	ABS	09242018	Contract and Grant Billing for	ACTUALS	R21100	A01390	22507	20	48	SEP 2018 BILLING	(334,722.03)
FDR0079556	2019	003	09/24/2018	ABS	09242018	Contract and Grant Billing for	ACTUALS	111565	A01392	22507	ZZ	48	SEP 2018 BILLING	334,722.03
FDR0079837	2019	004	10/19/2018	ABS	10192018	Contract and Grant Billing for	ACTUALS	R21100	A01390	22507	20	49	OCT 2018 BILLING	(86,337.98)
FDR0079837	2019	004	10/19/2018	ABS	10192018	Contract and Grant Billing for	ACTUALS	111565	A01392	22507	ZZ	49	OCT 2018 BILLING	86,337.98
FDR0080136	2019	005	11/19/2018	ABS	11192018	Contract and Grant Billing for	ACTUALS	R21100	A01390	22507	20	50	NOV 2018 BILLING	(88,207.99)
FDR0080136	2019	005	11/19/2018	ABS	11192018	Contract and Grant Billing for	ACTUALS	111565	A01392	22507	ZZ	50	NOV 2018 BILLING	88,207.99
FDR0080395	2019	006	12/19/2018	ABS	12192018	Contract and Grant Billing for	ACTUALS	R21100	A01390	22507	20	51	DEC 2018 BILLING	(93,458.30)
FDR0080395	2019	006	12/19/2018	ABS	12192018	Contract and Grant Billing for	ACTUALS	111565	A01392	22507	ZZ	51	DEC 2018 BILLING	93,458.30
FDR0080548	2019	007	01/10/2019	ABS	01102019	Contract and Grant Billing for	ACTUALS	R21100	A01390	22507	20	52	DEC 2018 BILLING	(60,548.23)
FDR0080548	2019	007	01/10/2019	ABS	01102019	Contract and Grant Billing for	ACTUALS	111565	A01392	22507	ZZ	52	DEC 2018 BILLING	60,548.23
FDR0080803	2019	008	02/14/2019	ABS	02142019	Contract and Grant Billing for	ACTUALS	R21100	A01390	22507	20	53	FEB 2019 BILLING	(72,786.54)
FDR0080803	2019	008	02/14/2019	ABS	02142019	Contract and Grant Billing for	ACTUALS	111565	A01392	22507	ZZ	53	FEB 2019 BILLING	72,786.54

Contract & Grants Common Questions

No.	Common Question Topics	Campus Department FAQs	EMF Response
6	**Accounts Receivable (AR) Collections**	**Why is the campus departments being copied on AR Collections email?**	Departments are copied so that they are aware of the AR Collection status and efforts being made on outstanding invoices. Certain situations may require partnership from the departments to collect outstanding payments from the Sponsor (e.g. deliverables may need to be withheld pending payment). The campus does not have a reserve for uncollectibles.
7	**Fund Overdrafts**	**How quickly should we be clearing overdrafts?**	Per UC requirements and UCR policy 200-97 overdrafts must be promptly resolved. Discussed at May 2017 C&G User's Group meeting: https://accounting.ucr.edu/docs/funds/20170516-cg-

Contract & Grants Common Questions

No.	Common Question Topics	Campus Department FAQs	EMF Response
8	**Current Year Manual Non-Salary Cost Transfers (these should be exceptional)**	**When is the cut-off to submit for the month to ensure it is processed in the current month?** **Who do I email the C&G Cost Transfers to?** **Who do I email the Non C&G Cost Transfers to?**	**Before the 20th of the month, otherwise it will be processed in the following month depending on the volume of cost transfers Accounting – EMF receives.** **For C&G, please email Fund Manager, Fred de Vera at fred.devera@ucr.edu** **For non C&G, please email to General Accounting Supervisor, Jerry Monahan at jerry.monahan@ucr.edu**

Contract & Grants Common Questions

No.	Common Question Topics	Campus Department FAQs	EMF Response
9	Cost Share reporting	When is the cost share reporting due?	Department should be tracking cost share from the award's begin date. It is due annually unless Sponsor requires more frequently (i.e. Quarterly). https://accounting.ucr.edu/funds/costsharing.html
		What funding sources should be used?	Typically, unrestricted funding sources are used as cost share However, please refer to the CAN.

Contract & Grants Common Questions

- **Cost share reporting example on the Campus Award Notice (CAN)**

Cost Share

Campus Award Notice
New

THE PRINCIPAL INVESTIGATOR AND UNIT ADMINISTERING THIS AWARD ARE RESPONSIBLE FOR REVIEWING THE TERMS AND CONDITIONS OF THIS AWARD.

Please note that the award terms and conditions are contained in the sponsor's award notice/letter (available in PAMIS) and that additional terms and conditions may be incorporated by reference. Questions regarding the applicable terms and conditions or their interpretation should be directed to the Contract and Grant Officer assigned to your unit.

