

# Fiscal Onboarding OFFICE OF RESEARCH: PRE- AND POST-AWARD

**Bridget Duffy, Matthew Foran, Melissa Mullaney** 

UF Research Division of Sponsored Programs, Contracts and Grants Accounting



#### Your name

#### Where you work

How long you have been at UF

What is your ideal breakfast food?

#### UF

# Objectives

Learners will be able to:

Gain awareness of the Sponsored Programs Lifecycle

- State the key roles of Division of Sponsored Programs (DSP) and Contracts & Grants Accounting (C&G)
- Participate in short activities to build their knowledge base
- Contact DSP and C&G with questions about Sponsored Programs actions they encounter in their day-to-day jobs



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# Who is Division of Sponsored Programs (DSP)?





Review, approve, and submit proposals

Sign agreements for Sponsored Programs

Facilitate set-up of awards

Submit prior approvals and award modifications

UF

# Who is Contracts & Grants Accounting (C&G)?





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Responsible for invoicing & financial reporting Collect payments from sponsors

Provide fiscal guidance to departments

Facilitate audits

# We are here for you!

responsible federal nonfederal fiscal payment budget monitoring contract accounting contract money contract project resource management funding non-federal money Sponsor invoice subaward ufirst rebudget reconciliation invoicing audit expense dollars reconcile award financial guidance financials

# Navigating the **Research Lifecycle**



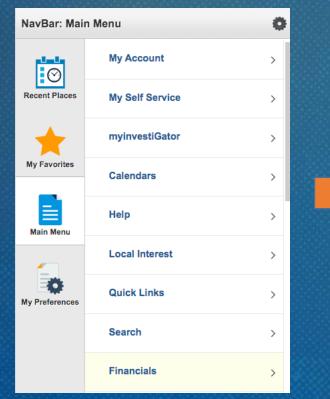
- UF has over \$1 Billion of research expenditures annually
- Approximately 5,000 active awards

UF

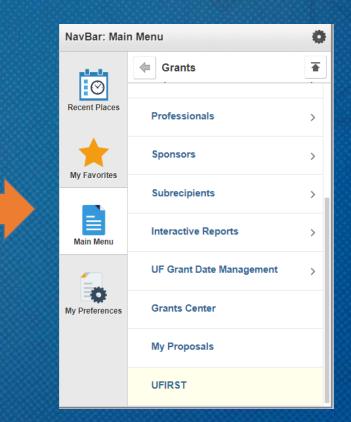
### UFIRST

#### University of Florida Integrated Research Support Tool

#### Navigation from myUFL to UFIRST:



NavBar: Mai	n Menu	0
والملو	Financials	
Recent Places	Purchasing	>
-	eProcurement	>
My Favorites	Services Procurement	>
	Grants	>
Main Menu	UF Financial Custom Apps	>



