Sponsored Program Administrators Meeting

November 18, 2020
Thank you to all our department administrators!
All AMS SSRS Reports were migrated to a new server recently, which resulted in a new webpage

1. There is no impact to you, if you normally access the report from General Links in AMS (on the bottom left)

2. If you saved the webpage in your Favorites, please update the link to: http://sql-rptpro-2017.uchc.net/Reports/browse/Research%20Finance
   The old link has been disabled and no longer work
Reminder about some useful reports for managing grants
Detailed information and noted requested documents for your request are required.

Incomplete information does not meet cost accounting standards, and results in delays in approval and processing.
LDCAS PROCESSED ANNUALY:

- FY 2018 - 553
- FY 2019 - 565
- FY 2020 - 518 70% related to Sponsored Projects
- FY 2021 - 296 through PP 12 = 640!! 80% related to Sponsored Projects

PROCESS FLOW:

DA → SPS → PI → DEAN → FINANCE/BUDGET → PROCESSOR
2002-07: Cost Transfers and Payroll Reallocations

• Transfers must be supported by:
  1. Documentation that contains a detailed explanation of how the error occurred and;
  2. A certification of the correctness of the charge to or from the project account to or from which the transfer is being made. Explanations such as "to correct an error," or "to transfer to correct project" are unacceptable.

• PI’s approval of the LDCA certifies:
  1. The cost is a proper and allowable charge to the project;
  2. The cost is allocable and provides a direct benefit to the project
LDCA PROCESSING – ISSUES NOTED

EPAF and LDCA processed too soon or too close together:

NEW GRANT STARTS: 10/01/2020
EPAF DUE IN HR: 10/06/20
• RESULT SHOULD BE OK
  NEW GRANT STARTS: 10/01/2020
  EPAF RECEIVED IN HR: 11/17/2020 – EFFECTIVE 11/06/2020
  LDCA ISSUED TO CORRECT PAYROLL BACK TO 10/01/20: REQUESTED 11/17/2020
• POTENTIAL ISSUE: PAYROLL FOR PP11 (10/23/20 – 11/05/20) HITS BANNER ON 11/20/20 – DEPARTMENT AND SPS MIGHT MISS THIS

RECOMMENDATIONS:
• Review Effort Commitments with PI on a timely basis;
• Follow up with EPAF to ensure it is posted on the appropriate date;
• IF LDCA is necessary, wait until payroll posts beyond date of requested EPAF;
"PLEASE EXTEND THROUGH PAY PERIOD 10"

NEW GRANT G500246 REPLACES G500123: 10/01/2020
EPAF PROCESSED 100% EFFORT: 10/23/2020
LDCA ISSUED TO CORRECT PAYROLL 10/01/20 – 10/23/2020 (PAYPERIODS 9 & 10)

LDCA REQUESTED 10/31: PLEASE MOVE 60% EFFORT IN PP09 FROM 500123 TO 500246
AND EXTEND TO PP10 (YOUR ASSUMPTION IS 100% EFFORT WILL BE MOVED FOR PP10).
“PLEASE EXTEND THROUGH PAY PERIOD 10”

POTENTIAL ISSUE: PAYROLL FOR PAY PERIOD 10 DOES NOT POST UNTIL 11/06
(PAYROLL DISTRIBUTION FOR PP10 WILL REFLECT ON LDCA AS 0%).

• UNLESS THE DISTRIBUTION FOR PAY PERIOD 10 IS MADE CLEAR IN THE
  NOTES, THE LDCA WILL BE PROCESSED AS REQUESTED: 60% ON GRANT
  G500246 AND 40% ON G500123 – THIS IS INCORRECT
“PLEASE EXTEND THROUGH PAY PERIOD 10”

RECOMMENDATIONS:

• Review Effort Commitments with PI on a timely basis;
• Request a pre-award fund;
• IF LDCA is necessary, wait until payroll posts beyond date of requested EPAF;
• If you decide to process an LDCA, ensure that the distribution is clearly indicated in the notes field of the LDCA.
**LDCA PROCESSING - ISSUES NOTED**

**LDCA#: 4231, POS: Q32162, FY: 2021**
**NAME: Rashmi Bansal, B#: B00034888**
**Initiator: Diana Mikulak**

**Initiator Comment:** Rashmi Bansal's effort for 500653 transferred to cost share fund C50653 as well as reduced from 15% to 5% effective 7/1/2020, please change FY21 PP2 efforts to 13.5% 500653, 0.5% C50653 and 1% U10100, change effort for PP3 to 0% 500653, 5% C50653 and 10% U10100; epaf was changed in system effective 7/17/2020

**R.F. Comment:** Approved EAB 7/21/2020

**LDCA# 4231, QTR1 for Rashmi Bansal in 2021, Pos: Q32162, B# B00034888, DA: Diana Mikulak**

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<th>FOPAL Info.</th>
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<th>PP2 06/19/20 07/02/20</th>
<th>PP3 07/03/20 07/16/20</th>
<th>PP4 07/17/20 07/30/20</th>
<th>PP5 07/31/20 08/13/20</th>
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**Pay Totals:**

| PP | 100 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
OTHER ISSUES / RED FLAGS:

• MULTIPLE LDCAS COVERING THE SAME PERIOD
• LDCA CONTRADICTS EPAF
• NEW LDCA CONTRADICTS A PRIOR LDCA

RECOMMENDATIONS:

• When processing an LDCA, take the time to review the entire payroll distribution to ensure that all corrections are processed with one LDCA;
• Utilize the paycycle calculator to assist with effort distribution when payroll is split within a period;
• Any LDCA on a certified effort report will only be accepted if the effort is found to be unsubstantiated and moved to a non-sponsored fund;
• If have a question about an LDCA, call your project accountant.
TIMELY REVIEW OF EFFORT REPORTS IS CRITICAL:

• Effort Report procedures require effort reports to be certified within 60 days of issuance = 30 days for the administrator and 30 days for PI.

• Given that a LDCA might take two weeks to process, rejecting effort reports in the final week of review will delay distribution to the PI until the following paycycle.
# UConn Sponsored Program Metrics

## Year-to-Date Comparison

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Proposal Submission Update

OVPR Faculty Survey

On October 23, 2020 a survey was sent out to faculty and PI’s who submitted a proposal to SPS at Storrs or UConn Health in the last two years.

Faculty Survey Results
REMINDERS

All SPA meetings will be held at 2:00 pm and will be online until further notice.

• December 16, 2020
• January 20, 2021
• February 17, 2021
• March 17, 2021
• April 21, 2021
• May 19, 2021

For All
Of You!