Contract & Grant User's Group

June 21, 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

Agenda

- Welcome – Pauline Librenjak

- Contract & Grant BEAs/Re-budgeting/Award Close-out – Lauren Gonzalez and Montrice James

- Cost Share Reporting Best Practices – Kim Gala and Pauline Librenjak

- PreAwards/Salary Cost Transfers – Bobbi McCracken

- Fiscal Year End Closing Notes – Linda Casteel

Contract & Grant BEAs:
New awards, Amendments, and Re-budgeting

Presented by:

Lauren Gonzalez and Montrice James, EMF Accountants

C&G Budget Establishment

- What is a BEA?
  - BEA = *Budget Establishment and Adjustment.*
  - *A budget is used to link FAU elements and enable expenditures against an award budget (i.e. the authority to expend)*

- For new C&G awards and amendments, the eAward Transactor is responsible for completing the PAMIS BEA. Log in to PAMIS-eAward and select Department/BEA.
  - Click on the Award Number to access the PAMIS BEA allocation screen
  - Confirm the header information including the Activity Code and Function Code are correct
  - Specify amounts for related budget categories (BCs) based upon the approved award budget; this action will assist with the department's financial management responsibilities
    - Departments should have a process to confirm BCs and F&A amounts are correct to eliminate rework
    - *Do not place the entire award amount in BC47 and/or BC75 as a placeholder.*
  - Save for Submission

C&G Budget Establishment

- For newly established fund numbers, the "Submit BEA" button will be available after the fund has been added to the Golden Tree
- For amendments, after the fund attributes have been updated, the "Submit BEA" button will be available.
- Campus departments should complete and submit the PAMIS BEA as soon as possible to complete the allocation process. Once the BEA is posted in the general ledger, the funds will be available for expenditure. *Please do not wait to submit the PAMIS BEA.*
- See the subsequent pages for a sample PAMIS BEA walk-through.

C&G eAward BEA

UNIVERSITY OF CALIFORNIA, RIVERSIDE

UC**RIVERSIDE**

Proposal & Award Management Information System Portal

Main Menu

Welcome, Bobbi McCracken

Authorized Applications

eCAF (0)

Pre-Award Request System (0)

Cayuse424

eAward

FFATA Reporting System

PI Web Reporting System / Annual Payroll Certification

PI Award Close / Expiring Funds

Additional Resources

Research and Economic Development

Extramural Funds Accounting

Help and Contacts

Exit

Welcome to the PAMIS Portal

The PAMIS (Proposal & Award Management Information System) Portal provides quick and easy access to all of the sponsored programs related systems for which a user has authorization. The systems and additional resources available through the PAMIS Portal include the following (based upon authorizations established by departmental Systems Access Administrators):

eCAF (Electronic Campus Approval Form)
Pre-Award Request System
Cayuse424
eAward (Fund & Budget Establishment for Extramural Awards, formerly known as PAMIS)
Materiel Transfer Request System (MTA, currently in limited pilot)
PI Web Reporting System (PIWRS) and Annual Payroll Certification System
Expiring Funds Notification System

Please feel free to send any questions or feedback to pamisfeedback@ucr.edu

C&G eAward BEA

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
007583-007	00008816	05/01/2015	30155	Boris Hyle Park	UC BERKELEY	$154,805.00	Preview	Submit BEA
007659-010	1541047	09/15/2015	33185	Emma Aronson	NATIONAL SCIENCE FOUNDATION	-$6,538.00	Preview	
007659-011	1541047	09/01/2015	33181	Emma Aronson	NATIONAL SCIENCE FOUNDATION	$6,538.00	Preview	
008699-006	A17-0183-S004	12/01/2016	24968	Matthew J. Barth	UC DAVIS	$280,010.00	Preview	Submit BEA
008952-004	1734126	05/01/2017	33345	Timothy W. Lyons	NATIONAL SCIENCE FOUNDATION	$9,900.00	Preview	Submit BEA
009930-005	G001534-7525	04/30/2018	86984	Salman Asif	SOUTHERN METHODIST UNIVERSITY	$5,250.00	Preview	Submit BEA
010001-003	R21AG058198	08/15/2018	29057	Yehua Li	AGING, NATIONAL INSTITUTE ON	$184,129.00	Preview	Submit BEA
010010-003	UCR-18060792	08/01/2018	86989	Bahman Anvari	RADOPTICS	$19,988.00	Preview	Submit BEA
010668-002	80NSSC19M0099	04/01/2019		Bahram Mobasher	NASA HEADQUARTERS	$164,430.00	Preview	

