



University of Colorado at Denver and Health Sciences Center

## OFFICE OF GRANTS AND CONTRACTS

### QUARTERLY UPDATE – *Good Information to Use!*

Vol. 2, Issue 3 – October 2006

## New Happenings!

**ePER – Electronic Personnel Effort Reports will be implemented November 1, 2006. If your salary and benefits are charged to a grant or contract you will receive an e-mail instructing you to complete your report in the campus portal called my.cu.edu. Watch for this e-mail – don't delete! Details follow below.**

**Direct Cost Charging to Federal Grants Training – All PIs are required to take this training before December 31, 2006. Training is taking place now. Check with your Administrator on dates and times. Those who have not taken the training by December 31<sup>st</sup> will be required to take the Blackboard version prior to submitting a proposal. PreAward will hold proposals until the training is complete.**

## Pre Award

**Project Setup before Award Receipt** - A “pre-activated award” or “pre-award” is when the University agrees to establish a project in the PeopleSoft financial system prior to the receipt of the award document from the sponsoring agency. An Award Pre-Activation Request form must be completed and certified by both the PI and the Departmental Administrator/Chair before it is sent to Grants and Contracts. *The certification guarantees the department will cover any pre-award costs incurred if the award is not made and/or if the costs are determined to be unallowable.*

Grants and Contracts may impose restrictions on the set-up of a sponsored project in advance of receiving the award to mitigate institutional risk. Examples of limitations include but are not limited to:

- Industrially sponsored agreements (inclusive of clinical trial agreements) – approved only for the purpose of recording expenses and reimbursements for IRB review.
- State of Colorado sponsored agreements – approved only under limited circumstances where authorization is provided by the sponsor in accordance with the above referenced Fiscal Policy.
- National Institutes of Health training grants - generally not approved.
- Requests to continue or extend a pre-award into a consecutive year despite never having received an award for the previous pre-awarded year – generally not approved until existing pre-award is resolved (i.e. award set-up or pre-awarded project closed).

*The establishment of a pre-award project does not change the requirement of the PI and department to obtain an award document from the sponsor in a timely manner.*

Reference: Fiscal Policy 4-10. For more detailed information on the policy and process for requesting a pre-award, see <http://www.ucdhsc.edu/admin/policies/G&C/fp4-10.pdf>.

## Contracting

The Contracts Section has hired an attorney on a part-time basis to help with reviewing contracts. We hope this will reduce review and negotiation to less than 60 days. Bernadine Sena has taken the position of Subcontracts Specialist upon the retirement of Susan Harman. Bernadine can be reached at 303-724-0092. Please submit your contracts and Subcontract Requests as soon as possible so we can place them in the queue for processing. Be sure to send electronic copies of your contracts when possible.

## Accounting

**Electronic Personnel Effort Reporting (ePER)** - November 1, 2006, faculty and staff who are paid from research grants and contracts will certify effort through a new process called ePER. This process will replace the paper process that has been used in the past.

Individuals paid from a research grant or contract (sponsored project) will receive an email on November 1, 2006 instructing them to certify their ePER. This ePER will be for the June through August 2006 reporting period.

Research faculty and staff will certify effort three times during the year. The reporting periods are: September through December, January through May, and June through August. Research faculty and staff will be notified by email and will receive email reminders if they have not completed certification within expected time frames or if an ePER needs to be recertified.

If a Principal Investigator or Departmental Administrator with first hand knowledge has certified for you in the past, please contact them about this new process. If you need assistance with certifying your ePER, you are welcome to contact the HSC Office of Grants and Contracts or your Departmental Administrator. In Grants and Contracts, you may contact Ed Gilbert at 303-724-0248 or Wayne Trueman at 303-724-0101.

## Post Award

Revenue Recognition has had an impact on the monthly Revenue and Expense reports in the following ways:

We can no longer use this report to estimate a project's cash balance

We can no longer review the project's revenue account activity to track cash receipts.

Obtaining a project's cash balance and tracking cash receipts can be accomplished by using the Balance Sheet – both within the new and old reporting tools.

This report is called the Balance Sheet **Detail** in the new COGNOS Reporting Tool.

For Cash Balance, the subtotal line should be used for the Cash account code. Follow this line all the way to the "Year to Date Total" column on the far right of the report. The amount in this location is the cash balance.

For Cash Receipts, look to the "AR" (Accounts Receivable) account code. Please note that there may be different account codes used for the various AR account codes, but all should be within the range of 010000 through 019999 the account code description start with AR.

Revenue Recognition entries contained within the lines of activity here can be identified by the “RR2” in the Journal Source column. Other entries will carry different values in this Journal Source column – such as cash receipts. Cash receipts can usually be identified by the following values in the line:

Journal Source beginning with “SO”

The sender/payor of the check in the Journal Line column (this line often includes the check number too)

These lines represent your cash receipts.

Information as to the status of the new reporting tool project and step-by-step instructions can be found on the CU System Controllers Website:

<http://www.cu.edu/controller/Proj-initiatives.html>

***Questions? Call us – 303-724-0090***

***OGC wishes you the best this holiday season!***

