Sponsored Programs

Administrators

July 19, 2018
AGENDA

- Open Mike
- Procurement Updates
  - Uniform Guidance Update
  - HuskyBuy Update
  - Consulting Agreements
  - Q&A
- Training Update
- SPS Updates
  - IPR Export Control Language
  - GA Stipends
  - Cost Transfer Policy
  - Expenditures: Approval and Monitoring
  - Processing Payroll
- Summer Payroll Issues
Open Mike

Mike Glasgow
Procurement Update

• Uniform Guidance Update
• HuskyBuy Update
• Research Consulting Agreements
• Q&A

Matt Larsen, Janel Wright, and BJ Pivonka
Training Update

Brenda Lowther
• Sign in to Office 365
• Navigate to SharePoint
• Search for SPS – Training Information
Questions, Comments, Suggestions?

Contact Brenda Lowther

Please use the discussion feature at: https://uconn.sharepoint.com/sites/sptrainingInfo/SitePages/Home.aspx
Laura Kozma

- IPR
- GA Stipends
- Cost Transfer Policy
- Expenditures Approval and Monitoring
- Processing Payroll
The IPR has been updated to clarify the question regarding export controls and is now available on the website:

The new form should be used going forward. SPS will continue to accept the old form through Friday, September 3rd. Effective **Tuesday, September 7th** only the new version will be accepted.
GA Stipends

- Graduate student stipends have been updated and are available on the website: [https://research.uconn.edu/sps-proposals/proposal-preparation-guidelines/budget-prep-guidelines/budgeting-costing-guide/salaries/](https://research.uconn.edu/sps-proposals/proposal-preparation-guidelines/budget-prep-guidelines/budgeting-costing-guide/salaries/)

- In accordance with the Graduate Student Union contract, these represent the minimum stipends for graduate assistants

- The annual increase is now 2% and the budget templates have been updated accordingly
New Policies

Cost Transfer Policy


- Written explanation addressing how error occurred, description of the transfer and why the charge is appropriate on the receiving account.
- Cost transfers cannot be used merely to resolved a deficit.
- Rebudgets and initial allocation of inter-departmental charges to allocate expense are not considered cost transfers.
- PIs must approve all cost transfers
- Cost transfers should be submitted within 90 days from the end of the calendar month in which the transactions appear on month end accounting statements except in cases where the sponsor’s requirements are stricter (e.g., HHS).
Sponsored Project Expenditures: Approval and Monitoring

- Direct Cost Expenditures
  - PI (with FO assistance) has the responsibility for verifying that charges are allowable
  - assuring that direct costs:
    - Meet the standards of Uniform Guidance (federal)
    - Are reasonable, allocable and allowable
    - Occur within the project period
    - Are appropriately documented
    - Meets the limitations of the sponsor approved budget

- Expenditure Review
  - PI and FO will review expenditures and remaining balances
  - FO will review expenditures to ensure costs are allowable
  - FO will take prompt corrective action when costs are unallowable

*The PI, FO and SPS all have a role in ensuring costs are allowable, reviewed and corrective action taken when necessary*
Appropriate review of payroll is required to ensure effort commitments are met, there are no negative impacts to the project budget and cost transfers are avoided.

At time of award set up and any time that a payroll change is made, the following should be questioned:

- Will this change impact the commitment to the sponsor and is sponsor approval required?
- Does this require a Commitment Change Form in ERC?
- Does this impact any of the individual’s other commitments now or in the future?
- What is the impact to the budget?
- Has the PI or individual confirmed that this effort represents the time they plan to work on the project?
Payroll Updates

• Summer Payroll Issues

Jen Pelletier
Summer Payroll Issues

- **Furloughs**
  - Final furloughs posted in pay period ending 06/07/2018 (the final FY18 payroll, check date 6/21/18)

- **Spring 2018 Longevity Payments**
  - Normally paid in April
  - Will be paid with 7/19/18 paycheck (PPE 07/05/2018)
  - Will post with “PPE_04/12/2018” description
  - Will be split according to the PPE 4/12/18 payroll distribution
    - For 9/10 month faculty, accounts were charged in May
    - For all other employees, accounts will be charged in July
Summer Payroll Issues

• AAUP/UCPEA $2,000 Lump Sum Bonuses
  • Post with PPE 07/05/18 in Object Code 5350 (5231 for adjuncts & law school special payroll only)
  • All bonuses will be labeled with the same transaction description starting with “2K LUMP SUM”
  • $2K will be distributed according to active distribution EXCEPT:
    • No grants will be charged for the bonus
    • Grant portion only will be absorbed centrally

• One-Time Performance Awards
  • Post with PPE 07/05/18 in Object Code 5350
  • All bonuses will be labeled with the same transaction description starting with “PERF AWD”
  • Bonus amount will be funded centrally EXCEPT for bonuses awarded by departments beyond the university funded allocation
Next SPA and Questions

Next Meeting:

September 20, 2018
10:00 a.m.
Student Union, Room 304 A
(room subject to change)

Have a question or topic you would like covered at the SPA Meetings? Email brenda.lowther@uchc.edu
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 19, 2018</td>
<td>10:30 am - 12:00 pm</td>
<td>HBL Theater Room</td>
</tr>
<tr>
<td>September 20, 2018</td>
<td>10:00 am - 11:30 am</td>
<td>Student Union 304A</td>
</tr>
<tr>
<td>October 18, 2018</td>
<td>10:00 am - 11:30 am</td>
<td>Student Union 304 A&amp;B</td>
</tr>
<tr>
<td>November 29, 2018</td>
<td>10:00 am - 11:30 am</td>
<td>Student Union 304 A&amp;B</td>
</tr>
<tr>
<td>January 17, 2019</td>
<td>10:00 am - 11:30 am</td>
<td>Student Union 330</td>
</tr>
<tr>
<td>February 21, 2019</td>
<td>10:00 am - 11:30 am</td>
<td>Student Union 304 A&amp;B</td>
</tr>
<tr>
<td>March 21, 2019</td>
<td>10:00 am - 11:30 am</td>
<td>Student Union 104</td>
</tr>
<tr>
<td>April 18, 2019</td>
<td>10:00 am - 11:30 am</td>
<td>Student Union 304 A&amp;B</td>
</tr>
<tr>
<td>May 16, 2019</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>June 20, 2019</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>