Contract & Grant User’s Group

September 24, 2018
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
Agenda

• Welcome – Cynthia Wells

• SPA Announcements and Lessons Learned
  ➢ Notice of Award
  ➢ Citizenship Restrictions

• Subawards / Multi-Campus Awards – Linda Casteel and Charles Greer

• PIWRS Update and Projections Demo – Bobbi McCracken and Brian Griffin

• UC Path – Elizabeth Carr
  ➢ Update and Overview of the FAU Mgmt Tool
  ➢ Update and Overview of the SCT Tool
SPA Announcements and Lessons Learned

Presented by:
Cynthia J. Wells, Assistant Vice Chancellor for Sponsored Programs
Allison Ramos, Assistant Director for Clinical Research
Notice of Award

• The internal Notice of Award (NOA) generated by SPA simply highlights certain information contained in the award (plus the assigned PAMIS and fund number).

• The entire award document(s), associated with the internal NOA, must be fully read to understand the requirements of the award and for proper post-award management.

• If an error or discrepancy on the internal NOA is noticed, please contact your C&G Officer immediately to address it.
Citizenship Restrictions

If a solicitation contains (or appears as if it might contain) a citizenship restriction, contact the Contracts and Grants Officer (https://research.ucr.edu/about/staff.aspx?t=3) assigned to the PI’s department.

- Any proposal prepared in response to such a solicitation should be treated as a non-standard proposal and submitted to SPA a minimum of seven (7) full business days prior to the Sponsor’s deadline.
Extramurally Funded Subawards & Multi-campus Awards

Presented by:
Linda Casteel, Treasury Manager
Charles E. Greer, Jr., Associate Vice Chancellor for Research
Introduction

• The information provided in this presentation pertains to extramurally funded subawards and multi-campus awards. UCOP funded/managed awards (UC Research Grants Program Office) follow a different process.

Definitions:

• **Subaward**—an agreement between UCR and a non-UC entity (including UC-related labs).

• **Multi-campus Award**—a transfer of programmatic and financial terms and conditions with a collaborating UC campus or UCOP.

• *Note—an agreement between a UC Lab and a UC Campus is a subaward, not a multi-campus award. Labs are considered separate (but related) entities. They do not have a presence on any campus ledger.
Subawards

Accounts
• BC65 (810110-Account Description: Sub-contracts)
• BC66 (811110-Account Description: Sub-contracts OH Excluded)

Allocations
• In accordance with UCR’s federally negotiated F&A Rate Agreement, the 1st $25,000 of all subawards are assessed UCR’s full F&A (absent of an approved rate exception).
• The 1st $25,000 of all subawards must be allocated to BC65 regardless of the IDC type/Rate/Exception as this information is used when negotiating our indirect cost rate with the federal government.
• The Extramural Funds team (EMF) will ensure that the appropriate IDC rate is applied to the subaward.
Subawardee Payments

• Accounts Payable will establish the encumbrance on the ledger (BC65—1st $25K and balance to BC66), receive invoices (per subaward invoicing terms & conditions) from the subawardee, coordinate with the department analyst to secure the PI’s approval of invoices, and process payments according to the FAU information provided by EMF.

• If a cost center or project code should be included in the FAU, please send the information to emf@ucr.edu

• As payments are made, the encumbrance balances will be reduced.
Multi-campus Awards (MCAs)

• MCAs are not subject to the campus F&A IDC since all UC campuses are considered a single entity and therefore, the administrative burden of setting up the MCA is not as significant as a subaward to an external entity. The host campus does not assess IDC on multi-campus awards; the recipient campus will assess their negotiated IDC.

