

The Award Lifecycle at Northeastern: From Submission to Closeout

Presenters:

Research Administration


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Research Finance

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**Northeastern
University**

Find Funding



I have a brilliant idea for an innovative research project. Where can I find the funding?



BILL & MELINDA
GATES foundation

SIMONS
FOUNDATION

Office of Research Development

<https://research.northeastern.edu/nu-res/lifecycle-management/find-funding/>

Proposal Review

- ✓ NU policies and Guidance
- ✓ Solicitation requirements
- ✓ Sponsor Policies & Guidelines
- ✓ Uniform Guidance
- ✓ Regulatory: IRB, IACUC, EHS, UAS



Cost Share

NU's Cost Share policy

Northeastern University does not encourage cost sharing commitments in sponsored research, and generally will not commit university resources to a project unless required to do so by the sponsor. This policy provides the process for approval for cost sharing arrangements, and explains the requirements for how any such arrangements are proposed, accounted for and reported. It applies to all sponsored projects where a commitment of University resources is proposed to be made.

At proposal stage – the ePAWS record must include:

- Cost Share budget
- NU-RES cost share form
- Department or College – level approval when cost-sharing is voluntary.

Just-In-Time

**JUST IN
TIME**



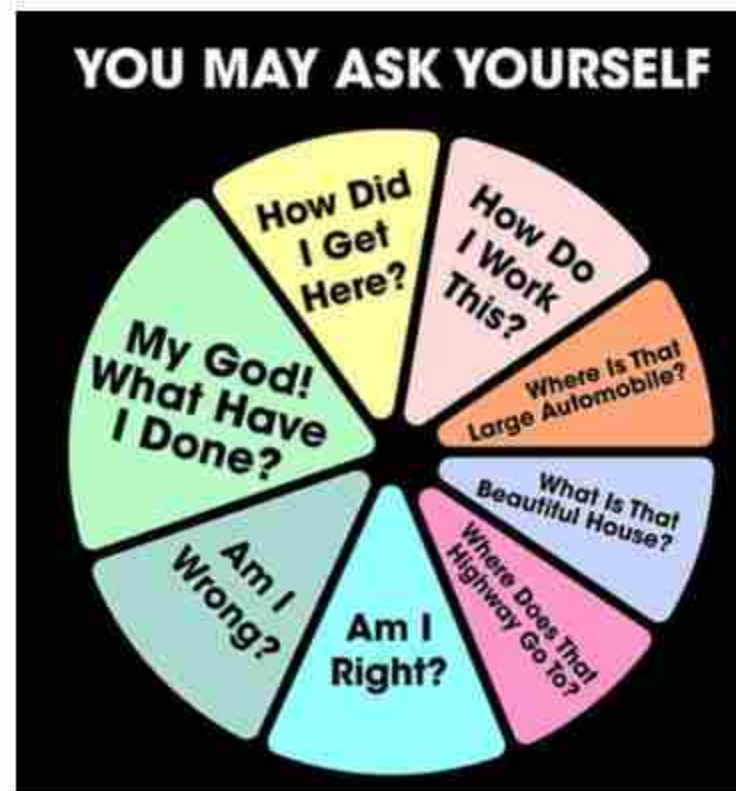
Sponsors often request additional information prior to issuing an award and this is referred to as the Just-in-time stage.

Typical sponsor requests may include:

- Budget clarifications or revised budgets
- Other Support documents for key personnel
- IRB and IACUC approvals

Arrival of the notice of award (NOA)

- The NOA is the primary instigator of a wide variety of actions by NU-RES Admin and Finance
- NU-RES GMA reviews and sends appropriate notifications via email to PI, department, and GO
- GO communicates with PI/department/sponsor as necessary



