The Latest Buzz with G&C Accounting

Tuesday, May 21, 2024

1:00 – 2:30 PM

Georgia Tech

Agenda

Topic	Presenter(s)
Welcome, Research Updates	Josh Rosenberg
Commitment Accounting Updates	Ana Sahasrabudhe
Project Accounting Updates	Glenn Campopiano
Project Accounting Updates	Douglas Feller
Cost Accounting Updates	Jonathon Jeffries
Compliance Updates	Charles Derricotte III
Workday and Reporting Updates	Amy Zhang
Training Updates	Rob Roy
Closing	Josh Rosenberg

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Post Award Research Updates

Josh Rosenberg

Exec. Director, Grants and Contracts

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RI Sponsored Programs

AWARD DATA: FY20 – 24 (YTD through Period 10: April)

AWARDS: Cumulative Report thru: APR.					
College/Unit	FY24		FY23		Award Dollar Variance
	Awarded Amount	Awards	Awarded Amount	Awards	
COMP	$ 42,120,717	155	$ 38,326,994	157	9.9%
COS	$ 55,507,766	257	$ 49,862,765	266	11.3%
DSGN	$ 8,543,502	479	$ 12,135,810	443	-29.6%
ENGR	$ 257,753,902	1,039	$ 261,795,286	1,125	-1.5%
GTRI	$ 724,116,376	890	$ 736,013,161	844	-1.6%
IAC	$ 6,161,868	50	$ 8,005,666	52	-23.0%
OTHERS	$ 55,743,867	291	$ 74,902,533	262	-25.6%
SCB	$ 633,249	6	$ 943,882	9	-32.9%
Total	$ 1,150,581,247	3,167	$ 1,181,986,097	3,158	-2.7%
Resident Instruction and Other	$ 426,464,871	2,277	$ 445,972,936	2,314	-4.4%

Awards		
	YTD (Apr.)	Full Year
FY24	$ 426,464,871	$ 492,286,703
FY23	$ 445,972,936	$ 512,798,649
FY22	$ 391,136,748	$ 443,169,708
FY21	$ 346,218,389	$ 415,738,536
FY20	$ 328,276,525	$ 402,520,391

Key Takeaways:
- Awards for Georgia Tech totaled $1.15 billion.
- On the RI side, awards decreased 4.4% to $426.5 million.
- Increases in funding from DHHS (ARPA-H award), the Department of Energy, and colleges/universities helped to offset decreases in Department of Commerce and industry sponsor awards.
- With 2 months to go in the fiscal year, I am projecting a decrease of 4% on the RI side for the year.

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RI Sponsored Programs

SPONSOR AWARD DATA: FY23 – 24 (YTD through Period 10: April)

RI NEW AWARDS (Through April)						
Federal Agency or Sponsor Type	**FY24**	**% of RI Portfolio**	**FY23**	**24 v. 23 $ Variance**	**24 v. 23 % Variance**	**5 Year Avg**
NATIONAL SCIENCE FOUNDATION (NSF)	$ 88,936,428	21%	$ 87,607,423	$ 1,329,005	2%	$ 76,693,603
DHHS	$ 56,103,703	13%	$ 45,100,457	$ 11,003,246	24%	$ 43,315,306
COLL/UNIV/RES INSTITUTES	$ 51,198,797	12%	$ 44,728,084	$ 6,470,713	14%	$ 44,614,254
INDUSTRIAL SPONSORS	$ 43,131,956	10%	$ 57,765,774	$ (14,633,818)	-25%	$ 54,145,765
INDUS RES INST/FDNS/SOC	$ 39,643,963	9%	$ 40,728,199	$ (1,084,236)	-3%	$ 36,206,485
US DEPT OF ENERGY	$ 30,091,923	7%	$ 22,523,757	$ 7,568,166	34%	$ 24,923,748
NASA	$ 16,959,624	4%	$ 13,675,790	$ 3,283,834	24%	$ 13,584,689
ARMY	$ 16,113,410	4%	$ 10,837,570	$ 5,275,840	49%	$ 8,731,095
US DEPT OF COMMERCE	$ 15,645,088	4%	$ 34,433,228	$ (18,788,140)	-55%	$ 14,241,345
NAVY	$ 14,600,133	3%	$ 19,180,025	$ (4,579,892)	-24%	$ 14,018,571
AIR FORCE	$ 9,847,049	2%	$ 13,052,139	$ (3,205,090)	-25%	$ 9,020,102
US DEPT OF DEFENSE	$ 9,443,542	2%	$ 14,376,746	$ (4,933,204)	-34%	$ 11,496,639
GOVT-OWNED/CONTRACTOR OP	$ 8,487,159	2%	$ 9,933,067	$ (1,445,908)	-15%	$ 9,062,950
US DEPT OF TRANSPORTATION	$ 8,079,320	2%	$ 8,453,631	$ (374,311)	-4%	$ 7,317,683
STATE & LOCAL GOVERNMENT	$ 7,795,052	2%	$ 8,566,216	$ (771,165)	-9%	$ 7,147,251
Grand Total	$ 426,459,877	100%	$ 445,972,936	$ (19,513,059)	-4.4%	$ 387,593,392

Key Takeaways:
- Top 15 sponsor types/agencies by award dollars in FY24 listed above; totals at the bottom reflect awards from all sponsors.
- The biggest decrease is from the Department of Commerce ($34.4 million in awards in FY23 versus $15.6 million in FY24). Army, DHHS, Dept. of Energy, and Colleges/Universities/Research Institutes were the biggest areas of growth.