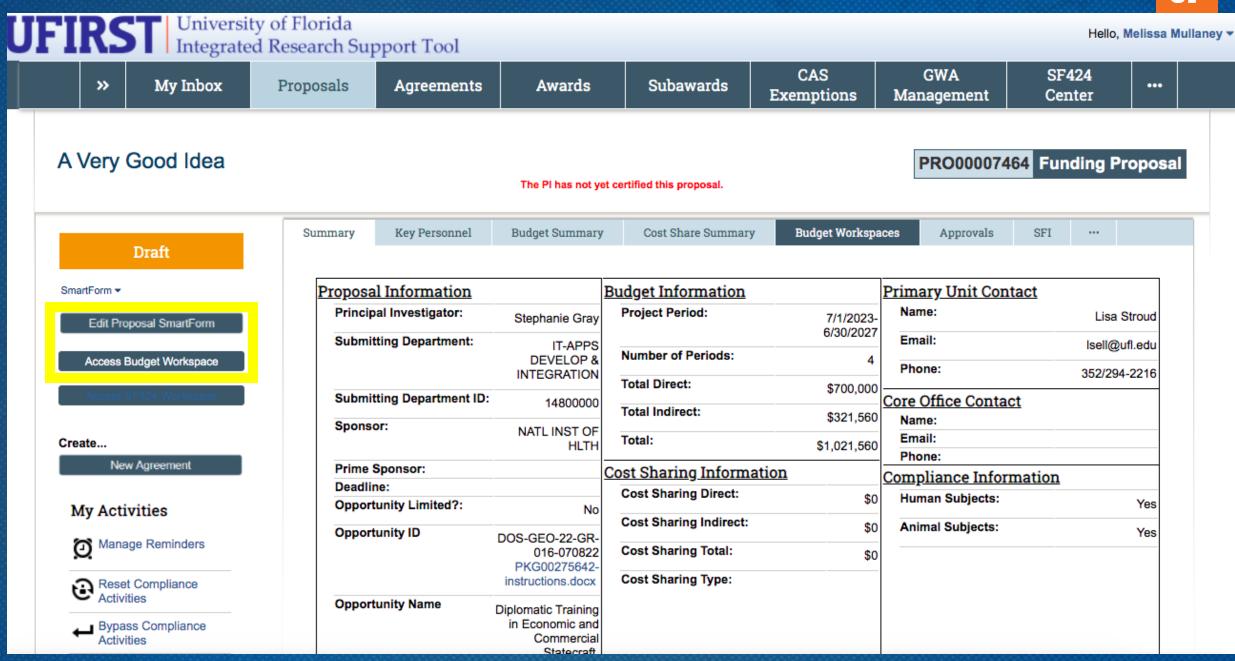
## Research Lifecycle: Submit Proposal

- Scope of Work
- Budget
- Budget Justification



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# PROPOSALS

# Proposal submission is a team effort!

- Pl
- Department / College Staff
- Sponsored Programs Office



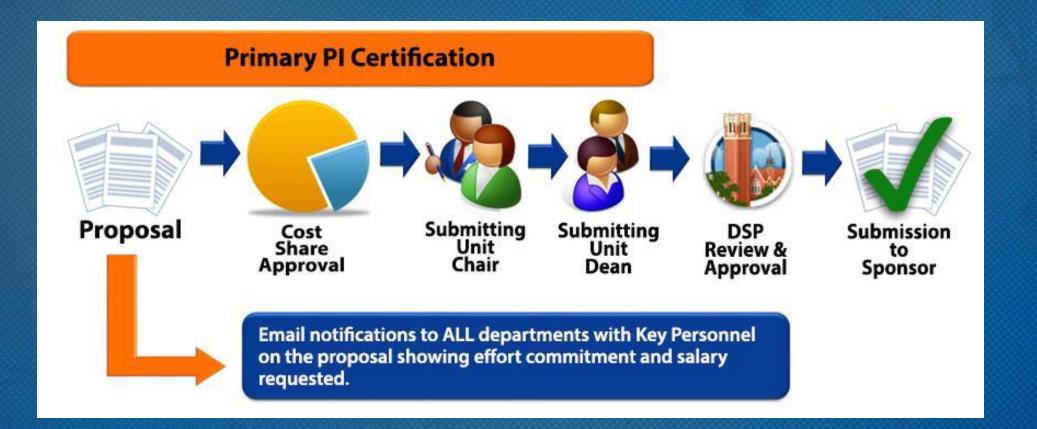
#### PROPOSALS

#### What's included in a budget?



When building a proposal, the budget is the best estimate of the funds needed to support the work.

