Agenda

- Announcements / Updates
- LOC Change to Subaccounts
- Changes to FSR Reporting Process
- Updates to Other Support page
- InfoEd Deliverables and Microstrategy Enhancements
- Q & A – All
Announcements/Updates
This workshop will be held on Tuesday, April 1st, 2014 12-1 pm in the Paul Howard Conference Room

Workshop leaders: Kathleen Kelleher, manager of PeopleSoft HR Services at PHS, and Heather Pellegrino, lead HR administrative analyst at McLean

Lunch will be provided.
PeopleSoft Managers Self Service: Best Practices & Helpful Hints

- Earnings distribution changes
- Changes in pay rates and frequency (i.e. weekly to monthly; monthly to weekly)
- Effective dates for merit increases and terminations
- How to handle corrections
- Queries that you can run

Please RSVP to Liz Walker (elwalker@partners.org; 617-855-3441).

Please let Liz know of any specific questions related to PeopleSoft Managers Self Service that you would like addressed during the workshop.
Update to New LOC Subaccount Payment process
Update to New LOC Subaccount Payment process

Expected to be implemented for non-competing renewals in FY15
RM workgroup has been identifying the operational issues and potential solutions associated with implementing the new LOC subaccounts for the non-competing renewals in FY15
Need feedback from the research community before we proceed further

Asking for volunteers to meet with RM in April 2014 to discuss issues and potential solutions

Email Sue Horton if interested in participating
Changes to FSR Reporting Process
DRAW Meeting
March 18, 2014
FY13 A-133 Audit Follow Up - FSR Finding Action Plan

- Audit Finding: In an annual Federal FSR, RM reported as expenditures PSA site start up costs that had not yet been invoiced for.
- RM initially declined to include these expenses in the FSR. The department asked to reconsider, and after much discussion it was agreed to include the expenses under the assumption that would be invoiced immediately for these costs.
- RM was not invoiced immediately for these costs. Several months passed before invoices were received and the expenses posted to the fund.
- RM did not draw the LOC revenue until the expenses posted to the fund. RM was not improperly reimbursed for these costs.
- The annual FSR was selected for audit and PwC noted this as a finding.
- As a result of the audit finding, RM is implementing an action plan that will adopt a very clear-cut definition of what will be reported as expenses in an FSR going forward.
- The FSR SOP has been updated to incorporate these changes. The revised draft is posted on the RM website.
Report as Expenditures:

- Expenses that have posted to the fund in the financial systems by the time of the annual financial report
  - Includes the General Ledger (G/L) and Accounts Payable (A/P) systems
  - Includes expenses that have posted in the financial systems after the budget end date, but that apply to the annual reporting period
  - Employee Data Changes (EDC’s) putting salary on a fund will be reported as expenditures if the EDC has been approved in the system and processed through the monthly or weekly payroll run prior to the filing date of the FSR

- Do not report as expenditures any expenses that have not posted to the fund by the time of the FSR submission
Annual Federal Financial Reports – Action Plan

Report as Unliquidated Obligations:

- Expenditures for which Partners RM have received an invoice, but the invoice has not yet posted to the fund. The invoice must be in hand at the time of the annual financial report submission

  - An email from a collaborator’s sponsored programs office does not constitute an invoice and will not be accepted as support for reporting unliquidated obligations

  - Examples of acceptable unliquidated obligations include subcontract expenses, consulting expenses and core facility expenses applicable to the reporting period, invoiced, but not yet processed through Partners G/L or A/P
Annual Federal Financial Reports – Action Plan

Not Reported:

- Any activity that is in process but has not been recorded as an expense on the fund, or is not supported by a physical invoice, will not be reported as an expenditure or an unliquidated obligation in the FSR.