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RI Sponsored Programs

EXPENSE DATA: FY20 – 24 (YTD through Period 10: April)

Expenditure Analysis: APR.	FY24 YTD	FY23 YTD	Change
Salaries and Wages	$ 116,836,443	$ 109,291,943	6.9%
Subcontracts	$ 59,134,591	$ 46,235,376	27.9%
Tuition Remission	$ 28,494,215	$ 28,499,614	0.0%
Other Direct Costs	$ 31,439,838	$ 26,078,809	20.6%
M&S	$ 25,302,534	$ 24,225,815	4.4%
Fringe Benefits	$ 22,725,908	$ 20,275,294	12.1%
Equipment	$ 12,798,717	$ 11,922,939	7.3%
Domestic Travel	$ 5,422,987	$ 4,907,067	10.5%
Foreign Travel	$ 1,402,440	$ 1,173,769	19.5%
High Performance Computing	$ 117,228	$ 74,973	56.4%
Unallocated/Blank Object Class	$ 279,001	$ (104,888)	
DIRECT	**$ 303,953,903**	**$ 272,580,712**	**11.5%**
IDC	**$ 89,192,976**	**$ 82,332,565**	**8.3%**
Total	**$ 393,146,878**	**$ 354,913,276**	**10.8%**

Expenditures - Direct		YTD (Apr.)		Full Year
FY24	$	303,953,903	$	376,897,093
FY23	$	272,580,712	$	337,688,551
FY22	$	273,618,438	$	330,920,330
FY21	$	233,399,794	$	294,248,586
FY20	$	228,998,037	$	286,744,676

Expenditures - Indirect		YTD (Apr.)		Full Year
FY24	$	89,192,976	$	112,143,380
FY23	$	82,332,565	$	103,856,777
FY22	$	73,052,711	$	93,079,082
FY21	$	67,865,487	$	86,156,912
FY20	$	69,176,444	$	84,764,909

Key Takeaways:
- Direct expenditures were up 11.5% and indirect expenditures were up 8.3% YOY.
- Relative increases in all areas except for a very small decrease in Tuition Remission.

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RI Sponsored Programs

Grants and Contracts INVOICING and FINANCIAL REPORTING
FY23 – FY24 (YTD through Period 10: April)

INVOICING

Invoicing YTD FY2023 vs. FY2024 (thru Apr.)

Invoice Types	FY24 (Apr. YTD)	Monthly FY24 Average	FY23 (Apr. YTD)
G&C GIT Standard	$ 10,000	$ 1,000	$ 13,135,153
G&C GIT Standard Certification Required	$ 16,608,614	$ 1,660,861	$ 1,270,522
G&C GTRC Custom Certification Required	$ 1,109,466	$ 110,947	$ 2,955,775
G&C GTRC Standard	$ -	$ -	$ 20,885,510
G&C GTRC Standard Certification Required	$ 116,519,935	$ 11,651,993	$ 69,989,231
G&C In House	$ 32,109,748	$ 3,210,975	$ 40,051,069
G&C LOC Draw	$ 154,036,181	$ 15,403,618	$ 141,785,948
G&C SF1034	$ 20,427,947	$ 2,042,795	$ 14,796,307
Blank - Bursar Generated	$ 71,181	$ 7,118	
G&C SF 270	$ 47,043,297	$ 4,704,330	$ 45,017,275
Grand Total	**$ 387,936,368**	**$ 38,793,637**	**$ 349,886,789**
Raw Invoice Counts	**13,559**	**1,356**	**11,632**

Year over Year Invoicing Change	Dollars	Invoice Counts	
YTD change in FY24 over FY23	$ 38,049,579	1,927	
YTD percentage change	10.9%	16.6%	

Bursar Related	**$ 14,768,758**		**$ 12,917,656**
Office of G&C Invoiced	**$ 373,167,611**		**$ 336,969,133**

FINANCIAL REPORTS

Financial Reports YTD FY20223 vs. FY2024 (thru Apr.)

Report Types	FY24 (Apr. YTD)	FY23 (Apr. YTD)
Annual Financial Report	80	90
Final Financial Report	176	209
Monthly Financial Report	139	145
Quarterly Financial Report	521	501
Milestone (Event Based)/Revised	3	2
Semi-Annual Financial Report	78	52
TOTALS	**997**	**999**

Notes:
- Invoiced dollars (and counts) have remained consistently higher year over year, while financial reporting is essentially even year over year.
- RPA "bots" continue to function very well on both the invoicing and reporting side.

RI Sponsored Programs

Grants and Contracts: FINANCIAL ANALYSIS: FY23 – FY24 (YTD through Period 10: April)

G&C ANALYST TEAM: JOURNALS	FY24	% of Total	FY23	% of Total	% Chg FY
Journals (Total)	1098		1130		-3%
Appropriate Grants Management	866	79%	908	80%	
"Red Flag" Grants Management	232	21%	222	20%	

Appropriate Grants Management: F&A adjustments, accounting adjustments, in-kind cost sharing, month-end entries, audit, blank object class, tuition correction, equipment entries.

"Red Flag" Grants Management: Primarily prior year Salary and Planning Distribution (SPD) transfers, past term/overages.

Key Takeaways:
- The statistics on journals show an 3% decrease relative to last year, although there remains a slight increase in "red flag" journals as a percentage of the total.
- Independent of journal activity through April, the analyst team managed:
  - 1,011 award initiations,
  - 2,230 award modifications,
  - 5,514 award corrections, and
  - 296 service now tickets.

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RI Sponsored Programs

Award Dollars in Exception Status

AWARD EXCEPTIONS (Overspent) - as of May 1	Past-term	In-Performance	Total Sum of Availabl	May 1. Total Count of Award ID	April 1. Total Count of Award ID
Row Labels					
Electrical and Computer Engineering	(2,654,826)	(1,003,328)	(3,658,154)	61	66
Financial Aid	(722,576)	(15,370,894)	(16,093,470)	5	7
General Institutional Expense	(467,191)	(502,086)	(969,277)	15	14
GT/Emory Biomedical Engineering	(277,469)	(1,154,849)	(1,432,318)	23	22
School of Interactive Computing	(127,093)	(130,566)	(257,659)	14	17
Chemistry and Biochemistry	(110,603)	(173,598)	(284,201)	11	13
Institute for Bioengineering & Bioscience	(95,178)	(7,910)	(103,088)	2	2
Materials Science and Engineering	(94,362)	(64,758)	(159,119)	8	18
Aerospace Engineering	(70,180)	(955,843)	(1,026,023)	18	22
Institute for Electronics and Nanotechnology	(66,951)	(5,318)	(72,269)	4	4
Industrial And Systems Engineering	(57,922)	(6,661)	(64,583)	5	5
Mechanical Engineering	(47,390)	(1,027,956)	(1,075,346)	31	37
School of Computational Science and Engineering	(29,306)	(393,687)	(422,993)	4	4
EI2 Safety, Health, Environmental Services	(27,438)	(525,715)	(553,153)	2	2
Earth And Atmospheric Sciences	(27,178)	(185,231)	(212,409)	10	9
Grand Total	(4,952,235)	(23,203,023)	(28,155,257)	282	329
Non-Financial Aid	(4,229,659)	(7,832,129)	(12,061,787)	277	322

Key Takeaways:
- This data represents awards where actual spending plus obligations and commitments exceeds the current budget.
- The biggest risk area is dollars associated with "past-term" awards (the end date has passed).
- Counts down significantly since April, which is fantastic!

