Cornell University

Research Administration Forum

December 2013

A busy year!

- Continued enhancement of KFS and associated reporting
- NSF audit
- Workday deployment
- and more audits

Today's discussion will address some of what we learned from all of the above

NSF Audit: Analytic Approach

- Grantee supplies the population (either in its entirety, or the desired segment)
- Auditor examines and data mines population
- Auditor selects either judgmentally or statistically from the population
- Grantee supplies detail from the selection
- Audit reviews selection, iterates with grantee, and reports findings

Auditor has an opportunity to examine more transactions

Why us?

- FY12 OIG Work Plan: "Audits of Various Universities, Non-Profits, and For-Profit Entities

  "Ongoing and planned audits in FY 2012 will focus on whether costs charged to NSF awards are allowable, allocable, and reasonable and the adequacy of awardees' internal controls over the administration of NSF funds in compliance with Federal and NSF requirements."

- Cornell was third highest recipient of NSF funds in FY11

NSF Audit by the Numbers

- **Universe**
  - April 1, 2008 – June 30, 2011
  - $422,000,000
  - 466,000 transactions
- **"Examined" per HHS**
  - $116,000,000 direct cost dollars
  - 94,000 direct cost transactions
- **Findings**
  - $76,825 in direct cost dollars
  - Cornell concurs only on $23,665 and disputes extrapolation
  - $794,221 HHS extrapolation inclusive of F&A

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Audit Next Steps

- Implement corrective action for areas where we feel improvement is necessary
  - Policies
  - Training
  - Quality assurance
- Audit resolution
  - This process will determine our actual disallowance. This amount will not be generally publicized.

Business Purpose: Audit process has shown we need to do better

- If not already clear from the incorporated documentation each "business purpose" statement should provide the transaction's narrative and relate the activity to the award
  - What was bought (in plain English)
  - Why was it bought
  - How will it be used
- Do not simply rewrite information already in the document
- Remember, we need to demonstrate:
  - Reasonable
  - Necessary
  - Allocable
  - Consistent with award and regulations

Business Purpose Examples

- Rules of thumb:
  - A business purpose can usually be said in 12 words or less
  - It should fill in the missing pieces of the document
  - Special emphasis should be given to costs that would not normally appear on an award because they could be indirect or unallowable
  - Where costs are split the documentation can substantiate the allocation
- Specific examples on the following page.

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	Business Purpose Examples for Sponsored Awards	
Unacceptable	Acceptable	Notes
Lab Supplies	Reagents for USDA fungus project	The inclusion of title or sponsor helps tie it to a particular award
Notebook	Lab notebook to record results of NOAA rainfall study	
750ml Jack Daniels	Alcohol for administration to mice as part of NIH-funded fetal alcohol study	Additional description may be needed where item would normally be unallowable or indirect
Towels for Lab	Paper towels to preserve samples for NSF project	
Membership	Membership for American Microbiology Society to allow presentation of NIH-funded results	Memberships are normally indirect. Can only be charged directly in accordance with policy 3.18.
Lunch	Lunch for Prof. Li of MIT, assisting on DOE grant	Meals generally limited to travel status
Honorarium	Speaker fee for NSF-funded conference per attached letter	Honoraria are not allowable. Use object code 6731 for speaker fees
Travel to Japan	Travel to attend Nanotechnology Symposium in support of NSF facility	Demonstrates the relevance of the travel.

Workshops and Participation Programs

- Workshops and other participant programs
  - Must document attendance for classroom programs.
    - This can be done with daily sign-in sheets or a statement at the end of the program signed by the instructor stating that the named individuals attended and completed the program. Information can be uploaded with DV.
  - For programs such as REUs, the PI should document the successful completion of the program as part of the final payment, or other contemporaneous documentation
  - Subsistence allowances, where receipts are required they must be retained

Speaker Fees, Participation Fees

- Questions for miscellaneous payments for services (e.g. speaker fees, other fee-type payments)
  - Is the payment mechanism the proper one (i.e. should it be payroll, rather than DV or Bursar)
  - There must be a documented agreement (letter or contract), and a documented statement that the work was completed.
  - Documentation of a "standard rate," e.g. $200/participant, should be retained as well.
  - New Object codes: 6731, 9094

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Administrative/Clerical Salaries