Pamis #	007034-002	PI	McFrederick, Quinn
Sponsor Award#	58-5428-4-019	PI Title	Assistant Professor
Sponsor Modification#		Activity Code	A01084
Award Type	Cooperative Agreement	Award Action	New
Activity Type	Basic Research	Proposal#	14121218
Fund#		C&G Officer	Chan, Robert
CFDA#	10.001	Execution Date	9/5/2014
Status	Approved by OR	Payment Basis	Cost Reimbursement
Pre-Award Conversion	False		

Title	Probiotic prospecting for alfalfa leafcutting bees

Sponsor	US DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE ((000350)
Sponsor Type	Federal
Prime Sponsor	
Prime Sponsor Type	

Investigators

Name	PI/Co-PI	Unit	Effort
McFrederick, Quinn	PI	Entomology	2.500%

Budget and Project Period

Budget Period		Project Period	
Begin Date	9/1/2014	Begin Date	9/1/2014
End Date	8/31/2015	End Date	8/31/2015
Direct Cost	$18,894	Cumulative Direct Cost	$18,894
F&A Cost	$0	Cumulative F&A Cost	$0
Total Cost	$18,894	Total Awarded	$18,894

Indirect Cost

Rate	Type	Fiscal Year	Start Date	End Date	On Campus	Under-recovery
0.000	None	2015	9/1/2014	6/30/2015	✓	
0.000	None	2016	7/1/2015	8/31/2015	✓	

Cost Sharing and Matching

Category	Amount	Percentage	Fiscal Year	Source Account	Dest Account	Third_Party
Cost Sharing	$3,780.00		2015	19900		

Research Integrity Review

Not Applicable

Contract & Grants Common Questions

No.	Common Question Topics	Campus Department FAQs	EMF Response
10	Financial reports	Who completes and submits financial reports to the Sponsor?	EMF completes and submits financial reports based on the Sponsor T&C's. This can be Quarterly, Semi-Annually, and/or Annually. Occasionally, it may be necessary for the department to prepare, but for audit purposes EMF must review and submit
11	Project progress reports	Who completes and submits project progress reports to the Sponsor?	Department/PI completes and submits based on the Sponsor T&C's. At times, EMF must submit copy of the project progress report with an Sponsor's invoice in order to receive payment.

Contract & Grants Common Questions

No.	Common Question Topics	Campus Department FAQs	EMF Response
12	Salary Cost Transfers	Can EMF extend the fund's end date in order for me to process a salary cost transfer?	No. Please refer to the SCT User Guide for processing requirements and procedures. https://accounting.ucr.edu/docs/bfs_sct_request_tool_guide_v3.pdf
13	Sponsor Award Audits	Who should be involved when a Sponsor requests an audit?	Please forward all Sponsor audit correspondence immediately to the Assistant Controller, Pauline Librenjak, pauline.Librenjak@ucr.edu, and Fund Manager, Fred de Vera, fred.devera@ucr.edu. The campus Controller has oversight of all external audits.

Contract & Grants Common Questions

No.	Common Question Topics	Campus Department FAQs	EMF Response
14	Sub-code requests from Financial Aid	Who reviews and approves C&G Sub-code requests? Who reviews and approves non C&G Sub-code requests?	Fund Manager, Fred de Vera. General Accounting Supervisor, Jerry Monahan
15	Budget re-alignment	How often should we review and reconcile our fund's budgets and expenditures?	Based on the UCR policy 200-97, departments should review and reconcile budgets vs. actuals on a monthly basis and also re-align budget categories in accordance with the terms & conditions of the award.

Contract & Grants Common Questions

No.	Common Question Topics	Campus Department FAQs	EMF Response
16	**Award Close-out**	**How long do I have to close out an award?**	**The fund should be in reportable condition (e.g. all charges are allowable, reasonable, allocable) 30 days before the final financial report is due to allow adherence to the award T&Cs.** **Reminder notices are automatically sent to PAMIS Transactors 90 days prior to expiration. At 60 days prior to expiration and at expiration, additional notices are sent to the PI and PAMIS Transactors.**

Contract & Grants Common Questions

No.	Common Question Topics	Campus Department FAQs	EMF Response
17	PI Change	Who do we contact if there is a PI change on a fund?	Contact the respective C&G Officer immediately. RED will need to process the change in PAMIS.
18	Purchase Orders	Can a PO be created/encumbered after the award's end date?	No. Please make certain that all purchased goods and services are received prior to the fund's expiration date; the cost must directly benefit the award.