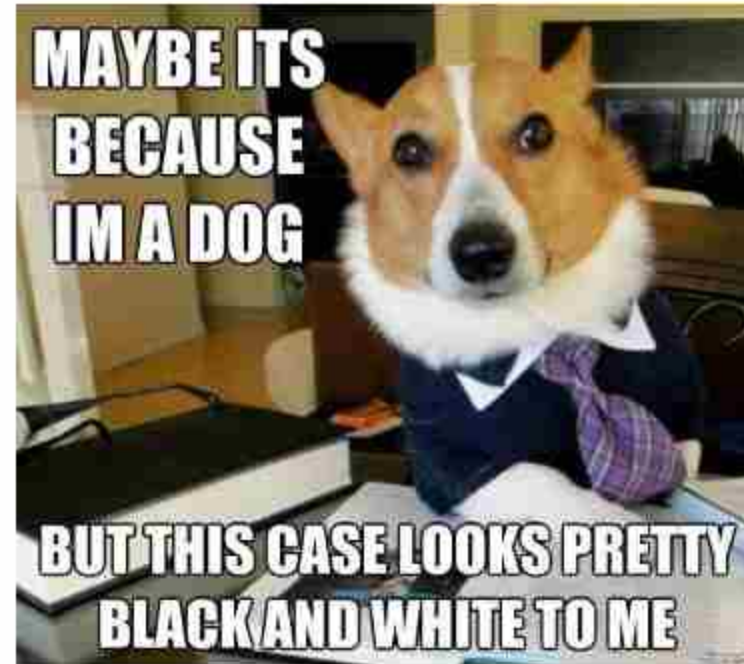
Compliance review



- All awards must adhere to all relevant compliance regulations, per federal and NU policy
- Does your project involve human subjects research? Vertebrate animals? Biohazards? Drones? Stem cells? Export controls? Be sure to arrange the proper approvals BEFORE your research begins!
- Please refer to NU-RES's list of regulatory resources for additional information: <https://research.northeastern.edu/nu-res/all-resources/#regulatory>

Contract negotiation, award acceptance

- Bilateral agreements—i.e., agreements to be signed and counter-signed—require NU-RES review and negotiation
- The GO reviews terms and conditions against those we've already accepted from that sponsor, and against NU's standard requirements as a non-profit institute of higher education and research
- When all parties agree to terms and conditions, both parties sign