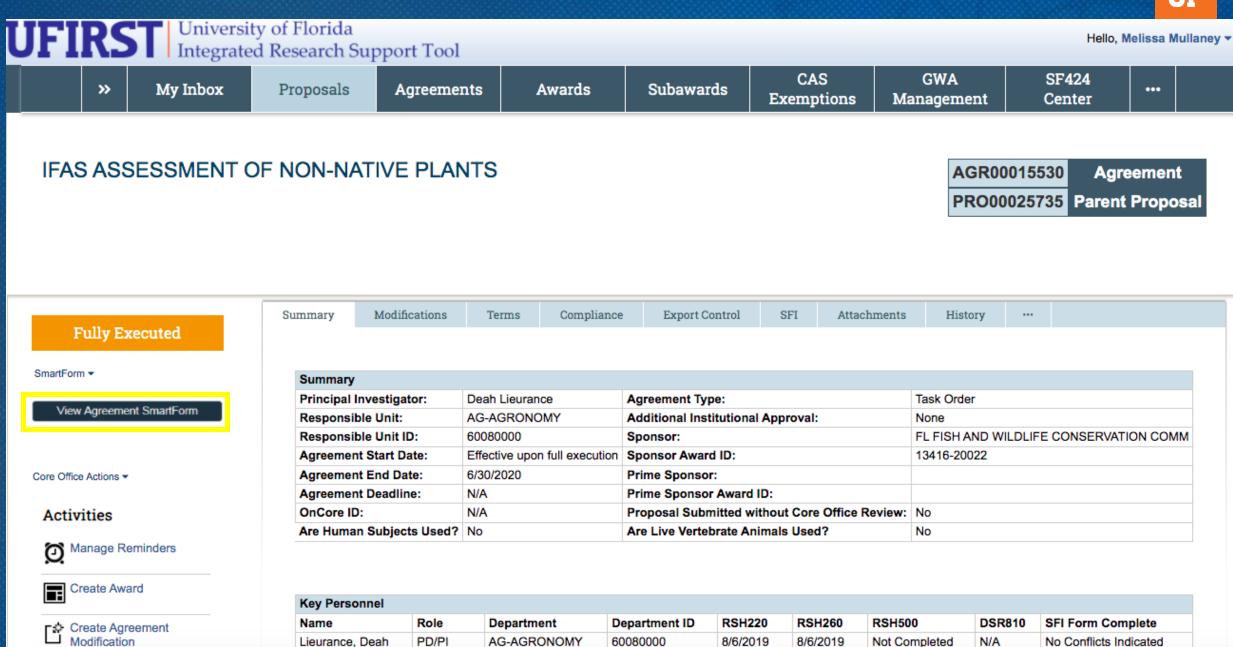
#### UFIRST



#### Research Lifecycle: Negotiate Agreement



\*ALL agreements are a compromise!



