Sponsored Program Administrators Meeting

September 18, 2019
Draft FDA Guidance...

in regards to diversity in clinical trials

With Dr. Wesley Byerly
Concur Travel and Expense

OVPR SPA Meeting

September 2019
Concur Travel and Expense

Agenda

1. Procurement Reorganization
2. What is Concur?
3. Concur Request
4. Concur Travel
5. Concur Expense
6. Travel Card Program
7. Project Timeline
8. Questions and Comments
What is Concur?

UCONN will be deploying SAP Concur, a cloud-based Travel & Expense management software application. Concur allows for business travelers to capture their entire trip in one single application from the travel pre-approval, travel booking, and expense reimbursement.

UCONN will be deploying the following modules:

- **Request:** module used to seek pre-approval for travel.
- **Travel:** Concur’s online booking tool.
- **Expense:** module used to record business expenses – includes out-of-pocket expenses as well as University Card products (Travel Cards and Pro-Cards)
**Concur Travel and Expense**

**Concur Request**

The Request module will be used by UCONN travelers to seek Travel pre-approval. Formal pre-approvals will provide an avenue for employees to request travel in an easy to use system and allow the fiscal officers the ability to approve the budget for the trip.

<table>
<thead>
<tr>
<th>Trip Type</th>
<th>Employee</th>
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<tr>
<td>In-State (Without Segments*)&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Not Required&lt;sup&gt;2&lt;/sup&gt;</td>
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<td>In-State (With Segments*)</td>
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* Segments include airfare, hotel, car rental, and/or rail (excludes commuter rail)

<sup>1</sup> Trip Type cannot be selected if Request includes any Segments (Air, Hotel, Car Rental, Rail)

<sup>2</sup> System will allow them to submit a Request for Duty of Care Purposes
Concur Travel and Expense

Concur Request

In addition to Pre-Approval, the Request module in Concur can be used to obtain the following:

- **Guest Travel Bookings:** University employees will be able to request pre-approval for guest travel via Concur. Once approved, the employee will call Key Travel to book on behalf of the guest.

- **Bradley Parking Pass:** automated notification to Travel team upon approved Travel Request

- **Cash Advances:** rules and amount limitations will be configured into Concur to ensure amounts requested are in line with UCONN’s travel policy
Concur Request – Duty of Care
The final important piece of the request module is functionality related to Duty of Care.

- Duty of Care enables UConn to know where employees and students will be traveling to, and in the case of an emergency, communicate with travelers to ensure their safety and/or provide safety instructions.

- The location of the traveler can be determined in a variety of ways:
  - Based on the dates/times/locations entered on the pre-approval request.
  - Based on the uploaded itinerary from a traveler who booked outside the system.
  - Based on the employee initiating a “ping” in Concur to alert the system to their current location.
Concur Travel and Expense

Concur Travel
The Concur solution provides employees a commercial look and feel to book pre-approved travel directly online. This process is backed by the travel management company, Key Travel. Concur, with the help of Key Travel, will provide:

• A broad inventory of global booking options for airfare, hotels, car rentals, and rail travel
• Reports and real-time information to guide informed travel decisions
• Travel planning that ensures employees are compliant with University policy
• Mobile applications which provide a streamlined travel experience
• 24/7 customer service utilizing Key Travel employees for complex travel bookings as well as emergencies while travelling.
Concur Travel and Expense

Concur Expense
Concur’s Expense module will be used for entry and approval of all expense reports. With the use of “Audit Rules” travelers and approvers will be notified of potential issues when completing and reviewing expense reports.

Key Highlights of Concur Expense include:
• Daily interface with University Card provider, importing all expenses into Concur for processing and enhanced transparency.
• T&E Policy enforcement – Concur can identify when receipts are required, when limits have been exceeded, etc.
• Electronic Receipt Capture – Simply take a picture of a receipt and upload it to the expense report.
• Automated Workflow – Expense reports are routed based on employee profile and specific report criteria.
Travel Card Program
As part of the Concur implementation, UConn will be administering a new Travel Card program.

Key Highlights of the T-Card Program include:
• The travel card program will be company bill company pay and linked to the traveler’s profile.

• Travel Cards will be issued to University faculty and staff when approved by their supervisor and a dean, director, or department head.

• A direct feed from JPMC to Concur will allow travelers to see their Travel Card transactions on a daily basis and easily apply them to expense reports. One expense report will be submitted per trip.

