

FY 2026 CLOSE

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

WELCOME

Introduction

Tameka J Jackson

Assistant Director of Cash
ASRSP

Agenda

- Key Dates
- Contacts and Resources

FY26

AUG
1-25

- Departments should forward payments to the ASRSP located on the Evanston campus. Checks should be clearly identified with the Sponsored Project ID.
 - For intercampus mail and in-person delivery:
ASRSP
1800 Sherman Av
Suite 6000
847.467.1384

AUG
1-31

- Clinical Trial Invoices should be emailed to asrsp-cash@northwestern.edu as well as the GCFA. You can find the correct GCFA on the GM045 report.

FY26

- AUG 3 • FY26 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 FY26 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 4 • FY26 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.

FY26

- SEPT 4 • FY26 Subcontract Vouchers will be deleted if not fully approved by 6:00 pm.
- Aug 31 • FY26 Expense Reports with pending approvals will be sent back for FY26 resubmission.
- SEPT 15 • FY26 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: lashawnda.hall@northwestern.edu | 847.491.4716
- Assistant Director of Cash Management
 - Tameka J Jackson: tameka-Jackson@northwestern.edu | 847.467.1384
- Recharge Operations
 - Sophia Gabay: s-gabay@northwestern.edu | 847.467.1142
- ASRSP Grant Administration Directory
 - Northwestern.edu/asrsp/about/staff.html

Resources

- ASRSP Website
Northwestern.edu/asrsp
- Recharge Website
Northwestern.edu/asrsp/costing/rechargeservice-centers.html

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Thank You