#### Research Lifecycle: Set Up Award

#### We have a new award!

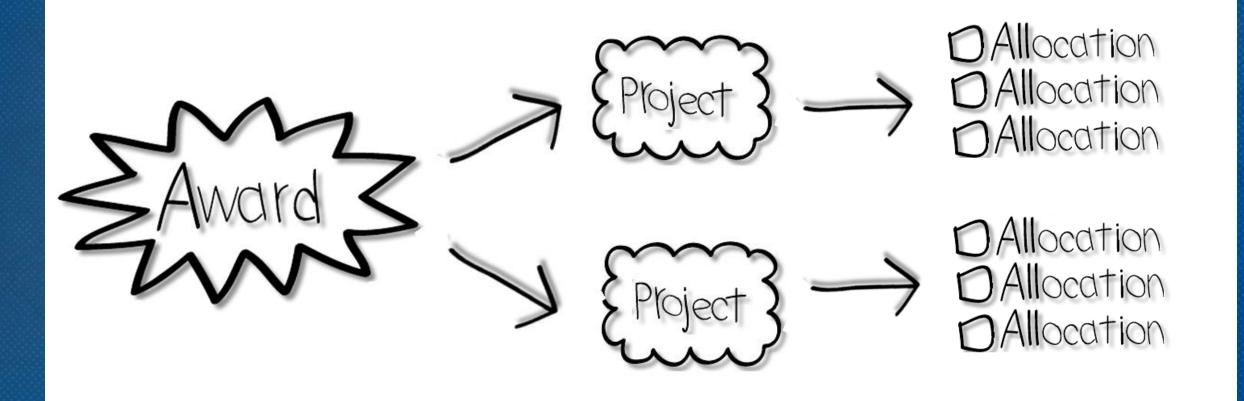


1. Set up in UFIRST – establish projects

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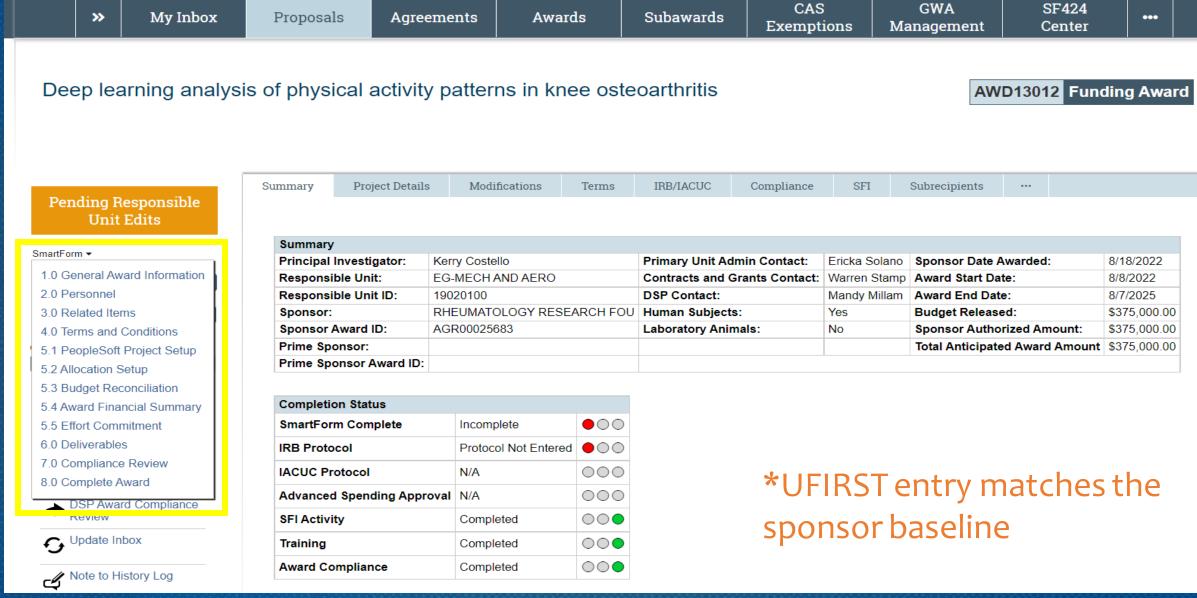
- 2. Integrate to myUFL establish chartfields
- 3. Begin working and spending

#### UFIRST



Hello, Melissa Mullaney -

UF



**UFIRST** University of Florida Integrated Research Support Tool



#### AWARD INTEGRATION

You have a fully executed award... let's get to spending!

C&G will integrate your award into myUFL. We will assign:

- KK level
- Chartfield / combo code



# **KK Levels**



# Why are KK levels important to me?

The KK level is the indicator for the type of spending restrictions your project has:

• KK Level 3 allows broad rebudgeting flexibility

• **KK Level 5** imposes restrictions on rebudgeting.

• **KK Level 6** has very restrictive rebudgeting language

#### myUFL

#### Project Summary Page

- Main Menu > Financial > Grants > Awards > Project Summary Page
- This provides a high-level overview of important project details. The header provides project demographic information and the lower section displays a summary of the project's finances.

Project ID:	P0207813	Contract:	AWD10014	Project Status:	Open

	Pro	oject Information		
Project Begin: 04/06/2021	Project End: 12/31	/2023	Department: 19070100	
Project Manager: Kaplan,Da	avid A	Role: PI		
Primary Project Titl	e: NWCA 2021		Project RSHA Type:	
	L DEPT OF ENVIRONME ROTECT	US ENVIRONMENTAL PRO AGCY		
Dept. Contact:	Em	ail:	Phone #:	
Project Attributes				
Attribute	Attribute Value	Description		
Attribute				
PURPOSE	RSCHA	Applied Research		

#### Budget Information

KK Budget Begin:	04/	06/2021 KK	Budget End:	12/31/2023 KK	Budget Level:	LEVEL5		
Cost Share Y/N:	Ν	Total Cost Sh	nare Committee	1: \$0.00				
		KK Budget	KK Expense	KK Available Balance	FA Rate Type:	RESON	Resrch On	
Sponsor Direct:		\$296,591.00 \$162,040.56		\$134,135.44	FA Base ID:	TDC	Total Direct Cost	
Sponsor F&A:		\$29,659.00	\$16,005.31	\$13,653.69	FA Informatio	on		
Total Sponsor Budget:		\$326.250.00	\$178.045.87	\$147,789,13	Effective D	ate 07/01/201	6 FA Rate 10.00 %	