• The collaborating campus is entitled to their full F&A rate, if IDC is allowable from the Prime Sponsor

• Refer to UC Contract & Grant Manual sections 8-330 (Applicable Rates for Multiple Campus Awards) and 8-340 (Applicable Rates for Agreements between Campuses and Lawrence Berkeley National Laboratory) for additional information. https://www.ucop.edu/research-policy-analysis-coordination/resources-tools/contract-and-grant-manual/chapter8/chapter-8-300.html
Multi-campus Awards (MCAs)

When UCR is the primary campus, Multi-campus Award BCs/Accounts

• BC67 (Memo Posting MCA Pmts—account number specific to collaborating location—812100-812191)

• BC68 (Memo Post Contra MCA—account number 813110)

• Unexpended Balance—specific to fund group
  • Gifts/Private C&G Funds: 119800/U19800
  • All other C&G funds: 119850/U19850
Multi-campus Awards (MCAs)

PAMIS MCA Budget Example

When UCR is the primary campus, the full amount of the multi-campus award is allocated to BC67 by the department in the PAMIS BEA application. This action will prompt PAMIS to auto-populate BC68 and the unexpended balance account fields. BC67 and BC68 are memo posting accounts. The actual transactions are processed via the unexpended balance account.

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<td>BC40 - Travel</td>
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Note:

Category Subtotals for ORA

- Benefits: 15882
- S&E: 84021
- Other: 50489

*Note: must use function 77, 78 or 79 and normally Fin Aid or Grad Div activity.

**Note: BC67 and BC68 are used as memo posting accounts; actual transactions are processed by Accounting via the unexpended balance account.
Multi-campus Awards (MCAs)

• When UCR is the primary campus, the recipient campus will invoice UCR using the MCA process (Intercampus Request for Reimbursement—IRR). UCR EMF will prepare a journal to transfer funding to the other UC campus

• Financial Journal Entries:
  • Debit to the UCR fund unexpended balance
  • Credit to recipient campus
  • Debit to the UCR fund memo posting account (BC 67)
  • Credit to the UCR fund memo posting contra account (BC 68)
After-the-Fact Subawards

• If a proposal is funded and the PI determines that a portion of the scope of work needs to be performed by another entity not previously identified, prior approval to issue an outgoing subaward to that entity is typically required from UCR’s sponsor.

• PI/Dept Admin should submit the requisite documents (per sponsor’s solicitation and/or policies) to the Contracts and Grants Officer assigned to the PI’s department (https://research.ucr.edu/about/staff.aspx?t=3). Such documents from the subrecipient may include, but are not limited to a letter of commitment, scope of work, budget and budget justification, biosketch(s) and current/pending support.
Principal Investigator Web Reporting System (PIWRS) Update and Projections Demo

Presented by:

Bobbi McCracken, AVC Business and Financial Services, Controller

Brian Griffin, ITS Associate Director, Financial Systems
PIWRS Coordinator User Guide

- PIWRS User Guide available (does not include projections)
  - Link: http://cnc.ucr.edu/piwrs/
PIWRS Reporting Cycle

• After the PIWRS financial reports are published and notifications are distributed for one accounting period, the Analysts grids will become available for review and editing for the next accounting period

• The PIWRS Coordinator functionality includes adding new FAUs, reviewing information, providing clarifying comments, and now editing projections

• Once the monthly ledgers close, the PIWRS Coordinator has 10 calendar days to finalize their review and edits before the reports are published to the Prime PI and any Department Defined recipients

• Currently in a catch-up phase
  • August 2018 Analysts grids available through COB on Friday, September 28th
  • Reports will be published to PIs on Saturday, September 29th
PIWRS Projections Overview

• PIWRS salary and benefit projections deployed beginning with July 2018 reports (previously only non-salary projections available for use).

• July and August salary and benefit projections will only be available for PIWRS Coordinators to review and are not/will not be included in PIWRS reports.

• PIWRS Coordinators are asked to review salary and benefit projections and report any major concerns. The plan is to include automated salary and benefit projections in the Prime PI and Department Defined reports beginning with the September reports.

• Projections are available to all PIWRS Coordinators associated with an accountability structure
PIWRS Projections Overview

• Automated projections will be updated daily and will be most accurate after monthly ledgers are closed
  • Includes HRDW funding and position updates through the last day of reporting month (e.g. 8/31)
  • Includes SuperDOPE benefits data posted for the reporting month

• Salary projections are based on an employee’s current position funding

• Benefit projections are based on employee’s actual benefit cost as it appears in SuperDOPE for the reporting period.

