FY 2025 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

ASRSP

Key Dates

FY25

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.
    - 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.

ASRSP

Key Dates

FY25	
AUG 1	• FY26 Recharge Rate Calculations are due to ASRSP; please email the recharge rates spreadsheet to Sophia Gabay (s-gabay@northwestern.edu).
AUG 29	• Last day for FY25 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 5	• FY25 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

FY25	
SEPT 4	• FY25 Subcontract Vouchers will be deleted if not fully approved by 6:00 pm.
SEPT 4	• FY25 Expense Reports with pending approvals will be sent back for FY25 resubmission.
SEPT 15	• FY25 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.

ASRSP

Contacts & Resources

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