#### **Chartfield String**

Project	Department	Fund Attribute	Program Name	Source of Funds	Budget Item
P0207813	19070100	201	2200	G000190	CRRNT

#### HR Account Code Chartfield Information

Account Code	Effective Date	Fund Code	Dept	Program Code	Account	Source of Funds	Budget Reference	EmplID	Flex	CRIS
00012513	04/06/2021	201	19070100	2200	600000	G000190	CRRNT			

#### Project Summary

### Research Lifecycle: Manage Award



#### Stewardship of sponsored funds to maintain public trust

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- Understand UF policies and procedures that impact sponsored projects
- Be aware of federal and state laws that govern funding

### **TERMS AND CONDITIONS**

- Understand the terms that apply to your award
- Know who to contact if you are not sure about something
- Always best to confirm, since one term may apply to a specific award that DOES NOT apply to another agreement/award



\*Contact DSP at ufawards@ufl.edu



# **Fiscal Monitoring**

Monitoring differs from reconciliation.

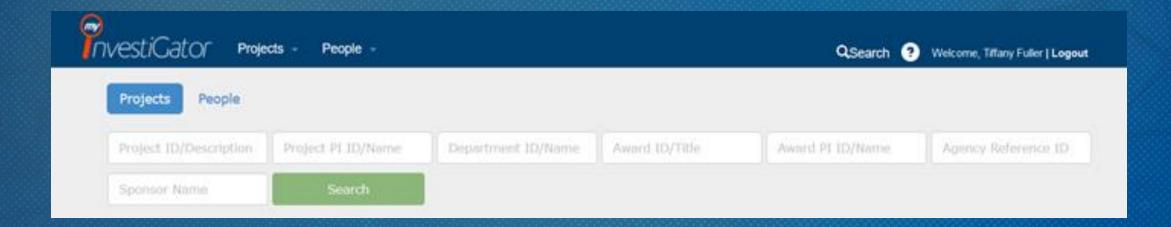
Monitoring is the added layer to ensure that sponsored project expenses conform to sponsor terms and conditions and benefit the defined scope of work.

#### What is Myinvestigator?

The online decision-support tool for sponsored projects. The navigation and information are geared specifically to principal investigators (PIs) with additional details available to administrators to assist with monitoring sponsored projects.

The tool is accessible through myUFL or directly at <u>https://myinvestigator.erp.ufl.edu</u>

#### In myinvestiGator, you can search for a project or a person.





Below is the project summary that will be displayed once you select the project. Simply click the highlighted arrow to view additional project demographics.

m InvestiGator Projects - People -			QSearch ? Welcome, Lauren Clarke   Logout
Project Summary: P0207813 - NWCA 2021			Budget End 12/31/2023
Sponsor: FL DEPT OF ENVIRONMENTAL PROTECT	PI: Kaplan,David A	PI UFID: 23101691	Project Dates: 04/06/2021-12/31/2023
Dept Name: EG-SCHOOL SUSTAIN INFRST ENVIR	Dept ID: 19070100	Chartfield String: G000190-2200-19070100-20	J1-P0207813
Award ID: AWD10014	Agency Reference ID: WQ171	Contract Type: Cost Reimbursable	<b>Budget level:</b> 5-Rebudgeting across categories requires prior approval
	Cost Share Required: \$0.00	F&A Base: Total Direct Cost F&A Rate: 10.00 %	Project Progress
	Met: \$0.00		52% of Time Spent
	Balance: \$0.00		55 % of Money Spent
			View Additional Graphical Analysis

Back to Portfolio Summ	ary Baseline View A	Adjust Budget Adjust Projec	ted Effort Commitments I	by Project People by Project	Show/Hide Columns	xport to Excel
Budget Category	Total Budget	Spent	Committed	Projected	Balance	Health
All Payroll	\$181,340.00	\$117,676.72	\$19,187.30	\$0.00	\$44,475.98	(111
Other Expenses	\$0.00	\$714.88	\$0.00	\$0.00	(\$714.88)	
Consultant Services	\$45,476.00	\$45,476.00	\$45,476.00	\$0.00	(\$45,476.00)	١
Materials & Supplies	\$7,275.00	\$1,757.34	\$0.00	\$0.00	\$5,517.66	
Tuition	\$44,500.00	\$31,149.30	\$0.00	\$0.00	\$13,350.70	٧
Domestic Travel	\$18,000.00	\$11,134.06	\$83.00	\$0.00	\$6,782.94	ø
Direct Total	\$296,591.00	\$207,908.30	\$64,746.30	\$0.00	\$23,936.40	٢
Indirect Total F&A	\$29,659.00	\$20,791.29	\$6,474.62	\$0.00	\$2,393.09	٧
Project Total	\$326,250.00	\$228,699.59	\$71,220.92	\$0.00	\$26,329.49	Ø