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G&C Education & Outreach – PI Articles and The Latest Buzz

https://www.grants.gatech.edu/pi-articles https://www.grants.gatech.edu/latest-buzz-gc-accounting

APRIL 2024 ARTICLE (# 26)

Featured PI Article

PI ARTICLE: The Cost-Benefit Relationship

One of the fundamentals of grant accounting is the importance of the cost-benefit relationship. A sponsored source of funds should not bear a cost without receiving commensurate benefit. This relates to all categories of cost, which include salaries, fringe benefits, materials & supplies, travel, subcontract expenses, high-performance computing, and myriad others. Before costs are charged to sponsored funds, the question to always ask is: how will this award benefit from this cost? More PI articles are found in the **archive**.

Read the Article

Upcoming Events

The Latest Buzz with G&C Accounting

G&C hosts a monthly information session to provide post award research news and updates to the Georgia Tech research community.

Next session (Virtual):
May 21, 2024 (Tuesday)
1 - 2:30 p.m.

Register

View Past Session Recordings

G&C Office Hours

The Project Accounting Management Team hosts monthly, virtual "Office Hours" for campus. Anyone is welcome to join and ask questions on the last Monday of each month, between 10:00am and 11:00am.

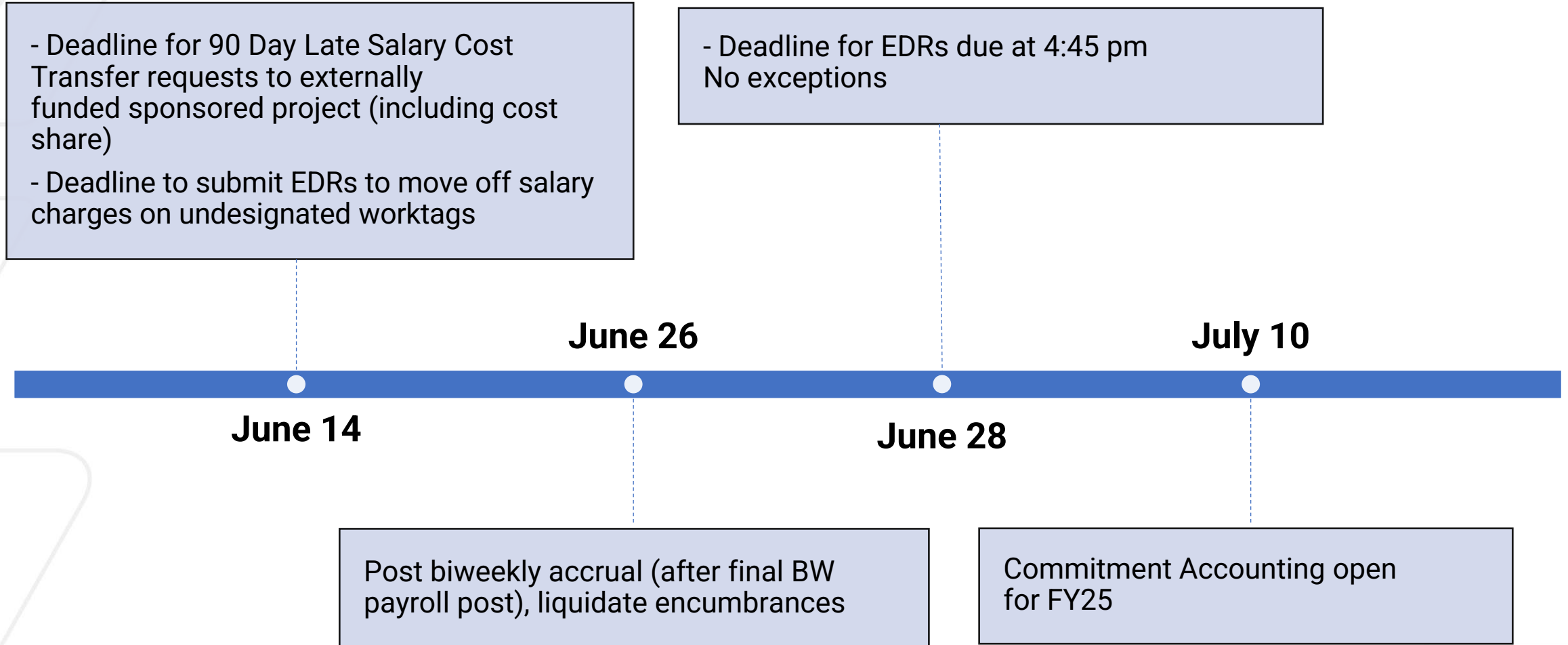**Next office hours:**
June 24, 2024 (Monday)
10 - 11 a.m.

