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

Tameka J Jackson
Assistant Director of Cash and Subcontracts
ASRSP
Agenda

• Key Dates
• Contacts and Resources
ASRSP

Key Dates

FY24

AUG 1-31
• Departments should forward payments to the ASRSP located on the Evanston campus. Checks should be clearly identified with the Sponsored Project ID.
  o For intercampus mail and in-person delivery:
    ASRSP
    Rebecca Crown Center (North Tower)
    633 Clark Street, Suite G547
    847.467.1384

AUG 1-31
• Clinical Trial Invoices should be emailed to
  asrsp-cash@northwestern.edu.
FY24

**AUG 9**
- FY24 Recharge Rate Calculations are due to ASRSP; please email the recharge rates spreadsheet to Sophia Gabay (s-gabay@northwestern.edu).

**AUG 30**
- Last day for FY24 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 6**
- FY24 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

FY24

SEPT 6
• FY24 Subcontract Vouchers will be deleted if not fully approved by 6:00 pm.

SEPT 6
• FY24 Expense Reports with pending approvals will be sent back for FY25 resubmission.

SEPT 17
• FY24 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 | 847.491.4716

- Assistant Director of Cash Management and Subcontracts
  - 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
Thank You