• Projections consider if there is a future funding effective date for the position, a fund’s end date (or fiscal year end if none), and a job end date—the minimum date of the three input is used to determine the time frame of the projection
  • Projections are prorated for portions of a month.
PIWRS Projections Overview

• Types of projections
  • Salary: by FAU and employee
  • Hourly non-student: by FAU and employee
  • Hourly UG Student: grouped by FAU and title code; not employee specific
  • Non-salary (can be used for lump sum salary related projections)

• Automated Salary and Benefits based upon
  • “Reg Type” Earn Codes (logic should be updated by Wednesday)
  • Summer Salary Type Earn Codes (Work in Progress)
  • For Phase 1, all other salary types can be added to non-salary (e.g. stipends, OT, etc.)
PIWRS Projection Features

• Editing Salaries
  • Managed in a separate screen accessed via the projection grid (Modify, Zero-out, Reset to auto-projection)

• Editing Benefits
  • Managed within the projection grid (Modify, Zero-out)

• Adding Salary and Benefit projections

• Modifications to auto-projections are highlighted on the projection grid.
PIWRS Projection Features

• Transition to next reporting period
  • Once a monthly report is published, projections are read-only for all projection types
  • In the new (open) reporting period, all salary and benefits are automatically updated (e.g. reset)
    • Assumes that FAU changes, SCTs, and other UCPath modifications impacting future projections have been processed by the department
    • Non-salary projections are not reset

• Other Considerations
  • Projections do not incorporate related indirect costs (IDC) (note: IDC only available on Prime PI reports)
PIWRS Projections
PIWRS Projections Demo
PIWRS Projections – Validating Salary and Benefit Projections

Presented by:
Deb Terao, FAO, Botanic Gardens, Earth and Environmental Sciences, CNAS Student Services (BEES)
Pauline Librenjak, Asst. Controller
Validating Salary Projections

• The Current and Future Funding Reports are available via iReport and published around the 1\textsuperscript{st} and 15\textsuperscript{th} of each month.
  • The report is a temporary measure until future funding is added to HRDW and UCPath reports are more fully developed
  • Current and Future funding is also available via the ServiceLink-FAU Change Request Tool
  • Current position funding data is available in HRDW
• Users with HRDW and/or SuperDOPE access are automatically provided access to the iReport-UCPath Local Report repository
  • Currently the reports are only available as PDF
  • The reports organized by ORG and sorted by department code, employee and position within a report
Validating Salary Projections

Getting Started: Access iReport

Main Menu

Welcome, Pauline Librenjak

My Favorite Reports

Accounting Reports

General Operating Reports

Materiel Management Reports

SIS Reports

UCPath Local Reports

Search

Exit Application
Validating Salary Projections

Select UC Path Local Reports / Local Funding / Select Your ORG

![Image of UC Path Local Reports interface]

**Main Menu > UCPath Local > Position Funding**

**Position Funding**

- View Repositories and Categories
- View Complete List of Reports

**Report ID**

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Validating Salary Projections - iReport

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Validating Salary Projections - PIWRS

Welcome, Central Office user Pauline Librenjak (impersonating Coordinator Deborah Terao)

Managing Current Salary Projections for Period (2) and Fiscal Year (2019)

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Validating Benefit Projections

• Benefit projections are based upon SuperDOPE actual employee benefits data for the reporting period
• Review SuperDOPE data after ledgers are closed for the same period for which the reports will be published (i.e. if validating Benefit projections for August reports, pull SDOPE data for Period 2 – August)
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Validating Benefit Projections - PIWRS

Welcome, Central Office user Pauline Librenjak (impersonating Coordinator Deborah Terao)

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<td>.257</td>
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Validating Benefit Projections - PIWRS

Welcome, Central Office user Pauline Librenjak (impersonating Coordinator Deborah Terao)

Managing Current Salary Projections for Period (2) and Fiscal Year (2019)

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<th>GAEL-GL</th>
<th>Comments</th>
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<td>$47,940.00</td>
<td>$12,320.60</td>
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UC Path – FAU Management Tool