- Admin/Clerical Salaries
  - Policy 3.18 must be followed, including review by OSP, SFS, etc.
  - Program officer approval, even agency approval, does not guarantee that it will survive an audit.
  - Just because it is in the budget, doesn't mean it is allowable. Must have genuine unlike circumstances.
    - A project must have significantly above-average needs to be unlike. More details and a decision tree in policy 3.18
  - The bar for "major project" has been set very high by our cognizant agency

Travel

- "Proof of use" on prepaid travel: hotels, car rentals
- We will clarify the $75 non-receipted threshold
- We saw too many instances of "missing" documentation only supported by credit card bills.
- Avoid per diem errors (amounts, number of days, personal time), including laundry on foreign travel
- Business class travel – requires documentation at time of reservation to obtain unallowable portion
- "Wasted" tickets or reissue fees: are they allocable?

Office Supplies and Computers

- Pens, pencils, toner, etc. are almost never allowable to an awards

- Computers need to be clearly allocable to the award charged, and this must be documented

- Anything dual use, i.e. could be either an office or laboratory supply, must be clearly documented

- Postage and memberships continue to be seen on awards

Meals

- Meals are normally a personal expense and are not allowed on grants. Limited exceptions exist:
    - Meals during grant-related travel status, either on a per diem or actual cost basis, are allowable if reasonable.
    - Meals for visitors, including job candidates, are allowable, to the extent that they are in travel status and the visit is for the purpose of the award.
    - Meals during hosted conferences are allowable, providing they meet the definition of conferences and the terms of the agency and award.

Account Monitoring

- Continues to be a concern
- Late cost transfers (i.e. greater than 90 days after initial posting) may result from lack of monitoring
- Is monitoring being documented?
    - Policy 3.20 discusses the requirements and suggests methods of documentation

Cost Transfers

- In November there were 412 Salary Transfers and 255 General Error Corrections involving sponsored funds.

- We need to reduce cost transfers. With KFS now "routine" we need to be back to a 90 day limit, with exceptions being rare.

- Cost Transfers – labor or non-labor – need to have the appropriately documented reasons for transfer. Attaching documentation of original transaction is ideal, and must be done if not already in system. Requirements are stated in policy 3.20.

Non-employee appointments

- Employee, Visitor, Fellow or Student?
- Need to get appointment correct
  - Employee appointments are made in Workday
    - GRA and assistantships paid through Payroll
  - Student appointments are through PeopleSoft
    - Grad fellowships and items paid through Bursar
  - Fellow (non-student) get paid through KFS
  - Can't mix and match. Very hard to fix.
  - Visa limitations may exist

Pre-award account reminders

- Can't use grant accounts to hold expenses for a different award.
- Grant-to-grant transfers are the most risky
- Pre-award accounts solve the two problems above
- Be careful for the gotcha on contracts (i.e. no pre-award authority)
- An account should normally only be in pre-award status (subfund group CGPREA) for a few months. Departments must monitor this and work with OSP to assess award status
- Unallowable costs are a departmental responsibility, whether on a pre-award account or an award.

Award Close-outs

- Close out process should begin 90 days before, and ends no later than 90 days, after the end of the award
- Extensions need to be requested timely, which means before the award expires
- 30 day rule: Financial activity needs to be done 30 days before the final report due date
- May lose access to funds if we don't close properly
- Reclosing awards and revising reports is a red flag
- Close out details are on both the OSP and SFS web sites

Other items of note

- Relaunched FIN 114
- SFS Lean Process
  - Initial process focused on invoicing
  - Enhanced communication with campus is an outcome as well
- 2% F&A return to faculty
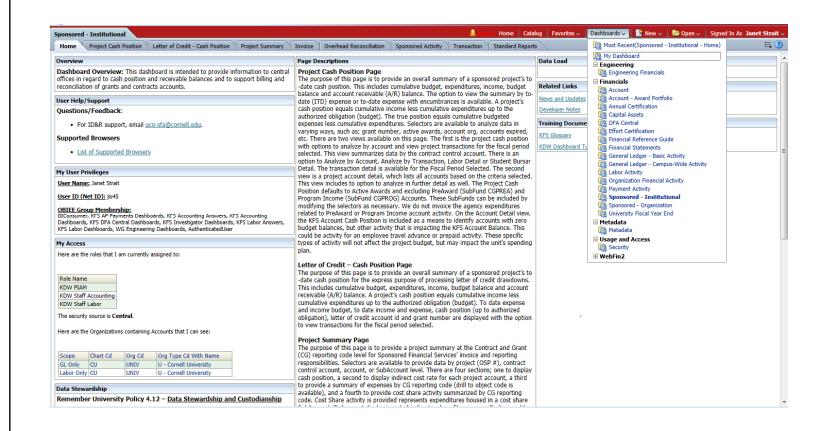- Faculty effort certification training

