Contract & Grant User’s Group

June 21, 2019
9:00 a.m. – 10:30 a.m.
Alumni & Visitors Center
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.
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
### 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>
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<tbody>
<tr>
<td>007583-007</td>
<td>00008816</td>
<td>05/01/2015</td>
<td>30155</td>
<td>Boris Hyle Park</td>
<td>UC BERKELEY</td>
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<td>Submit BEA</td>
</tr>
<tr>
<td>007659-010</td>
<td>1541047</td>
<td>09/15/2015</td>
<td>33185</td>
<td>Emma Aronson</td>
<td>NATIONAL SCIENCE FOUNDATION</td>
<td>-$6,538.00</td>
<td></td>
<td>Submit BEA</td>
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<td>1541047</td>
<td>09/01/2015</td>
<td>33181</td>
<td>Emma Aronson</td>
<td>NATIONAL SCIENCE FOUNDATION</td>
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<tr>
<td>008699-006</td>
<td>A17-0183-S004</td>
<td>12/01/2016</td>
<td>24968</td>
<td>Matthew J. Barth</td>
<td>UC DAVIS</td>
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<tr>
<td>008952-004</td>
<td>1734126</td>
<td>05/01/2017</td>
<td>33345</td>
<td>Timothy W. Lyons</td>
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<tr>
<td>009930-005</td>
<td>G001534-7525</td>
<td>04/30/2018</td>
<td>86984</td>
<td>Salman Asif</td>
<td>SOUTHERN METHODIST UNIVERSITY</td>
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<td>R21AG058198</td>
<td>08/15/2018</td>
<td>29057</td>
<td>Yehua Li</td>
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<td>UCR-18060792</td>
<td>08/01/2018</td>
<td>86989</td>
<td>Bahman Anvari</td>
<td>RADOPTICS</td>
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<td>04/01/2019</td>
<td>86989</td>
<td>Bahram Mobasher</td>
<td>NASA HEADQUARTERS</td>
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<tr>
<td>Prime PI</td>
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<td>Amount</td>
<td>Sponsor</td>
<td>Sponsor #</td>
<td>Fund</td>
<td>Award #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
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<td></td>
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<table>
<thead>
<tr>
<th>Budget Category / Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC10 - Faculty Salaries</td>
<td>0</td>
</tr>
<tr>
<td>BC11 - Graduate Students, TA's</td>
<td>16115</td>
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<tr>
<td>BC13 - Academic Admin</td>
<td>0</td>
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<tr>
<td>BC14 - Post Grad Res, Acad Summer</td>
<td>28067</td>
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<tr>
<td>BC20 - Benefits - Academic</td>
<td>5537</td>
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<tr>
<td>BC21 - Benefits - Acad O/H excl</td>
<td>8614</td>
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<tr>
<td>BC28 - Staff Sal Non-Perm Funding</td>
<td>0</td>
</tr>
<tr>
<td>BC30 - Benefits - Staff</td>
<td>0</td>
</tr>
<tr>
<td>BC40 - Travel</td>
<td>3400</td>
</tr>
<tr>
<td>BC41 - Supplies &amp; Materials</td>
<td>1000</td>
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</tbody>
</table>

Category Subtotals for ORA:
- Salaries: 44182
- Benefits: 14151
### C&G eAward BEA

<table>
<thead>
<tr>
<th>BC42 - Services, other</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC43 - Mail Services / Freight</td>
<td>0</td>
</tr>
<tr>
<td>BC44 - Printing / Repro &amp; Media</td>
<td>0</td>
</tr>
<tr>
<td>BC45 - Communication</td>
<td>0</td>
</tr>
<tr>
<td>BC46 - Computing</td>
<td>0</td>
</tr>
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<td>BC47 - Other, S&amp;E</td>
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<tr>
<td>BC35 - Student Aid *</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td>62733</td>
</tr>
</tbody>
</table>

**S&E 4400**

*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.*

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

<table>
<thead>
<tr>
<th>BC60 - Equipment - $5,000 or greater</th>
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<tbody>
<tr>
<td>BC65 - Subcontracts</td>
<td>0</td>
</tr>
<tr>
<td>BC66 - Sub-Contracts - O / H excl</td>
<td>0</td>
</tr>
<tr>
<td>BC67 - Sub-Contracts - Intercampus **</td>
<td>0</td>
</tr>
<tr>
<td>BC68 - Sub-Contract-Intercampus Contra**</td>
<td>0</td>
</tr>
<tr>
<td>U19850 - Sub-Contract-Intercampus (AO)**</td>
<td>0</td>
</tr>
<tr>
<td>BC70 - Facilities</td>
<td>0</td>
</tr>
<tr>
<td>BC75 - Unallocated General</td>
<td>0</td>
</tr>
</tbody>
</table>

**Other 0**

**TOTAL 92769**

Notes (225 characters max):

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


• Award Close-out from EMF Accounting’s Perspective June 13, 2017

https://research.ucr.edu/OrApps/Archive/SP/OrgEvents/00000000010000000462/Award%20Closeout%20from%20EMC%20Accounting's%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
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.
EMF Responsibilities

• EMF Accountant/EMF Manager may contact department C&G analyst to discuss unusual 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

- 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 1\textsuperscript{st} date will be delayed due to fiscal closing. The new year budget period 1 is \textbf{scheduled to open July 15\textsuperscript{th}}. 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-tRIpKJ6H0W4sWBUOFRJUzINWVpBVkxRk9EN1M2WVNZTVIIRS4u