Cost Studies and ASRSP Topics

Interim Expenditure Review
Audit Update
FY17 F&A Proposal Update
Status of Research Portal Salary Display

Semi-Annual Networking Event
June 2018

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AUDIT STATUS UPDATE

Audit Status Update

- NIH Subrecipient Monitoring Audit
  - Scope: NIH incoming and outgoing subawards in 2015 and 2016
  - Preliminary report received: NO cost disallowances
  - Improvement on Risk Assessment before issuing a subaward
- NSF Audit
  - Scope: July 1, 2013 through June 30, 2016 (3 years)
  - Required documentation submitted; awaiting auditor's response
- FY18 Annual Single Audit
  - Northwestern is required to conduct an annual single audit per Uniform Guidance (2 CFR 200)
  - New external auditor starting FY18: KPMG
  - Kick-off meeting held; intense work estimated to start in July

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STATUS OF FY17 F&A PROPOSAL

FY17 F&A Proposal

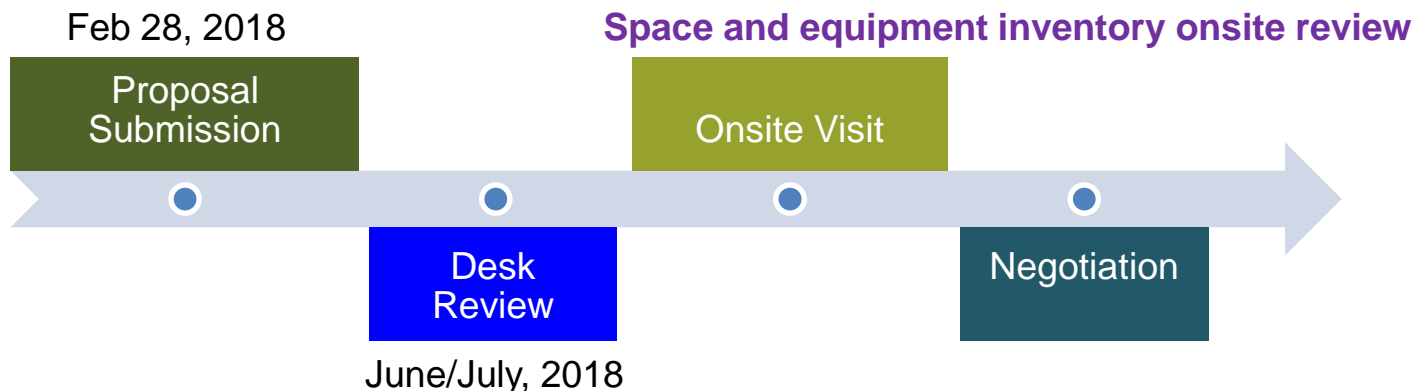- Proposal with Projections submitted by February 28, 2018 (on time submission)

	FY17 Proposed Rates
Facilities	
Building	10.35
Equipment	3.57
Interest	3.96
Operations & Maintenance	15.3
Library	1.84
Subtotal Facilities:	**35.02**
Add Utility Allowance:	**N/A***
Administrative	26.00
Total:	**61.02**

FY17 F&A Proposal is subject to Uniform Guidance:

- Utility Cost Allowance 1.3 is removed from the rate under Uniform Guidance
- Administrative rate remains capped at 26%

FY17 F&A Proposal

- Projected building expenditures in addition to the proposal
    - Mudd renovation and addition
    - Tech A/B wing infill
    - Simpson Querrey Biomedical Research Building
- Next steps and tentative timelines:

Feb 28, 2018

Space and equipment inventory onsite review

Proposal Submission

Onsite Visit

Desk Review

Negotiation

June/July, 2018

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STATUS OF RESEARCH PORTAL SPONSORED SALARY DISPLAY

What's Coming in August?

- Faculty will see staff and students paid from their projects
  - Salary information in Research Portal
  - Payroll dollars by month including journals
  - Percent of base salary
  - Look at a project and see listing of people
  - Look at a person and see listing of projects
- Faculty will <u>not</u> see salary data of other faculty
- Staff who have InfoEd proposal creation rights will see all sponsored projects/people

Viewing a Project

New "**People**" Tab

Questions? Contact Klara Mueggenburg at k-mueggenburg@northwestern.edu

Note: Demo data only (no actual data are displayed)

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INTRODUCTION OF INTERIM EXPENDITURE REVIEW

How did it get started?

- Recommendation from Program Review
  - Expenses were reviewed during award closeout. If not allowable, the department does not have sufficient time to manage available funds
  - Departments would like more time to review expenses
- Goals
  - Proactively review expenditures and overall financial award activity to allow departments adequate time to respond, correct errors, and utilize all available funding prior to the end of an award
  - Over time, reduce expense review burden during award close-out for both departments and GCFAs
- Fulfilling the Promise
  - Pilot program was successful in 2017
  - New program adjusted to account for current staffing constraints
    - Communication with departments started in May 2018
    - Awards ending in precisely 6 months will be reviewed first

Workflow

1 • Expense review team creates a monthly list of projects to review and emails all GCFAs to confirm projects on the list have not been reviewed

2 • For each project, expense review team completes review and sends the workbook to GCFA

3 • GCFA reviews expense review workbook and sends it to Department RA/BA and copies expense review team

4 • Expense review team performs correction journals or F&A adjustments as needed per GCFA instructions

5 • Expense review team logs completed review for tracking purposes

Email Example

As part of the interim expense review program, we have reviewed the expenses and activities for the Award SP0012347 up to 4/30/18. Attached is the Interim Expense Review workbook. Please review Tab 1, **Expense Review.** This report highlights the expenses that need justification and/or the expenses that are considered unallowable. Please provide justification in column W for the transactions highlighted in yellow. Those highlighted in red are considered as unallowable per Uniform Guidance and should be transferred off the award. I am happy to assist or discuss if you have questions regarding the above.

Please **respond by** *<xx/xx>* to ensure we are resolving all issues in a timely manner. Your prompt response is greatly appreciated!

The rest of the worksheets provide helpful information that we hope can facilitate your award management (they do not require your input). Please see below the additional tabs for your references.

Budget Justification – Provides expense review guidance by showing the budget sections from the Notice of Award (NOA) or proposal.

Summary – This is a dashboard showing expenses vs. budget for all expense categories, project to date.

Burn Rate Dashboard – This is a dashboard showing current expenses vs. the time remaining on the award or project period.

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EXPENDITURE REVIEW WORKBOOK DEMO

See Excel workbook demo

Thank You