OBIEE Dashboards

- OBIEE Dashboards
  - Sponsored Institutional
  - General Ledger Basic
  - Account
  - Financial Reference Guide

22

Setting Default Dashboard Starting Page

Dashboards Available to You

Sponsored Institutional Dashboard
Cash Position Page

- Link to Sponsored Portal available (View / Print)

- Project Cash Position

- Summary by Contract Control Account

  - Budget Balance

  - Cash Position

  - Accounts Receivable Balance

  - Options to Analyze Data

    - Transactions

    - Labor Summary

    - Student Detail

- Project Account Detail Cash Position

  - Same views as Project Cash Position, only by account

25

Sponsored Institutional Dashboard
Cash Position Page / Project Cash Position

Sponsored Institutional Dashboard
Cash Position Page / Project Account Detail Cash Position

Project Account Detail Cash Position

Select a View: OSP# (Print View)   Replace Column: To Date Expense

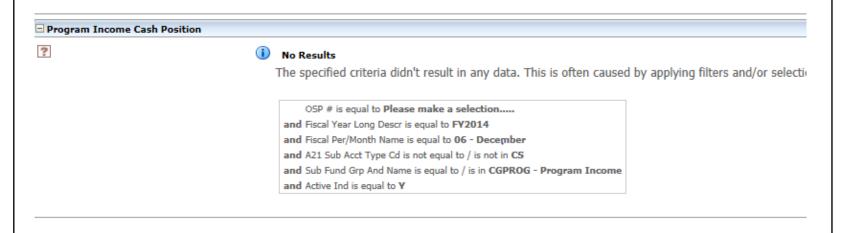| Agency Full Name	OSP# (Print View)	Grant Number	Award Status Descr	Award Start Date	Award End Date	Contract Control Account	Acct And Name	Sub Fund Grp	Acct Expiration Dt	Acct Is Closed	To Date Expense Budget	To Date Income Budget	To Date Expense	To Date Income	Balance	Cash Position (Up to authorized obligation)	True Position	AR Balance	KFS Account Cash Position	Options
FOREIGN AGRICULTURAL SERVICE USDA	57230	FCC-388-2009/003-00	AWD SGNED ALL	06/29/2009	06/28/2014	1258320	1258320 - #57230 USDA FOOD PROGRESS-BANGLEDE	CGFEDL	06/28/2014	N	844,635.00	844,635.00	992,948.52	1,497,659.74	(148,313.52)	653,024.74	504,711.22	94,888.31	504,711.22	▼
FOREIGN AGRICULTURAL SERVICE USDA	57230	FCC-388-2009/003-00	AWD SGNED ALL	06/29/2009	06/28/2014	1258320	1258321 - #57230 USDA-BANGLEDESH-OFF CAMPUS	CGFEDL	06/28/2014	N	1,034,005.00	1,034,005.00	850,763.54	341,616.09	183,241.46	(509,147.45)	(509,147.45)	0.00	(509,147.45)	▼
FOREIGN AGRICULTURAL SERVICE USDA	57230	FCC-388-2009/003-00	AWD SGNED ALL	06/29/2009	06/28/2014	1258322	1258322 - #57230-MONETIZATION-ON CAMPUS	CGFEDL	06/28/2014	N	1,153,419.54	1,153,419.54	777,481.56	3,730,831.12	375,937.98	2,953,349.56	2,953,349.56	0.00	2,953,349.56	▼
FOREIGN AGRICULTURAL SERVICE USDA	57230	FCC-388-2009/003-00	AWD SGNED ALL	06/29/2009	06/28/2014	1258322	1258323 - #57230-MONETIZATION-OFF CAMPUS	CGFEDL	06/28/2014	N	14,106.53	14,106.53	24,250.25	0.00	(10,143.72)	(14,106.53)	(24,250.25)	0.00	(24,250.25)	▼
FOREIGN AGRICULTURAL SERVICE USDA	57230	FCC-388-2009/003-00	AWD SGNED ALL	06/29/2009	06/28/2014	1258322	1258324 - SUBCONT:57230-9185 BSMRAU	CGFEDL	06/28/2014	N	2,192,063.00	2,192,063.00	1,532,101.60	288,930.00	659,961.40	(1,243,171.60)	(1,243,171.60)	0.00	(1,243,171.60)	▼
FOREIGN AGRICULTURAL SERVICE USDA	57230	FCC-388-2009/003-00	AWD SGNED ALL	06/29/2009	06/28/2014	1258322	1258325 - SUBCONT:57230-9186 RDRS	CGFEDL	12/31/2013	N	576,906.00	576,906.00	438,817.00	77,642.02	138,089.00	(361,174.98)	(361,174.98)	0.00	(361,174.98)	▼
FOREIGN AGRICULTURAL SERVICE USDA	57230	FCC-388-2009/003-00	AWD SGNED ALL	06/29/2009	06/28/2014	1258322	1258326 - SUBCONT:57230-9187 RURAL DEV ACAD	CGFEDL	02/28/2014	N	233,494.00	233,494.00	201,331.32	72,676.34	32,162.68	(128,654.98)	(128,654.98)	0.00	(128,654.98)	▼
Grand Total											6,048,629.07	6,048,629.07	4,817,693.79	6,009,355.31	1,230,935.28	1,350,118.76	1,191,661.52	94,888.31	1,191,661.52	