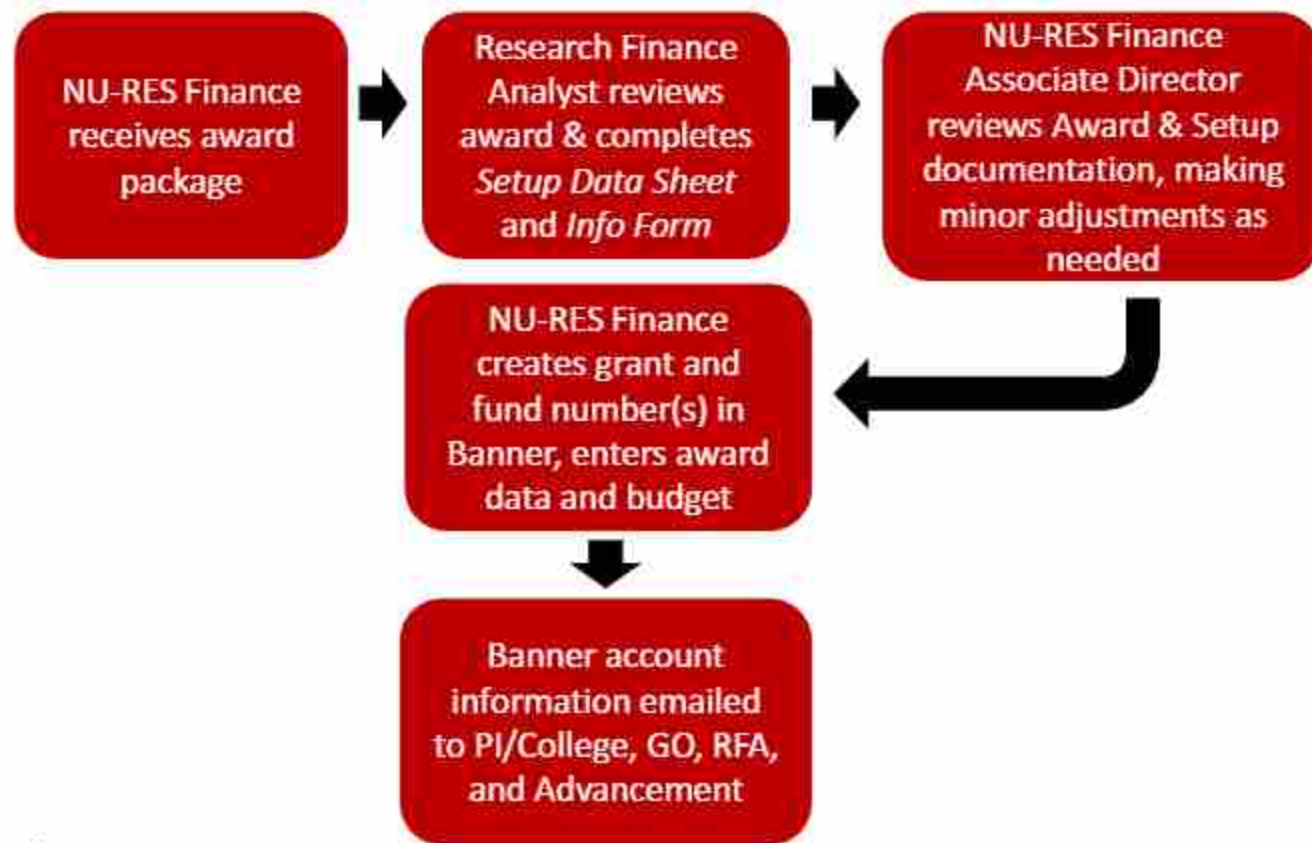
Award package review



- Once we've received NOA, once agreements are fully executed, NU-RES Admin can finally review the award package itself
- Although each stage of the award's life cycle has undergone several reviews, NU-RES still must perform thorough reviews of all components of the award package
- When NU-RES Admin completes its review, we send to Finance for final processing—and then we're in the money, so to speak!

Banner Award Setup Overview

- Award Package is forwarded to NU-RES Finance mailbox: Banner_Setups@northeastern.edu.
 - Research Finance Coordinator performs a preliminary review of the Award Package and routes setup instructions to the assigned Research Finance Analyst.



NU-RES Finance Team Matrix

Activity	Research Finance Analyst (RFA)	Senior Compliance Specialist	Research Account Analyst (RAA)	Cash Management Team
Award Setup in Banner	X		X	
Expense Compliance Reviews: -Journal Vouchers -Cost transfers -Vendor Payments (Direct Pay Forms) -PO Requisitions	X			
-Concur Statements & Reimbursements -Payroll Distribution Changes -Extra Compensation Forms		X		
Research Annual Certification		X		
Financial Reporting	X			
Invoicing & Letter of Credit (LOC) Draws			X	
Payments & Collections			X	X
Closeouts	X		X	X

Banner Award Setup Sheet & Banner Screens

FRAGRNT (Grant-level demographics)

The screenshot displays the Banner GRANT MAINTENANCE screen with the following fields and sections:

- Navigation:** Grant: NECT, Proposal: Grant Text Exists, Start Over
- Menu:** Main, Grant Agency, Location, Cost Code, Personnel, Billing, User Defined Data, Effort Reporting, Pass Through Agency
- GRANT MAINTENANCE:**
 - Chief of Accounts: [Dropdown]
 - Responsible: [Dropdown]
 - Organization: [Dropdown]
 - Long Title: [Text Field]
 - Title: [Text Field]
 - Requires Effort Certification
 - Agency: [Dropdown]
 - Principal Investigator: [Text Field]
 - ID: [Text Field]
 - Project Start Date: [Date Picker]
 - Project End Date: [Date Picker]
 - Process#: [Text Field]
 - Termination Date: [Date Picker]
 - Expenditure End Date: [Date Picker]
 - Memo: [Text Field]
 - Pass Through Indicator: [Text Field]
 - Alternate Description: [Text Field]
 - Status Date: [Date Picker]
 - Current Amount: [Text Field]
 - Cumulative Amount: [Text Field]
 - Maximum Amount: [Text Field]
 - Total Recipient Share: [Text Field]
 - Related Grant: [Text Field]
 - Grant Type: [Dropdown]
 - Category: [Dropdown]
 - Sub Category: [Dropdown]
 - CFDA Number: [Dropdown]
 - Sponsor ID: [Text Field]

This will populate with the next available grant number

ORG Code

Full project title (usually pulled from the notice of award)

Internal naming system (ex. "NSF/IS-555555/Last, First initial.")