Learn More

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Commitment Accounting Updates

Ana Sahasrabudhe

Senior Commitment Accounting Analyst

Georgia Tech

Year-End Close Dates | Commitment Accounting

- Deadline for 90 Day Late Salary Cost Transfer requests to externally funded sponsored project (including cost share)

- Deadline to submit EDRs to move off salary charges on undesignated worktags

- Deadline for EDRs due at 4:45 pm No exceptions

June 26

June 14

June 28

July 10

Post biweekly accrual (after final BW payroll post), liquidate encumbrances

Commitment Accounting open for FY25

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>90 Day Form: Pls use the **correct** form

Georgia Institute of Technology
OVER 90 DAYS LATE EXPRESS DIRECT RETRO (EDR) TRANSMITTAL FORM

Dept/Org Number [ ]   Dept / Org Name [ ]
Employee Name [ ]   Employee ID # [ ]

Contact/Approval Information

Requested By: [ ]   Title: [ ]
Date: [ ]   Phone: [ ]   Email: [ ]
Approved By: [ ]   Date: [ ]
Approved By: (if shared) [ ]   Date: [ ]   Dept ID [ ]
Approved By: (if shared) [ ]   Date: [ ]   Dept ID [ ]

[ ] Current FY   [ ] Prior FY

JUSTIFICATION DETAIL
*NOTE: For all changes made TO externally-funded sponsored projects**, you must choose a justification reason. If "Other" is selected, enter detailed explanation.*

[ ] 1. Correction of labor charges based on review by employee, PD/PI, or authorized delegate.
[ ] 2. Correction of clerical error or data input identified by authorized unit financial personnel.
[ ] 3. New Award costs incurred during the award period charged temporarily to other allowable funds pending establishment of a new award/fund.
[ ] 4. Allowable pre-award costs (incurred prior to the award period) initially charged to other allowable funds.
[ ] 5. Renewal award costs charged originally to prior sponsored increment or to other allowable funds.
[ ] 6. Other: Please specify: [ ]

JUSTIFICATION FOR LATE TRANSFER (Complete this section for requests over 90 days) **

Pay Period End Date [ ]   **Date of Request:** [ ]   **Days Late:** 0

(a) Explain why the expense was not originally charged to the correct project.

(b) Explain how the expense benefits the scope of work on the "TO" project. What work did the employee perform?

(c) Explain why the error was not identified and corrected timely (within 90 days of the Pay Period End date).

(d) Explain what steps are in place to prevent the need for a late cost transfer going forward. Include people/groups involved and frequency

Cost Transfer of Charges FROM:	From Project #	Fund #	Source (e.g. Sponsor Name, GTF, etc.)	Prime Sponsor/ Agency
	03DE00000458		STATE	
	Start Date	End Date	Cost Share Obligation	Balance	
	7/1/23	6/30/24			

Cost Transfer of Charges TO:	Project #	Fund #	Source (e.g. Sponsor Name, GTF, etc.)	Prime Sponsor/ Agency
	03GR00013493		NIH COST SHARE	NIH
	Start Date	End Date	Cost Share Obligation	Balance	F&A Rate
	8/1/20	7/31/23			

PERSONAL SERVICES						
Pay End Date	Salaries	Fringe	Tuition	Subtotal	F&A	Total transfer
7/31/2023	988.84	313.46		1302.30		1302.30

CPF Transactions and Effective Dates

Effective Date: 05/01/2024

Incumbent data will not populate until an effective date is entered.

Current Incumbents

	Empl ID	Empl Record	Display Name	Pay Group	Comp Rate	Comp Freq
1	▮▮▮▮▮	0	▮▮▮▮▮	03G	2880.000000	M

Distribution as of Change Effective Date

This section displays all of the current AND future funding distributions with effective dates.

Current   Fringe   Chartfield Details

	Effective Date	EffSeq	Earnings Code	Combination Code	Funding End Date	Percent of Distribution	Chartfield Details
1	05/01/2024	0		03DE00025552		50.000	Chartfield Details
2	05/01/2024	0		03GR00016651	10/15/2024	50.000	Chartfield Details
3	06/01/2024	0		03GR00016651		100.000	Chartfield Details

This distribution effective 6/1 is set to kick in for June UNLESS we receive a new distribution via a CPF that will override it.

New Distribution

Effective Date 05/01/2024

New Information

Current   Chartfield Details

	Earnings Code	Combination Code	Funding End Date	*Percent of Distribution	ChartField Details
1		03DE00025552		100.000	ChartField Details

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EDR: Checklist

- **Have you made sure that the ECD Report attached is:**
  - **Recent- From (run within) the current pay period (month), AND** ✔
  - **The salary to be transferred reflects as a past pay period amount (NOT an encumbrance) on the report?** ✔

Fund	10500 Tuition			10500 Tuition			20000 Restricted Education &			20000 Restricted Education &			
Combo Code	03DE00010899 OMS Cyber TAs			03DE00019311 CoC/SCP GTA Support			03GR00021129 PRIME – Crypto Wallet for Mul			03GR00025597 PRIME – Crypto Wallet for Mul			
cct/Obj#	523101			523101			523101			523101			
tart/Stop Date	2023-07-01		2024-06-30	2023-07-01		2024-06-30	2023-07-01		2024-06-30	2023-07-01		2024-06-30	
R POS# Rcd# JC#	40011186	0	908X01	40033869	0	908X01	40066923	0	907X01	40066923	0	907X01	Total
Past Pay Period	Original Amt	Orig %	Adj $	Original Amt	Orig %	Adj $	Original Amt	Orig %	Adj $	Original Amt	Orig %	Adj $	
JUL 1 31-JUL-2023	0.00	0.000		2,610.00	100.000		0.00	0.000		0.00	0.000		2,610.00
AUG 2 31-AUG-2023	1,627.83	58.924		1,134.78	41.076		0.00	0.000		0.00	0.000		2,762.61
SEP 3 30-SEP-2023	2,880.00	100.000		0.00	0.000		0.00	0.000		0.00	0.000		2,880.00
OCT 4 31-OCT-2023	2,880.00	100.000		0.00	0.000		0.00	0.000		0.00	0.000		2,880.00
NOV 5 30-NOV-2023	2,880.00	100.000		0.00	0.000		0.00	0.000		0.00	0.000		2,880.00
DEC 6 31-DEC-2023	2,880.00	100.000		0.00	0.000		0.00	0.000		0.00	0.000		2,880.00
JAN 7 31-JAN-2024	0.00	0.000		0.00	0.000		2,880.00	100.000		0.00	0.000		2,880.00
FEB 8 29-FEB-2024	0.00	0.000		0.00	0.000		2,880.00	100.000		0.00	0.000		2,880.00
MAR 9 31-MAR-2024	0.00	0.000		0.00	0.000		2,880.00	100.000		0.00	0.000		2,880.00
uture Acctg Period	Original Amt	Orig %	Adj %	Original Amt	Orig %	Adj %	Original Amt	Orig %	Adj %	Original Amt	Orig %	Adj %	
APR 10	0.00	0.000		0.00	0.000		0.00	0.000		2,880.00	100.000		2,880.00
MAY 11	0.00	0.000		0.00	0.000		0.00	0.000		2,880.00	100.000		2,880.00
JUN 12	0.00	0.000		0.00	0.000		0.00	0.000		2,880.00	100.000		2,880.00
Total	13,147.83			3,744.78			8,640.00			8,640.00			34,172.61

This ECD Report will result in a denial if this amount for April is being reallocated

Move to IRAD AIxCC DE00025552 for April

EDR: Checklist cont.