C&G eAward BEA

Prime PI	Brad Pitt
Sponsor	NIH
Sponsor Award #	123456
PAMIS Award #	009876-002

Activity	Biochemistry Wrong Activity Code? Click here
Function	44 Wrong Function Code? Click here
Fund	30999
Award Documents	NOA

Amount (Direct/Indirect)	$92,769.00 ($62,733.00 / $30,036.00)
IDC Base	B-MTDC
IDC Rate	55.5

Budget Category / Description

Budget Category	Amount
BC10 - Faculty Salaries	0
BC11 - Graduate Students, TA's	16115
BC13 - Academic Admin	0
BC14 - Post Grad Res, Acad Summer	28067
BC20 - Benefits - Academic	5537
BC21 - Benefits - Acad O/H excl	8614

(GSHIP/PFR/NRT)

Category Subtotals for ORA

Budget Category	Amount		
BC28 - Staff Sal Non-Perm Funding	0	Salaries	44182
BC30 - Benefits - Staff	0	Benefits	14151
BC40 - Travel	3400		
BC41 - Supplies & Materials	1000		

C&G eAward BEA

BC42 - Services, other	0		
BC43 - Mail Services / Freight	0		
BC44 - Printing / Repro & Media	0		
BC45 - Communication	0		
BC46 - Computing	0		
BC47 - Other, S&E	0	**S&E**	4400
BC35 - Student Aid *	0		

Note: Amounts allocated to BC35 will appear under Financial Aid's activity for undergraduate students and Graduate Division's activity for graduate students with function code 77, 78 or 79.

PENDING ∨

BC60 - Equipment - $5,000 or greater	0	
BC65 - Subcontracts	0	
BC66 - Sub-Contracts - O / H excl	0	
BC67 - Sub-Contracts - Intercampus **	0	

**Note: BC67 and BC68 are used as memo posting accounts; actual transactions are processed by Accounting via the unexpended balance account.

BC68 - Sub-Contract-Intercampus Contra**

U19850 - Sub-Contract-Intercampus (AO)**

BC70 - Facilities	0		
BC75 - Unallocated General	0	**Other**	0
Total Direct Costs	62733		
BC80 - F&A Indirect Costs	30036		
TOTAL	92769		

Notes (225 characters max):

PERIOD OF PERFORMANCE: The authorized budget period is extended through Apr 30, 2020.

Save As WIP   Save for Submission   Back to Grid

C&G BEAs

What is the difference between Agency budget categories and UCRFS budget categories?

The budget submitted and approved by most agencies are more generic (e.g., salaries /benefits, supplies, travel, equipment, etc.). The UCRFS budget categories are typically much more specific than the expense categories approved by the agency. For example, an agency approved $10,000 for salaries, $3,000 for benefits, $1,000 for S& E, $8,000 for equipment and $5,000 for F&A. In UCRFS, the budget was allocated as follows:

BC10 – Faculty Appointment $8,000

BC11 - Apprentice Appointments $2,000

BC20 – Benefits – Academic $3,000

BC41 – Supplies & Materials $600

BC42 – Services $400

BC60 – Equipment $8,000

BC80 – F&A $5,000

C&G BEAs

What is re-budgeting?

For contracts and grants, re-budgeting is the budgetary adjustment between the major cost categories on the agency approved budget (e.g., salaries /benefits, supplies, travels, etc.).

Re-budgeting must be done in accordance with the award's terms and conditions. It is important to note that some agencies require prior approval. Please be sure to review the re-budgeting and other requirements before processing any budgetary adjustments (or preceding with expenditures) that deviate from the agency's approved budget.

C&G BEAs

What is re-budgeting?

Example #1: the agency approved $8,000 for equipment. The PI was able to borrow the equipment at no cost and now wants to spend the $8,000 on his summer salary. Although this change could be accomplished using the UCRFS BEA application, before proceeding the department must consider the following:

1. Per the terms and conditions of the award, is re-budgeting allowed? Is summer salary allowed?
2. If allowed, is prior agency approval required?
3. Is an adjustment to F&A required?

