Agenda

- Process change for Noncompensatory payments
- Procurement Services Update
- Effort Reporting Update
- Current and Pending Support
- Pre-Award Updates
  - IPR Form
  - DHHS Salary Cap Increase
  - Website Updates
- Process change for Graduate Tuition
- Adjourn
Process Change for Noncompensatory payments
VENDOR SETUP

- Why is the Fellowship workflow no longer being used for non-UConn students?
- Non-UConn students need to be set up as a vendor for payment and tax purposes

Vendor Setup

- PaymentWorks [http://accountspayable.uconn.edu/](http://accountspayable.uconn.edu/)
- Vendor creates PW account AND completes the new vendor registration form and W9 (ACH/direct deposit required)

Manual Set up

- Vendor completes paper forms [http://accountspayable.uconn.edu/trainingvideosandguides/](http://accountspayable.uconn.edu/trainingvideosandguides/)
- Department initiates an edoc to create the vendor (ACH/direct deposit optional)
Payments must be made to the new vendor as a Disbursement Voucher (DV)

- Use Reason Code C - Awards, Prizes & Fellowships (For Non-UConn Students & Non-State Employees)
- Use Object Code 7020 – Fellowship Awards
- Always attach the offer letter/email to recipient as support; If there are multiple payments, attach the offer letter/email to recipient to each DV for payment
- In the description of the DV, please note the fellowship that this payment pertains to i.e. REU, RET
- For assistance with processing DVs visit the Accounts Payable Training Page: http://accountspayable.uconn.edu/trainingvideosandguides/

For questions regarding payments for UConn students, please refer to Dianne Beer in Financial Aid. As in the past, UConn student payments will be processed with the Fellowship workflow

- Dianne.beer@uconn.edu
Procurement Services Update
Uniform Guidance Updates

• New UG Summary
  • [http://purchasing.uconn.edu/uniform-guidance/](http://purchasing.uconn.edu/uniform-guidance/)

• Go-Live Date
  • The Federal Register update adds 1 year grace period, moving start date to FY18.
    • Currently “frozen” to be reviewed by new administration
    • OMB is creating a separate notice to include the 1 year grace period.

• What is required for 7/1/17 Go-Live?
  • Research Consulting Agreements
  • Sole Source Requirements (awareness)
  • Conflict of Interest Policy
Bidding Thresholds

• Micro-purchase
  • Federal Register update expected to provide greater clarity to the MP threshold policies as defined in the NDAA and the AICA

• CT State Legislature – Bid Thresholds
  • Working on thresholds during this legislative session
  • *If state bid thresholds do not change to conform with Uniform Guidance, all procurements will still be subject to the state bid thresholds, NOT the ones outlined in Uniform Guidance.*
JAGGAER/SciQuest
Current State

• Under the existing cloud based “Sandwich Model” the University utilizes SciQuest for transactional procurement needs including shopping, order distribution, and eInvoicing. Approval processes occur in KFS.
  • Requires multiple user and application interfaces
  • Inhibits continuity of shared information
  • Limited capability restricts user experience

<table>
<thead>
<tr>
<th>Current Modules:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable (eInvoicing only)</td>
</tr>
<tr>
<td>Order Manager (distribution)</td>
</tr>
</tbody>
</table>
Future State

- Jaggaer’s (SciQuest) additional functionality that, when implemented, introduce features to support a full end-to-end [E2E] experience from sourcing/procuring, to invoicing and payment through one environment.

- Expansion to full suite model allows shopping, approval, order distribution, contract compliance, receiving, invoicing activity and reporting to be integrated through one technical tool, interfacing with Kuali.

- Support the strategic work the procurement team does for planning, assessment and performance management

- Integration with Unifier, AssetWorks, and new inventory management system [RFP in process of development].

### Future State:

<table>
<thead>
<tr>
<th>Role</th>
<th>Feature/Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Manager</td>
<td>Sourcing Director (bidding)</td>
</tr>
<tr>
<td>Accounts Payable Director</td>
<td>Contract Compliance Tracker</td>
</tr>
<tr>
<td>Total Supplier Manager</td>
<td>Spend Radar (analytics/reporting)</td>
</tr>
<tr>
<td>Supplies Manager</td>
<td>Total Contract Manager (repository)</td>
</tr>
</tbody>
</table>
Benefits of E2E Approach

• A more cohesive user experience through a single application interface
• Integrated one-stop-shopping with the ability to search for a product across all HuskyBuy catalogs, including Central Stores
• Mobile application for on-the-go shopping and approvals
• Greater transparency throughout procure-to-pay cycle, including new online sourcing functionality
• More precise reporting focused on procurement transactions
• Greater visibility into activity through enhanced workflow engines that allow easy management of activities
• Enhanced AP functionality that streamlines the payment process
• Introduction of performance and vendor management functions to allow procurement staff to focus on strategic efforts
SciQuest End-to-End [E2E] Anticipated Implementation Timeline

Procurement Assessment 6/1/2016 - 3/10/2017
BOT Approval 4/26/2017
Module: Sourcing Director
Module: Spend Radar
Functional Testing
Phase 1 Anticipated Go-Live 6/15/2017 - 7/15/2017

