

FY 2022 CLOSE

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

WELCOME

# Introduction

Juan Esteban Jimenez

Assistant Director of Cash and Subcontracts  
ASRSP

# Agenda

- Key Dates
- Contacts and Resources

## FY22 – FY23

- Departments should forward payments to the ASRSP Cash Office located in the Evanston campus. Checks should be clearly identified with the Sponsored Project ID.
  - For intercampus mail and in-person delivery:  
ASRSP Cash Office  
633 Clark St.  
Rebecca Crown Center  
North Tower, G594  
847.491.3385
- Clinical Trial Invoices should be emailed to [asrsp-cash@northwestern.edu](mailto:asrsp-cash@northwestern.edu).

## FY22 – FY23

- AUG 1 • FY23 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 FY22 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 9 • FY22 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.

## FY22 – FY23

- SEPT 9 • FY22 Subcontract Vouchers will be deleted if not fully approved by 6:00 pm.
- SEPT 9 • FY22 Expense Reports with pending approvals will be sent back for FY23 resubmission.
- SEPT 16 • FY22 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
- Cash Management and Subcontracts
  - Juan Esteban Jimenez: [juan.jimenez@northwestern.edu](mailto:juan.jimenez@northwestern.edu) | 847.491.7776
- 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/coststudies/recharge.html](http://Northwestern.edu/coststudies/recharge.html)

FY22 CLOSE

**Thank You**