You can access the myinvestiGator help feature by selecting the "?" In the upper right hand corner of the screen.

Here you will find information on how to access the many tools that myiG provides!

This is one of the tools available to you for monitoring your projects!

QSearch ? Welcome

Welcome, Lauren Clarke | Logout

#### PrivestiGator

**Online Help** 

 myinvestiGator Overview

 Portfolio Summary

 Project Summary

 People Summary

 Payroll by Person

 Payroll by Person

 Payroll by Person detail

 Effort Commitments by Person

 Adjust Project

 Graphical Analysis page

 Transaction Summary

 Adjust Budget

 Adjust Projections

Removing Projects or People from a List

Showing and Hiding Columns Editing the Project Description

Entering Budget Adjustments Adding a Payroll Projection

Adding a Non-Payroll Projection

Exporting Data to Excel

Creating a List Renaming a List

> Office of Human Resource Services Training and Organizational Development UNIVERSITY of FLORIDA

## Invoicing & Financial Reporting

All invoicing and financial reporting will be completed by or in coordination with C&G. If you require financial information for a report or receive a request for an invoice or financial report, please reach out to your C&G accountant!

#### AWARD MODIFICATIONS



# \*What might need to change along the way?

\*Award Modifications in UFIRST include Prior Approval Requests and Internal Changes



### AWARD MODIFICATIONS

#### **Prior Approval**

We must request approval BEFORE making the anticipated change. Ask for permission rather than beg for forgiveness.

- Carryover
- Change in PI
- No Cost Extension
- Change of Scope, etc...



# \*Remember, the UFIRST entry matches the sponsor baseline for the life of the award

# Research Lifecycle: Close Award

- The key feature to any closeout is the on-time submission of all technical, financial, and other required reports to the sponsor.
- The department plays an important role in closeout! It is essential to:
  - begin reviews early
  - ensure charges are posted timely
  - ensure corrections are made timely
  - close any open encumbrances in a timely manner
- For more information about closeout, please refer to the UF Research webpage
  - https://research.ufl.edu/dsp/award-closeout.html

#### RESOURCES

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- Classes available on myTraining: <a href="http://mytraining.hr.ufl.edu/">http://mytraining.hr.ufl.edu/</a>
  - RSH 100 Sponsored Projects Overview
  - RSH 202 Solicitation Review & Proposal Development
  - RSH 203 Budget Development
  - RSH 279 UFIRST Introduction
  - RSH 280 UFIRST Proposals
  - RSH281 Grants.gov Submissions via UFIRST SF424
  - RSH282 UFIRST Awards
  - RSH 208 Post Award Management & Monitoring Best Practices
  - PST 130 Reconciliation
- HR Toolkits: <u>https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/financial-toolkits/grants/</u>
- RAFT Program: <u>https://learn-and-grow.hr.ufl.edu/courses-registration/sponsored-research-training/raft-research-administration-financials-training/</u>



# **Reporting Fraud**

If you are not sure if fraud is happening, talk to someone in Finance & Accounting, a trusted advisor, a supervisor, or someone you trust. To report potential legal, policy, or ethical conduct violations or concerns.

Anonymous Compliance Hotline: 1-877-556-5356 https://app.mycompliancereport.com/report.aspx?cid=uofl

University of Florida Compliance Hotline: <u>https://compliance.ufl.edu/uf-compliance-hotline-2/</u>

UF Controller's Office: 352-392-1321



Your PI wants to submit the following budget and budget justification to the National Institutes of Health (NIH).

Review the example budget and budget justification excerpts to find inconsistencies.