OSP # is equal to **57230**
and Fiscal Year Long Descr is equal to **FY2014**
and Fiscal Per/Month Name is equal to **04 - October**
and A21 Sub Acct Type Cd is not equal to / is not in **CS**
and Sub Fund Grp And Name is not equal to / is not in **CGPREA - Pre-Award, CGPROG - Program Income**
and   Fund Grp And Name is equal to / is in **CG - Contract & Grants**
      or Sub Fund Grp is equal to / is in **APFEDL**

27

Sponsored Institutional Dashboard
Cash Position Page / Program Income

- Lists program income accounts, if applicable
    - To Date Expense
    - To Date Income
    - Cash Position and Receivable Balance
    - Options to Analyze Data

☐ Program Income Cash Position

ⓘ No Results
The specified criteria didn't result in any data. This is often caused by applying filters and/or selecti

OSP # is equal to **Please make a selection.....**
and Fiscal Year Long Descr is equal to **FY2014**
and Fiscal Per/Month Name is equal to **06 - December**
and A21 Sub Acct Type Cd is not equal to / is not in **CS**
and Sub Fund Grp And Name is equal to / is in **CGPROG - Program Income**
and Active Ind is equal to **Y**

28

Sponsored Institutional Dashboard
Project Summary Page

- Selectors by OSP, Contract Control Account, Sub-Account

- Cash Position Snapshot

- Project Summary (Budget Balance)

  - By Sponsored Reporting Category

  - Drill down to Object Code

- Account listing – IDC Rate Detail

- Cost Share Summary

  - Cumulative expenditures by Sponsored Reporting Category

29

Sponsored Institutional Dashboard
Project Summary Page

Cash Position (Up to authorized obligation)

Cash Position
1,191,661.52

OSP # is equal to **57230**
and Fiscal Year Long Descr is equal to **FY2014**
and Fiscal Per/Month Name is equal to **04 - October**
and A21 Sub Acct Type Cd is not equal to / is not in **CS**
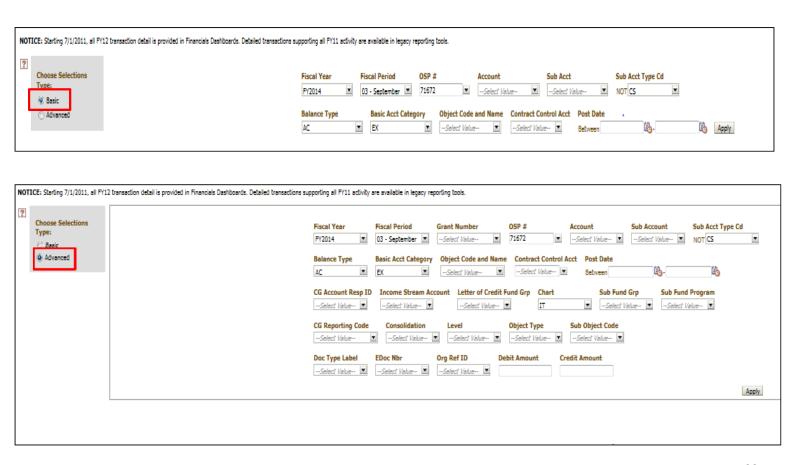and   Fund Grp And Name is equal to / is in **CG - Contract & Grants**
      or Sub Fund Grp And Name is equal to / is in **APFEDL - Federal Appropriations**
and Active Ind is equal to **Y**

