

# Research Administration Brown Bag Series

December 15, 2020



**Northeastern  
University**

# Agenda

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- NU-RES Admin updates
- Agency Updates
- ePAWs 1.0/Coeus Lite server/software update
- eCLAWs - Website Review – New easy URLs
- Update your SAP Concur Mobile App
- NU-RES Finance Updates
- ePrint/Cognos Reporting
- HR Action Forms
- Upcoming events

# Closing the Loop on...

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**Measurable effort > IBS > salary support on grants (SSOG) > what happens when the funding agency doesn't cover the full cost of the individual's committed effort? = committed cost sharing!**

- ✓ Organized Research Activity\* requires a discrete, measurable commitment of effort (measured in person months).
- ✓ SSOG corresponding to the proposed level of commitment (PM x IBS) should be included in the proposal budget.
- ✓ If the proposed commitment and salary requested do not correspond (i.e., the proposal budget reflects less than PM x IBS or no salary) the amount not paid by the funding agency constitutes committed cost share.

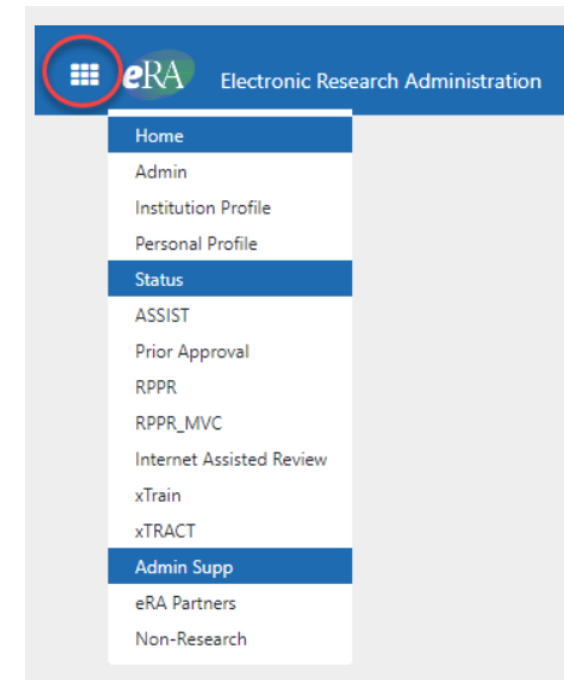
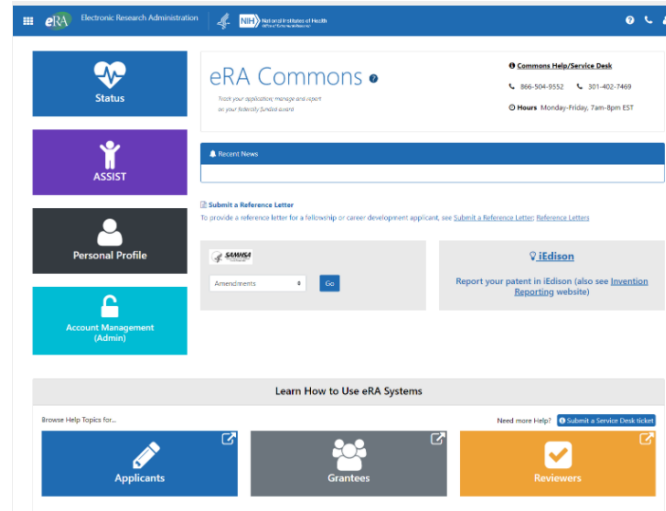
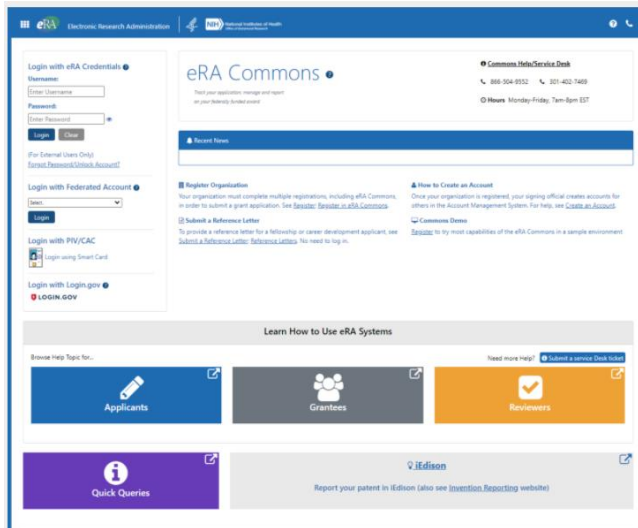


What's the difference between the "**NIH Salary Cap**" and any other **sponsor-stipulated salary limitation**?