#### **Budget Form**

4	A.Sei	nior/Key	Person											
		Prefix	First Name	Middle Name	Last Name	Suffix	Project Role	Base Salary (\$)	Cal. Months	Acad. Months	Sum. Months	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
1	. [		Mike	D	Gator	Ph.D.	PD/PI	\$149,454.00	2.6			\$44,836.00	\$12,106.00	\$56,942.00
2	2.		Tupak		Griswald	Ph.D.	Post Doctoral Associate	\$56,880.00	12			\$56,880.00	\$6,655.00	\$63,535.00

#### **Budget Justification**

Mike Gator, Ph.D. (Principal Investigator; 3.6 calendar months). Dr. Gator will direct and coordinate the proposed studies. He will participate in the design and interpretation of experiments.

**Tupak Griswald**, **Ph.D.** (Postdoctoral fellow; 12 summer months). Dr. Griswald has worked in Dr. Gator's laboratory for 10 years and has 6+ years of experience working with the *Zip14* knockout mice that will be used in the proposed studies. She will help direct, execute, and interpret the studies described in Aims 1 and 3.

#### Budget Activity #1 (cont.) UF Rate agreement:

Resea	arch & Organizational	Development			UF						
with the training	G Organizational	Development			Fiscal Onboarding	SECTIO	ON I: FRINGE	BENEFIT RATE	S**		
SECTION I	: INDIRECT C	OST RATES			-	TYPE	FROM	TO	<u>RATE(%)</u>	LOCATION	APPLICABLE TO
RATE TYPES:	FIXED	FINAL P	ROV. (PROVISIONAL) PRED.	(PREDETERMINED)	_	FIXED	7/1/2023	6/30/2024	19.50		Clinical Faculty
						FIXED	7/1/2023	6/30/2024	29.30		Faculty
	EFFECTIVE P	ERIOD				FIXED	7/1/2023	6/30/2024	39.40	All	TEAMS/USPS Exempt
VDP	FROM	TO	RATE (%) LOCATION	APPLICABLE TO		FIXED	7/1/2023	6/30/2024	53.40	All	TEAMS/USPS Hourly
YPE	FROM					FIXED	7/1/2023	6/30/2024	21.50	All	House Staff/Clinical Post Docs
RED.	07/01/2019	06/30/2023	52.50 On-Campus	Organized Research		FIXED	7/1/2023	6/30/2024	11.80	All	Grad Asst & Post Docs
ED.	07/01/2019	06/30/2023	34.10 On-Campus	AREC (A)		FIXED	7/1/2023	6/30/2024	4.20	All	Other OPS/TEMP Faculty
			•		- d	FIXED	7/1/2023	6/30/2024	1.70	All	Student/OPS FWSP
PRED.	07/01/2019	06/30/2023	32.60 On-Campus	Other Sponsor Activities	ea	PROV.	7/1/2024	Until Amendeo	d		Use same rates and conditions as
PRED.	07/01/2019	06/30/2023	47.50 On-Campus	Instruction							those cited for fiscal year ending June 30, 2024.
RED.	07/01/2019	06/30/2023	26.00 Off-Campus	All Programs							June 50, 2024.
PROV.	07/01/2023	Until Amended		Use same rate and condition	s	** DESC	RIPTION OF FR	RINGE BENEFITS R	ATE BASE:		
				as those cite for fiscal ye		Salaries	and wages.				

ending

30, 2023.

June

#### Budget Justification:

UF fringe benefit rates are as follows: Faculty Benefits 27.0% Postdoctoral Fellow 11.7% Graduate Student 11.7%

Indirect Costs: UF's federally negotiated F&A rate for on campus research is 52.5%.



Your PI has a \$125,713.06 contract with the Florida Department of Agriculture and Consumer Services that is currently set up as KK 5.

They come to you with a question about a budget transfer.



Your PI has a \$125,713.06 contract with the Florida Department of Agriculture and Consumer Services that is currently set up as KK 5. You review the contract and see the following language:

"If the cumulative budget transfers from one approved budget category to another approved budget category meet or exceed 10%, prior approval, evidenced by contract amendment is required. Prior approval, evidenced by contract amendment, is required for: 1.) any transfers from an approved budget category to an unapproved budget category. An unapproved budget category is defined as having no funds allocated in the original Budget Plan. 2.) Any equipment purchases not noted in the original Budget Plan. Budget Plan and/or Scope of Work."