Cornell University Project Summary Information

Fiscal Year: 2014 **Fiscal Period:** OCT 2013 **Grant ID:** FCC-388-2009/003-00
Sponsor: FOREIGN AGRICULTURAL SERVICE USDA

CG Reporting Description	To Date Budget	Period Expense	To Date Expense	To Date Budget Balance
Salary & Wages	376,723.00	0.00	593,326.70	(216,603.70)
Employee Benefits	192,367.59	0.00	287,720.38	(95,352.79)
Capital Equip & Fabrication in Progress	0.00	0.00	0.00	0.00
Travel - Domestic	0.00	0.00	10,243.05	(10,243.05)
Travel - Foreign	101,287.50	0.00	77,035.44	24,252.06
Materials & Supplies	0.00	0.00	16,472.38	(16,472.38)
Publication Costs	0.00	0.00	874.74	(874.74)
Services	610,532.00	6,044.00	423,974.72	186,557.28
Subcontracts	0.00	0.00	2,714,255.41	(2,714,255.41)
Other Direct Expenses	2,698,937.29	0.00	3,377.31	2,695,559.98
Indirect Expenses	2,068,781.69	3,375.04	690,413.66	1,378,368.03
Grand Total	**6,048,629.07**	**9,419.04**	**4,817,693.79**	**1,230,935.28**

OSP # is equal to **57230**
and Fiscal Year Long Descr is equal to **FY2014**
and Fiscal Per/Month Name is equal to **04 - October**
and Basic Acct Category is equal to / is in **EX**
and A21 Sub Acct Type Cd is not equal to / is not in **CS**
and   Fund Grp And Name is equal to / is in **CG - Contract & Grants**
      or Sub Fund Grp And Name is equal to / is in **APFEDL - Federal Appropriations**
and Active Ind is equal to **Y**

Analyze - Refresh - Print - Export

30

Sponsored Institutional Dashboard
Project Summary Page

Current Rate

Acct And Name	Sub Acct And Name	ICR Type Code and Name	ICR Rate %
1258320 - #57230 USDA FOOD PROGRESS-BANGLEDE	----- - -----	22 - Standard Modified Total Direct Cost Excl	56.7000%
1258321 - #57230 USDA-BANGLEDESH-OFF CAMPUS	----- - -----	22 - Standard Modified Total Direct Cost Excl	26.0000%
1258322 - #57230-MONETIZATION-ON CAMPUS	----- - -----	22 - Standard Modified Total Direct Cost Excl	56.7000%
1258322 - #57230-MONETIZATION-ON CAMPUS	00900 - Production Technology	22 - Standard Modified Total Direct Cost Excl	56.7000%
1258322 - #57230-MONETIZATION-ON CAMPUS	00901 - Agri Business Development	22 - Standard Modified Total Direct Cost Excl	56.7000%
1258322 - #57230-MONETIZATION-ON CAMPUS	00902 - Capacity Building	22 - Standard Modified Total Direct Cost Excl	56.7000%
1258323 - #57230-MONETIZATION-OFF CAMPUS	----- - -----	22 - Standard Modified Total Direct Cost Excl	26.0000%
1258323 - #57230-MONETIZATION-OFF CAMPUS	00900 - Production Technology	22 - Standard Modified Total Direct Cost Excl	26.0000%
1258323 - #57230-MONETIZATION-OFF CAMPUS	00901 - Agri Business Development	22 - Standard Modified Total Direct Cost Excl	26.0000%
1258323 - #57230-MONETIZATION-OFF CAMPUS	00902 - Capacity Building	22 - Standard Modified Total Direct Cost Excl	26.0000%
1258324 - SUBCONT:57230-9185 BSMRAU	----- - -----	22 - Standard Modified Total Direct Cost Excl	56.7000%
1258324 - SUBCONT:57230-9185 BSMRAU	00900 - Production Technology	22 - Standard Modified Total Direct Cost Excl	56.7000%
1258324 - SUBCONT:57230-9185 BSMRAU	00901 - Agri Business Development	22 - Standard Modified Total Direct Cost Excl	56.7000%
1258324 - SUBCONT:57230-9185 BSMRAU	00902 - Capacity Building	22 - Standard Modified Total Direct Cost Excl	56.7000%
1258325 - SUBCONT:57230-9186 RDRS	----- - -----	22 - Standard Modified Total Direct Cost Excl	56.7000%
1258325 - SUBCONT:57230-9186 RDRS	00900 - Production Technology	22 - Standard Modified Total Direct Cost Excl	56.7000%
1258326 - SUBCONT:57230-9187 RURAL DEV ACAD	----- - -----	22 - Standard Modified Total Direct Cost Excl	56.7000%
1258326 - SUBCONT:57230-9187 RURAL DEV ACAD	00900 - Production Technology	22 - Standard Modified Total Direct Cost Excl	56.7000%
1258326 - SUBCONT:57230-9187 RURAL DEV ACAD	00901 - Agri Business Development	22 - Standard Modified Total Direct Cost Excl	56.7000%

