Sponsored Program Administrators Meeting

September 16, 2020
Commitment Change Forms (CCFs) notify Post Award of changes in relation to the existing effort commitments made to the sponsor.

Timely CCFs allow for:

- alignment of commitments with the effort reporting period
- ensuring that commitments to sponsors are met
- prior notification to and/or approval from the sponsor (if needed)

**Change in Personnel:**
Senior members need to modify or eliminate their effort due to:

- Leave of Absence/Sabbatical
- Termination
- New effort commitments on other activities

**Change in Plan Indicated in Budget:**
Senior members do not work as indicated in the budget, for example:

- Change from Paid to Cost Share
- Shift from Summer to Academic Year
- Complete annual commitment in one semester instead of over full Academic Year
Effort Reporting: Commitment Change Forms

**WHO** is changing their effort?

**WHAT** project is changing?

**WHY** is the change happening?

**WHEN** will the effort take place? List dates or semesters.

**WHERE** was the effort currently scheduled? List dates or semesters.

**HOW** is the revised effort being compensated?
Effort Reporting Generation and Faculty Accruals

Getting effort report distribution back on schedule
- Fall 2019 effort reports have been released
- Spring 2020 will be coming soon
- Summer 2020 shortly afterwards

9/10 Month Faculty Accruals
- Last week’s pay (PPE_08/27/2020) was 1st pay for Academic Year 2020-2021
- Faculty salary increases were effective 8/23/2020
- Exactly 26 pay periods in AY2020-21
- New standard accrual rates each year (9 month – 0.333333; 10 month - 0.198157)
Beginning in October 2020 (HRSA) and January 2021 (NIH), *grant recipients will be required to submit the SF-425 Federal Financial Report (FFR) in the Payment Management System (PMS)* as opposed to the Electronic Handbook (EHB) or eRA Commons/FFR Module.
NIH & HRSA Transition to Payment Management System (cont.)

- Timing on closeouts needs to improve in order to avoid rejected FFRs/inability to draw funds.
- Finalize expenditures early (payroll, procard, cost transfers, unallowable/after the end date, etc.)
- Continuation account parameter has been changed to 90 days from 45 days to assist

- Charges **MUST** be on appropriate grant account and cash drawn/received from sponsor **BEFORE** the FFR can be submitted. If cash is not drawn and received, FFRs will be rejected.
No-Cost Extension Request Form Updates

Form has been updated to:

- Identify if this is the first extension request. Subsequent extension requests often require additional documentation to be submitted (budget, justification, progress report, etc.)

- Clarify why the additional time is needed. This should outline the work that needs to be completed (Reminder: Funds remaining in the account is not an acceptable justification for requesting an extension)
Review provides an opportunity for the PI to verify adherence to the scope of work and budget, and confirm their satisfaction with the subrecipient’s performance.

The FO and PI must review and approve the subrecipient’s invoices.

The PI must approve each invoice for payment in HuskyBuy (this cannot be delegated).
Common Subaward Invoice Issues

- Invoice amount entered was incorrect
  - $29,091.74 invoice was entered, approved and paid as $229,091.74 (Aug 20)
  - Cumulative amount is entered rather than current amount due
  - Total invoice amount does not equal sum of costs listed by category
- The Purchase Order number was not indicated on the invoice
- The invoice was applied to the wrong Purchase Order and Grant
- The invoice does not provide categorical breakdown of expenditures
- Cumulative invoiced amount exceed total authorized amount
- The expenses were not incurred within the subaward period of performance
- The invoice cost categories were not included in the subaward budget (i.e., equipment, travel)
KFS Upgrade – Non-Payroll Cost Transfers

• KFS Upgrade going live Sept 26th
• General Error Correction will be replaced by General Ledger Transfer (GLT)
• A tutorial video for the features of the GLT edoc is available
• What does this mean for Non-Payroll Cost Transfers?
  • Effective Sept 26th, Department will initiate non-payroll cost transfers within KFS instead of submitting a Cost Transfer Webform
  • GLT will contain a revised version of the questions on the Webform as well as the current certification statement
  • Webforms for Non-Payroll Cost Transfers will be accepted through Oct 31st
KFS Upgrade – Non-Payroll Cost Transfers

Benefits of the GLT

- Cost Transfers will be reflected as pending entries immediately which will provide a more accurate account balance
- Reduces the risk of duplicate entries being processed
- Provides visibility of the GLT status via the KFS workflow
- Eliminates keying errors/typos
## Training Dates

<table>
<thead>
<tr>
<th>NSF Book Club</th>
<th>NIH Book Club</th>
<th>CRA Study Group</th>
<th>2020-2021 SPA Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesdays 10:00 am</strong></td>
<td><strong>Thursdays 10:00 am</strong></td>
<td><strong>Testing – November 1 – 30</strong> $385.00</td>
<td><strong>Wednesdays 10:30 am</strong></td>
</tr>
<tr>
<td>September 22</td>
<td>September 24</td>
<td>CRA Materials are in HuskyCT</td>
<td>October 21</td>
</tr>
<tr>
<td>October 20</td>
<td>October 22</td>
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<td>November 18</td>
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<td>November 17</td>
<td>November 19</td>
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<td>December 16</td>
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<tr>
<td>December 15</td>
<td>December 17</td>
<td>Email <a href="mailto:brenda.Lowther@uchc.edu">brenda.Lowther@uchc.edu</a> for more information</td>
<td>January 20</td>
</tr>
</tbody>
</table>

Email brenda.Lowther@uchc.edu for more information