- **Have you selected only the rows you want to reallocate/transfer salary from?** ✔

  Also, if you are **reallocating only one partial amount** to (one) another combo code, then you can have only one row and simply change the amount and combo code on the row.

Company	Position Number	Pay Group	Pay Period End	Check Nbr	Emplid	Earnings, Tax, Deduction Ind	Account	Line Number	Original Amount	Original Combo Code	Original Account	Chartfield Details	New Combo Code	Amount to Transfer
030	40064687	03H	1/20/2024	7818470	4035474	REG	522100	8	887.80	03GR00021933	522100	Chartfield Details	03DE00020641	585.95

- **Have you carefully selected the applicable EDR justification option?** ✔

  If 'Other' is selected, please provide a detailed explanation of why the salary wasn't charged correctly to the original combo code, just stating "Reallocating to correct worktag" isn't a sufficient response.

- **If any of the original and new combo codes belongs to another department, have you contacted and then ad hoc'd in a financial approver (typically Level 1 approver) from that department?** ✔

  A list of CA approvers can be found under the Commitment Acctg menu of the Budget Office website at https://www.budgets.gatech.edu/rCmtAcctg/CAApproverList

- **Have you changed the New Combo Code and Amount to Transfer as needed on all the rows?** ✔
  - Make sure you have clicked 'View All' and updated all the **rows in case there are more than 5 rows**.

- **Have you followed the EDR approval deadline?** ✔
  - **Please note that the EDR deadline of 6/28/24 is not just for June but for the entire fiscal year. This is a hard deadline, no exceptions.**

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Project Accounting Updates

Glenn Campopiano

Director, Project Accounting

Project Accounting

G&C Invoicing Process Overview

G&C invoices sponsors in accordance with the terms and conditions of the contract or award. This is summarized in CIS:

Showing the billing instruction for INIT Package (latest available)

Inv Form: Georgia Tech Research Corp.

Copies:

Reserve:

Financial Reports:

Billing Schedule: Fixed Payment Schedule - Industry

Carry Forward Approval Rqd: N

Purchase Order Number:

Special Instructions:
No billing required; first payment of $200,000 already received by GTF and transferred to GTRC; second payment of $99,321 scheduled to be sent 6/30/2022.

Project Accounting

- Most awards are invoiced monthly on a cost reimbursable basis. G&C only bills for actual expenses posted we do not invoice for obligations.

- We bill the following month for the previous months expenses.

- The common forms of invoicing types:

Prepaid – sponsor pays upfront – no invoicing required.

Installment payments – sponsor makes regular payments – no invoicing required.

Installment invoice- sponsor is billed on a regular schedule for fixed amounts.

Monthly, quarterly, semi annually, annually – sponsor is billed for expenses incurred in the defined period.

Project Accounting

Government Letter of Credit – NSF, NIH and other Federal agencies allow GT to draw down funds as required to pay for expenses incurred.

We have a LOC process that groups all expenses for an agency into a large monthly draw. For example we may draw $8 million from NSF for the monthly expenses of over 500 NSF awards. Funds are usually received next business day by GTRC.

If expense are not posted in WD (SABER) we cannot invoice for them.

Project Accounting

Because of the relationship of GTRC to GT, GT is paid monthly for all the expenses on awards contracted through GTRC. GT is never waiting on invoices to be paid. GTRC waits for and receives the payments from sponsors.

A small amount of awards are contracted directly with GT. G&C bills those awards and manages the collections and postings of payments. On these awards GT must wait to be reimbursed from the sponsor and not GTRC.

Project Accounting

GT incurs expenses paid by GT funds and then GT is reimbursed for those expenses every month by GTRC – the process for awards contracted with GTRC is:

1. GTRC contacts with ABC company for a $10 research contract.
2. GT researchers perform the work and expend $10 doing so.
3. After the month ends G&C bills ABC on behalf of GTRC for $10
4. GT bills GTRC for $10
5. GTRC pays GT $10
6. GTRC waits for ABC to pay their invoice.
7. GTRC is paid by sponsor.

GT is paid every month by GTRC for its research expenditures.

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Project Accounting

Where to view invoices-

So you can see invoice dates and collection dates in GTRC Sponsored Billing Activity. Under the billing tab in CIS there is a link for the report

Phone:
Fax:
Email:

Phone:
Fax:
Email:

Click here to view Sponsor Billing Activity

Inv Form: Government
Copies:
Reserve:
Financial Reports: quarterly sf425
Billing Schedule: Monthly
Carry Forward Approval Rqd: N

Sponsored Billing Activity

Award/Fund Number: AWD-002632   (Format: A1234)   Old Project Number: ?   (Format: A-1234)   Filter Type ⦿ Award/Fund Number: ◯ Old Project Number   Submit

Project Accounting

Sponsored Billing Activity

Award/Fund Number: AWD-002632 (Format: A1234)	**Old Project Number:** ? (Format: A-1234)	**Filter Type** ⦿ Award/Fund Number: ◯ Old Project Number Submit

Award/Fund Number: AWD-002632   **Sponsor:** US DEPT OF ENERGY/DOE/IDAHO FALLS, ID   **Start Date:** 08/01/2021
Old Project Number: **Major#:**   **Terminated:**
Project Title: INTEGRTED UNIVERSITY PROGRAM SCHOLARSHIP AND FELLOWSHIP SUPP   **Type:** MN
Contract: DE-NE0009059   **Award:** $7,500.00