- Examples:
  - EDC’s putting additional salary on the fund that have not been submitted or approved
  - Cost transfers not yet submitted or approved
  - Travel reimbursements not yet submitted or approved
  - Invoices from collaborators that have not been received by Partners RM or the PI/DA

- These transactions will be reported as an unobligated balance and be part of the carry forward balance.
Final Federal Financial Reports – Action Plan

Report as Expenditures:

- Only expenses that have posted to the fund in the financial systems by the time of the final financial report will be reported as expenditures
  - Includes the General Ledger (G/L) and Accounts Payable (A/P) systems
  - Includes expenses that have posted in the financial systems during the project period and expenses that have posted after the project end date, but that apply to the reporting period
  - Journal entries adding expenses to the project must have posted to the G/L prior to the submission of the FSR
  - Employee Data Changes (EDC’s) putting salary on a fund will be reported as expenditures if the EDC has been approved in the system and processed through the monthly or weekly payroll run prior to the filing date of the FSR
  - EDC’s must be submitted in PeopleSoft HR no later than 60 days after the project end date in order to be approved in time for the last payroll deadline before the FSR due date
- Do not report as expenditures any expenses that have not posted to the fund by the time of the FSR submission
Final Federal Financial Reports – Action Plan

**Unliquidated Obligations:**
- Unliquidated obligations are **not allowed** on final financial reports.

**Not Reported:**
- Any activity that has not been posted to the fund will not be reported as expenditures in the final financial report.
- **Examples:**
  - EDC’s putting additional salary on the fund that have not been submitted or approved
  - Cost transfers not yet submitted or approved
  - Travel reimbursements not yet submitted or approved
  - Invoices from collaborators that have not been received by Partners RM or the PI/DA
- These transactions will be reported as an unobligated balance and be part of the carry forward balance request, if applicable.
Final Federal Financial Reports – Action Plan

Effective date for changes:

For *Annual FSRs* – effective with FSRs due *April 2014*

For *Final FSRs* – effective with FSRs due *May 2014*
Updates to Other Support Page
Updates to Other Support Page including Research Major Goals

Major Goals (InfoEd)
- DA’s, DA’s with approval and PI’s will be able to edit the Major Goals
- Accessible on the InfoEd PT Summary page
- Updated Major Goals available immediately for Other Support export from Insight

Other Support (Insight)
- Other Support Tab moved to the Agreements Section
- Can be run at any time to reflect the Major Goals entered in InfoEd PT

Benefits
- Consistent Major Goals on Other Support export
- No need to keep multiple versions of Other Support export
- Real Time update, Major Goals in Other Support export = data in InfoEd

Effective 03/31/14
Updates to Other Support Page including Research Major Goals

Major Goals

- Locate proposal in InfoEd, open in InfoEd PT
- Other Support Page link accessible in Agreements module
Updates to Other Support Page including Research Major Goals

Other Support Page

- Located in Agreements Module
- Opens a search screen for an individual. User requesting Other Support export must have View Salary permissions for investigator
Next month - Prior Approval indicator

Indicator of personnel who require prior approval for major >25% effort changes

- Indicator stored in InfoEd
- New data fields in Insight to assist with effort analysis
InfoEd Deliverables and Microstrategy Enhancements
InfoEd Deliverables and Microstrategy Enhancements

Research Management
January 2014
What are the changes?

Effective January 17th, 2014:

- **New** deliverables
- **Updates** to existing deliverables, e.g.:
  - Subcontract Agreement In is now Agreement In
  - Unobligated Balance UDF added to Carryforward
- **E-Notifications** to PIs/DAs
  - Notice of Award
  - Award Renewal/Revision
- PI/DA review and approval utilizing **workflow** functionality
  - Similar to Subcontract Invoice e-approval process
  - Rolled out *over next few months* (after more testing and training) for:
    - Agreement In - New
    - Agreement In- Modification
    - Final Invoice - Outgoing
    - Financial Report
    - PSA Out - Modification
    - PSA Out - New
    - Subcontract Agreement Out
## Who do the changes effect?

