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

Juan Esteban Jimenez
Assistant Director of Cash and Subcontracts
ASRSP
Agenda

• Key Dates
• Contacts and Resources
ASRSP Key Dates

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.
  
  AUG 1-31
  ○ For intercampus mail and in-person delivery:
    ASRSP Cash Office
    633 Clark St.
    Rebecca Crown Center
    North Tower, G594
    847.491.3385

  AUG 1-31
  • Clinical Trial Invoices should be emailed to asrsp-cash@northwestern.edu.
ASRSP Key Dates

**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.
**ASRSP Key Dates**

**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
  o LaShawnda Hall: Lashanda.hall@northwestern.edu | 847.491.4716

• Cash Management and Subcontracts
  o Juan Esteban Jimenez: juan.jimenez@northwestern.edu | 847.491.7776

• Recharge Operations
  o Sophia Gabay: s-gabay@northwestern.edu | 847.467.1142

• ASRSP Grant Administration Directory
  o Northwestern.edu/asrsp/about/staff.html

Resources

• ASRSP Website
  Northwestern.edu/asrsp

• Recharge Website
  Northwestern.edu/coststudies/recharge.html
Thank You