Contract & Grants Common Questions

No.	Common Question Topics	Campus Department FAQs	EMF Response
19	EMF Contacts	Which EMF Staff is assigned to my fund?	Click on "Staff" Tab https://accounting.ucr.edu/funds/
20	EMF Campus Department Outreach	What types of topics are covered and who do we contact for an Outreach?	Contact: Fred de Vera, fred.Devera@ucr.edu and Rose Alonzo-Le, roseline.Alonzo-le@ucr.edu

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Contract & Grant Helpful Hints

- Presented by: Linda Casteel

  Treasury Manager

Helpful Hints

PAMIS BEA submission criteria:

- Accounting has completed the PAMIS processing and added the fund to the UCRFS Golden Tree, if applicable (i.e. new fund).

- Budget can be completed and submitted at any time, but it will not post until the award budget period start date.

- To ensure the immediate availability of award resources, department should monitor Campus Award Notice (CAN) and review the PAMIS BEA grid to identify outstanding transactions

Helpful Hints

UC Programs (i.e. Tobacco-Related Disease Research, Breast Cancer Research, Lab Fee Initiatives, etc.)

- Funding is received via Interlocation Transfer of Funds (ITF)
- No PAMIS BEA (PAMIS record is processed manually, bypassing the PAMIS BEA application)

Return the completed Fund Transfer Form to UCOP or the Host Campus as soon as possible to avoid delays in receiving the funding.

Helpful Hints

Activity / Function Code Corrections:

- If the activity and/or function code is incorrectly listed on the PAMIS BEA, submit a correction request prior to submitting the BEA. (Note: If a multi-year project, a correction to subsequent PAMIS records will be needed. A finalized eCAF cannot be corrected)

eAward – Fund & Budget Establishment for Extramural Awards

Prime PI	Ken Baerenklau	**Activity**	EVC's Office - Gen Ops (A01773) Wrong Activity Code? Click here	**Amount (Direct/Indirect)**	$150,510.00 ($136,827.00 / $13,683.00)
Sponsor	ARIZONA STATE UNIVERSITY/TEMPE	**Function**	44 Wrong Function Code? Click here	**IDC Base**	A-TDC
Sponsor Award #	UCR-15091117	**Fund**	58498	**IDC Rate**	10
PAMIS Award #	007291-006	**Award Documents**	NOA		

**Budget Category / Description**

BC10 - Faculty Salaries

0

Helpful Hints

Preawards

- Consider requesting a preaward to avoid research delays and avoid cost transfers. (Note: There are various requirements that must be met to obtain authorization for a preaward—For instance, if IRB approval is pending, a preaward is not an option)

- Visit the Sponsored Programs Administration website for additional information: https://research.ucr.edu/spa/lifecycle/pre-award-administration.aspx
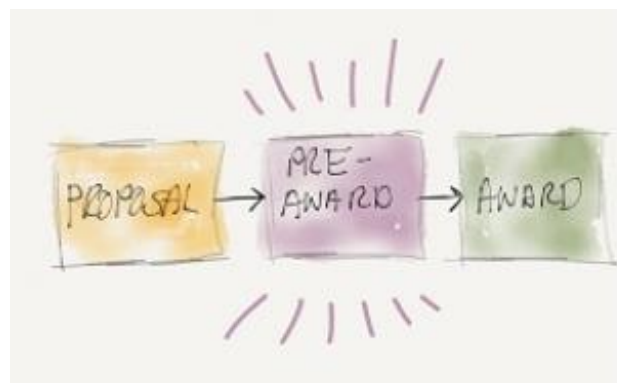
Helpful Hints

- Non-financial award request (i.e. No cost extensions, PI change) should be coordinated through the RED-SPA. Accounting will make fund attribute changes based on the PAMIS records initiated by the Research Office.

- PI transfers should be coordinated with the Research Office.

- It is also helpful to advise Extramural Funds on the disposition of the PI's contract & grant funding.

SPA Announcements

Presented by: Cynthia Wells

Asst. VC for Sponsored Programs

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Journal Documentation System Overview

Presented by: Pauline Librenjak

Asst. Controller

Journal Documentation System

The Journal Documentation System (JDS):

- Provides departments with the ability to store, manage, and retrieve documentation associated with BEAs, NCTs, FCTs, PCTs.

- It is the repository used by the Accounting Ofifice for journals such as intercampus recharges, manual cost transfers, etc.

- During audits, the JDS provides quick access for Accounting to retrieve documentation

Journal Documentation System

- Who has access?