Amount obligated by current action

Total anticipated award amount

Sponsor-issued award ID (if applicable)

***** Accuracy of initial demographic data entry is critical – some grant-level information becomes permanently written in Banner upon saving and it cannot be adjusted later. Any errors can seriously impact invoicing.**

Fund-level Banner Data - FTMFUND, FRMFUND & FTMACCI

Client Accounts: [dropdown]
Active Status: [checkbox]
Branch: [dropdown]
Phone: [text]
Fund: [text]
Effective Date: [dropdown]
Term End Date: [dropdown]
Fund Type: [dropdown]
Fund Class: [dropdown]
Fund Subclass: [dropdown]
Fund Name: [text]
Fund Description: [text]
Fund Location: [dropdown]

Personal Manager: [text]
Variable Eff. Date: [text]
Normal Account: [text]
Fund: [text]
Cost Center: [text]
Fund: [text]
Contract Fund: [text]
Initiator: [text]
Contract Start: [text]
Contract End: [text]
Contract Fund: [text]
Contract Index: [text]
Not Used Subclass: [text]
Subclass Index: [text]
Default Organization: [text]
Default Program: [text]
Default Activity: [text]
Default Location: [text]

How new fund/index numbers are linked to their respective grants

User Accounts: [dropdown]
Name: [text]
Phone: [text]
Effective Date: [dropdown]
Term End Date: [dropdown]
Fund Name: [text]
Fund Class: [dropdown]
Fund Subclass: [dropdown]
Fund Index: [text]
Fund Location: [dropdown]
Fund Name: [text]
Fund Class: [dropdown]
Fund Subclass: [dropdown]
Fund Index: [text]
Fund Location: [dropdown]

Account Type: [dropdown]
Account Index: [text]
Account Location: [dropdown]
Account Name: [text]
Account Description: [text]
Account Location: [dropdown]
Account Index: [text]
Account Location: [dropdown]

Fund/index-level IDC designation (different funds/indices within one grant may have different IDC rates)

Client Accounts: [dropdown]
Active Status: [checkbox]
Branch: [dropdown]
Phone: [text]
Account Index: [text]
Effective Date: [dropdown]
Term End Date: [dropdown]
Non-Change Date: [text]

Account Description: [text]

Fund	Organization	Account	Program	Activity	Location
[text]	[text]	[text]	[text]	[text]	[text]
[text]	[text]	[text]	[text]	[text]	[text]
[text]	[text]	[text]	[text]	[text]	[text]
[text]	[text]	[text]	[text]	[text]	[text]
[text]	[text]	[text]	[text]	[text]	[text]

How new indexes are linked to their respective ORG/Program/Activity

But is it always so straightforward?

- Different sponsors have different requirements for cost allocations, and extra care must be taken in an “atypical” award setup.
 - **Ex.** Some sponsors allow automatic carryforward, some require prior approval, and others don’t allow it at all.
- Sometimes things get lost in translation along the setup road.
 - **Ex.** A sponsor may specify a need for separate invoicing on certain project components. This translates into the need for a separate index for each component. Sometimes there is a need to clarify the separation of funding at either the initial setup or final award package review stage.
- Some sponsors (like NSF) may require participant support costs to be accounted for separately, meaning a separate index must be generated to account for participant support separately.



Initial Banner Award Setup Complete



- NU-RES Finance notifies PI/College, Grant Officer, Research Finance Analyst, Research Accounting Analyst of successful award setup
- NU-RES Finance requests Banner access for PI
- Award is now ready for:
 - Building AR Schedules in Banner (RFA>RAA Handoff)
 - Salary allocation
 - Expenditure processing
 - JV/Cost Transfers
- *It is crucial to make sure all expenditures are processed at the college-level to avoid running into issues with billing and reporting*

**** Throughout the period of performance, the assigned RFA will work closely with the PI, admin, GO, and RAA to ensure best spending practices are used*