OSP # is equal to **57230**
and Fiscal Year Long Descr is equal to **FY2014**
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and A21 Sub Acct Type Cd is not equal to / is not in **CS**
and   Fund Grp And Name is equal to / is in **CG - Contract & Grants**
         or Sub Fund Grp And Name is equal to / is in **APFEDL - Federal Appropriations**
and Active Ind is equal to **Y**

Cost Share Information

Cost Share

	To Date Budget	Period Expense	To Date Expense
CG Reporting Description			
Salary & Wages	0.00	0.00	14,038.92
Grand Total	**0.00**	**0.00**	**14,038.92**

Sponsored Institutional Dashboard
Transaction Page

- Basic vs. Advanced
  - Basic Report - provides standard data
  - Advanced Report - drill down further
- Selectors by OSP, Contract Control Account, Sub-Account
- Link to KFS eDoc available (View/Print)
  - FY11 and Prior Transactions (Use Legacy Tools)

32

Sponsored Institutional Dashboard
Transaction Page

NOTICE: Starting 7/1/2011, all FY12 transaction detail is provided in Financials Dashboards. Detailed transactions supporting all FY11 activity are available in legacy reporting tools.

Choose Selections Type:
- ● Basic
- ○ Advanced

Fiscal Year	Fiscal Period	OSP #	Account	Sub Acct	Sub Acct Type Cd
FY2014	03 - September	71672	--Select Value--	--Select Value--	NOT CS

Balance Type	Basic Acct Category	Object Code and Name	Contract Control Acct	Post Date	
AC	EX	--Select Value--	--Select Value--	Between	Apply

NOTICE: Starting 7/1/2011, all FY12 transaction detail is provided in Financials Dashboards. Detailed transactions supporting all FY11 activity are available in legacy reporting tools.

Choose Selections Type:
- ○ Basic
- ● Advanced

Fiscal Year	Fiscal Period	Grant Number	OSP #	Account	Sub Account	Sub Acct Type Cd
FY2014	03 - September	--Select Value--	71672	--Select Value--	--Select Value--	NOT CS

Balance Type	Basic Acct Category	Object Code and Name	Contract Control Acct	Post Date
AC	EX	--Select Value--	--Select Value--	Between

CG Account Resp ID	Income Stream Account	Letter of Credit Fund Grp	Chart	Sub Fund Grp	Sub Fund Program
--Select Value--	--Select Value--	--Select Value--	IT	--Select Value--	--Select Value--

CG Reporting Code	Consolidation	Level	Object Type	Sub Object Code
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--

Doc Type Label	EDoc Nbr	Org Ref ID	Debit Amount	Credit Amount
--Select Value--	--Select Value--	--Select Value--		

