I. Follow-up Q&A to January 8, 2008 meeting.
   a. Question: Follow-up on Accounts Payable late invoicing procedure.
      ✓ This question relates to the condition where a vendor has provided goods or services to the grant but the expenditure has yet to be recorded in the ledger. Many times the grant is expiring and there is an urgency to record the expenditures as soon as possible to enable bringing the grant into a reportable condition.
      ✓ As a practice, Accounts Payable processes invoices as timely as possible after receiving so long as business rules are met; eBuy marked OK to pay, department approval on invoices greater than $5k, no PO pricing issues, etc.
      ✓ It appears that some vendors are providing goods/supplies and not issuing invoices timely.
      Answer: It is preferable that users not contact vendors directly. Rather please email the AP processor responsible for that vendor seeking status and indicate that funding is expiring or that the grant has expired.
      Refer to http://www.accounting.ucr.edu/payable.htm for vendor assignments to AP processors.

   b. Question: What is procedure for clearing liens on purchase orders that were split-funded?
      Answer: The encumbrance is attached to the whole PO and all the associated FAUs. When clearing one FAU encumbrance, all FAU encumbrances under the same PO should be released.
      If there is a small balance (e.g. plus or minus $ 9.99) remaining, there is an end of month sweep that will clear this.
      Remaining encumbrances of $ 1,000 or less can be processed through the PORECON process within UCRFS.
      Refer to the following process guides for additional information:
         DAPO Encumbrance change order
         PO Recon Guide
         Outstanding Encumbrance query

   c. Question: Can an ERS demonstration be done?
      Answer: A request will be made to C&C for a demonstration.

   d. Question: Can a Grants.gov demonstration be given?
      Answer: OR will provide that training.

   e. Question: There was some talk with FSSC about how to display the encumbrances on the ledgers; was there an outcome of that?
      Answer: No. A project is underway to develop a website to provide assistance in managing encumbrances.

University of California, Riverside
Contract and Grant User Group
February 12, 2008

II. Accounting Office Updates
   a. Disallowed Invoices. The Division of Agricultural and Natural Resource has disallowed $10,535 from three MCAs (multiple campus sub awards).
      ✓ The invoiced charges generally consisted of PPS, sub contract payments and miscellaneous adjustments processed in November, December and January.
      ✓ The three awards were fiscally administered through UCD on behalf of DANR with the prime sponsor being USDA CSREES
      ✓ All three required final financial and technical reports on October 31, 2007
      ✓ The disallowance was appealed to DANR on Jan 10 and denied on Jan 17 due to not meeting Oct 31, 2007 reporting requirement, 60 days following completion of the subagreement.
      ✓ Bruce discussed ensuring reporting requirements are met. If we don't have 90 days from our prime then we will not pass through 90 days to our sub-recipient. The sub-recipient awards may end prior to the main award if we do not have 90 days to report. If we are given 90 days, we will give our sub 60 days.
      ✓ DANR was recently awarded a sub contract from Auburn, where the US Army is the prime. UCR is the designated fiscal administrator. This award requires UC-DANR to issue a final invoice 45 days after the subagreement end date.

   b. Audit and Advisory Services' Post Audit Award Audit-R2007-13 contained an observation calling for enhanced Centralized Reporting and Escalation Process, and Sanctions for Non Compliance.
      ✓ A&AS observed that there appeared to be a need for enhanced and formal central reporting and escalation process, and sanctions for non compliance issues.
      ✓ A&AS recommended Accounting Services document and enhance the escalation and reporting of delinquent financial, cost sharing, and effort reports; late fund charges; and excessive cost transfers to appropriate campus management.
      ✓ Accounting Services committed to formalizing an escalation procedure by 3/31/2008.
      ✓ Procedures are being developed along two basic paths; PARs and everything else.
      ✓ General escalation process being considered by Accounting.

	Accounting/ Financial Services	Department/ College	Resolution
1	Grant Accountant	Grant Analyst (GA)	Yes - Complete/ No>2
2	EMF Supervisor	MSO, cc PI	Yes – Complete/No>3
3	Act Sacs Director	Dept Chair (DC), cc: CFAO, MSO, PI, GA	Yes – Complete/No>4
4	AVC	VCR cc DC, CFAO, MSO, PI, GA	Yes – Complete/ No -TBD

✓ When the process is formalized it will be shared. If you have any comments please forward to Steve (steve.wilson@ucr.edu)

c. A&AS are in the beginning stages of a FY2008 Post Audit Award review
✓ Sample ~ 50 awards based on first 6 months expenditure data
✓ Audit to focus on cost transfers, PARs, deficit funds, timeliness of close-out and reporting, cost sharing.
✓ The first audit (R2007-13) was not representative of the campus as a whole. This audit will be. The bulk will come from CNAS, some from College of Engineering and Graduate School of Education, and a few from CHASS.