• Pro-Cards will remain in place and will also be integrated into Concur with a module called Company Billed Statements. Some faculty and staff may be responsible for two separate cards: one for purchasing and one for travel.
Concur Travel and Expense

Project Pilot and Milestone Timeline

To make this project successful, it is necessary to conduct a pilot of the software before rolling it out to the entire University community. We appreciate the willingness of the following departments to be involved in this program:

- Admissions
- School of Business
- CLAS (EEB, STAT, COMM)
- Athletics
- ITS

- Production Validation: Sept 9, 2019
- Pilot Go-Live: Oct 15, 2019
- Pilot Go-Live Support: Oct 21, 2019
- Full Campus Training: Dec 2, 2019
- Full Go-Live: Dec 4, 2019

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Concur Travel and Expense

Project Timeline

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<th>2019</th>
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- Project Kick Off
- System Configuration
- Integration Development
- Travel Policy Review and Revisions
- User Acceptance Testing
- Initial Go-Live
- Full Campus Rollout
- Project Rollout
- End User Training
- Change Management

Today
Thank you for your time and attention!

Questions?

Contact Us Through Our Project Mailbox: Travel.Project@uconn.edu

Visit Our Website: https://concurproject.uconn.edu
Training Update

• CRA Study Group - meets weekly
• NSF Book Club – once a month
• SPA Series – Minutes, Moments, Meetings, and Movies
• Introduction to Research Administration
• NCURA Videos on the Website
Current Status: Report submitted July 26, 2019
Waiting to hear if we will undergo a full audit...

NSF AUDIT [ UPDATE ]

462 Documents Sent
16,250 Reconciliations Completed
5 Months
107,504 Transactions Submitted

THE GOOD

STRONG BUDGET JUSTIFICATIONS
GOOD PROCEDURES
STRONG PARTNERSHIPS AND COLLABORATIONS
Human Fetal Tissue Use

Applications that propose HFT:

• Must include a justification within the Research Strategy
• Use a detailed budget with additional information in the budget justification

Prior approval is *required* before use if HFT is not included *and* approved in the proposal

NIH reminds applicants and recipients:

- other support includes **all resources** made available to a researcher in support of and/or related to **all of their research endeavors**, regardless of whether or not they have monetary value and regardless of whether or not they are based at the institution the researcher identifies for the current grant.

### NIH Update – Other Support

<table>
<thead>
<tr>
<th>In addition to UConn Sponsored Projects, documentation includes:</th>
<th>Start-up funds received from entities other than UCONN</th>
<th>Lab space, materials and staff available to you at other institutions</th>
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<tbody>
<tr>
<td>Affiliations (even if described as honorary or adjunct) with foreign entities or governments, including talent programs</td>
<td>Grants and contracts through other institutions, including foreign countries regardless of whether or not you are receiving salary or similar compensation</td>
<td>Gifts directly used to subsidize expenses related to your NIH-funded project (other gifts do not need to be disclosed)</td>
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<td>Visiting faculty, scholars, post-docs or scientists supported from foreign resources who are participating in your NIH project</td>
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ORCID iD will soon be required

- NIH, CDC, and AHRQ will begin requiring an ORCID iD (Open Researcher and Contributor Identification) linked to eRA Commons account.
- ID will be required for individuals supported by training fellowship, career development and other research education awards.
- xTrain appointments WILL NOT BE ACCEPTED if potential appointees do not have an ORCID iD linked to their eRA personal profile – effective OCTOBER 1, 2019.
- Will apply to individual fellowship and career development applications submitted for receipt dates on or after January 25, 2020.
- NIH encourages everyone from graduate students to senior scientists to register for an ORCID account and link it to their eRA Commons personal profile.
Post-Award Updates

Cost Transfers Over 90 Days

- Requires Associate Director level approval
- ~80% are payroll – Be proactive, work with PI to plan payroll regularly
Post-Award Updates

Unused Airline Tickets

- Travel audit identified unused tickets
- SPS will be reaching out to potentially remove charges
- Going forward, a review will be conducted monthly
- If you are aware of unused tickets, reach out to SPS proactively to remove
• Review for accuracy
(invoice should match HuskyBuy)
Subaward Invoice Review

• Follow-up with PI to ensure timely approval
Subaward Invoice Review

• Escalate issues or concerns to SPS
Policy Updates

Sponsored Award Closeouts

Effort on Sponsored Program Activities

Governing and Cost Accounting Standards

Cost Sharing
Have a question or topic you would like covered at the SPA Meetings?
Email brenda.lowther@uchc.edu