

FY 2023 CLOSE

# Fiscal Year End Preparation: Accounting Services for Research and Sponsored Programs (ASRSP)

WELCOME

# Introduction

**Bernie Hadaway**

Interim Assistant Director of Cash and  
Subcontracts  
ASRSP

# Agenda

- Key Dates
- Contacts and Resources

## FY23 – FY24

- AUG 1-31
- Departments should forward payments to the ASRSP Cash Office located on the Evanston campus. Checks should be clearly identified with the Sponsored Project ID.
    - For intercampus mail and in-person delivery:  
ASRSP Cash Office  
Rebecca Crown Center (North Tower)  
633 Clark Street, Suite G547  
847.491.4712
- AUG 1-31
- Clinical Trial Invoices should be emailed to [asrsp-cash@northwestern.edu](mailto:asrsp-cash@northwestern.edu).

## FY23 – FY24

- AUG 11 • FY24 Recharge Rate Calculations are due to ASRSP; please email the recharge rates spreadsheet to Sophia Gabay (s-gabay@northwestern.edu).
- AUG 31 • Last day for FY23 Requisitions to be approved and sourced into Purchase Orders.
  - All requisitions that have not been approved and sourced by 6:00 pm will be cancelled and closed.
- SEPT 8 • FY23 Purchase Orders with a Pending Change Order (POC) not approved by 6:00 pm will be closed. This includes Purchase Orders with a status of Pending Approval or Denied.

## FY23 – FY24

- SEPT 8 • FY23 Subcontract Vouchers will be deleted if not fully approved by 6:00 pm.
- SEPT 8 • FY23 Expense Reports with pending approvals will be sent back for FY24 resubmission.
- SEPT 15 • FY23 Cost Transfers Journals not fully approved by 5:00 pm will be deleted. Please enter Cost Transfers Journals according to your Dean's office guidance on internal submission deadline to prevent delays.

## Contacts

- Executive Director
  - LaShawnda Hall: [Lashanda.hall@northwestern.edu](mailto:Lashanda.hall@northwestern.edu) | 847.491.4716
- Interim Cash Management and Subcontracts
  - Bernie Hadaway: [b-hadaway@northwestern.edu](mailto:b-hadaway@northwestern.edu) | 847.491.4712
- Recharge Operations
  - Sophia Gabay: [s-gabay@northwestern.edu](mailto:s-gabay@northwestern.edu) | 847.467.1142
- ASRSP Grant Administration Directory
  - [Northwestern.edu/asrsp/about/staff.html](http://Northwestern.edu/asrsp/about/staff.html)

## Resources

- ASRSP Website  
[Northwestern.edu/asrsp](http://Northwestern.edu/asrsp)
- Recharge Website  
[Northwestern.edu/asrsp/costing/rechargeservice-centers.html](http://Northwestern.edu/asrsp/costing/rechargeservice-centers.html)

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**Thank You**