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"If the cumulative budget transfers from one approved budget category to another approved budget category meet or exceed 10%, prior approval, evidenced by contract amendment is required. Prior approval, evidenced by contract amendment, is required for: 1.) any transfers from an approved budget category to an unapproved budget category. An unapproved budget category is defined as having no funds allocated in the original Budget Plan. 2.) Any equipment purchases not noted in the original Budget Plan and/or Scope of Work."

Your PI would like to travel to a conference next month and it will cost about \$2,500. The PI would like to move \$2,500 from materials and supplies to domestic travel stating they won't need to purchase as much supplies as initially anticipated.

Budget Category	Total Budget	Spent	Committed	Projected	Balance	Health
All Payroll	\$67,001.00	\$15,250.56	\$17,437.78	\$0.00	\$34,312.66	1
Other Expenses	\$6,623.30	\$16.00	\$0.00	\$0.00	\$6,607.30	۰
Materials & Supplies	\$20,141.00	\$752.94	\$0.00	\$0.00	\$19,388.06	0
Tuition	\$24,344.00	\$6,730.95	\$0.00	\$0.00	\$17,613.05	Ø
Publication Costs	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00	0
Direct Total	\$119,159.30	\$22,750.45	\$17,437.78	\$0.00	\$78,971.07	Ø
Indirect Total F&A	\$6,553.76	\$1,251.27	\$959.08	\$0.00	\$4,343.41	Ø
Project Total	\$125,713.06	\$24,001.72	\$18,396.86	\$0.00	\$83,314.48	0



#### Your PI has a \$308,355.11 award with National Institutes of Health.

They come to you with a question about a budget transfer.

Your PI would like to publish two journal articles, which will cost about \$7,000 total. The PI would like to move \$7,000 from materials and supplies to publication costs, stating they won't need to purchase as much supplies as initially anticipated.

Project Summary: P0266054 - M	Budget End 07/31/20			
Sponsor: NATL INST OF HLTH NINDS	PI:	PI UFID:	Project Dates: 08/01/2022-07/31/2027	
Dept Name: MD-NEUROSURG BRAIN TUMOR	Dept ID: 29190700	Chartfield String: -		
Award ID:	Agency Reference ID: R01NS121075	Contract Type: Cost Reimbursable	mbursable <b>Budget level:</b> 3-Rebudgeting across categories allowable	
	Cost Share           Required:         \$0.00           Met:         \$0.00           Balance:         \$0.00	F&A Modified Total Direct Base: Cost F&A Rate: 52.50 %	Project Progress	
			0 % of Money Spent View Additional Graphical	

Analysis

Back to Portfolio Sum	mary Baseline View Ad	djust Budget Adjust Projected	Effort Commitments by Proje	ect People by Project	Show/Hide Columns	port to Excel
Budget Category	Total Budget	Spent	Committed	Projected	Balance	Health
All Payroll	\$123,451.05	\$0.00	\$0.00	\$0.00	\$123,451.05	
Other Expenses	\$54,350.00	\$0.00	\$0.00	\$0.00	\$54,350.00	
Materials & Supplies	\$64,350.00	\$0.00	\$0.00	\$0.00	\$64,350.00	
Animal	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	
Domestic Travel	\$2,475.00	\$0.00	\$0.00	\$0.00	\$2,475.00	
Direct Total	\$254,626.05	\$0.00	\$0.00	\$0.00	\$254,626.05	۲
Indirect Total F&A	\$133,679.06	\$0.00	\$0.00	\$0.00	\$133,679.06	۲
Project Total	\$388,305.11	\$0.00	\$0.00	\$0.00	\$388,305.11	۲

# Wrap Up

What was your biggest takeaway from today's session?

What information from today's session do you think you might use in your job? What would you like to learn more about?

Use the chat or unmute and share.



# Thank you for attending!

**Bridget Duffy** 

Grants Accountant b.duffy@ufl.edu 352-505-8576

#### **Matthew Foran**

Grants Accountant matthew.foran@ufl.edu 352-273-3102 Melissa Mullaney Sponsored Programs Training Manager gillelandm@ufl.edu 352-294-2217