C&G BEAs

What is re-budgeting?

Example #2: the agency approved budget includes $1,000 for S&E. In UCRFS, the $1,000 was allocated as follows: $600 to BC41 – Supplies & Materials and $400 to BC42 - Services. A $100 in publication costs were charged to the grant causing an overdraft in BC44-Printing /Repro & Media. A budgetary adjustment transferring $100 from BC41 to BC44 has been requested. Although this is not considered re-budgeting from an agency perspective since these costs all fall under the agency approved S&E category, what should be considered before proceeding with the BEA?

- Is the publication cost allowable?
- If allowable, are other expenditures of this nature planned?

C&G BEAs

- To enable the final invoicing, financial reporting and other reporting to be completed per the award terms, special attention should be given to the timely close-out of awards.

- Departments are responsible for ensuring the fund is in "Reportable Condition" to meet financial reporting requirements by ensuring the following:

  - Expenditures directly benefit the award objectives and are within the award period. Processes are in place to prevent costs covered under F&A from being posted to award.

  - Expenditures are allowable based on the terms and conditions of the award and University policy (Note: Most restrictive requirements apply)

C&G BEAs

- Reportable Condition (continued):
  - Monthly ledger reconciliations are performed including a comparison of budget to actuals to avoid deficits. If a deficit does occur, action is taken to promptly eliminate.
  - Monthly financial reports provided to PI and discussed regularly.
  - Cost share reports are completed and uploaded to the Payroll Certification (if applicable)
  - Payroll certifications are promptly completed, if applicable
  - *Before re-aligning budgets with expenditures, departments ensure re-budgeting is allowable under the terms and conditions of award*
  - Unspent balances are requested to be returned to sponsor via a request to EMF (over $100-PI approval required; under $100-FAO approval OK)
  - Encumbrances are reconciled and appropriate action is taken to clear balances

C&G BEAs

- UCRFS BEA: all C&G budgets are recorded to the Temp ledger
- Provide a thorough "Journal Description"
- Refer to Rspace BEA tutorial for additional information:
  https://rspaceinfo.ucr.edu/tutorials.html

C&G BEAs for new awards and amendments and re-budgeting related to award close-out

C&G BEAs

Year-end PAMIS eAward BEAs

PAMIS eAward BEAs meeting all of the following conditions must have the budget category breakdown completed and submitted by 5:00 p.m., June 28.

> *1. In departmental queues as of June 28, 2019.*
> *2. Budget period begin dates of June 30, 2019 or before.*
> *3. The "Submit BEA" button is active*

C&G BEAs

Resource Links

- **Campus Policy Number 200-03**

https://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=200-03

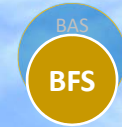- **Award Close-out from EMF Accounting's Perspective June 13, 2017**

https://research.ucr.edu/OrApps/Archive/SP/OrgEvents/00000000010000000462/Award%20Closeout%20from%20EMC%20Accountings%20Perspective_13June2017.pdf

- **Frequently Asked Questions (FAQs) on BEAs**

https://cnc.ucr.edu/pamis/faqs.html

Cost Share Reporting – Best Practices

Presented by:

Kim Gala, EMF Accountant and

Pauline Librenjak, Assistant Controller

Definitions

What is Cost Sharing?

- The portion of a project's cost funded by existing UCR non-contract and grant resources (e.g. PI's institutionally funded salary related to work on the project; exceptions may be stated on the CAN). Normally, federal funding cannot be used as cost sharing.

What is Cost Matching?

- The portion of a project's cost contributed by a third party specifically to meet the requirements of the agency's award terms (e.g. some UC and federal awards require matching funds from private sponsors.)

What is In-Kind Matching?

- Non-cash contributions from third party (e.g. collaborator's salary paid directly by their institution, use of a third party's equipment at no charge). These costs are not recorded on UCR's general ledger, so need to work closely with third party upon receipt of CAN to agree upon format and timing of reporting costs.

Department Responsibilities

- PIs and Department C&G Analyst are notified of cost sharing requirements via the Campus Award Notification (CAN)
- Review the sponsor's award document and CAN
  - Understand reporting requirements, amounts and frequency
  - Best Practice to calendar cost sharing due dates and accumulate costs throughout reporting cycles
- Does fund require Annual Payroll Certification (federal or federal flow through fund)?
  - If yes, ensure salary related cost sharing information/reporting is prepared in time to include on annual Payroll Certification

Department Responsibilities

- Ensure there is a mechanism to track and monitor Cost Share Contributions. Best practice is to use a cost center or project code for transactions recorded in UCRFS.

