October 2016
Sponsored Program Administration Meeting

WELCOME
Agenda

• Mike Unplugged
• Consulting Agreement Workflow
• Postdoc/FLSA Update
• Effort Reporting Update
• Faculty Payroll Accruals
• Pre-Award Reminders
Sponsored Awards
Processing Consulting Agreements

• Uniform Guidance 200.317 through 200.326 governs Procurement
  o “When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds”.

• State procurement procedures apply to all awards, including federal.

• All consulting agreements fall under the UG and State procurement procedures.
Sponsored Awards
Processing Consulting Agreements

- Consulting Agreements and Reviews should begin at the time of award.
  - If named in the award – Sole source exemption will apply.
  - If un-named and over $10,000 in the award – three bids or sole source justification is required to be documented

- OVPR SPS: Brenda sends email communication shortly after award setup and identifies if there are any un-named consultants.
Sponsored Awards
Processing Consulting Agreements

• Sole Source Justifications and use of the exemption for over $10K
  o Research Continuity
    i. The requested goods/services are the same as those currently used in a research endeavor.
    ii. Changing the good/service would impact the research endeavor.
  o Experience Based
    i. Advisory Committee members (for example), or
    ii. Consultant(s) with unique experience that cannot be performed by anyone else – may be procured regardless of dollar.
Post-Doc/FLSA Update

- Effective December 1, 2016
  - Department of Labor minimum exemption rate increases to $47,476/year
  - NIH Stipend for Zero Level Postdoc increases to $47,484
- HR will be meeting with affected employees in November
- Budget office will provide Perm Budget for employees paid on 2-Ledger accounts
- OVPR will provide one time funding for Post-Docs paid on sponsored projects for Dec 1 – June 30 payroll
  - Funding to be distributed into PI IDC accounts in January 2017
  - Calculations supporting the distribution will be sent to PI’s & Admins
- HR has created a website with additional information
  - [http://hr.uconn.edu/2016-flsa-changes/](http://hr.uconn.edu/2016-flsa-changes/)
Effort Reporting Update
Effort Reports

• Spring 2016 reports are due 11/2 – Just one week away!

• Summer 2016 reports will be released the first week in November
  – Close to the deadline of Spring reports due to the holidays....would like to give enough time to certify before the holiday break
  – Be aware of any stragglers in your worklist
ERC System Enhancements

- Date Assigned Field added to Work List for easier sorting
ERC System Enhancements

- Indicator of default certifier – the person(s) who will receive the automated reminder emails
  - For example, Staff Members default to the PI for certification

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<th>Assign Date</th>
<th>Action Date</th>
<th>Action</th>
<th>Comments</th>
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ERC System Enhancements

- Department Level Statistics - Shows Returned and also Fully Approved

School Level Status Report for College of Agriculture, Health and Natural Resources, Spring 2016

This reporting period includes Effort Reports for Faculty and Professional Staff for Spring 2016 (01/08/2016 - 05/19/2016).

<table>
<thead>
<tr>
<th>Department</th>
<th>Initial Due Date</th>
<th>Reports Sent</th>
<th>Reports Returned to SPS</th>
<th>Returned to SPS Rate</th>
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ERC System Enhancements

- Export to Excel from Department Level Status Report
  - The Excel file also includes a field listing all the current individuals reviewing the report
ERC System Enhancements

- **Initial Department Review:** Compare Paid and Cost Shared Effort Prior to releasing to the PI
  - Was the employee paid as planned?
  - Does cost share need to be added?
  - Have all commitment updates been recorded?
  - If the Actual Effort matches the Total Calculated Effort will the commitments be met?

<table>
<thead>
<tr>
<th>InfoEd Proposal#</th>
<th>Project Title</th>
<th>Paid Amount</th>
<th>Paid Effort</th>
<th>Cost Shared Effort</th>
<th>Total Calculated Effort</th>
<th>Current Commitments</th>
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<td>Total Calculated Effort 8%</td>
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<td>Cost Shared Effort 5%</td>
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<td>Actual Effort 0%</td>
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ERC System Enhancements

- Final Department Review: Compare Paid and Cost Shared Effort prior to accepting certified report
  - Students:
    - Actual Effort = Calculated Effort?
  - Faculty/Staff:
    - Actual Effort = Calculated Effort?
    - Actual Effort > Committed Effort?

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<tr>
<th>InfoEd Proposal#</th>
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<th>Paid Effort</th>
<th>Cost Shared Effort</th>
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Accruals for 9 & 10 Month Faculty

• For the 12 faculty with over 75% grant effort in AY2015-2016:
  – Final year-end reconciliation is complete
  – Three faculty needed minor adjustments which are in the process of being approved
  – Any outstanding effort reports for AY15-16 will be generated and distributed in the next couple weeks
Automated Accruals Update

• First Pay from Core-CT and first Accrual posted on 10/18/2016 for Pay Period Ending 9/29/2016

• Accruals will post along with Pay transactions on the 2nd Monday following the end of the pay period (visible in KFS & KFDM on Tuesday)
  – For example: Pay & Accruals for Pay Period Ending 10/13/2016 will post on Monday 10/24/2016

• Any questions, email FacultyAccrual@uconn.edu
KFS Pay & Accrual Transaction Details

Example: 9 Month Faculty @ $130,000 annual salary

Academic Year (8/23-5/22)

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Summer(5/23-8/22)

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Note: When reporting on the detailed transactions, include the Document Number if you want to separate paid expense vs. accrual expense. Otherwise, transactions will be summarized to show the full earned expense for the account.
Timing of the Posting of KFS Salary Transactions

Current Process

- Amount Paid & Posted in Academic Year
  - 8/23-5/22
  - 5/23-8/22

Process with Accruals

- Entire Amount Posts in Academic Year
  - 8/23-5/22
- Amount Accrued in Academic Year (Paid to Employee in Summer)
- Amount Received in Pay Check during Academic Year
Pre-Award Reminders

- **New IPR Form**
  - New forms became available on **Monday, October 3rd**
  - SPS will accept either the old or new forms through **Friday, October 28th**
  - New forms will be required on **Monday, October 31st**

- **New Cost Sharing Form**
  - Only required if cost sharing is included in the application
  - Approvals can be obtained with a signature, email or other written form

- **New Indirect Cost (F&A) Rate**
  - New rates are effective July 1, 2016
  - Proposals received by Pre-Award after 5pm on **October 14th** must use the new rates
  - Proposals received by Pre-Award prior to October 14th, can use previous rates
  - Existing Awards will continue to be charged at current rate (no change)
Adjourn

• GATV Update

• Questions?

• Upcoming SPA Meetings:
  – November 30th 9:30 – 11:00
    • Dodd Center, Konover Auditorium
  – January 11th 9:30 – 11:00
    • Laurel Hall, Room 202