

Topics and Comments Shared at the Fiscal Administrators Meeting from February 12, 2014

The Office of Sponsored Programs (OSP)

Save the Date: Tuesday, February 25, 2014 – in the Newcomb Hall Kaleidoscope Room; Starting at 8:30
Please make your plans to attend these quarterly Research Administrators Forums! There is a full agenda on federal/university/sponsor happenings and updates.....All are welcome to attend. Our meeting dates/times and locations are located on the OSP website at:
<http://www.virginia.edu/sponsoredprograms/>

Avoid Delinquent Effort Reports: Recently internal and external reviewers have noted some effort reports are not certified in a timely manner. In summary, this means that institutionally we are not compliant with our own practices. Additional system generated emails (EFFORT@UVa) will be sent to the Principal Investigators (PIs) responsible for the review and certification of these periodic reports. These additional emails will be generated each of the last five (5) days of the electronic certification cycle. Additionally, if a report were to go delinquent, weekly emails to both the PI and the organizational Designee (usually the Department Chair) will be generated until such time that the effort report is properly addressed. Please also refer to UVa Policy FIN-027 for sanctions related to non-compliance with these reports.

Cost Transfers: In partnership with Accounting Services, in the Office of the University Controller, OSP is responsible for reviewing cost transfer batches that specifically impact sponsored programs (G/Z awards) prior to the posting of these transactions. In the same light, Accounting Services is reviewing all batches that impact non-sponsored funding sources. As metrics on these transactions are gathered, we collectively remain concerned over the number of cost transfers that are processed. In reviewing these transactions to ensure that adequate documentation is present in the comment field, we find that this is along with the Expenditure Item Dates (EID) not agreeing are the top reasons that batches are returned for rework sending the batch back into 'working' status. Keep in mind that justifying why a cost is acceptable to now be charged to a new accounting home and how that cost is benefitting and advancing the goals of the new funding source is the most critical piece of information in the transaction. Simply stating that the wrong PTAO/account was charged or only stating the reason why the transfer is necessary (miscommunication, absence of administrative support, etc) is not adequate. Use the paperclip feature if the comment field is not big enough to relate the costs to the goals of the sponsored award if that is the funding source being charged/debited. (Put in your comment that you have additional information in the paperclip for review).

Federal Grant Reform: The Final Rule was published on December 26, 2013 and is currently known as the Omni or Super Circular. This document consolidated 8 federal circulars addressing cost principles, administrative requirements and audit standards into a more streamlined set of guidelines. The circulars that were directly relevant to our federally sponsored programs; A-21, A-110 and A-133 were part of this consolidation.

While this document has been published with the approval of the Office of Management and Budget (OMB) its contents are not yet officially in effect. From the date of publication, the Federal granting agencies have 6 months to provide OMB with their formal implementation plans. OMB will then take 6 months to review/approve those specific plans. On December 26, 2014, the Final Rule will be in effect. At that time that the institution will make final decisions related to costing principles and administrative requirements that may or may not, involve changes to current positions and/or practices. Until then or until notified of any changes, it is important that all current practices remain in place.

To Reiterate the Message from Gary Nimax, Asst. VP for Compliance and Enterprise Risk Management, contacts for the two (2) current UVa 'Hot Lines' can also be found on the OSP website at:

<http://www.virginia.edu/sponsoredprograms/compliance/index.html>

Questions or comments on these minutes can be directed to Sharon Brooks at sgb4n or at 243-2036.