Grant Coordinators Meeting
Minutes

April 16, 2015
10:00am-12:00pm
Simons Auditorium

- Introduction of new research administrators
- Personnel Action Form (PAF) (Anita Abel and Kara Wozniak)
- NIH Biosketch format changes required for submissions on or after May 25 (Nancy Biles)
- Metrics on award processing (Anita Abel and Mishelle Denton)
- Provisional accounts (Anita Abel)
- PI approval of invoices (Elena Semyonova-Smith)
- Email contact information for various systems (Robert Kerley)
- Effort Certifications status update (Alicia Reed)
- NSF Audit Update (Alicia Reed)

Open Forum

Announcements:

Thursday Research Topics (TRT) Simons Auditorium, 11:00-11:40am
- May 14 – Administering Service Rates
- June 11 – Cost Share/Matching Processes
- July 9 – Fixed-Price Residual Policy
- August 13 – Payroll Adjustment Forms (PAFs)

Future Grant Coordinators meeting dates for 2015 (Simons Auditorium, 10:30-noon):
- July 23
- November 19
BEFORE YOU START THE PAF

- Make sure your project has been set up. (If your project is not yet in DEMIS, we cannot process payroll requests)
- Check that your project hasn’t ended.
- Verify that the type of salary expense you are using has a funding line open.
- Check your non-grant funded lines.
- Remember that payroll periods start on Sunday.
- Please be sure to allot enough time for KUCR to conduct our review prior to any established HR deadlines.

Note: The KUCR payroll staff cannot add lines to the budget or extend end dates – these requests must go through your Post Award Team.
COMPLETING THE PAF

- Verify that the Personal Action fields have been completed accurately. (HR Dept, Post#, Empl ID, Name)
- Check the Office of Research box, if KUCR funds are being used.
- Supporting documentation, including emails should be attached. (Please don’t copy emails directly into the comment box)
- If pool funded please provide the pool id. If a new pool id is needed please annotate “NEW” in the field.
- If you know your project will be ending soon please be sure to change your funding to avoid payroll being charged to the project after it has ended.
- Summer Salary forms should also include a funding row for the when the employee is returning to contract pay.
PAFs with Errors

KUCR will be routing back any PAF that has an error/issue that prohibits us from processing it. When routing back a PAF we will make a note of the issue in the comments box for your review.
RFAs

• Be sure you have completed all the necessary steps outlined above for completing a PAF. (Projects are not closed, funding lines are open, etc.)
• The funding section of the PAF should reflect exactly how you want the funding to look when the RFA has been processed.
• If the RFA covers multiple previously keyed funding rows, please be sure your PAF lists out each funding row that will be affected.
• RFAs will not change current pay period funding. A separate funding change PAF should be submitted to update the current funding.
RFAs - Continued

Gross and Fringe Reports (G&F)

• Be sure to select all vouchers that will be affected by the RFA.
  • Always include all off-cycle vouchers and all RFA vouchers
  • Sort by True Pay End Date
  • Keep all vouchers that are in your RFA period and delete the rest from the G&F report
• Its helpful to annotate the date range of the RFA period on the bottom of the gross and fringe. (The first day of the change through the last day you want covered by the RFA)
• You must list at the bottom of the gross and fringe the total salary and fringe to be moved. Note where it was originally charged as well as where it being moved to.

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<th>Off Cyc</th>
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Please Move $11,538.48 salary and $3,286.94 fringe FROM 2600100-700 TO:

222334-908-KAN12345 5769.24 1643.47 7412.71
4433222-908-KAN54321 5769.24 1643.47 7412.71

Total: 11538.48 3286.94 14825.42
RFAs - Continued

Payroll Cost Transfer From (PCTF)

- Answer all questions on the PCTF
- PAF, G&F, & PCTF must all have the same date range for the RFA period.
- It is helpful to note on PCTF the total salary and fringe you are moving with the RFA, along with where the charge originally posted and where you intend to move it.
- Make sure the PCTF is signed. If the request is received over 90 days from when the charge was incurred, a department head signature is required.
Questions
Contact Information

Kara Wozniak – kwozniak@ku.edu
Pattie Shay – pshay@ku.edu
Anita Abel – aabel@ku.edu
### Reporting Period 02-14-2015 to 04/10/2015

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**Notes:**
1. Includes weekends
2. Many items were delayed due to additional information required by the PI/Dept especially in Compliance
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PI’s Portion of Subrecipient Monitoring

Post Award Services
KU Office of Research
Spring 2015
Subrecipient Monitoring in Uniform Guidance

2 CFR 200.330-200.332

• **200.330** Subrecipient and Contractor Determinations
• **200.331** Requirements for Pass-Through Entities
• **200.332** Fixed Amount Subawards
PI’s Portion of Subrecipient Monitoring:

2 CFR 200.330 - Pass-through entity (PTE) monitoring of the subrecipient must include:

(1) Reviewing financial and performance reports required by the pass-through entity.

• “I certify that satisfactory progress is being made by the subrecipient and this invoice is approved for payment”
PI’s Portion of Subrecipient Monitoring:

• Ensure that invoice requests appear consistent with the work performed
• Scientific disagreements and work performance disagreements.
• Late or slow invoices
Technical Portion of Subrecipient monitoring:

• Is the spending proportional to report?
  – If not, the PI should know why

• Expenditure review
  – Allowable, allocable, reasonable

• Is Cost Share provided timely?
For PeopleSoft queries, reports, nVision reports, Click (e-compliance) and other reporting needs, please begin using kucrdata@ku.edu. Emails sent to rgsp@ku.edu will be forwarded to kucrdata for the time being, and will be decommissioned within the next few months. Kucrdata is monitored by myself, Amanda Henry, Leanne Bodmer, and Adri Sadovsky. If we can’t assist then we will find someone who can.

As reminder, please continue to send PeopleSoft technical issues to FSKU@ku.edu, and helpdesk issues to tsc_youngberg@ku.edu or your unit’s TL.