Contract & Grant User’s Group

March 18, 2019
9:00 a.m. – 10:30 a.m.
Alumni & Visitors Center
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

<table>
<thead>
<tr>
<th>No.</th>
<th>Common Question Topics</th>
<th>Campus Department FAQs</th>
<th>EMF Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Terms &amp; Conditions (T&amp;Cs)</td>
<td>What are the <em>Terms &amp; Conditions</em> of an award?</td>
<td>Terms &amp; 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 &amp; Conditions, and/or UC Policies. Link to Uniform Guidance <a href="https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl">https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl</a> Link to NSF website for Agency Specific &amp; RTC’s: <a href="https://www.nsf.gov/awards/managing/rtc.jsp">https://www.nsf.gov/awards/managing/rtc.jsp</a></td>
</tr>
</tbody>
</table>
## Contract & Grants Common Questions

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<thead>
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<tbody>
<tr>
<td>2</td>
<td>PAMIS Award processing time</td>
<td>What is the turnaround time for EMF to process new awards and amendments?</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Link to Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If an award needs to be established sooner than the 3 business days, please submit your request in advance to <a href="mailto:emf@ucr.edu">emf@ucr.edu</a>. EMF will try to accommodate same day request; however, it is highly advisable to submit your request 1 to 2 days in advance.</td>
</tr>
</tbody>
</table>

**C & G Users Group Meeting**
### Contract & Grants Common Questions

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<tbody>
<tr>
<td>3</td>
<td>PAMIS BEAs</td>
<td>How quickly should the BEAs be processed after the fund has been established?</td>
<td>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.</td>
</tr>
</tbody>
</table>

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#### eAward - Fund & Budget Establishment for Extramural Awards

**New Awards to be Budgeted and Submitted to UCRFS**

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Agency Award #</th>
<th>Effective Date</th>
<th>Fund</th>
<th>PI Name</th>
<th>Agency</th>
<th>Amount</th>
<th>Preview</th>
<th>Submit</th>
<th>Return to Fund Manager</th>
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</thead>
<tbody>
<tr>
<td>007291-006</td>
<td>UCR-15091117</td>
<td>02/01/2015</td>
<td>58498</td>
<td>Ken Baerenklau</td>
<td>ARIZONA STATE UNIVERSITY/TEMPE</td>
<td>$150,510.00</td>
<td>Preview</td>
<td>Submit BEA</td>
<td>Return</td>
</tr>
</tbody>
</table>
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<tr>
<td>4</td>
<td>Sponsor invoices</td>
<td>How do we know if we have invoiced the Sponsor?</td>
<td>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.</td>
</tr>
<tr>
<td>5</td>
<td>Sponsor payments</td>
<td>Have we received payment from the Sponsor?</td>
<td>Same as above.</td>
</tr>
</tbody>
</table>
Contract & Grants Common Questions

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

Search Invoices

<table>
<thead>
<tr>
<th>INVOICE NBR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FISCAL YEAR</td>
<td>2019</td>
</tr>
<tr>
<td>PERIOD</td>
<td>ALL</td>
</tr>
<tr>
<td>STATUS</td>
<td>ALL</td>
</tr>
<tr>
<td>AGENCY</td>
<td>ALL</td>
</tr>
<tr>
<td>FUND</td>
<td>22507</td>
</tr>
<tr>
<td>OPERATOR</td>
<td></td>
</tr>
<tr>
<td>AMOUNT BILLED</td>
<td>n/a</td>
</tr>
<tr>
<td>UCRFS AMOUNT</td>
<td></td>
</tr>
</tbody>
</table>

Search | Clear | Main Menu

Invoice Search Results

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Status</th>
<th>Agency</th>
<th>Fund</th>
<th>Per Invoice</th>
<th>UCRFS Amt</th>
<th>Amt Billed</th>
<th>Operator</th>
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<tbody>
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<td>USAF</td>
<td>22507</td>
<td>7-January</td>
<td>$72,786.54</td>
<td>$72,786.54</td>
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<tr>
<td>47</td>
<td>PAID COMPLETE</td>
<td>USAF</td>
<td>22507</td>
<td>1-July</td>
<td>$12,461.75</td>
<td>$12,461.75</td>
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<tr>
<td>48</td>
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<td>22607</td>
<td>2-August</td>
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<td>49</td>
<td>PAID COMPLETE</td>
<td>USAF</td>
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<td>52</td>
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<td>6-December</td>
<td>$60,548.23</td>
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</table>
• Sponsor invoices and payments example from the UCRFS Totals Ledger