- ✓ "**NIH Salary Cap**" is unique because:
  - It is legislatively mandated by Congress and imposes a limitation on the direct salary that individuals may receive under NIH grant and cooperative agreement awards; and
  - Per Uniform Guidance, it is specifically excluded from being counted as committed cost sharing; it is not included in the formula to determine the denominator used for future F&A rate calculations.
- ✓ All other "**sponsor-stipulated salary limitations**" are **mandatory committed cost sharing** and require approval and identification of the source of the NU contribution at time of proposal and a separate Banner companion cost share account at time of award.

# Agency Updates

NEW ERA Commons Screens...coming January 2021



# Agency Updates

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Updates to Uniform Guidance, eff. November 12, 2020

- Coming Soon:
  - ✓ Transition from "DUNS Number" to "Unique Entity Identifier" (UEI)
  - ✓ Transition from "CFDA Number" to "Assistance Listing Number"
- New National Policy Requirements (will be presented in more detail at January Brown Bag):
  - §200.216 Prohibition on certain telecommunications and video surveillance services or equipment
  - §200.471 Telecommunications and video surveillance costs
  - Part 183 –Never Contract With The Enemy
    - Only applies to grants/cooperative agreements subject to Part 183 (*which is not common*)
- New definitions:
  - "budget period"= the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to expend the funds awarded, including any funds carried forward or other revisions pursuant to §200.308.
  - "period of performance"= the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. Identification of the period of performance in the Federal award per §200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period.

# Agency Updates

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Updates to Uniform Guidance, eff. November 12, 2020, continued...

- The definition of period of performance and renewal was revised to clarify:
  - That the term period of performance reflects the total estimated time interval between the start of an initial Federal award and the planned end date; and that
  - The period of performance may include one or more budget periods; but
  - The identification of the period of performance does not commit funding beyond the currently approved budget period.
- The definition of budget period was updated to clarify:
  - That recipients are authorized to expend the current funds awarded, including any funds carried forward.
  - Recipients may only incur costs during the first-year budget period until subsequent budget periods are funded based on the availability of appropriations, satisfactory performance, and compliance with the terms and conditions of the award.

# Agency Updates

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Updates to Uniform Guidance, eff. November 12, 2020, continued...

- An important new section added to Factors Affecting Allowability of Costs, §200.403(h) states that "cost must be incurred during the approved budget period". Awards under §200.308(e)(3) are more flexible (i.e. carry forward of unobligated balances).
- A new sentence has been added at the end of Pre-Award Costs, §200.458 that states that pre-award costs "must be charged to the initial budget period of the award, unless otherwise specified by the Federal awarding agency." Again, awards under §200.308(e)(3) are more flexible.
- Resources:
  - [Research Terms & Conditions](#) Website- Includes Agency Implementations.

# ePAWs 1.0/Coeus Lite server/software update

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- Hardware Server and Operating System are at 'end of life' and must be upgraded (no longer supported by OS developer)
- Applications affected:
  - ePAWs 1.0 (proposal workflow/approval)
  - Coeus Lite (view Institute Proposal/Award documents)
  - Coeus Premium (backend application used for Awards; feeds Data Warehouse with Proposal/Award info)
- **These 3 Applications will be OFFLINE for the duration of the upgrade**
- **DATE: January 15<sup>th</sup> (Friday before MLK holiday) – *please plan accordingly***



# eCLAWs - Website Review – New URLs

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- ***Please remember to provide an Other Party Contact in eCLAWs;*** NU-RES Help Center uses this information when building unknown Other Party's in eCLAWs ... without it, creating the Other Party in eCLAWs is delayed, which may delay process of the eCLAWs record

Address Line 1	22 Bramhall St	<a href="#">EDIT</a>
Address Line 2	Pharmacy Dept	
Address Line 3	-	
City	Portland	
State/Province Name	ME	
ZIP	04102	
Country	-	
Country	United States	

Leisa G. Collins	Grants and Contracts Administrator, <a href="tel:2073968120">207.396-8120</a> , <a href="mailto:LGCollins@mmc.org">LGCollins@mmc.org</a>	<a href="#">EDIT</a>
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- Reviewing Website for one stop shopping for tools/resources – Please send suggestions
  - *Remember: use the NU-RES search box to find what you're looking for more easily*
- NEW Custom URLs for our applications – easy to remember!
  - <http://northeastern.edu/epaws1-0>
  - <http://northeastern.edu/eclaws>
  - <http://northeastern.edu/ecd>

