

DFA Conversations – Research Administration Forum

Fall 2017

10/23/2017

Agenda

- What is Financial Research Administration?
- Our Issues 😊
 - Recent Audits
- Your Issues
 - Traveling for Cornell on Sponsored Awards
 - Recent changes in central review
 - How does proposal information affect post-award
 - Food, phone and our funding
- Conversations

What is Financial Research Administration?

- Sponsored Financial Services
 - Setup
 - Stewardship
 - Reporting
 - Billing and Collection
 - Closeout
 - Audit and Special Reporting

Highlight: Closeout

CLOSEOUT	
N/A	FOLLOWING ENTRIES: (CHECK YES IF YOU DID THE ENTRY, OTHERWISE)
	TRANSFER REVENUE FROM MAIN (if there are subs) (not neces
	OVERHEAD ADJUSTMENT (if necessary)
	DO BUDGET JOURNAL ENTRY FOR UNEXPENDED BALANCE
	FOLLOWING REPORTS: (CHECK YES IF YOU DID THE REPORT, OTHERW
	FOR AIC'S WITH 272 REPORTING REQUIREMENTS, CK WHAT
	ON THE QUARTERLY REPORT
	COST SHARING REPORT, IF REQUIRED
	PROGRAM INCOME REPORT, IF REQUIRED
	CHECK TO SEE IF TOTAL CASH WAS RECEIVED (do final Invoic
	DO FINAL FINANCIAL REPORT (this may be the final invoice)
	CONTRACTORS RELEASE FOR CONTRACTS/GRANTEE'S REL
	CAPITAL EQUIPMENT REPORT, IF REQUIRED
	REFUND VOUCHER (must have memo from PI to return balance)
	FINAL REPORT CLOSEOUT RECONCILIATION
	FOLLOWING REPORTS: (CHECK YES IF YOU ADDED TO A LIST OR I
	ADD ACCOUNT TO CLOSE OUT SFA LIST
	ADD FISCAL REPORT SENT DATE TO OSP PORTAL
	ADD EQUIPMENT REPORT SENT DATE TO OSP PORTAL
	MARK CLOSED ON TERM LIST
	UPDATE THE FOLLOWING REPORTS: (CHECK YES IF YOU ADDED TO A LIST OR I
	ADD ACCOUNT TO CLOSE OUT SFA LIST
	ADD FISCAL REPORT SENT DATE TO OSP PORTAL
	ADD EQUIPMENT REPORT SENT DATE TO OSP PORTAL
	MARK CLOSED ON TERM LIST

Closing Out Awards

Sponsored Financial Services (SFS) is responsible for preparing and the timely submission of final financial reports on behalf of the university.

This activity includes certifying that expenditures are in compliance with the terms and conditions of the agreement.

SFS staff members follow the guidelines outlined in [SFS Close-Out Responsibilities](#), which involves partnering with units to manage sponsored activity.

If you manage sponsored activity within the department, you assist in this process according to the [Unit/Principle Investigator Close-Out Responsibilities](#).

SFS Close-Out Responsibilities

- ☑ **Prior to Expiration Date:**
- ☑ **By Due Date of Final Invoice/Fincial Report:**

[Top](#)

Unit/Principal Investigator Close-Out Responsibilities

- ☑ **90 days prior to termination:**
- ☑ **If project is slated to close, 90 days prior to termination:**
- ☑ **30 days prior to termination:**
- ☑ **30 days prior to the Final Financial Report due date, but no more than 60 days after the account's expiration date:**

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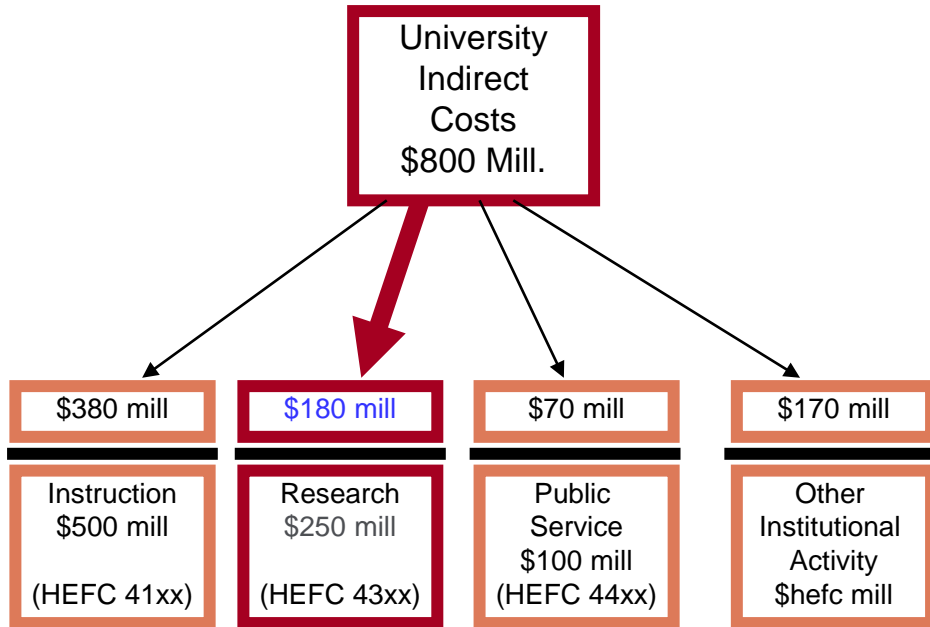
- [SFS Close-Out Responsibilities](#)
- [Unit/Principle Investigator Close-Out Responsibilities](#)

What is Financial Research Administration?