- Complete department sections on the Cost Share Contribution Report and retain supporting documentation (e.g. SuperDope, TOTALS, etc.), then obtain PI's certification

- If applicable, add the Cost Share figures (salary only) to the Annual Payroll Certification (PRC)
  - It is requested that Cost Share Report and supporting documentation be uploaded into the PRC

- E-mail the completed Cost Share Report and supporting documentation to the assigned EMF Accountant

Department Responsibilities

- It is NOT ALLOWABLE to report expenditures for cost share more than once
- It is critical for the department to track, monitor, and report cost share accurately and timely

Cost Sharing Contribution Report

Sample spreadsheet to track 3ʳᵈ Party In-kind, etc.

Third party contribution should be provided to UCR on the third party's letterhead and certified by their financial officer. It must include the performance reporting period and detailed supporting document including the amount.

In-Kind Cost Share - 3rd Party

Provider's Name:	Cal Trans
Fund Number:	12345
Award Start Date:	7/1/2010
Award End Date:	6/30/2015
Date of In-Kind Cost Share Commitment:	6/15/2010
Description of Commitment	Provide Friendly Driving Feedback System Research
Total In-Kind Cost Share Commitment:	$ 150,000.00

Notes	Reporting Period	In-Kind Cost Share Amount	Cumulative In-Kind Cost Share	Balance In-Kind Cost Share
Contacted Cal Trans on 06-15-11, requesting letter confirming in-kind cost share amount for reporting period 07-01-10 / 06-30-11; Letter received 07-10-11	07-01-10 / 06-30-11	$ 2,500.00	$ 2,500.00	$ 147,500.00
Contacted Cal Trans on 06-12-12, requesting letter confirming in-kind cost share amount for reporting period 07-01-11 / 06-30-12; Letter received 07-14-12	07-01-11 / 06-30-12	$ 7,000.00	$ 9,500.00	$ 140,500.00
	07-01-12 / 06-30-13	$ -	$ 9,500.00	$ 140,500.00

EMF Responsibilities

- EMF Accountant/EMF Manager may contact department C&G analyst to discuss <u>unusual</u> cost share obligations and understand department's tracking mechanism
- The cost share form and guidelines can be found on Accounting's website
- EMF reviews completed form and supporting documentation (Excel file with Totals/SuperDope, 3rd Party letter) for completeness and compliance with award terms.
- Final reports must confirm that all cost sharing commitments have been fulfilled; otherwise, the funding may be at risk.

EMF Responsibilities

- Final reports must confirm that all cost sharing commitments have been fulfilled; otherwise, the funding may be at risk.
- Record the pertinent data on the internal cost share database for reporting to UCOP for future IDC rate negotiation calculations
- Ensure salary data entered on the Annual Payroll Certification is consistent with Cost Sharing Report
- Provide confirmation of completed Cost Share Report to the Department via e-mail

Cost Share References

- UC Contract and Grant Manual

https://www.ucop.edu/research-policy-analysis-coordination/resources-tools/contract-and-grant-manual/chapter5/index.html

- UCR Accounting Cost Sharing Website

http://accounting.ucr.edu/funds/costsharing.html

- UCR Accounting Office Website Cost Sharing Form and Guidelines

http://accounting.ucr.edu/docs/funds/costsharing-form-guidelines.xlsx

- UCR Sponsored Program Administration Cost Sharing Website

https://research.ucr.edu/spa/lifecycle/post-award-administration/fulfilling-and-documenting-cost-sharing.aspx#Background

Salary Cost Transfers and PreAwards

Presented by:

Bobbi McCracken, AVC Business & Financial Services and Controller

SCTs and PreAwards

- SCTs over 120 days old to contracts and grants as well as transfers more than 90 days after a fund's expiration date should be an exception.

- There were some challenges at the beginning of FY19 that impacted the timely processing of SCTs. Procedures and SSC-SLAs have improved. Therefore, going forward exceptions will be rare; departments should plan to use unrestricted fund sources for these expenditures.