  - Users with any UCRFS or UCRFS Totals role automatically have access to the JDS

  - Available from R'Space Authorized Applications

  - URL: http://fjds.ucr.edu

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Journal Documentation System

Welcome, Pauline Librenjak

- Create / Upload a New Document
- Search
- Maintain Keywords
- User Guide
- Exit

Journal Documentation System

- Supporting documentation must be converted into PDF(s)

- The JDS provides storage upload and access for source codes ACL, BEA, FCT, IRC, NCT, PCT (and JRV used by the Accounting Office only)

- After a journal is processed in UCRFS, the supporting documentation can be uploaded in JDS (you don't have to wait until it is posted)

- Multiple PDF files can be uploaded related to a journal

- The User Guide provides guidance on naming format of PDF files

Journal Documentation System

- Search by one or more fields

  - Journal ID-recommended (for quickest search enter the full number)

  - UCR NetID (Note: The UCR Net ID is the Net ID of the person who uploaded the backup into the JDS, which most of the time will be the person who entered the transaction in UCRFS. However, if the backup you are looking for does not come up when searching on UCR Net ID, the backup was most likely uploaded by someone other than the person who entered the journal. We recommend you conduct the search using the specific Journal ID)

  - Journal Date Range

  - Status ("Status" field should always be "Active"; "View" field should always be "All)

Journal Documentation System

- Journal ID (then click the "Search")

    - All 10 digits must be entered

    - Partial journal ID will result in all journals brought back beginning with the partial ID number

- JDS Campus User Guide is available within the application

- Direct questions and comments regarding this system to ucrfsfeedback@ucr.edu

Principal Investigator Web Reporting System (PIWRS) Reminders and Annual Payroll Certification (PRC)Timeline Changes

Presented by: Pauline Librenjak

Asst. Controller

PIWRS and PRC Timeline Changes

- Due to delays in receiving UCPath data, PIWRS and PRC notifications are currently being scheduled and released manually

- Notifications should be reviewed

- Upon receipt of Notification #1, consider:

  - Has PI and/or Co-PI left UCR? If yes, coordinate the PI change with RED and copy piwrsfeedback@ucr.edu

  - Does the fund require any Direct Salary Adjustments?

  - Does the fund require Cost Share?

- Fiscal Year End – June 30, 2019

  - Bi-weekly PPE 06-29-19 expected 07-09-19

- Questions – Please email piwrsfeedback@ucr.edu

PIWRS and PRC Timeline Changes

Reporting FY/Period	PIWRS			Annual Payroll Certification				
	Grid Available to PIWRS Coordinators	Final Day to Modify Grid	PIWRS Reports Published & available to PI	Notice #1 to PIWRS Coordinator - PRC will be released soon	Notice #2 PRC available to PIWRS Coordinator	Notice #3 PRC issued to PI	Notice #4 PRC issued to PI for funds uncertified	PRC Due Date (Approx 24 days after release to PI)
19/8 (Feb)	2/20/2019	3/19/2019	3/20/2019	On the first day after Budget Period End Date	3/10/2019	3/22/2019	4/8/2019	4/15/2019
19/9 (Mar)	3/20/2019	4/19/2019	4/20/2019	On the first day after Budget Period End Date	4/10/2019	4/22/2019	5/8/2019	5/15/2019
19/10 (Apr)	4/20/2019	5/19/2019	5/20/2019	On the first day after Budget Period End Date	5/10/2019	5/22/2019	6/8/2019	6/15/2019
19/11 (May)	5/20/2019	6/19/2019	6/20/2019	On the first day after Budget Period End Date	6/10/2019	6/22/2019	7/8/2019	7/15/2019
19/12 (Jun-Prelim)	6/20/2019	7/21/2019	7/22/2019	See June Final	See June Final	See June Final	See June Final	See June Final
19/998 (Jun-Final	7/22/2019	8/05/2019	8/06/2019	On the first day after Budget Period End Date	8/1/2019	8/7/2019	8/21/2019	8/28/2019
20/1 (July)	8/06/2019	8/19/2019	8/20/2019	On the first day after Budget Period End Date	8/10/2019	8/22/2019	9/8/2019	9/15/2019
20/2 (Aug)	8/20/2019	9/19/2019	9/20/2019	On the first day after Budget Period End Date	9/10/2019	9/22/2019	10/8/2019	10/15/2019

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GL and SuperDope Sync Update

Presented by: Bobbi McCracken

Assoc. Vice Chancellor / Controller

General Ledger/SuperDOPE

- Changes to the population of SuperDOPE are necessary to ensure synchronization of data with the GL

    - Incorrect accounting periods referenced in UCPath data, UCR must manually update

    - Data corrected without corresponding OP journals; affects prior periods

- Goal to complete re-design efforts by end of March

- SuperDOPE will be populated when journals are posted.

Questions

Thank you for attending today's C&G Users Group Meeting

- The next C&G Users Group Meeting will be held on Friday, June 21, 2019.

- We welcome your feedback and recommendations for additional topics that would be beneficial. We would appreciate your taking this short survey by copying and pasting this link in your browser which will remain open through April 12, 2019:

- https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zP0XAVJsWanN-tRlPqKJ6H0W4sWBUOUJNQVg5SFY3QjhNUTVYMTY2Vk03Nk1GVy4u