Apply

33

Sponsored Institutional Dashboard
Standard Reports Page

Enables quick access to data using minimal selectors

- eDoc Report
  - Lists transactions for an eDoc, all accounts
- Expense & Revenue Transactions
- Student Detail (access driven)
- Labor Detail (access driven)
- Deficit Accounts, PreAward Accounts
- Expired Account Listing

34

Sponsored Institutional Dashboard
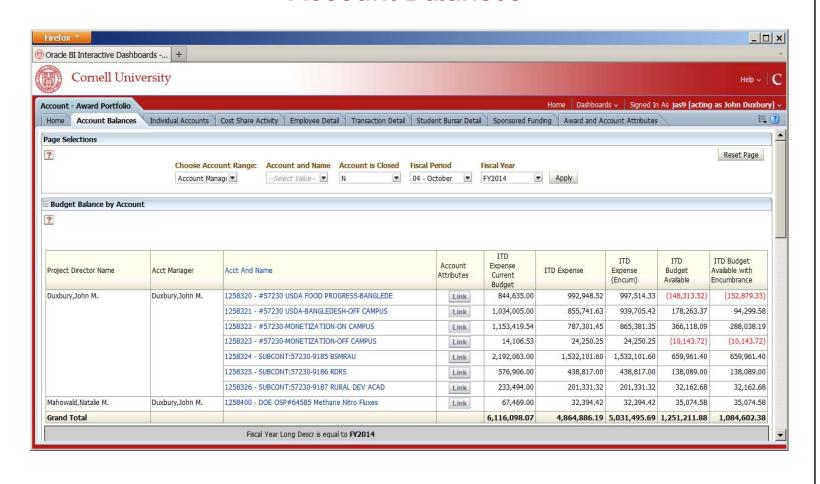# Standard Reports Page

Standard Reports

[?] **NOTICE:** Starting 7/1/2011, all FY12 transaction detail is provided

- 📁 Sponsored Institutional
  - Deficit Account Listing
  - Edoc Search
  - Employee Pay Detail
  - Expense Transactions
  - Expiring Project Account Listing (Prior to Current Date + 60)
  - PreAward Account Listing
  - Revenue Transactions
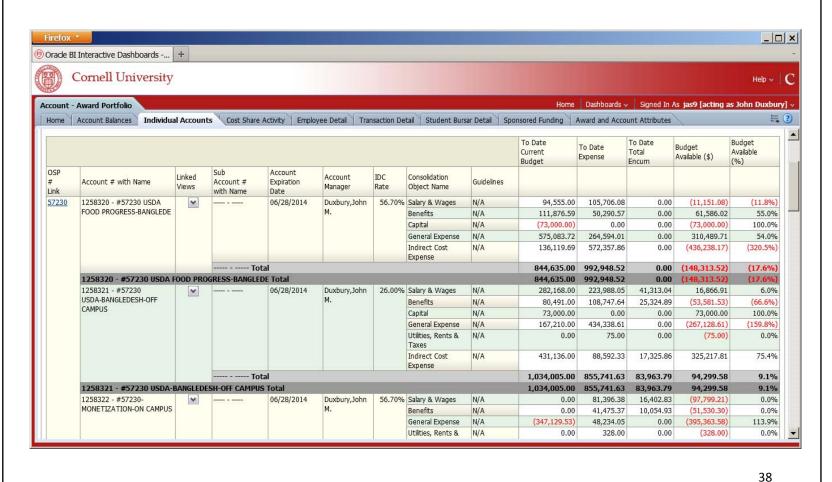 - Student Bursar Transactions

35

Account-Award Portfolio

- Staff must have 'Act As' for faculty (NetID)

- Account Balances

  – View by Account Manager or Project Director and/or Account Manager

  – Budget Balance (Summarized)

