

Post Award Team Update

Urmila Bajaj, Director of Post Award

Gareth Evans, Associate Director of Post Award

Catina Seitz, Assistant Director of Post Award

November 28, 2017

Post Award New Recruits

- Gareth Evans, Associate Director, Post Award
- Darcy Rugar, Post Award Accountant
- Kim Becker-Damron, Post Award Accountant
- Sandra Williams, Post Award Accountant

90 day award closing notices

- Notice sent to out 90 days prior to award end date, roll out October 2017
- 12 point compliance checklist



OFFICE OF SPONSORED PROGRAMS 90 DAY AWARD CLOSING NOTICE



DATE:	AWARD PERIOD:
AWARD:	AWARD AMOUNT:
PROJECT:	FUNDING SOURCE:
PI:	AWARD MANAGER:
AWARD TYPE:	

OSP Post Award has identified the following checked items for further review:

<input type="checkbox"/>	1.	As of today, the award has an available balance of \$XXXX.
<input type="checkbox"/>	2.	As of today, the award/project is in deficit by \$XXXX. Please process cost transfer(s) to resolve this deficit.
<input type="checkbox"/>	3.	This award has non-labor open commitments to be cleared and/or POs to be finally closed within 30 days after the award/project end date.
<input type="checkbox"/>	4.	OSP identified expenditures which need further justification. Please review attached spreadsheet.
<input type="checkbox"/>	5.	PI payroll charged to the award does not reflect budgeted effort (see attached workbook). Difference of 25% or greater on awards subject to UG must be approved. Verify that approval is documented in Research UVA.
<input type="checkbox"/>	6.	Salary exceeds salary cap. Please see attached workbook and correct as needed.
<input type="checkbox"/>	7.	Award has cost share. Please remit the attached cost share certificate.
<input type="checkbox"/>	8.	Award has sub-recipient(s). Remind subs to submit final invoice within 60 days of EOA for Federal Awards. For non-federal due date varies. Final Sub Invoice Due Date: ____/____/____ (available in sub-agreement)
<input type="checkbox"/>	9.	Award has program income. Ensure it has been captured correctly. Program Income Account GXXXXXX
<input type="checkbox"/>	10.	Ensure all equipment purchased on the award is tagged appropriately by Property Services (Gary Young).
<input type="checkbox"/>	11.	The noted traveler(s) does not have salary charged to the award and need justification: _____
<input type="checkbox"/>	12.	The noted travel may not comply with the Fly America Act. Please explain. _____

90 day award closing notices

- OSP has received positive feedback so far
- Document is not finalized, any further comments for improvement/clarification most welcome
- With **EARLIER** and **STRONGER** closeout process, OSP is considering the removal of the FSR memo that is sent as award end

Update on delinquent closeouts

Work started Feb 2017

FY12 prior: assigned to Jim Bowen

- Dec 2016 (436 awards), July 2017 (218 awards), November 2017 (149 awards) 65% reduction in 10 months

FY13 to present: assigned to Post Award Accountants

- Dec 2016 (1304 awards), July 2017 (931 awards), November 2017 (777 awards)
- 40% reduction in 10 months

Audit Updates

- APA audit (federal requirement under Single Audit Act)
 - Performed by the Virginia State Auditors
 - R&D Cluster is audited every other year, FY17 was the audit year
- Audit started with Internal Control Questionnaire – responses are required to *reasonably assure appropriate internal controls* over major compliance areas
 - Each compliance area have questions on 5 principles, Control Environment, Risk Assessment, Control Activities, Information and Communication and Monitoring

APA Audit for FY17 R&D Expenditures

- Compliance areas reviewed
 - Activities Allowed or Unallowed
 - Allowable Cost Principles
 - Cash Management
 - Equipment and Real Property Management
 - Matching
 - Period of Availability of Funds
 - Procurement, Suspension and Debarment Program Income
 - Reporting
 - Sub-recipient Monitoring

APA Audit for FY17 R&D Expenditures

- SEFA reporting for APA audit
 - Run FY17 expenditures on federal and federal flow through awards
 - Reconcile payments received on each federal flow through award received from another VA State agency
 - Coordinate SEFA reporting with VA State agencies, to avoid duplicate counting of federal expenditures for the consolidated State of Virginia SEFA report
- Final results
 - No audit findings in R&D cluster

Questions?