III. eCAF Update. eCAF is currently in a static state. They are taking suggestions, but are not enhancing anything, only pursuing bug fixes. Please submit comments through ecaffeedback@ucr.edu. They will prioritize feedback for after the full campus rollout.

There has been some confusion among PIs about the routing. The routing for iTravel and eCAF are linear (e.g., in eCAF, from Contract & Grant Analyst [CGA], to PI, to Department Chair, to Dean, to the Office of Research Accounting). The routing for e-File (which has just been introduced) is not. This routing goes to the PI and must go back to the MSO. This may be confusing the PIs as many are sending the eCAF to the CGA via the "Return to Department Contract & Grant Analyst" button rather than forwarding properly. There was some discussion about whether the "Return to Department Contract & Grant Analyst" button should actually read "Reject" so that it is very clear as to what is intended.

Millie mentioned that there are Main Menu enhancements
1. New Screen – Standard vs. Non-standard proposals. The Analyst defines whether the proposal is a 'standard' or 'non-standard' proposal and then due dates are calculated. The 'standard' and 'non-standard' proposal definitions are available on-screen. It is not possible to change this designation once it has been selected. In the future, the system will be updated so that this designation can be changed, and subsequently, the due dates will change.
2. Work-In-Progress Grid. If you start a 'Continuation', but change the 'type' (e.g. Supplement) then a pop-up message will appear to ensure that users understand that when changing the type of an eCAF, all data that the user has entered and saved in the eCAF will be lost and it will be overwritten by new data resulting from the query and populate functions associated with Renewal, Continuation and Supplement eCAFs.
3. Elective Re-Routing – allows the Office of Research (OR) to return an eCAF to the CGA to correct errors or change information after the OR's initial review. After making the changes, the CGA may route the eCAF directly to OR. However, if the CGA changes certain information (e.g., eCAF type) or routes the eCAF to the

PI to approve the changes that they made, then the eCAF can no longer be returned directly to the OR, and it will follow the appropriate routing path.

    a. In a recent example, an eCAF proposal had gone to the OR, OR added notes and sent it back to the CGA. The CGA changed the type of proposal. This caused the loss of the elective re-routing, as the abstract and eCAF certifications were erased.

4. email Bruce.Morgan@ucr.edu or Millie Garrison at garrison@ucr.edu or ecaffeedback@ucr.edu with any questions.

Question: If I want to change the PI? Change him to be the Co-PI?
Answer: It is currently locked, not designed to do that. One of the enhancements will be to 'Copy as New," make the change, then send again. Right now it has to be rejected, re-routed, and then corrected.

Question: Can Office of Research just fix it (re: loss of elective re-routing after changing eCAF type)?
Answer: For Elective Re-Routing fixes (i.e. 'type' changes), no. The Certifications are voided because of the changes made. A possible enhancement could be that the PI can recertify then OR can 'sign off' rather than the entire re-routing process.

New updated (as of 02/11/08) training materials are on the web site.

Question: How can I help my PI's when I do not have access to the same screens that they have? Can we look at the quick start guide for the PI's or abridged training materials?
Answer: Three places.
1. Web page – very quick bullets, no screen shots.
2. User Guide – has screen shots.
3. Full User's Guide – has screen shots and narrative.

Millie can provide training if asked.
The following is the web site address for training.
http://cnc.ucr.edu/ecaf/index.php?content=approvals/index.html
Millie could beef up that section if need be.

The size and color of the question mark can be changed to help the PI.

Question: I filled out a page and went to another page and lost the data on the first page. What happened?
Answer: Within the last 10 days this problem has been fixed. You do not have to save with each page. There was no pop-up window to remind you to save before moving on to the next window.

Question: My Chair has delegated eCAF signature authority. Can the paper authority also be delegated this way>

Answer: Yes it can be, but this needs to be documented.

IV. <u>OR Updates</u>

    a.   Bruce handed out a pamphlet of "Types of Research Agreements at UC Riverside" (refer to page 7) which outlines which office is responsible for what type of agreement:

        1.   Sponsored Projects Administration,
        2.   Material Management, or
        3.   Office of Technology Commercialization.

This does not preclude the offices from working together.
Bruce can print out many more copies for your department if you need them. Just contact Bruce. They are a handy reference guide for Faculty members.

    b.   Bruce handed out "Guidelines for Subrecipient Monitoring by Principal Investigators" refer to page 9.