- Pre-awards should be requested to avoid cost transfer restrictions "to" C&G funds and minimize the related administrative burden
    - If a pre-award has been denied due to compliance requirements (e.g. IRB approval), care should be used before initiating any work on the project. Salary cost transfers to the award likely are not appropriate.
    - State, Local Government and Federal contracts normally do not allow project expenditures to commence until the contract is fully executed. It would not be appropriate to move expenditures incurred prior to the execution date to be transferred to the award.

PreAwards

Spending Prior to Receipt of an Award

- Under certain circumstances, Principal Investigators (PIs) may request authorization to spend funds in support of a sponsored project in advance of UCR receiving or executing an award from a sponsor.

- The department/PI should consult the solicitation and/or award terms and conditions for the specific requirements of their award.

- If the sponsor's prior approval is required, the department or PI should forward the prior approval request to the Sponsored Programs Officer for review and submission to the sponsor.

  - If the sponsor does not require prior approval, the department may submit a request via the campus online PreAward Request System.

  - For further details on utilizing the PreAward Request System, please visit http://cnc.ucr.edu/preaward/.

PreAwards

- There are various compliance requirements that must be met to obtain authorization for a PreAward (i.e. approval of human subjects, animal, biosafety or other research protocols by the appropriate regulatory committee, as applicable).

- Visit the Sponsored Programs Administration (SPA) website for a complete list of requirements: https://research.ucr.edu/spa/lifecycle/pre-award-administration.aspx

PreAwards

PreAward Spending - Risks, Liabilities and Limitations

The risks, liabilities and limitations associated with PreAward spending must be carefully considered prior to requesting authorization or incurring expense without authorization.

Risks: Whenever the University approves a PreAward, it is risking monetary loss. Other funding must be available to cover the risk of a delayed start date, costs disallowed by the sponsor, or failure of the sponsor to make the anticipated award.

Liabilities: Special care must be exercised in assessing the impact of PreAwards on the legal obligations of the University, especially in the areas of intellectual property rights and indemnification, as well as other special award terms.

Limitations: A sponsor's policies, the terms and conditions of the anticipated award, and campus policies and practices determine whether or not a PreAward will be authorized. Restrictions differ depending on the type of sponsor and the type of award anticipated (i.e., grant, cooperative agreement, or contract).
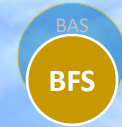
Fiscal Year End Closing - Notes

Presented by:

Linda Casteel, Treasury Manager

Fiscal Year End Closing – Notes

- Processing of PAMIS BEAs with a July 1st date will be delayed due to fiscal closing. The new year budget period 1 is **scheduled to open July 15th**. If this delay will negatively impact project related activities, please contact the Sponsored Programs Administration (SPA) Office and/or Extramural Funds. We will make every effort to accommodate critical needs.

- The deadline to have approved invoices and payment requests to the Accounting Office has passed, however please continue to submit invoices. Accounts Payable will prioritize payment requests based on materiality.

Fiscal Year End Closing – Notes

- Review all contract and grant subawards to confirm billing is up to date, check on the status of invoices pending PI approval, and/or request an invoice for any current year outstanding periods.

- Coordinate subaward accruals with Accounts Payable. Please send email directly to dorthea.ford@ucr.edu and copy aver.smith@ucr.edu (Accounts Payable Supervisor).

- If the PI is questioning the validity of the charges on a $50K+ subaward invoice, an accrual should not be processed. However, the justification for not submitting an accrual must be documented.

Fiscal Year End Closing – Notes

- Please contact the Accounting Office as soon as possible if a potential accrual or deferral ($50K+) has been identified after the July 5th deadline.

- Reminder—At all times throughout the year, expenditures must benefit the award's performance period. Payments for goods and services that will not be received until after the award end date are not allowable expenses. Prepaid travel expense and equipment orders should be carefully examined to ensure compliance.

Questions

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

- The next C&G Users Group Meeting will be held on Tuesday, September 17, 2019 from 9:00-10:30 a.m. at the Alumni Center.

- 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 July 12, 2019: https://forms.office.com/Pages/DesignPage.aspx?origin=shell#FormId=xCpim6aGnUGbnr-zP0XAVJsWanN-tRlPqKJ6H0W4sWBUOFRJUzlNWVpBVkkxRk9EN1M2WVNZTVlIRS4u