<table>
<thead>
<tr>
<th>Journal Id</th>
<th>Fiscal Year</th>
<th>Acct Period</th>
<th>Journal Date</th>
<th>Source</th>
<th>Trans Ref Num</th>
<th>Description</th>
<th>Ledger</th>
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<th>Activity</th>
<th>Fund</th>
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<tr>
<td>6</td>
<td>Accounts Receivable (AR) Collections</td>
<td>Why is the campus departments being copied on AR Collections email?</td>
<td>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.</td>
</tr>
<tr>
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<td>Common Question Topics</td>
<td>Campus Department FAQs</td>
<td>EMF Response</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>8</td>
<td>Current Year Manual Non-Salary Cost Transfers (these should be exceptional)</td>
<td>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&amp;G Cost Transfers to? Who do I email the Non C&amp;G Cost Transfers to?</td>
<td>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&amp;G, please email Fund Manager, Fred de Vera at <a href="mailto:fred.devera@ucr.edu">fred.devera@ucr.edu</a> For non C&amp;G, please email to General Accounting Supervisor, Jerry Monahan at <a href="mailto:jerry.monahan@ucr.edu">jerry.monahan@ucr.edu</a></td>
</tr>
<tr>
<td>No.</td>
<td>Common Question Topics</td>
<td>Campus Department FAQs</td>
<td>EMF Response</td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>9</td>
<td>Cost Share reporting</td>
<td>When is the cost share reporting due?</td>
<td>Department should be tracking cost share from the award’s begin date. It is due annually unless Sponsor requires more frequently (i.e. Quarterly). <a href="https://accounting.ucr.edu/funds/costsharing.html">https://accounting.ucr.edu/funds/costsharing.html</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>What funding sources should be used?</td>
<td>Typically, unrestricted funding sources are used as cost share However, please refer to the CAN.</td>
</tr>
</tbody>
</table>
• Cost share reporting example on the Campus Award Notice (CAN)

Cost Share
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</tr>
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<tbody>
<tr>
<td>10</td>
<td>Financial reports</td>
<td>Who completes and submits financial reports to the Sponsor?</td>
<td>EMF completes and submits financial reports based on the Sponsor T&amp;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.</td>
</tr>
<tr>
<td>11</td>
<td>Project progress reports</td>
<td>Who completes and submits project progress reports to the Sponsor?</td>
<td>Department/PI completes and submits based on the Sponsor T&amp;C’s. At times, EMF must submit copy of the project progress report with an Sponsor’s invoice in order to receive payment.</td>
</tr>
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</thead>
<tbody>
<tr>
<td>12</td>
<td>Salary Cost Transfers</td>
<td>Can EMF extend the fund’s end date in order for me to process a salary cost transfer?</td>
<td>No. Please refer to the SCT User Guide for processing requirements and procedures. <a href="https://accounting.ucr.edu/docs/bfs_sct_request_tool_guide_v3.pdf">https://accounting.ucr.edu/docs/bfs_sct_request_tool_guide_v3.pdf</a></td>
</tr>
<tr>
<td>13</td>
<td>Sponsor Award Audits</td>
<td>Who should be involved when a Sponsor requests an audit?</td>
<td>Please forward all Sponsor audit correspondence immediately to the Assistant Controller, Pauline Librenjak, <a href="mailto:pauline.Librenjak@ucr.edu">pauline.Librenjak@ucr.edu</a>, and Fund Manager, Fred de Vera, <a href="mailto:fred.devera@ucr.edu">fred.devera@ucr.edu</a>. The campus Controller has oversight of all external audits.</td>
</tr>
</tbody>
</table>
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<tr>
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<th>Common Question Topics</th>
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</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Sub-code requests from Financial Aid</td>
<td>Who reviews and approves C&amp;G Sub-code requests?</td>
<td>Fund Manager, Fred de Vera.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Who reviews and approves non C&amp;G Sub-code requests?</td>
<td>General Accounting Supervisor, Jerry Monahan</td>
</tr>
<tr>
<td>15</td>
<td>Budget re-alignment</td>
<td>How often should we review and reconcile our fund’s budgets and expenditures?</td>
<td>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 &amp; conditions of the award.</td>
</tr>
<tr>
<td>No.</td>
<td>Common Question Topics</td>
<td>Campus Department FAQs</td>
<td>EMF Response</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>16</td>
<td>Award Close-out</td>
<td>How long do I have to close out an award?</td>
<td>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&amp;Cs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
# Contract & Grants Common Questions