Project Management

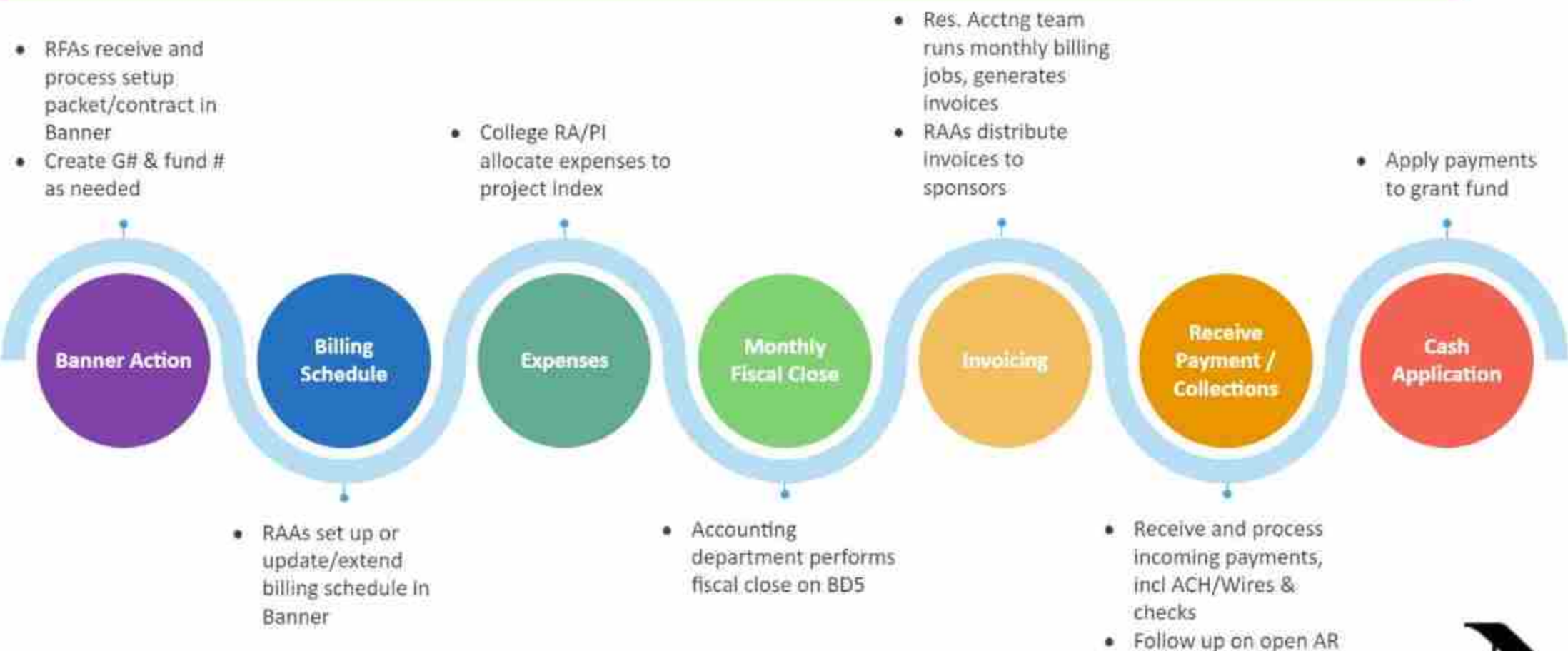
Throughout the life of a grant,
changes are inevitable

Some of these changes require
prior approval from the sponsor;
some require internal processing
by NU-RES

When in doubt: Ask NU-RES!



Invoicing and Cash Management Process



FRAEVGA – Billing Schedule

Grant Code: [REDACTED] AFOR-PTAJT Aurb [REDACTED] Agency: 700005505 - University of Toronto Aurb PMS Code: Process All Grants: [Start Over]

Management: Event Management Group Management

GRANTS

Grant: [REDACTED] Grant Description: AFOR-PTAJT Aurb [REDACTED]

Record 1 of 1

GRANT EVENTS ASSIGNMENT DETAILS

Event Code: [REDACTED] Grant Billing

Alternate Description: [REDACTED]

Number of Days: [REDACTED]

Reminder: [REDACTED]

Number of Days: [REDACTED]

From: 10/31/2018

Date To: 09/30/2022 **Schedule End Date = Project End Date - 30 days**

Begin Date: [REDACTED]

Frequency: Monthly **Billing frequency**

Payment Method: Cost Reimbursement **Payment Type**

Type: [REDACTED]

Period To: 10/31/2018

Bill Format: CRST Cost Reimbursable standard **Bill format**

Default Responsibility: [REDACTED]

User ID: [REDACTED]

Default Policy Line ID: [REDACTED]

Default Event Schedule: [REDACTED]

Record 1 of 1

EVENTS

Sequence	Responsible User ID	Responsible User ID Description	Due Date	Text	Status	Bill Period to Date
41	[REDACTED]	[REDACTED]	02/28/2022	N	S	03/31/2022
42	[REDACTED]	[REDACTED]	03/31/2022	N	S	03/31/2022
43	[REDACTED]	[REDACTED]	04/30/2022	N	S	04/30/2022
44	[REDACTED]	[REDACTED]	05/31/2022	N	P	
45	[REDACTED]	[REDACTED]	06/30/2022	N	P	
46	[REDACTED]	[REDACTED]	07/31/2022	N	P	

Record 48 of 48

Billing schedule

Billing period/
invoice end date

S = Satisfied (completed invoice)
P = Pending

Cash Management

Payment processing

- Check deposits
- ACH/Wires, bank reconciliation and bank feeds

Collections

Payment application

- Processed in Banner against booked AR

Vendor/ACH Enrollment

NU-KRI Invoice & Payment processing

Research AR reports coming soon!