Costs: $7,500.00	Invoices: $7,500.00
Overhead: $0.00	Collections: $7,500.00
Checks: $0.00	Write Offs: $0.00
Fees: $0.00	AR Balance: $0.00
FCCoM: $0.00	
Charges: $7,500.00	
Invoices: $7,500.00	
WIP Balance: $0.00	

	Expenses					Activity		
Date	**Cost**	**Overhead**	**Checks**	**Fees**	**Cost of Money**	**Invoice**	**Collection**	**Write Off**
08/31/2021	$3,750.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
09/21/2021	$0.00	$0.00	$0.00	$0.00	$0.00	$3,750.00	$3,750.00	$0.00
01/22/2022	$0.00	$0.00	$0.00	$0.00	$0.00	$3,750.00	$3,750.00	$0.00
01/31/2022	$3,750.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$7,500.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$7,500.00**	**$7,500.00**	**$0.00**

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Project Accounting

- To see invoices in Workday go to the award overview page and click on the Billing & Receivables tab and then the View Sponsored Invoice for Award tab. A list of invoices will appear. To see the actual invoice drill down on the invoice number and got to the Printing Runs tab. You will find a .pdf of invoice to click on.

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Sponsor Award Reference Number	255609	**Sponsor Direct Cost / Sponsor Facilities And Administration**	11,358.00 / 6,611.00	**Award Contract Dates** 08/11/2021
Prime Sponsor	US DEPT OF ENERGY/DOE/IDAHO FALLS, ID			**CFDA Number** NA -
Sponsor	IDAHO NATIONAL LAB/BEA/IDAHO FALLS			

Overview   Award Lines   Budget   Award Tasks   **Billing & Receivables**   Additional Data   Additional Reports   Set Up & History

Schedules   **View Sponsor Invoices for Award**   Award Prepayment Summary

7 items

Invoice	Invoice Status	Billing Sequence	Adjustment Reason	Invoice Type	Invoice Date	Invoice Amount	Amount Due	Currency	Due Date	Invoi Follow Date
Customer Invoice: CI-00044515	Approved			G&C GTRC Standard Certification Required	12/07/2021	2,076.79	0.00	USD	12/07/2021	
Customer Invoice Adjustment: CI-00044515CR	Approved		GTRC Invoice Adjustments	G&C GTRC Standard Certification Required	12/31/2021	(2,076.79)	0.00	USD	12/31/2021	

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Billing Schedule	BILLING_SCHEDULE-3-7283
Award	AWD-002926: STRUCTURE CHARACTERIZATION OF ELECTROCHEMICAL CELL 08/11/2021 (version 0)

Grant	(empty)
Gift	(empty)
Designated	(empty)
GTRI Charge Code	(empty)
Custodial Entity	(empty)
Additional Worktags	(empty)

Invoice Lines · Receivables Distribution · Line Distribution · Attachments · Activity · Contract Lines · Business Process · Errors & Warnings · **Printing Runs**

Turn off the new tables view 🔵

1 item

Invoice Printing	Printed Date	Print Run Type	Print Status	Delivery Type	Customer Invoice	Attachments Printed With Invoice	Run by
🔍	12/07/2021 04:09:27 PM	Final	Completed	Mail	📄 CI-00044515 2021-12-07.pdf		Glenn Richard Campopiano

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Project Accounting

- You can always reach out to the accountant for invoicing questions.
- And if that doesn't resolve your issue please contact me directly.

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Project Accounting Updates

Douglas Feller

Financial Manager, Project Accounting

Prior Year Cost Transfer

- Prior Year Salary Cost Transfers that will be accepted for review and processing:

- Sponsored Grant line to Sponsored Grant line in the same Award

- Sponsored Grant line to Designated or GTRC or GTF funds

- Errors caused by incorrect Award set-up (by OSP or G&C)

- GTF or GTRC to Sponsored Grant line for mods or initiations completed in June.

- Requests must be complete with all required documentation or will be returned for correction. Requires G&C Cost Transfer Form-include Salary, fringe & tuition. Employee cost detail and signed revised ASR

- All requests must go through Service Now.

- If the requests does not meet the above conditions, it will not be processed. If you identify a salary on an award that does not meet the above criteria it will be moved to a discretionary worktag. Once you inform us it is wrong it must be fixed – no never minds"

- Be Sure to put June pay on GTF or GTRC worktags so they can transfer in FY24 to sponsored worktags.

- Don't leave the salaries on state funds!

- **Remember cost transfers from prior year state funds to sponsored are not allowed**

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GTRI to RI Interdivisional Funding

- Money coming from GTRI

- G&C receives "GTRI Interdivisional Request to RI – New Grant"

- New Award and Grant are created and linked to a GTRC charge code (D####.##.##.##.####)

- Additional funding - "GTRI Interdivisional Request to RI – Existing Grant"

- All approves for funding are done by GTRI

- Billing done by GTRI

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RI to GTRI Interdivisional Funding

- Unit needs to submit a "New Award Line/Grant"
- Information needed to process request
  - AWD Number
  - Prime Grant Number
  - Title
  - GTRI PI/PD
  - Total GTRI Budget
  - Period of Performance

- Communication for additional funding needed between unit, G&C, and GTRI
- Billing done by G&C

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Cost Accounting Updates

Jonathon Jeffries

Director - Cost Accounting

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2024 NIH Salary Cap

- Effective January 1, 2024

  - ***$221,900 per year for full-time appointment***
  - $18,491.67 per month
  - Previously $212,100 or $17,675.00 per month
  - <u>Grant and Contracts Memo</u>

  - Must be applied based on level of effort and FTE

  - Applies to **all** subawards and subcontracts

  - Grantee can re-budget funds to accommodate new cap if adequate funds available and does not negatively impact the scope of the award

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NIH Salary Cap Reminders

- Updated list of required EDRS will be sent monthly and checked frequently at year-end until CA closes

- Emails are sent to Unit Financial Managers and Grant Manager(s) on Worktag

- Dependent on Summer Salary being posted and accurate effort allocation

- Please respond when EDRs are approved and request Cost Share Grant from Grant Analyst

- **<u>MUST</u>** be cleared by Fiscal Close!!!