<table>
<thead>
<tr>
<th>No.</th>
<th>Common Question Topics</th>
<th>Campus Department FAQs</th>
<th>EMF Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>PI Change</td>
<td>Who do we contact if there is a PI change on a fund?</td>
<td>Contact the respective C&amp;G Officer immediately. RED will need to process the change in PAMIS.</td>
</tr>
<tr>
<td>18</td>
<td>Purchase Orders</td>
<td>Can a PO be created/encumbered after the award’s end date?</td>
<td>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.</td>
</tr>
</tbody>
</table>
## Contract & Grants Common Questions

<table>
<thead>
<tr>
<th>No.</th>
<th>Common Question Topics</th>
<th>Campus Department FAQs</th>
<th>EMF Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>EMF Contacts</td>
<td>Which EMF Staff is assigned to my fund?</td>
<td>Click on “Staff” Tab <a href="https://accounting.ucr.edu/funds/">https://accounting.ucr.edu/funds/</a></td>
</tr>
<tr>
<td>20</td>
<td>EMF Campus Department Outreach</td>
<td>What types of topics are covered and who do we contact for an Outreach?</td>
<td>Contact: Fred de Vera, <a href="mailto:fred.Devera@ucr.edu">fred.Devera@ucr.edu</a> and Rose Alonzo-Le, <a href="mailto:roseline.Alonzo-Le@ucr.edu">roseline.Alonzo-Le@ucr.edu</a></td>
</tr>
</tbody>
</table>
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.

C & G Users Group Meeting
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

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

**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
Journal Documentation System
Overview

Presented by: Pauline Librenjak
Asst. Controller
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 Office 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
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

<table>
<thead>
<tr>
<th>Reporting FY/Period</th>
<th>PIWRS Grid Available to PIWRS Coordinators</th>
<th>Final Day to Modify Grid</th>
<th>PIWRS Reports Published &amp; available to PI</th>
<th>Notice #1 to PIWRS Coordinator - PRC will be released soon</th>
<th>Notice #2 PRC available to PIWRS Coordinator</th>
<th>Notice #3 PRC issued to PI</th>
<th>Notice #4 PRC issued to PI for funds uncertified</th>
<th>PRC Due Date (Approx 24 days after release to PI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>19/12 (Jun-Prelim)</td>
<td>6/20/2019</td>
<td>7/21/2019</td>
<td>7/22/2019</td>
<td>See June Final</td>
<td>See June Final</td>
<td>See June Final</td>
<td>See June Final</td>
<td>See June Final</td>
</tr>
<tr>
<td>19/998 (Jun-Final)</td>
<td>7/22/2019</td>
<td>8/05/2019</td>
<td>8/06/2019</td>
<td>On the first day after Budget Period End Date</td>
<td>8/1/2019</td>
<td>8/7/2019</td>
<td>8/21/2019</td>
<td>8/28/2019</td>
</tr>
<tr>
<td>20/1 (July)</td>
<td>8/06/2019</td>
<td>8/19/2019</td>
<td>8/20/2019</td>
<td>On the first day after Budget Period End Date</td>
<td>8/10/2019</td>
<td>8/22/2019</td>
<td>9/8/2019</td>
<td>9/15/2019</td>
</tr>
</tbody>
</table>
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-tRIPqKJ6H0W4sWBUOUJNQVg5SFY3QjhNUTVYMTY2Vk03Nk1GVy4u