

# Research Administration Brown Bag Series

October 2018





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# Cost Transfers- K2 workflow

- All Journal Vouchers are now processed through the K2 workflow which is located in the Controller's office Sharepoint. This includes Journal Vouchers that are considered cost transfers
- Cost Transfer support and documentation remain the same
  - Backup documentation showing the original charges in Banner
  - Cost Transfer Form which must explain how this expense benefits the project you are transferring to
  - Submitter and ORAF Approval

Journal Voucher Form

Supporting Documents (1)

Submitted By: N/A Departmental Approval Date: N/A Central Finance/ ORAF Approval:                      Central Approval Date:                      Document #:                     

Level I Approval:                      Total:                     

Level II Approval:                      Transaction Date: Select a date

Is this a Federal Cost Transfer?  Yes  No

+ Add - Delete Refresh

DEBIT					CREDIT				
#	INDEX	FUND	ACCOUNT	AMOUNT	INDEX	FUND	ACCOUNT	AMOUNT	
1	500555 - HHS/1T32E...	500555	50429-ResearchGift/...	\$1.00	1	555015 - NAVY/OTA...	555015	50429-ResearchGift/...	\$1.00

#	BANNER REFERENCE (35 CHARACTER LIMITATION)	DETAILED EXPLANATION (OPTIONAL)
1	fdxgj	xjgig

Cancel Save Submit

# Journal Voucher Resources

JV Submission Page:

[https://northeastern.sharepoint.com/sites/finance/Controller\\_sOffice/SitePages/Journal%20Voucher.aspx](https://northeastern.sharepoint.com/sites/finance/Controller_sOffice/SitePages/Journal%20Voucher.aspx)

User Guide:

[https://northeastern.sharepoint.com/:w:/r/sites/finance/Controller\\_sOffice/\\_layouts/15/Doc.aspx?sourcedoc=%7B5C5743CC-9141-471B-9BBA-F9E576B23046%7D&file=JV%20DocumentationV1.docx&action=default&mobileredirect=true](https://northeastern.sharepoint.com/:w:/r/sites/finance/Controller_sOffice/_layouts/15/Doc.aspx?sourcedoc=%7B5C5743CC-9141-471B-9BBA-F9E576B23046%7D&file=JV%20DocumentationV1.docx&action=default&mobileredirect=true)

Cost Transfer Form:

<http://www.northeastern.edu/research/raf/files/Non-Personnel-CostTransferExplanationForm.pdf>

# Unused Vacation Pay Out

Effective July 1, 2018, the cost of unused vacation pay out has been incorporated into the federal fringe benefit rate for non-faculty, benefits eligible employees charged to research grants.

- Vacation pay out will be charged centrally
- Expense will not be charged to the research grant
- More funds available to promote research efforts for the PI and Dept
- There is no impact to the employee

## FRINGE RATES FY 19

Type	From	To	Rate %	Applicable to
Fixed	7/1/2018	6/30/2019	23.4%	Fully Benefited Emp
Fixed	7/1/2018	6/30/2019	7.65%	Temp/Part-Time Emp

1) The fringe benefit rate consists of health insurance, dental insurance, life insurance, disability insurance, pension plan, FICA, unemployment insurance, tuition, worker's compensation, and **unused vacation pay out** for non-Faculty employees.

# Payroll Termination Form

At termination, the amount paid for the accrued vacation portion for those benefits eligible employees working on **research grants** will now be charged centrally to index **222110**.

On the Termination form, Section 2: Termination Information under section “Index Number for Vacation and Sick Time” there is an option to identify an alternate Index. The system will read the index and automatically apply the correct account code **62180**.


## Section 2: Termination Information

Last Day Worked	Termination Action/Reason		
<input type="text"/>	Select One <input type="button" value="v"/>		
Unused Vacation Days	Unused Sick Days	Index Number for Vacation and Sick Time	
<input type="text" value="7.00"/>	<input type="text"/>	<input type="text" value="222110"/>	<b>Account Code 62180</b>
<b>ADD/REVIEW ATTACHMENTS</b> (Confirming Termination)*:			Attachment List
*Include for use by HRM			<input type="button" value="Attachments"/> <input type="text"/>
Benefits Eligible Less than Full Time? <input type="radio"/> Yes <input checked="" type="radio"/> No			

**\*for employees charged to both ledger 5 and non-ledger 5, the splits must be applied on vacation pay outs and a note should be identified in the comments section.**

# Final FY18 Eprint Reports

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 Ngan, Junnie | Baez, Sully; Bainton, Cynthia; Barnett, Lawrence; + 117 ▾ Tue 10/16  
Final FY18 Close ▾

Action Items + Get more apps

Hi Everyone,

Fiscal Year 2018 has been closed, therefore your **final** FY18 Eprint Reports will be available tomorrow, October 17, 2018.

Please contact me with any questions you have.