Phase 2 Anticipated Kick-off [External: Campus Community] 7/1/2017 – 12/30/2017
Module: Requisition Manager, AP Director; etc., order TBD
Functional Testing [Module: Requisition Manager, AP Director; etc., order TBD]
Phase 2 Anticipated Go-Live 7/15/2017 - 8/1/2017 10/30/2017 - 11/30/2017 12/15/2017 - 12/30/2017

Phase 3 Anticipated Kick-off [Module Order TBD] 1/1/2018 – 6/30/2018

2017/2018

2017
Day 1 5 30 60 90 120 150 180 210 240 270 300

2017/2018

Phase 1 Kickoff 7/1/2017
Phase 2 Kickoff 7/1/2017
Phase 3 Kickoff 1/1/2018
Phase 1 Testing 7/21/2017
Phase 1 Go-Live 8/1/2017
Phase 2 Testing 10/30/2017
Phase 2 Production 12/1/2017
Phase 2 Go-Live 12/30/2017
JAGGAER/SciQuest (contin.)

• Future Updates
  • Procurement will keep OVPR/SPS updated on new updates during implementation

• Questions?
Effort Reporting Update
Fall 2016 Reports

• Deadlines
  – Release to PIs by: Monday 4/17
  – Completed reports returned by: Monday, 5/15

• Review Effort Report Details
  – Have the commitments have been met?
  – Have all the cost transfers and PAs processed?
  – Was special payroll (5231) applied to the correct period?

• Note: the Accrual Account (#4627000) should not be included in any effort reports
• New Header on Report

• New Certification Statement

• Sponsored Project Lines being certified will be highlighted

• All Other Sources Auto Calculates
2nd line was added to clarify the purpose of Effort Reporting, which is to confirm that:

- Pay charged to sponsored projects is representative of time expended on the project
- For those individuals charged to a sponsored project, the project received benefit from those charges during the period
- Effort commitments made to the sponsor have been fulfilled
New Certification Statement

Old Statement:

I certify that to the best of my knowledge the actual percentages recorded reasonably reflect my effort (or the effort of the individual shown) for these activities during the reporting period.

New Statement:

I affirm to the best of my knowledge that the salary charged and the Actual Effort reported this period reasonably reflect the work I performed on sponsored project(s) or, for other individuals, reasonably reflect the work performed on project(s) for which I am the PI.
New Certification Statement

I affirm to the best of my knowledge that the salary charged and the Actual Effort reported this period reasonably reflect the work I performed on sponsored project(s) or, for individuals under my supervision, reasonably reflect the work performed on my project(s).

Projects being certified:

<table>
<thead>
<tr>
<th>InfoEd Proposal #</th>
<th>Project Title</th>
<th>Calculated Effort</th>
<th>Actual Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>1005</td>
<td></td>
<td>2%</td>
<td>2%</td>
</tr>
<tr>
<td>1311</td>
<td></td>
<td>15%</td>
<td>15%</td>
</tr>
</tbody>
</table>
Report Changes – Single Certification

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Employee Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Administrative Services Asst (Professional Staff)</td>
</tr>
<tr>
<td>Department:</td>
<td>Bursar</td>
</tr>
<tr>
<td>Appointment Term:</td>
<td>12 months</td>
</tr>
<tr>
<td>Report ID:</td>
<td>12617</td>
</tr>
<tr>
<td>Report Due Date:</td>
<td>07/23/2015</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>InfoEd Proposal#</th>
<th>Project Title</th>
<th>Sponsor</th>
<th>PI Name</th>
<th>Calculated Effort</th>
<th>Actual Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100</td>
<td></td>
<td>USAID/United States Agency for International Development/American Council on Education</td>
<td></td>
<td>25%</td>
<td>0%</td>
</tr>
</tbody>
</table>

| All other sources associated with your appointment | 75% | 100% |

- Effort Report Details
- Recalculate
- Total 100%

Submit
## Report Changes – Multiple PIs

### Employee Details
- **Employee Name:**
- **Employee Number:**
- **Title:** Program Manager (Professional Staff)
- **Department:** Civil and Environmental Engineering
- **Appointment Term:** 12 months
- **Report ID:** 14399
- **Report Due Date:** 07/23/2015

### Project Details

<table>
<thead>
<tr>
<th>InfoID Proposal#</th>
<th>Project Title</th>
<th>Sponsor</th>
<th>PI Name</th>
<th>Calculated Effort</th>
<th>Actual Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100</td>
<td></td>
<td>USAID/United States Agency for International Development/American Council on Education</td>
<td>Kristin Winot</td>
<td>53%</td>
<td>53%</td>
</tr>
<tr>
<td>1203</td>
<td></td>
<td>DHHS/NIH/National Cancer Institute/Harvard University</td>
<td>Jen Johnson</td>
<td>15%</td>
<td>30%</td>
</tr>
</tbody>
</table>

**All other sources associated with your appointment**
- **Calculated Effort:** 32%
- **Actual Effort:** 17%

[Effort Report Details](#)
[Recalculate](#)
[Add another project](#)
[Request Commitment Change](#)