# SAP Concur Mobile App

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- Check with the PI's and others within your division to see what version of SAP Concur Mobile App is in use; if 9.84 or older, please recommend they update it as soon as possible
  - starting in in late January/early February 2021 users will be signed out automatically if they haven't updated the SAP Concur mobile app over the course of three updates

SAP Concur mobile app user resources: [iOS](#) | [Android](#)

- [SAP Concur mobile app FAQ](#)
- [Upgrading Android applications](#)
- [Upgrading iOS applications](#)

For more information, access the [full FAQ here](#); Questions/additional assistance can be directed to [Ariella Bersan](#) in Accounts Payable.

# NU-RES Finance Updates

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- December is a short month due to winter break! Research Finance has a limited timeline on:
  - Interim financial reports
  - Final financial reports
  - Final invoices
- Please expect to hear from your respective RFAs and RAAs earlier than usual as all submissions must be processed by **12/23/2020**

# ePrint/Cognos Reporting

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- Newly created COVID Activity Code incorrectly populating in ePrint, affecting totals in:
  - FZRB090 – Monthly Budget Statement
  - FZRBD90 – Daily Budget Statement
  - FZR0095 – Divisional Budget Statement by Account
  - FZR0061 – Divisional Budget Statement by ORG
- COVID Activity Code was also causing discrepancies in the EDW
- ITS has addressed all issues in Cognos and re-run the November close reports

# ePrint/Cognos Reporting

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BUDGET STATEMENT - INCEPTION TO DATE AsOfDate: 11/30/2020

Sat Dec 12, 2020 09:47am

BUDGET STATEMENT - INCEPTION TO DATE AsOfDate: 11/30/2020

Fri Dec 04, 2020 5:06pm

# HR Action Forms

- HR Action Forms are no longer submitted in Liquid Office. Requests should be submitted via new [HR Service Center: Request an employee salary or position change](#)

The screenshot shows the Northeastern University HR Service Center website. The header includes the university name, a search bar, and navigation links for Careers, Benefits, Pay, and About. The breadcrumb trail indicates the user is in the Human Resources Catalog under All Categories. A left-hand menu lists various categories, with a red arrow pointing to 'Employee Relations'. The main content area displays 'Popular Items' in a table format, featuring two items: 'Benefits Inquiry' and 'Request an employee salary or position change'. The latter item is highlighted, and its description states it is used for submitting changes in salary, title, and organization.

Item	Description	Price
<a href="#">Benefits Inquiry</a>	Submit a benefits related question or request.	
<a href="#">Request an employee salary or position change</a>	This form can be used to submit a change in employee salary, title, and /or organization.	

# HR Action Forms

- HR instructions on completing form: [How does an employee submit a request for a salary or position change.](#)
- Always check "Index Change" to display salary allocations (even if index # is not changing).
- Department-level approvers should be added at the bottom of form (please do not add NU-RES Finance team).
- If employee position is grant funded, system will route requests to NU-RES Finance for approval.
- Contact Nevena Das, HR Operations Manager ([n.das@northeastern.edu](mailto:n.das@northeastern.edu)) for additional information.

## Request an employee salary or position change

This form can be used to submit a change in employee salary, title, and /or organization.

Please complete the fields below to submit an approved reclassification, salary change, and / or index or organization changes. All changes must be effective on a Sunday, and submitted at least 5 days prior to the effective date.

\* Employee Name

\* Employee Position Number

Current Job Title

Current Employee Class

\* Effective Date 

\* Type of Change (check all that apply)

- Reclassification
- Salary Change
- Hours Adjustment
- Index Change
- Organization Change
- Funding Renewal

Additional Comments

Approvers

\* HR Key Contact

\* Local Finance

\* Dean or Department Head

# Reminder!

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University administrative offices will close at the end of the business day on Wednesday, December 23, 2020, and will reopen Monday, January 4, 2021.

Please work with your Research Administration Point of Contact and/ or Research/Sponsored Account Analyst in NU-RES to coordinate the processing of proposals/ transactions/ agreements **prior to** the University's closure.



# Upcoming events

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- NU-RES Fall events can be found on the [NU-RES Events Calendar](#)
  - Next up:
    - [RA Virtual Holiday Party](#) 12/18/20 - 3:30 to 4:15pm
    - [NSF Training](#) –Live session 12/22/20...check the schedule for other dates
    - [Virtual Satellite Office Hours](#), Thursday's 1:30-2:30pm

NU-RES and You!

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Thank You!

See you in 2021!