Award Closeout Process

- On a monthly basis, the NU-RES Research Finance Coordinator pulls data from Banner to generate a list of awards ending within 60 days.
- RFA coordinates with Department Administrator(s) to perform a final reconciliation of expenditures, payments, and final reports.
- In most cases, RAA issues final invoice to sponsor.

Reported expenditures
(per FFR, Final Invoice,
Other Financial Report)

=

Expenditures posted to
date in Banner

=

Payments/Revenue
received to date in
Banner

- In the event of a budget variance, the RFA will work with the PI/Department Administrator to remove any deficit or review NoA to confirm next steps in the event of a residual balance.
 - *In general, federal funding agencies and cost-reimbursable projects require funds to be returned, while fixed-price contracts (non-federal) may allow the PI to retain residual funds.*

Northeastern University is required by most federal sponsors and many private sponsors to submit final financial closeout reports within 60-90 days after the award end date (some agencies may require early submission.) These requirements are set forth in the terms and conditions of the award/contract.

Please assist NU-RES in fulfilling closeout requirements by reviewing the programmatic and financial status of your award at least **60 days prior** to the end date. All reoccurring charges must be stopped or redirected by the project end date to ensure timely closure. This checklist can be used by the Principal Investigator and Department Administrator to track when closeout tasks and deliverables, if applicable, are completed.

No-Cost Extensions (NCE): *If additional time to complete the work on a project is necessary, submit your NCE request and [Transaction Form](#) to your assigned [Grant Officer](#).*

Closeout Tasks (60 days prior to project end date)	
Project Expenditures	
<input type="checkbox"/> Review posted expenditures and verify they are allowable, allocable, and reasonable with the terms of the award.	
<input type="checkbox"/> Confirm all effort/salary charged to the project is accurate.	
<input type="checkbox"/> Process Payroll Distribution Changes (PDCs) to correct salary charges and move personnel off the project.	
<input type="checkbox"/> Review capital equipment charges posted to account codes 73001-73012. Items costing <\$5,000 must be coded as non-capital purchases via submission of a journal voucher.	
<input type="checkbox"/> Submit/reconcile final employee reimbursements and NU Amex statements in Concur.	
<input type="checkbox"/> Submit/approve remaining invoices and follow-up on any that have not arrived in a timely manner.	
<input type="checkbox"/> Remind sub-recipients to submit final reports and invoices (generally due 60 days after subaward end date).	
Cost Sharing (if applicable)	
<input type="checkbox"/> Ensure cost share commitments are met and confirm expenses are properly allocated.	
<input type="checkbox"/> Verify internal funding of cost share account is completed by your department via journal voucher.	
Final Review (following project end date)	Forms & Resources
<input type="checkbox"/> Review/approve final invoices from subrecipients.	<ul style="list-style-type: none"> ▪ Resources/Administrator Toolbox ▪ Allowable Costs Guidelines ▪ Student Employment site ▪ PDC K2 Form ▪ Change or Liquidation Request Form ▪ Cost Transfer Form ▪ Journal Voucher K2 Site
<input type="checkbox"/> Stop or redirect additional spending on the project.	
<input type="checkbox"/> Review outstanding commitments and liquidate/cancel remaining PO balances.	
<input type="checkbox"/> Remove unallowable costs via PDC or Cost Transfer/JV.	
<input type="checkbox"/> Resolve budget overruns and deficits.	
<input type="checkbox"/> Submit Final Progress/Technical, Invention, and/or Property Reports.	

Closeout (continued)

- Confirm with PI/department on any pending reports
- Final Patent/Invention Reporting
- DD882 form
- Confirm with Center for Research Innovation on any disclosures made.
- Confirm with PI as well
- **Want to learn more about award closeouts? Be sure to attend our in-depth closeout review session!**





Questions?



Thank You!

**LVX
VERITAS
VIRTUS**