### Pre Award
- Just in Time
- Progress Report
- Conflict of Interest

### Research Finance
- Final Invoice- Outgoing*
- Financial Report
- FSR Revision*
- Relinquishing Statement*
- Subcontract Invoice

### Departments
- Everything! (Depending on award mechanism)

### Post Award
- Advance Account*
- Agreement In
- Agreement In- Modification
- Award Renewal/Revision*
- Carryforward
- DUA In & DUA Out
- GWAS In
- Invention Report
- Notice of Award
- RSA In & RSA Out
- Subcontract Agreement Out
- Subcontract Agreement Out- Modification
- Subcontract PSA Out
- Subcontract PSA Out- Modification
- Undesignated Agreement*

*new deliverable
NOTIFICATION: Renewal Awrd Rcv’d – Stephanie Stone,

PI: Stephanie Stone
DEPARTMENT: Administration 72AA - BWH
PROJECT TITLE: Test record for deliverable demo
SPONSOR: NIH-National Institutes of Health
FUND NUMBER:
PROPOSAL NUMBER: 2014A050000
AWARD NUMBER: 123456789
RM CONTACT: Philip Beals

Dear Stephanie Stone:
Research Management has received a renewal or revised Notice of Award (NoA) for your research project detailed above.

The award has been routed to your Post Award Grants Administrator for fund set up and you will be sent notification once your new fund is established.

CLICK HERE TO REVIEW

To view the InfoEd Record associated with the above, use the following link:
InfoEd Record
Why we are making the changes?

✓ Increases transparency
✓ Eases administrative burden
✓ Decreases e-mail traffic
✓ Consolidates pending work lists
✓ Improves turnaround times
✓ Streamlines processes across RM
# Workflow: E-mail and Approval Screen

## E-MAIL TEMPLATE

**ACTION REQUIRED: Incoming Agmt – [PI Name]**

PHS Research eSubmissions

**Sent:** Fri 8/30/2013 12:30 PM  
**To:** PI, Department Manager, Approver Contacts  
**Cc:** Deliverable Holder, Contract Manager

**PI:** [PI Name]  
**Department:** [Department/Institution]  
**Project Title:** [Project Title]  
**Sponsor:** [Immediate Sponsor Name]  
**Proposal Number:** [Proposal #]  
**Award Number:**  
**RM Contact:** [Contract Manager]

Dear [PI],

The following Incoming Agreement requires review and approval by either the Principal Investigator (PI), or a designated approver on behalf of the PI. Please note: If we do not receive your approval or denial by [date], we will assume this agreement meets your requirements and will approve on your behalf. *(If Neg. Assurance)*

[Click here to review and approve this agreement](#)

Link to associated deliverable  
[Click here to give customer service feedback](#)

URL to approval screen (for mobile users, etc)

## APPROVAL SCREEN

### PROJECT INFORMATION

**PI:** [PI Name]  
**Department:** [Department/Institution]  
**Project Title:** [Project Title]  
**Sponsor:** [Immediate Sponsor Name]  
**Proposal Number:** [Proposal #]  
**RM Contact:** [Contract Manager]

### INSTRUCTIONS

Please note: If we do not receive your approval or denial by [date], we will assume this agreement meets your requirements and will approve on your behalf. *(If Neg. Assurance)*

Please pay particular attention to the following:

- Terms and Conditions  
- Budget  
- Budget Period  
- Scope of Work  
- Reporting Requirements or Deliverables

### RM COMMENTS

(RM Comments appear here if applicable)

### DOCUMENTS

- [Document123.pdf](#)

### ACTIONS

- [Approve](#)  
- [Deny](#)

Comments:
Tracks pending and completed Deliverables instantly in one place:

- **Operations** Reports evaluate and prioritize pending items
- **Analytics** Reports analyze trends and track turnaround times
- **Dashboard** provides a quick and easy overview of critical data, both pending and completed
Questions?

Stephanie Stone
Manager, Post Award
sestone@partners.org
617-954-9717
QUESTIONS?

Contact: Raquel Espinosa
respinosa@partners.org
617-855-2868