Presented by Elizabeth Carr, Business Systems Analyst
FAU Change Request Process Flow

1. Start
2. FAU Transactor creates request
3. Simple or Complex Request?
   - Simple: FAU Transactor submits request
   - Complex: System Warning - Message - FAU Change Tool does not currently allow Complex Requests
4. FAU Transactor can submit Complex Request through ServiceLink Generic Request in the interim
5. SSCs process request in UCPath
6. FAU Transactor approves request
7. Automatic nightly upload of funding rows
8. Funding rows updated in UCPath
FAU Demo

• Searching for employees paid on a fund
• Past and Future effective dated funding
• Relationship between Position Department and Position Funding Department
• Default Funding FAU
Searching and Updating C&G Funding

• Scenario
  • Searching for employees on job code 004922 paid under fund 33335. Use global change to update effective date.

• Criteria
  • Job Code: 004922
  • Fund: 33335
Past and Future Effective Dating

• When submitting funding changes in the tool that are prior to the current pay period, they are currently being treated as Complex, and are not allowed to be submitted in the tool.

• When an individual has future effective dated rows in the FAU Change Tool, a hyperlink will appear under the new rows section.
  • Ex: 40015015
Position Department and Funding

• Position Data Change of Department does not cascade to Position Funding.
  • If a position moves from one department to another, funding will need to be reestablished under the new department.
  • Risk: If funding is not established under the new department, pay will hit the Department Default FAU and a Salary Cost Transfer will be needed.
Default Funding FAU

• Updates to the Department Default FAU can be submitted to UCRFSFeedback@ucr.edu
  • Only Activity and Function can be changed. (Account 503910 and Fund 69993 are static.)

• For any position funding that is set up on the default fund 69993, please use the FAU Tool to update funding.
  • Default funding should be monitored and corrected regularly
  • For any salary that has been charged to the default FAU, please use the SCT Tool to submit corrections.
UC Path – SCT Tool

Presented by Elizabeth Carr, Business Systems Analyst
General Information

• The purpose of the SCT Request Tool is to:
  • Provide department users with an efficient mechanism to request salary cost transfers
  • Minimize key entry and other common errors as well as eliminate the need for additional transfers
  • Ensure appropriate and consistent documentation and approvals exist
  • Provide business rules to guide the users on UC Policy BFB A-47 and agency requirements
  • Provide a common repository for requests that can be easily retrieved for audit purposes
General Information

• Unlike the FAU Change Request Tool, an UCPath interface does not currently exist for SCTs. Therefore, SCT requests must be entered into UCPath by the Shared Services Centers (SSCs).

• The SCT Request Tool ensures information needed for the SSC to efficiently processing the transaction is captured.

• Phase 1 of the SCT Request Tool focused on “simple salary cost transfers”, e.g. transfers that do not involved a) Health Science Compensation Plan employees and/or b) employees with salaries rates exceeding fund specific salary caps. This addresses the majority of SCT requests.

• SCT requests outside of this “simple” category should follow the Manual Complex SCT Process guidance.
Processing Tips

• Currently, if a “new fund” in the SCT request is an over-drafted fund, the tool will not allow submission, even if the goal is to reduce deficit.
  • Resolution is in progress; please submit these through the Manual Complex Process until further notice.

• If any pay line in a paycheck is selected for SCT, then all lines in that paycheck will be greyed out until the request is complete.

• SCT Indicator field will note whether the row has been involved in an SCT. (Y – New row created by SCT, R – Reversal of original charge, N – Original Row)

• It is not possible to process a SCT on a paycheck involving a SCT; if an additional correction is required, the SCT will need to be initiated on the restated amounts (rows with a Y).
  • A bug in the tool allows selection of transactions previously transferred; resolution is in progress. SSCs will return request if check is not available for SSC processing.

• There is a hard stop in the tool for any requests attempting to transfer salary to a restricted fund more than 120 days from the original Pay Period End Date of the transaction.