- Cost and Capital Assets
 - F&A rate development
 - \$81M per year cost reimbursements
 - Predetermined rates through FY2020
 - Benefit Rates and Accounting
 - Recharge Entity Rates
 - Capital Assets
 - Records, Inventory
 - Depreciation Calculation

Highlight: F&A Calculation

Example:
Not illustrating
actual costs



The team

Nancy Abbott

Ryan Babcock

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Rebecca Collins

Sharon Dal Cero

Tanya Dombrovskyy

Lyn Gauss

Debbie Littlejohn

Karen Pappalardo

Bill Payne

Beth Peet

Kelsie Price Roach

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Deana Scott

Jeffrey Silber

Janet Strait

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Contacts

- DFA website: www.dfa.cornell.edu
- Cost and Capital Assets:
 - <https://www.dfa.cornell.edu/capitalassets>
 - uco-cost@cornell.edu, uco-capasset@cornell.edu
- Sponsored Financial Services:
 - <https://www.dfa.cornell.edu/sfs>
 - sfs-help@cornell.edu
 - Contacts: <https://www.dfa.cornell.edu/sfs/contacts>

Recent Audits - Elsewhere

- University of Louisville \$1.3M, Normally Indirect Costs (NIH)
 - Admin/Clerical salaries, insufficient documentation, office supplies, general purpose equipment
- University of Southern California \$640K (NSF)
 - Near term costs, incorrect F&A calculations, unsupported participant support; unreasonable, untimely, unsupported travel, unreasonable payroll
- Georgia Tech \$69K (NSF)
 - Near term costs, unallowable travel and relocation
- University of Arizona \$57K (NSF)
 - Unapproved subawards; unallowable leaves, travel, pre-award costs
- University of California at San Diego \$283K (NSF)
 - Near or post term purchases, unreasonable equipment purchases

Recent Audits - Cornell

- Research Expenditures FY16
 - Improve documentation
 - Documentation for sub-recipient cost shared expenses
 - Incomplete documentation in KFS for cost transfers
 - PI delegation for subrecipient invoice review not documented
 - 41% of units surveyed do not document their sponsored award account reviews
 - 63% of units surveyed do not have written account review procedures
 - 19% of units surveys do not have documented roles and responsibilities with respect to sponsored award administration

Recent Audits – Cornell, continued

- Research Expenditures FY16
 - Sole Source Documentation
 - Expense Monitoring
 - Subaward Monitoring
 - Cost Sharing
 - Delegation
- Ongoing Analytics
 - Move to continuous auditing
- Subrecipient Monitoring Audit
 - Currently underway

Traveling on Sponsored Awards

- Sponsor limitations may exist
 - Categorical such as no premium class travel without sponsor approval or Fly America Act
 - Sponsor-specific such as those seen with New York State, some DoD and DoE agencies
 - Award specific, where travel is not permitted or may require prior approval or special billing

Categorical limitations

- Premium transportation
- Fly America Act
- Documentation requirements
- Definition of Participant Support travel

Sponsor Specific

- New York State
 - Considers lunch a personal expense (but can charge to CU)
 - Per diems are the lesser of NYS, federal (but can charge the difference to CU)
- DoD, DoE
 - Foreign travel typically requires prior approval
 - Open Skies Agreements not-applicable to DoD-funded travel
 - May limit lodging to GSA rate (SLAC)
 - May reject coach add-ones (e.g. special seats) (ARPA-e)

New things being reviewed by SFS

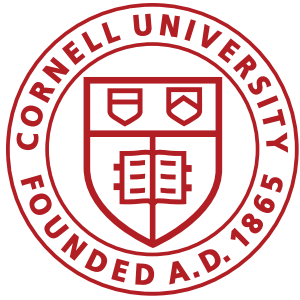
- Not much new
 - Participant Support Costs
 - Normally indirect costs (e.g. admin/clerical)
- Greater reliance and accountability on unit
- Focus on timely closeouts

How does Pre- affect Post?

- What you say may not be what you get ...
 - Unit is responsible for proper costing
 - OSP (or college by delegation) responsible for review prior to submission, if provided in a timely fashion
 - If not reviewed in advance OSP should perform review on acceptance but may be unable to correct
 - SFS reviews for consistency, conformance with institutional and sponsor practices, and certifies cost reports
- Unlike circumstances must exist to deviate from institutional costing practices

Food, Phone, and our Funding

- Food
 - Conferences (subject to sponsor limitations)
 - Meals for people in travel status
 - Not: local collaborations, workgroups
- Phone
 - Normally indirect for recurring charges
 - Can charge event-driven items, where allocable (e.g. long distance, conference call services)
- Our Funding
 - Principles of allowability – including necessity – always apply
 - Failure to comply threatens our funding



Questions and Conversations