In Fiscal Year 2005, Auditors had issues with our Subrecipient Monitoring. We have pulled together the following guidelines:

Although this is labeled 'Draft', this is the final version. Bruce would like to hear from us on how to get this information to the PIs.
Suggestions were: Add a second page to the sub award documentation for the PI to sign; have the Chair's distribute it at their meetings for PIs; at the amendment stage, send this to PIs to sign; when establishing new sub awards, ensure that this document is sent as well.

Referring to the handout, a definition of subrecipient is a passing down of federal financial assistance. These are good guidelines for subcontractors as well.

Referring to item 2 (Subrecipient invoices) on the handout – please ensure there is enough detailed documentation.

Referring to item 3 (Costs which differ . . .) on the handout – any item that is questionable on an invoice should be brought to the attention of the PI and Office of Research. Payment should not be authorized until the issue is resolved.

Question: How do we check invoices if it is another UC Campus, they do not send us details?
Answer: It is not another legal entity. We have an agreement that we "will trust ourselves." If the PI has a reason to challenge them, then do so. Then Accounting and OR will get involved.

Look at the dollar amount versus the budget and timeline to see if it is commiserate with where it should be at this point.

Tim LeFort, Subrecipient Monitoring Coordinator, in the OR should be contacted if there are non-performance or non-compliance issues; he will help to resolve them. He can pull the money away and re-award to another recipient.

Bruce took a poll on what grants.gov training the group would like. The general consensus was general training, rather than specific NIH or USDA.

User's Group –

Get clarification on eCAF for pre-proposal – is it only for those proposals that require budgets?

Get clarification that eCAF is or is not keeping track of revisions to proposals.

SIDE NOTE: There is a van service through TAPS, if you are physically unable get to campus locations, this van will take you door to door.

NEXT MEETING – March 11, 2008 at Bourn's A265 beginning at 1:30pm.

Guidelines for Subrecipient Monitoring
by Principal Investigators

Background

Whenever UCR subawards to another entity, the University must monitor the subrecipient to ensure its compliance with federal laws and regulations. As part of a monitoring program, UC Riverside relies on Principal Investigators and departmental staff to review and determine the allowability, allocability and reasonableness of subrecipient project expenses. Although Principal Investigators have primary responsibility for monitoring subrecipients, it is understood that this responsibility is frequently delegated to departmental staff or administrators. The following guidance is provided to assist Principal Investigators and those to whom they have delegated this responsibility.

Definitions

Subrecipient is a legal entity that receives Federal assistance via a subaward from UCR to carry out or administer a program, including responsibility for programmatic decision making.

Subaward is defined, for the purpose of this guidance, as the legal agreement between UCR and a subrecipient that transfers a substantive portion of the scope of work and federal financial assistance funding under an award received by UCR. A subaward does not involve the procurement of goods or non-research services.

Monitoring Guidelines

Below are general guidelines for monitoring subrecipients. If there are specific concerns or questions please contact the Office of Research Contract and Grant Officer assigned to your unit for more detailed advice.

1. Periodic progress reports should be reviewed, comparing results delivered against the subrecipient's statement of work. In addition, the reports should be compared to invoices to determine that the expenses match the progress of the project. Examples of instances that could raise concerns include, but are not limited to:

   - A subrecipient consistently invoices UCR for one twelfth of the subaward budget each month; however, the progress reports do not match the level of expense being reported.

   - A subrecipient is performing work as evidenced by its progress reports, but has not submitted any invoices or has not submitted invoice in accordance with the terms of the subaward.

2. Subrecipient invoices should be reviewed for allowability, allocability and reasonableness of costs and should be in enough detail to determine how the funds were utilized.

3. Costs which differ materially from the subrecipient's approved budget, or appear unusual or unallowable should be questioned. In addition, payment should be withheld until a satisfactory explanation is received or an appropriate audit/review is performed and the findings of such audit/review resolved or corrected. Examples of when an invoice should be questioned include, but are not limited to:

    - A subrecipient's invoice indicates the purchase of equipment, but equipment expenses are not in the approved budget.

    - A subrecipient's invoice lists only the total costs claimed without providing any categorical breakdown/detail.

4. Approval of subrecipient invoices should be in writing on the invoice by the Principal Investigator and any supporting documentation should be retained.

5. Final invoices should be identified as such and should not be approved for payment until all deliverables have been received.

6. The Principal Investigator or department staff should promptly contact the Office of Research with any concerns about a subrecipient. Examples of situations that may require further inquiry by the Office of Research include, but are not limited to:

    - Suspicion of subrecipient non performance, (e.g. late progress reports).

    - Fraud or non-compliance with Federal regulations and laws.

    - Any indication that the subrecipient is not fulfilling its obligations under the subaward.

