SeRA and FFIT - Faculty Financial Inquiry Tool data all in one place!

• Leveraged Financial Management Services great work!

• Additional info from SeRA that is easily recognizable to faculty
  – SPO #
  – Sponsor + Prime Sponsor
  – Project title/name
  – Account Task Name
  – Agreement type
  – Faculty member’s Role on each project (PI, Co-PI, Co-I, Mentor)
  – PTAs are grouped by SPO# (sponsored and cost share awards)
  – Task end dates
  – Hyperlinks to FFIT for more details (closed accts are greyed-out)

• Regions for various types of accounts
  – Sponsored awards
  – Clinical Trials
  – University Research awards
  – Non-Sponsored

• Shows information and balances in a variety of ways
  – Total budgeted
  – Spent-to-date
  – Direct dollars remaining with or without commitments
  – Total dollars remaining with or without commitments
  – Remaining anticipated funds
  – Show or hide account PTA #’s
    o Current open PTAs
    o Full History
  – Also shows funds allocated to other faculty (Co-PI, Co-I)
  – Include or exclude Cost-Sharing PTAs

• Each region can be exported to Excel
• Access based on Authority Manager - administrators financial reporting
• Help tickets: Administrative Systems / FFIT
### My Accounts

#### My Action Items  My Projects  Pipeline  Proposals  My Accounts

#### My Accounts

**PT**
Markley, John Nations (markleyj)

**Show Balance As**
Direct Dollars Remaining Minus Commitments

**Show Account #**
Hidden

**Allocations to other SU faculty**
Exclude

**Cost Share Accounts**
Include

**Data as of:**
10/05/2015

#### Sponsored

<table>
<thead>
<tr>
<th>SPO / Sponsor</th>
<th>Project Type / Role</th>
<th>Project Name</th>
<th>End Date</th>
<th>Total Budget</th>
<th>Spent to Date</th>
<th>Committed Amount</th>
<th>Est. Direct Funds Available</th>
<th>Remaining Anticipated Funds (incl. IDC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>Subcontract</td>
<td>Do bears eat beets?</td>
<td>08/31/2015</td>
<td>$29,514.00</td>
<td>$24,533.56</td>
<td>$0.00</td>
<td>$3,890.97</td>
<td>$120,000.00</td>
</tr>
<tr>
<td>456789</td>
<td>Grant</td>
<td>Who moved my cheese?</td>
<td>02/29/2016</td>
<td>$2,894,473.00</td>
<td>$1,986,281.05</td>
<td>$128,379.18</td>
<td>$496,696.08</td>
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</tbody>
</table>

Export Sponsored Data to Excel

#### Clinical Trials

<table>
<thead>
<tr>
<th>SPO / Sponsor</th>
<th>Project Type / Role</th>
<th>Project Name</th>
<th>End Date</th>
<th>Received to Date</th>
<th>Spent to Date</th>
<th>Committed Amount</th>
<th>Direct Funds Available</th>
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<tbody>
<tr>
<td>56789 GENTECH</td>
<td>Industry Sponsored</td>
<td>Lorem interactions with Ipsum</td>
<td>07/31/2016</td>
<td>$65,290.24</td>
<td>$43,180.74</td>
<td>$0.00</td>
<td>$15,710.93</td>
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</tbody>
</table>

Export Clinical Trials Data to Excel

#### University Research (Institutionally Funded Competitive Awards)

<table>
<thead>
<tr>
<th>SPO / Sponsor</th>
<th>Project Type / Role</th>
<th>Project Name</th>
<th>End Date</th>
<th>Total Budget</th>
<th>Spent to Date</th>
<th>Direct Cost Committed</th>
<th>Est. Direct Funds Available</th>
<th>Remaining Anticipated Funds (incl. IDC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>87654 SNI</td>
<td>University Research Agreement</td>
<td>Determining the tallest tree on campus</td>
<td>10/31/2016</td>
<td>$168,500.00</td>
<td>$19,056.31</td>
<td>$0.00</td>
<td>$149,443.69</td>
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</tbody>
</table>

Export University Research Data to Excel

#### Non Sponsored

<table>
<thead>
<tr>
<th>Task Name/Award Name</th>
<th>Account # - Click for Detail</th>
<th>Fiscal Year Beginning Balance, Receipts, &amp; Transfers</th>
<th>Total Budget</th>
<th>Spent to Date + Commitments</th>
<th>Direct Funds Available</th>
</tr>
</thead>
</table>
**My Accounts**

**Sponsored**

<table>
<thead>
<tr>
<th>SPO / Sponsor</th>
<th>Project Type / Role</th>
<th>Project Name</th>
<th>End Date</th>
<th>Total Budget</th>
<th>Spent to Date</th>
<th>Committed Amount</th>
<th>Est. Direct Funds Available</th>
<th>Remaining Anticipated Funds</th>
<th>(Incl. IDC)</th>
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</thead>
<tbody>
<tr>
<td>NIH (YALE)</td>
<td>Subcontract</td>
<td>Do bears eat boots?</td>
<td>08/31/2015</td>
<td>$29,514.00</td>
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<tr>
<td></td>
<td></td>
<td>Task 100</td>
<td>08/01/2015</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>$0.00</td>
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<td></td>
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<td>$3,890.97</td>
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<td>Grant</td>
<td>Who moved my cheese?</td>
<td>02/29/2016</td>
<td>$2,894,473.00</td>
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<td>$128,371.18</td>
<td>$496,696.03</td>
<td>$120,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**Clinical Trials**

- **54321 GENENTECH**
  - Industry Sponsored PI
  - Lorem Interactions with Ipsum
  - End Date: 07/31/2016
  - Received to Date: $63,290.24
  - