Award Closeout –

Closeout Emails Process Improvements

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“Old” Closeout Email

Feedback from PIs and Administrators

• Too much text, too dense
• Some text was confusing – didn’t know what they were supposed to do
  – e.g., contacted OSR GO as instructed to do in the email
“New” Closeout Email

Input from both campuses
• Clarify roles and actions required (PI and RA)
• Bullet points; less text
• Personalized – added name of RA, signed by GCFA

Evanston ASRSP-School Workgroup
• Meeting monthly for the last year
  Agenda: Updates, Issues, Current Topic
• Topics: closeout email, pCards, computer purchases, allocations, closeout checklist
• Representatives:
  ASRSP - Jennifer Mitchell, Frank Cutting
  Weinberg - Reid Wellensiek, Sharlene Andrewin
  McCormick - Maura Cleffi, Deb Cundiff
  SoC - Maria Galent
  SESP - Carmen Robinson
  Research Centers - Peter Anglada
**ASRSP Closeout Email Notification Process**

- **Who?**
  - ASRSP Info Team starts
  - Email goes to OSR GO, ASRSP GCFA, PI, and Department RADM (Research ADMinistrator)

- **What?**
  - All project IDs with End Dates in month 2 beyond current month

- **How?**
  - Email notifications automatically sent by NUFinancials

- **When?**
  - First business day of each month

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**Pre-review Cognos GM028 List of Expected Notifications**

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Notification Criteria

• Friday July 1 process runs for Project End Dates between September 1 and September 30

• Given that end dates are mostly at end of month – approximately 90 day notice

• Message text based on fund – in new process, 1 message for all fund types except 640 clinical trials

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Project Team highlighted on  Cognos GM045
Department Closeout Notification

• Research ADMInistrators (RADMs) are established in NUFinancials at award set-up by OSR based on an internal master list
• RADMs represent a department administrator contact and are
  – Listed on GM045
  – CC’ed on closeout email
• OSR or ASRSP Info Team performs updates of department RADMs upon request
• When departments have staff turn-over, they can either pro-actively provide OSR or ASRSP a list of project IDs to update, or request a list of project IDs for which a employee is listed as RADM
• The PI is only updated by OSR via approved ESPR request

ASRSP Operations Update

Janet Maher
Associate Director of Operations, ASRSP
ASRSP Operations Update

- **Cash Management**, August 2016 end of fiscal year cash application

- **Subk and Transactions Team**, GM092
  Cognos report and end of fiscal year PO rollover project

- **Info Team**, FY16 Payment Management System Transition project update

Outgoing Subcontracts Cognos GM092

- GM092 Subcontract Monitoring Report is now in Cognos Production but not available to Departments.
- Vendor ID clean up is in progress by ASRSP and OSR.
- Proper NUFin vendor ID must be selected by department when setting up Purchase Order so that the GM092 is functional.
- Report will assist ASRSP in monitoring timely set up of Purchase Order by Department and monitoring expenditure rate of the subk towards the end of the award (not individual subk budget periods).
FY16 PMS Transition project update, Prespend Setup EV & CH

- As of June 23rd, OSR has set up 287 prespend projects (fund 610 and 620). Total of ~330.

FY16 PMS Transitional FFR update EV

- Total of 31 EV NIH Transitional FFRs for Fund 610
- As of June 16th, ASRSP has submitted 8 of the total 31 EV Transitional FFRs due.
- On schedule to submit balance of 8 due on June 30th, 2016
FY16 PMS Transitional FFR update CH

- Total of 127 CH NIH Transitional FFRs for Fund 610
- As of June 16th, ASRSP has submitted 18 of the total 127 CH Transitional FFRs due.
- On schedule to submit balance of 26 due on June 30th, 2016

Thank You
Feedbacks are welcome!

Thank you for attending our networking event! Handouts will be posted on ASRSP website in early July.

Please send your comments or suggestions (e.g., future topics) to:

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