Contact Information

Sponsored Programs Administration
951-827-5535

Bruce Morgan
Assistant Vice Chancellor for Research
bruce.morgan@ucr.edu
Office: 951-827-2205

Office of Technology Commercialization
951-827-5535

Craig Sheward
Asst. Vice Chancellor
Technology Commercialization
craig.sheward@ucr.edu
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Materiel Management
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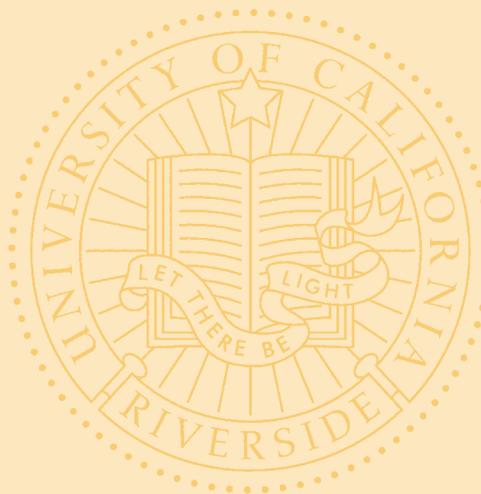
Types of Research Agreements at UC Riverside

Contracts and Agreements

Responsibility for Types of Research Agreements

Responsibility for handling different types of agreements for research or activities related to the conduct of research is distributed across several UCR administrative offices. This matrix is intended to help clarify which office has **primary** responsibility for negotiating and executing such agreements. The primary office may consult with other offices as appropriate.

Type of Agreement	Notes	Primary Responsibility
Grants	Grants are financial assistance awards (including fellowship awards made to UCR to support and individual or group of individuals) typically issued by governmental and non-profit entities.	Sponsored Programs Administration
Cooperative Agreements	Cooperative Agreements are financial assistance awards typically issued by governmental and non-profit entities when the sponsor anticipates that its programmatic personnel will have substantial involvement project activities and oversight. Some industry sponsors may call their contract a Cooperative Research Agreement, but this does not change the nature of their contract.	Sponsored Programs Administration
Research Contracts/Agreements	Contracts/agreements contain detailed terms governing the performance, funding and reporting of a research project. They may be awarded in response to a sponsor-solicited or unsolicited proposal. They may be issued by governmental, for-profit/industry and non-profit entities.	Sponsored Programs Administration
Subawards/Subcontracts (Incoming & Outgoing)	An agreement between two entities that transfers a substantive portion of a scope of work and associated funding under a prime award to another institution or organization.	Sponsored Programs Administration
Equipment Loan Agreements	Agreements that temporarily transfer equipment, instruments or other similar items of tangible personal property to UCR for use in research, testing and evaluation purposes, or for instruction.	Sponsored Programs Administration – for loaned equipment to be used to in the performance of sponsored programs, Materiel Management – for all other equipment loans.
License/Option Agreements to UC intellectual property	A contract that conveys certain use rights related to UCR intellectual property (e.g., patents, copyrights or biological materials) to another entity, usually a for-profit company. An Option Agreement transfers these rights for a limited period of time.	Office of Technology Commercialization
Material Transfer Agreements (Incoming & Outgoing)	A Material Transfer Agreement is a contract entered into by a *provider* and a *recipient* of research material that protects the intellectual and other property rights of the provider while permitting research with the material to proceed.	Office of Technology Commercialization
Confidentiality, Non-Disclosure or Secrecy Agreements	An agreement to protect one party's proprietary information when it is shared with a second party. Examples: 1) a company sharing confidential information to explore the possibility of research collaboration with UCR; and 2) UCR sharing information about an invention with a potential licensee prior to patent protection or establishing a license agreement.	Office of Technology Commercialization – for disclosing UCR inventions Sponsored Programs Administration – for all other agreements related to the performance of sponsored programs
Service Agreements	A contract for UCR's performance of routine testing or standardized procedures based on a protocol developed by the requestor, where the outcomes are not likely to result in the addition of new knowledge or publishable information, and where any data collected is to be delivered without significant interpretive analysis. Generally, Service Agreements do not contain commitments regarding intellectual property.	Materiel Management
Visiting Scientist Agreements	Agreements used to enable a non-UC visitor to engage in collaborative activities with a UCR research team/lab when the visitor has a continued obligation to assign intellectual property rights to their employer.	Office of Technology Commercialization
Memorandum of Understanding (MOU)	A written document describing the roles and responsibilities of two (or more) parties on a particular venture. An MOU is less formal than a contract, but is often signed by the parties involved to indicate their agreement to the principles contained in the MOU. A MOU is sometimes a precursor to a formal agreement.	SPA – for MOUs related to the performance of sponsored programs College Dean – for all other MOUs