• There is a hard stop in the tool for any request attempting to transfer salary to a fund more than 90 days past the fund’s end date.
Scenario 1 – Simple Request

• In this scenario, 100% of a student’s earnings are being transferred to an unrestricted fund.
  • Employee ID 10021053
  • Pay Period End Dates 6/16/2018
  • Transfer To FAU: 504120-A01082-19900-44
  • Demonstrate Attachment Functionality
Scenario 2 – Request with Multiple FAUs

• In this scenario, 50% of the employee’s earnings are being transferred to an unrestricted fund source.

• The employee’s earnings were all charged to a restricted fund source.
  • Employee ID 10010212
  • Pay Period End Date 6/30/18
  • Transfer To FAU: 303110-A01082-19900-40-OAGSR
  • Demonstrate Additional Pay Lines Pop Up
Questions
Thank you for attending today’s C&G Users Group Meeting

• The next C&G Users Group Meeting will be held on Monday, December 17, 2018 from 9:00 - 10:30 a.m. at the Alumni Center.

• We welcome your feedback and would appreciate your taking this short survey by clicking on this link which will remain open through October 15, 2018:

https://forms.office.com/Pages/ResponsePage.aspx?id=xCpi6aGnUGbnr-zP0XAVL0TUjTE74xOgntBZOP_5eVUNFRKWUw3UVNaNjZWVkZMTEI3OUxSNko0Ty4u
Appendix: PIWRS
PIWRS Overview

• What is PIWRS?
  • The PI Web Reporting System (PIWRS) is a campus reporting tool that automatically generates monthly Contract & Grant financial reports for Prime Principal Investigators (PIs) by fund.
  • The PIWRS was initially released during October 2010. PIWRS core functionality includes Summary and Detail Reports designed to facilitate the review of month-to-month expenditures and overall fund balances.
  • Provides Prime PIs the ability to electronically acknowledge the monthly review of expenditures charged to their sponsored projects. Additionally, the PIWRS includes enhanced “drill down” functionality enabling PI to review detailed salary and benefit information by fund.
  • In March 2018, PIWRS was enhanced to provide department analyst the ability to define reporting by FAU (activity-fund-function)
PIWRS Coordinator User Guide

• PIWRS User Guide available
  • Link:  [http://cnc.ucr.edu/piwrs/](http://cnc.ucr.edu/piwrs/)
PIWRS Coordinator User Guide

• PIWRS has been enhanced to provide departments with the ability to generate monthly financial reports for department-defined FAUs, including non-C&G funds and shared C&G funds

• Offers PIWRS Coordinators increased flexibility and efficiency to maintain a list of FAUs to generate monthly financial reports on department-defined FAUs for a PI, Department Head, and/or Center Director
• The guide provides an overview:
  • **Analyst Grids**
    • **TEMP FAU grid**
      • Automatically populated for all FAU combinations (activity, fund and function) with activity in the UCRFS Temp Ledger for a given accountability structure
      • Temp Amount, Dept-Defined Alloc Amount, and Difference
      • Copy to the Department Defined grid
  • **Department Defined grid**
    • The Dept-Defined FAU grid will be maintained by the PIWRS Coordinator(s) within their associated Accountability Structure(s)
    • Rows appearing on the Department Defined Grid will carry forward to each new period until the row is deleted or inactivated
New EACS Roles for PIWRS
## Analyst Grids

### PI Web Reporting System

Welcome, Central Office user Pauline Librenjak (impersonating Coordinator Debbie Van Zanten)

<table>
<thead>
<tr>
<th>Welcome</th>
<th>Summary Report</th>
<th>TEMP Ledger FAU</th>
<th>Dept Defined FAU</th>
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**Fiscal Year:** 2018  
**Period:** 8 - February  
**Acct Structure:** D01050 - Nematolog

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<th>Function</th>
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<th>Fund End Date</th>
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New DD Summary Report

Welcome, Central Office user Pauline Libenjak (Impersonating Coordinator Debbie Van Zanten)

Dept Defined PI Summary Report for February, 2018 (Period 8, Fiscal Year 2018)

Financial Summary Report for Andreas Westphal

Note: Balances are net of allocations, expenses, encumbrances. Click on column headers to drill-down into Current Period Report and projections.

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