- Individual Accounts

  - Link to Sponsored Portal Available

  - Budget Balance (Cornell Cost Categories)
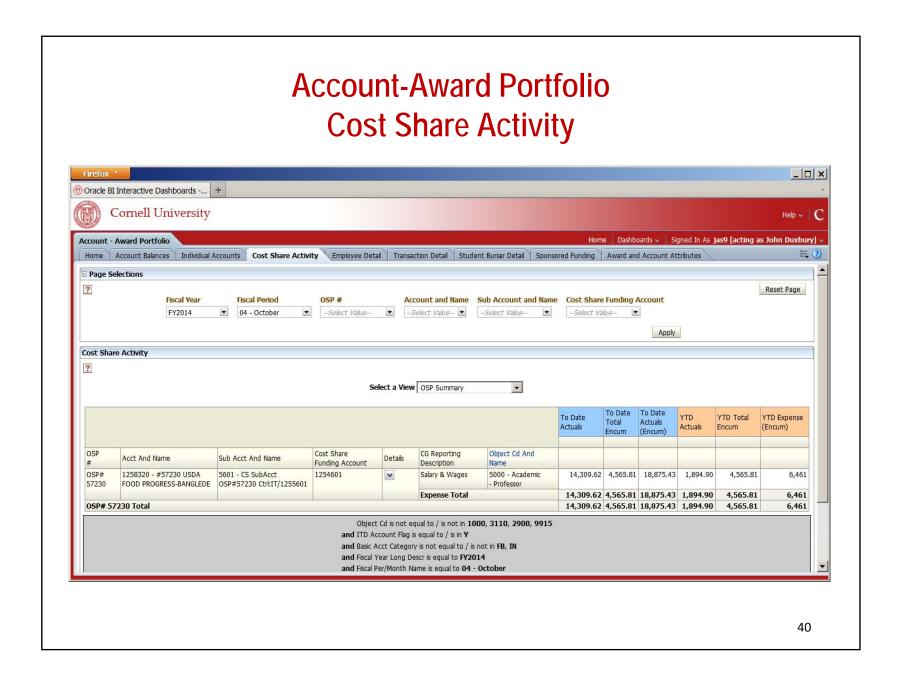
36

Account-Award Portfolio
Account Balances

Account-Award Portfolio
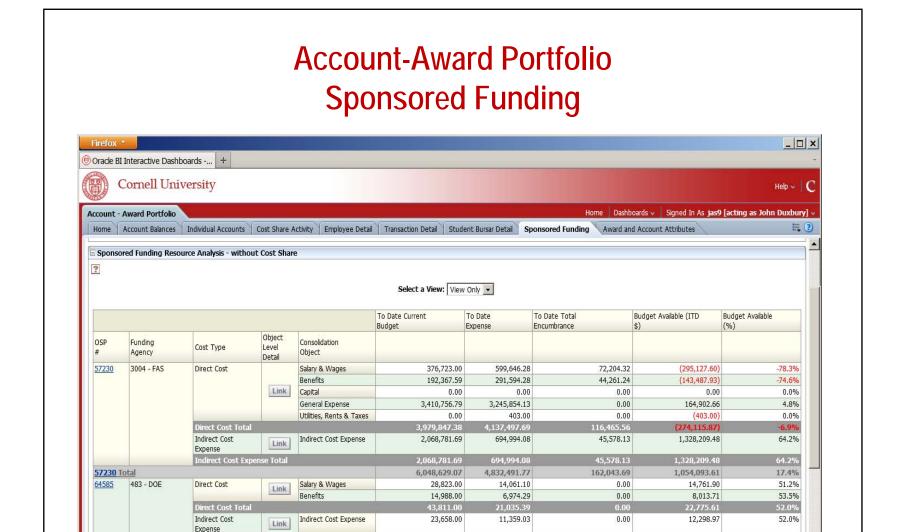# Individual Accounts

Account-Award Portfolio (con't)

- Cost Share Activity

- Employee Detail

- Transaction Detail

- Student Bursar Detail

- Sponsored Funding
  - Portfolio of Contract and Grant funding
  - Budget Balances
  - Direct/Indirect

- Award and Account Attributes

39

Account-Award Portfolio
Cost Share Activity

Account-Award Portfolio
Transaction Detail

Account-Award Portfolio
Sponsored Funding

Account-Award Portfolio
Award and Account Attributes

Other Dashboards

- Sponsored Organizational

- General Ledger Basic

  - Student Detail

- Labor Activity

  - Employee Detail

- Account

  - All object code activity (revenue/prepaid/receivables)

- Financial Reference Guide

  - Lists all accounts for a project regardless of ledger activity

- Web Fin2

NOTE: General Ledger dashboards present accounts once general ledger transactions post, which would include a budget. Use the Financial Reference Guide to see a listing of accounts regardless of GL activity.

44