Research Administration Brown Bag Series

May 20, 2021

Northeastern University

Agenda

- NU-RES Admin updates
  - NSF Training Completions
- Agency Updates
  - NIH
- NU-RES Finance updates
  - New Folks
  - Year End Closing Deadlines
  - New Day
- Upcoming events

NU-RES Admin Updates

- NSF training: As of 5/19/21, Overall Percent Completed = 85%
  - All training must be completed by June 30 to be in compliance with NSF Settlement Agreement
  - Need most help with Khoury and COE…. any assistance would be appreciated…

- Coming soon: Guidance Document on Measurable Effort and Salary Support on Grants

NU-RES Admin Updates

Agency Updates:

- NIH "<u>will require</u>" use of new BioSketch/Other Support format for Applications, JIT, and RPPRs for anything <u>after January 25, 2022</u> (failure may result in NIH withdrawal of applications, or delay consideration of funding)
  - Clarification of notice NOT-OD-21-110 received from NIH Grants Policy Office 5/20/21
  - Mini e-Clinic held 5/19/21 - see NU-RES Learn More website for slides

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NU-RES Admin Updates

NIH Reminder re: PDFs uploaded to Just-in-Time and RPPR in eRA Commons in the following sections <u>are now required to be flattened PDFs</u>:

- JIT **Other Support File** section
- RPPR *Participants* section **D.2.b New Senior/Key Personnel**
- RPPR *Participants* section **D.2.c Changes in Other Support**

If a PDF for these submissions on or after May 25, 2021 is not flattened before the upload to eRA Commons, this may lead to an error.

There are a number of methods to flatten a PDF, the easiest of which is to print it as a PDF (<u>instructions</u>).

Reminder: Use of <u>Internet Explorer for eRA modules to be phased out by July 19, 2021</u>. Please switch to other <u>eRA supported browsers</u> when using eRA modules.

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NU-RES Finance Staffing Update

Meet the new members of our team!

Felisia Lim- Research Account Analyst (RAA) working with Kalina on invoicing, reconciliations and collections. She has been with us since January but made a permanent transition to our team in April.

Stanlyann Alteon- Research Finance Analyst (RFA) working with Fiorella on award review and account set ups, financial reporting and transactional reviews. She started with us in May.

Chelsea Dean- Business Analyst (BA) working with Heidi and Kalina on systems and data analytics. She will work on building reports, Banner data, and data analysis. She started with us in May.

Heidi Copeland- Associate Director, Research Finance (ADRF) working with Alex on the Research Finance Leadership team. Justin, Mai and Chelsea will all work with Heidi on their portfolios. She started yesterday.

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NU-RES Finance Year End Closing

Process	In time for	Resfin Deadline	Processing Dept	Due by	Comments
PDC	1st Close FY2021	5/28/2021	Payroll	6/4/2021	Check your K2 approval queue
PDC	2nd Close FY2021	7/7/2021	Payroll	7/14/2021	Check your K2 approval queue
PO Reqs and Change Orders	FY2021	6/15/2021	Procurement	6/18/2021	Any requisitions not transferred to a purchase order by June 18th will be deleted
Paper Travel Reimbursements	FY2021	6/16/2021	AP	6/22/2021	For Guests and Students Only
AMEX FX Payment Requests	FY2021	6/16/2021	AP	6/22/2021	
Concur Expense Recons	FY2021	7/16/2021	AP	7/23/2021	Must be dated 7/1/2021 or prior Must be received and processed by AP
Invoice (non-PO-related)	FY2021	7/12/2021	AP	7/16/2021	Anything after 7/16 will post to FY2022 (both K2 and "paper")
Invoice (PO-related)	FY20XX	N/A	AP	7/16/2021	FY posting is dependent on PO# P21 or P22 Invoices >$25K will be reviewed for FY determination
K2 Journal Vouchers	1st Close FY2021	6/14/2021	Accounting	6/21/2021	
Reporting First Close	FY 2021		Accounting	6/30/2021	Reports available 7/1/2021
Reporting Second Close	FY 2021		Accounting	7/30/2021	Reports available 8/2/2021
Reporting FINAL Close	FY 2021		Accounting	Late Sept/Early C TBD	
					IT IS IMPORTANT TO RETAIN YOUR TRANSACTIONAL REPORTS AS IT CHANGES DUE TO AN EXTENDED 6/30

**All open P21XXX encumbrances will roll to FY2022 at the end of the day on July 30th

**Any Pos not liquidated will be encumbered in your FY2022 budget

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HRIS-Workday

Over the last 14 months, University Human Resources has been working hard to transform the experience of being a Northeastern employee for you and other faculty and staff throughout our global network.

This initiative, called **NEW DAY**, includes 11 initiatives over a three-year period, completing in 2022 which will:

- Consolidate and upgrade old systems
- Streamline complex processes
- Advance our learning and career development capabilities

The most substantial of these changes is the implementation of Workday, an all-in-one self-service portal for you to manage your personal information and many of your work life functions. Starting at the end of this year, many functions housed in other applications will launch in Workday such as pay information, your employee data updates, and requesting time off – whether for a leave of absence or a vacation.

I will be sharing more with you about Workday and other parts of the NEW DAY initiative in the coming months. If you are interested in learning more about this Human Resources transformation for yourself, this video gives you an overview of what the project can offer you, or visit this article in our HR Service Center.

Employees can:	Managers can:
o View paystubs	o Access reports
o Track time	o Approve time off
o Take time off	o Track processes
o Implement a name change	o Manage team data

Upcoming events

- NU-RES Fall events can be found on the NU-RES Events Calendar
  - Next up:
    - Virtual Satellite Office Hours, Thursday's 1:30-2:30pm