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

Bernie Hadaway
Interim Assistant Director of Cash and Subcontracts
ASRSP

Northwestern
Agenda

• Key Dates
• Contacts and Resources
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUG 1-31</td>
<td>Departments should forward payments to the ASRSP Cash Office located on the Evanston campus. Checks should be clearly identified with the Sponsored Project ID.</td>
</tr>
<tr>
<td></td>
<td>- For intercampus mail and in-person delivery:</td>
</tr>
<tr>
<td></td>
<td>ASRSP Cash Office</td>
</tr>
<tr>
<td></td>
<td>Rebecca Crown Center (North Tower)</td>
</tr>
<tr>
<td></td>
<td>633 Clark Street, Suite G547</td>
</tr>
<tr>
<td></td>
<td>847.491.4712</td>
</tr>
<tr>
<td>AUG 1-31</td>
<td>Clinical Trial Invoices should be emailed to</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:asrsp-cash@northwestern.edu">asrsp-cash@northwestern.edu</a></td>
</tr>
</tbody>
</table>
### ASRSP

#### Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUG 11</strong></td>
<td>FY24 Recharge Rate Calculations are due to ASRSP; please email the recharge rates spreadsheet to Sophia Gabay (<a href="mailto:s-gabay@northwestern.edu">s-gabay@northwestern.edu</a>).</td>
</tr>
</tbody>
</table>
| **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. |
**ASRSP**

**Key Dates**

**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 & Resources

Contacts

• Executive Director
  o LaShawnda Hall: Lashanda.hall@northwestern.edu  |  847.491.4716

• Interim Cash Management and Subcontracts
  o Bernie Hadaway: b-hadaway@northwestern.edu  |  847.491.4712

• 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/asrsp/costing/rechargeservice-centers.html
Thank You