- Please help us avoid prior year journals

- Any unique situations (pay issues, etc.) please provide me documentation and calculation to support

Information about NIH Cap Available on Grants Website at
https://grants.gatech.edu/policies-and-procedures/manuals-and-notices

Monthly WAF and Grant Management

- Employees including GRAs and Student Assistants paid on sponsored funding(Grant Worktags) receive an WAF monthly via email

- It is GT policy that employees should review their WAF monthly!!

- Employees must report errors in their salary distribution to their Financial Staff and an EDR should be performed ASAP

- Please assist us by educating and informing employees (Faculty too) to regularly review their labor distribution monthly and report issues

- This could be part of your monthly grant management meetings

- Grant Administrators may find the Ad Hoc Salary report on LITE a useful tool to review salary information and avoid salary errors that require an EDR from happening and being discovered in the Electronic Workload Assignment Form (Waf)

- Improved salary management reduces audit risk, improves billing and reporting compliance, and avoid extra EDRs.

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EARLY ASRs

- Terminating Employee ASR on LITE -Security based on Ad-hoc Salary Details

  - Employees must be termed in OneUSG Connect and final payroll posted

  - Any change to salary or distribution voids the signed ASR

  - Requires terminating employee signature, No First-Hand Knowledge

  - Return to easr.ask@office365.gatech.edu once signed

Personal Services Reporting Tutorial (Effort Training)

- New training for all employees that require effort reporting is available at Quest LMS

    - Personal Service Tutorial Module

    - Responsible & Ethical Conduct of Research (RECR) Awareness (module)

    - https://gtri.sabacloud.com/Saba/Web_spf/NA7P1PRD132/common/ledetail/RA-AWARENESS-COURSE

- As of May 15th (32%) employees have completed new training

- Additional email to Cost Center Managers monthly to assist with communications

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Compliance Communications

- Travel Expenses Report Review

  - Focus on Justifications and alignment with Grant objectives

- Effort Allocations Review (Monthly)

- Subaward invoices

  - Approvals and alignment with award budget

- Please respond as quickly as possible to questions from our staff and provide justifications

- Updates to <u>TEP Policies</u> effective July 1st

  - PBS will provide additional guidance and support in the coming weeks

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Compliance Updates

Charles H. Derricotte III

Financial Compliance Program Manager

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Topics for May 2024

- Best Practices - Attaching Documentation in Workday

- Participant Support Reminders

- Summer Pay Reminders

- Sandia National Labs Reminders/Best Practices

- Subaward Best Practices & Reminders

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Best Practices - Attaching Documentation in Workday

Did you forget to upload key justification to your supplier invoice or expense report?

Do not worry, here are step by step instructions for uploading attachments into Workday.

1. Type the Operational Transaction into the search bar.
2. After the search returns a result, you will see "Operational Transaction Number: INV-XXXXXX". Hover your mouse over INV-XXXXXX and you will see a small oval shaped icon (with four dots) on the right side of the transaction.
3. Single click on the oval shaped icon, which will bring up a window with information about the transaction. On the far left of this window, is an "Actions" section. Hover over "Operational Transaction", which will bring up another small window. Select "Add Attachment".
4. Scroll down to the appropriate section and upload the attachment.
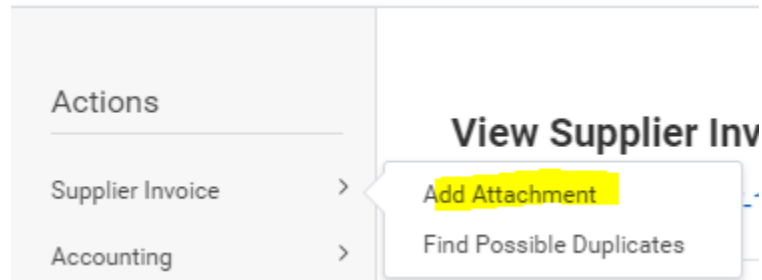
Supplier Invoice

DOH!

Actions

View Supplier Inv

Supplier Invoice > Add Attachment
Accounting > Find Possible Duplicates

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Best Practices - Attaching Documentation in Workday

When would this be helpful?

1. Adding Participant Support Documentation (Participant Letter, Program Agenda's etc)
   1. G&C Compliance is currently communicating missing documents.

2. Adding Budget Justification to support travel taken by allowable personnel
   1. Missing conference agenda, flight information, lodging receipt, ground transportation, meals, miscellaneous, etc
   2. Additional Explanations to substantiate travel taken
   3. Explain outlier situation (extended travel, moved hotel, other)

COMPLIANCE & AUDIT PROTECTION

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Participant Support Reminders

- Who qualifies as a participant?
    - Students, scholars, and scientists from other institutions, representatives from the private sector, teachers, and state or local government agency personnel.
    - Speakers and trainers **are not** considered participants and should not be included in the participant support section of the budget.
    - Honorariums **are not** allowed as PSC costs
    - **Social events** are not allowed on sponsored awards per 2CFR200.438
    - For additional information see: Buzz from February 27, 2024 & P.I. Article dated February 2023

- What kind of documentation should a department keep on file for participant support costs?
    - Similar to other award-related expenses, a department must maintain back-up documentation for all participant support costs. This would include:
        - Eligibility requirements (Official Letter, Email, or other notification to participant)
        - List of program participants
        - Evidence of attendance of participants, such as a daily log or similar documentation.

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• Summer Pay Reminders

- Pay Summer Salary when incurred during the summer months (May-Aug)
- Utilize Discretionary Funding & the Undesignated Account if award is not set up
  - Keep in mind that the Undesignated Account must be zeroed out for year end so consider this when managing awards.
  - Keep track of justification for all costs as this will be needed when completing a cost transfer (EDR) once award is set up.
    - Consider timing of set-up of grant line compared to date of cost transfer. 90-day clock starts at award initiation in Workday. Consider APN's if many transactions are needed. <u>See the buzz from April 25th to see this information</u>.
  - Paying summer salary <u>outside of the summer months</u> could elevate the risk of payments being questioned within an audit scenario
  - Also a P.I Article is available from June 2023 and gives an overview of summer salary and how to record it in ONEUSG.