*Also, please let me know if anyone needs to be added to this distribution list.*

Thanks,

Junnie

*Junnie Ngan*

**Northeastern University**  
Telephone: 617-373-3426  
Fax: 617-373-8338

# Agency Updates



## **Reminder: PHS 398 Modular Budget Form: Additional Narrative Justifications**

The Additional Narrative Justification is not needed in applications to FOAs with direct cost limits that do not spread evenly across budget periods (e.g., R21 FOAs that allow \$275,000 in direct costs over two years).

## **RPPRs: Who Can Do What?**

A new resource, [RPPRs: Who Can Do What?](#), provides a quick look at the Annual, Interim, and Final Research Performance Progress Reports (RPPRs), including information such as due dates and how to access RPPR links. It also charts what happens to the Interim RPPR when a Type 2, Competing Renewal application is submitted.



## RPPRs: Who Can Do What?

RPPR Type	How to Access RPPR Link	When Does the Link Appear?	When is the RPPR Due?	Who Can Initiate	Who Can Edit	Who Routes to the SO	Who Submits
<b>Annual</b>	Status Search Results Screen or RPPR tab	1 day after the project segment end date	<b>SNAP</b> Awards due within 45 days of the next budget period start date  <b>Non-SNAP</b> due within 60 days of the next budget period start date	Principal Investigator Or User within Institution with the ASST Role*	Signing Official Or Principal Investigator Or User within Institution with the ASST Role*	Principal Investigator	Signing Official Or Principal Investigator if assigned the Submit Delegation
<b>Interim</b>	Status Search Results Screen	Once the grant becomes eligible for submission of a Type 2 application, and the grant is not in Closeout	120 days from period of performance end date for the competitive segment	Signing Official or Principal Investigator	Signing Official Or Principal Investigator Or User within Institution with the ASST Role*	Principal Investigator	Signing Official Or Principal Investigator if assigned the Submit Delegation
<b>Final</b>	Closeout Status Screen	Once the grant becomes eligible for closeout	120 days from period of project end date	Signing Official or Principal Investigator	Signing Official Or Principal Investigator Or User within Institution with the ASST Role*	Principal Investigator	Signing Official Or Principal Investigator if assigned the Submit Delegation

\*NOTE: User with the ASST role must also have the RPPR delegation.

### Interim RPPR Scenarios

Competing Renewal Application Status	Action	
Not submitting a Competing Renewal application	Submit a Final RPPR no later than 120 days from the project period end date	
Submitting a Competing Renewal application	Submit an Interim RPPR no later than 120 days from the project period end date	
	Funded	Not Funded
	Interim RPPR is accepted as the Annual RPPR	Interim RPPR is accepted as the Final RPPR

# Agency Updates



## **NIH Grants Policy Statement updated October 1, 2018**

### [Summary of Significant Changes](#)

Chapter 8.4.1.1 Non-Competing Continuation Progress Reports. Updated previous references to the Inclusion Management System to reflect use of new Human Subjects System (HSS), effective June 9, 2018 (see [NOT-OD-18-179](#)).

## **Human Subjects System (HSS)**

### [Overview](#)

- A shared system that enables grant recipients to electronically report and update their data on human subjects and clinical trials to NIH; and for NIH agency staff to monitor and manage the data.
- HSS is automatically populated by human subjects and clinical trial data entered on the *Human Subjects and Clinical Trial Information* form in applications submitted for due dates of January 25, 2018 and beyond.
- This data is then made available to PIs and signing officials through a link that will be available on the eRA Commons Status screen and the Research Performance Progress Report (RPPR).
- Allows principal investigators and signing officials to access and update all the human subject and clinical trial data associated with their applications or grants in one place.



# Agency Updates

## Announcement from NSF Directorate for Biological Sciences (BIO)

### [A Letter from the Acting Assistant Director](#)

- Transition to “BIO-wide no deadline submission process”
- Submissions as PI or co-PI are limited to **one per fiscal year\*** to MCB, IOS and DEB core programs
- Submissions as PI or co-PI are limited to **two per fiscal year** to DBI infrastructure programs
- Each BIO division **also** allows for **one submission per fiscal year** as PI or co-PI of a Rules of Life track proposal
- Previous restrictions have been removed on submissions as subaward PIs
- Early career researchers will remain eligible to apply for CAREER awards

### [FAQs](#)

\* Fiscal year is 10/1-9/30



**NU-RES Day**  
**Monday,**  
**November 26!**



## NU RES Learn More Sessions:

SESSION	DATE/TIME	ROOM
<b>Project Personnel - Individual roles and responsibilities: From Proposal Certifications through Close-out.</b>	Thursday, November 08, 2018 1:00 pm – 2:00 pm	440 Curry Lecture Style
<b>Human Subjects and Research: IRB Certifications; Common Rule Updates; and Data Use and Privacy</b>	Thursday, December 06, 2018 2:00 pm – 3:00 pm	440 Curry Lecture Style

*THANK YOU!*