[Submit](#)
Additional Resources

• Updated Quick Guides on the Help website
• Call Kristin – always available to help (6-5067)
Core-CT Reminders

• Review your payroll closely
  – Ensure that distribution changes have gone through correctly
  – Pay special attention in the final effort report review

• Use the Summer Pay Indicator
  – Applies to entire job record
  – Use for faculty or grad summer special payroll jobs
  – Associated KFS salary will post to 5232 (Payroll - Summer Special Payroll)
  – Check the box on the pay distribution line(s)
Summer Payroll Indicator
Current & Pending Support
Current & Pending Support

• [https://secure.vprge.uconn.edu/cps/](https://secure.vprge.uconn.edu/cps/)

• Provides a list of Current Awards and Pending Proposals for a selected faculty member

• Currently includes:
  – Proposed effort from InfoEd for year 1 of pending proposals
  – Committed effort from ERC for current year of active awards
Current & Pending Support

• Known missing information
  – Awards are only listed if there is effort in ERC
    • Does not list PI’s projects on which they have 0% effort
  – Proposed effort not updated after initial proposal submission

• Use this information cautiously
  – This is only a starting point
  – All information should be reviewed before submitting to a sponsor
Current & Pending Support

Faculty Lookup
As an administrator, you may search for users by name, and view a summary page listing all of their projects, or a detailed page listing all information for a given project, including a list of the personnel associated with the project. You may reach this page at any time by clicking the "Faculty Lookup" tab from the CPS nav bar located at the top of every page, or by pressing the button below.

Faculty Search

Project Summary
You may view a summary page listing all of your projects, should you have any. Optionally, you may export the information on these projects to a Microsoft Word Document. This page also includes links to the detail page for each of these projects.

You may reach the summary page at any time by clicking the "Project Summary" tab from the CPS nav bar located at the top of every page, or by pressing the button below.

Detailed Project View
You may view a drill down of all information available on a given project, including:

- Project title
- Source of support
- Project status (awarded, pending...)
- Project period
- Project personnel
- Detailed budget

CPS Home Faculty Lookup Project Summary My Projects
Current & Pending Support

Faculty Lookup

Search for a faculty member by name (Last name, First name)

Warning!
Please carefully review this information before submitting to any external agency. This data is provided as a starting point for completing Current & Pending Support reports and should not be considered an official report as information may be missing, inaccurate or incomplete. Thank you.

Projects involving ---- Johnson

<table>
<thead>
<tr>
<th>Title</th>
<th>PI</th>
<th>Status</th>
<th>Sponsor</th>
<th>Award Number</th>
<th>Req./Awarded Amount</th>
<th>InfoEd Number</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A &amp; B</td>
<td>Johnson,</td>
<td>Awarded</td>
<td>DHHS/NIH National Institute on Alcohol Abuse and Alcoholism/Miriam Hospital</td>
<td>71C</td>
<td>$64,149.00</td>
<td>120</td>
<td>9/1/12</td>
<td>5/31/17</td>
</tr>
<tr>
<td>S &amp; &amp;</td>
<td>Johnson,</td>
<td>Awarded</td>
<td>Elsevier</td>
<td>AG</td>
<td>$220,603.00</td>
<td>161</td>
<td>1/1/17</td>
<td>12/31/16</td>
</tr>
<tr>
<td>A &amp; A</td>
<td>Johnson,</td>
<td>Pending</td>
<td>University of Connecticut</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Pre-Award Updates
Pre-Award

- IPR Form
  - Responsible (responsible for the design, conduct or reporting of the project) personnel should be identified on the IPR. **Current FCOI disclosures are required for all responsible personnel!**
  - Co-I signature feedback
  - New form coming!
    * Same form will be utilized at UConn Storrs and UConn Health
    * Bugs and pain points fixed (electronic signatures, etc.)

- DHHS Salary Cap Increase
  - $187,000
  - Effective **January 8, 2017**

[NOT-OD-17-049]
Pre-Award

• Website Updates
  – Graduate Summer Stipend
    • *Proposal budget development only!*
  – Postdoc Stipends
    • Language about recommended rates for sources other than NRSA updated in accordance with [University policy](#)
    • Stipend must at least be equivalent to NRSA (or prorated for less than 100% effort)
  – University Fringe Rates
    • Updated per [Office of Budget and Planning](#)
  – NIH Application Quick Guide
    • 4 page guide providing useful information and tips for human subjects, vertebrate animals, enhancing reproducibility in research and more
    • Useful for faculty applying to NIH
Process change for Graduate Tuition
Graduate Tuition

- Effective Spring 2017, Graduate Tuition is no longer required to be charged to sponsored awards.
- Graduate Tuition for semesters prior to Spring 2017 must be charged in proportion to the payroll authorization.
- OVPR will continue to disburse 50% of Graduate Tuition charges for Fall 2015 –Fall 2016.
- Calculators are available on our [website](#).
- Please use 4627850 in place of 1019000 on the Income line of the Internal Billing.
Adjourn

• Questions?

• Upcoming SPA Meeting:
  – May 23, 2017, 9:30 am-11 am, Laurel Hall, Room 201