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Sandia National Labs Reminders/Best Practices

- Sandia Audit is still on-going so please be reactive to any inquiries. We do not want to risk questioned costs because of delayed replies.

- Normal timelines for awards ending is 9/30 to match federal fiscal year end
  - Review expenditures quarterly to ensure accuracy
  - Ensure cost align with budget justification

- Risks to consider
  - Salaries – Be cautious when adding salary or removing salary via EDR near end of award. Make sure strong documentation exists for these changes.
  - Travel/Equipment – Ensure travel/equipment is budgeted or approved by the Sandia Buyer and SDR. For further information see the buzz from January 23, 2024.

Subaward Best Practices & Reminders

- For Subaward invoices please closely review costs for alignment with budget justification
- Verify that all monitoring efforts of the sub-recipient are being documented. <u>See the buzz from November 27, 2023 for best practices.</u>
- P.I Article on Sub-Recipient Monitoring from July 2022 that discusses roles and responsibilities
- If in need of assistance reach out to <u>subrecipientmonitoring@osp.gatech.edu</u>

- Helpful Tools
  - https://gtri.sabacloud.com-Subawards: Request, Monitor and Risk
  - Subrecipient or Contractor determination tool <u>https://osp.gatech.edu/system/files/2024-03/Subrecipient-vs-Contractor-vs_Vendor-vs-Employee_2.pdf</u>
  - 2.3.5 Subaward Considerations

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Workday Reporting Updates

Amy Zhang

Application Support Analyst Lead

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Workday Business Process Downtime for FY2024 Year-End Close

- **Unavailable Processes:** Certain Workday business processes will be unavailable during Year-End Close. The Workday security team will remove campus access based on the planned schedule.

- **Schedule:**
  - The schedule is available on the Controller's Office website (subject to change). https://controller.gatech.edu/monthyear-end

  - It will also be published on TechWorks and Workday.

- **Notice:** The Controller's Office will send a notice to campus regarding Workday downtime in early June.

Workday Business Process Downtime for FY2024 Year-End C

Functional Area	Business Process
Supplier Accounts	Supplier Invoice Requests (SIRs)
Expenses	Expense Report
Procurement	Requisition
Supplier Accounts	Receipts
PCard	PCard Transaction Verification
Expenses	Spend Authorizations
Procurement	Purchase Orders including Facilities, Subaward & GTAA PO's
Business Assets	Asset Copy, Edit, Issue, Transfer, Assign Accounting, Registration
Supplier Accounts	Supplier Invoice, Ad Hoc Payment
Budget Amendments	Project Budget Amendments
Financial Accounting	Journal - Create, Adjustment, Reverse and Copy
Budget Amendments	Gift Budget Amendments

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Saber Report Update

Added Award/Grant Start Date

- The Saber Report now includes the start date for awards and grants.

Award Lifecycle Status	Award Start Date	Award End Date	Months Left for Award	Grant PI	Grant Manager	Grant Lifecycle Status	Grant Start Date	Grant End Date	F&A Rate
Close Out	05/06/2021	05/05/2024	⚠ 0			Close Out	05/06/2021	05/05/2024	58.20%
Close Out	05/06/2021	05/05/2024	⚠ 0			Close Out	05/06/2021	05/05/2024	58.20%
Close Out	05/06/2021	05/05/2024	⚠ 0			Close Out	10/01/2022	05/05/2024	0.00%

Training Updates

Rob Roy

Director of BOR Sponsored Programs

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Current Internal Professional Development Opportunities

Saba Quest LMS – Sign in with GT credentials and register!

Offered virtually via Zoom, unless otherwise noted

Check out our Training Roadmap & Course Descriptions!

SELF-PACED / ON-DEMAND COURSES

- *Introduction to the Research Enterprise at GT*
- *What are GTRC and GTARC?*
- *Fun with the FAR*
- *DFUN with the DFARS*
- *NCURA: AI in Research Administration: Unlocking Efficiency and Innovation*
- *NCURA: NIH Data Management & Sharing Policy – Budgeting/Application Tips & Tricks (or Treat?)*
- *NCURA: Managing SBIR/STTR Projects*
- *NCURA: Get Control over Subrecipient Monitoring Controls (coming soon)*
- *NIH Proposal Preparation & Review Tips*
- *NIH F Series--Fellowship Programs*
- *NIH Fundamentals (NCURA)*

- *NSF Proposal Preparation & Review Tips*
- *Advanced Research Projects Agency for Health (ARPA-H):*
  - *Introduction and Q&A*
  - *Budget Workshop*
  - *Terms & Conditions Workshop*
- *Service Centers and Best Practices*
- *Specialized Service Agreements*
- *Subawards - Request, Monitor, Risk*
- *Effort Reporting*
- *Contract Information Systems (CIS)*
- *Cost Share*
- *Cost Transfers*
- *Pivot: Finding Funding*
- *ORCID iD*

April RAB Recording
NOW AVAILABLE

Research
Administration
Buzz
Quarterly Meeting

April 16, 2024

Dalney 180:
11:30am – 12:00pm Lunch
12:00pm – 2:00pm Event

Virtual via Zoom:
12:00pm – 2:00pm Event

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CLICK HERE TO ACCESS THE RECORDING.

Georgia Tech Research

RESEARCH ADMINISTRATOR
APPRECIATION
EVENT
Professional Recognition

SEPTEMBER 24, 2024

11:30AM - 12:00PM
LUNCH & NETWORKING

12:00PM - 2:00PM
HYBRID EVENT

CLICK **HERE** TO REGISTER
CLICK **HERE** TO SUBMIT RECOGNITION DETAILS FROM FY24

KEYNOTE SPEAKER

ARI
GUNZBURG

SPEAKER | AUTHOR | HUMORIST

AUTHOR OF
THE LITTLE BOOK OF GREATNESS

TO LEARN MORE
ABOUT OUR SPEAKER
CLICK HERE

THANK YOU!

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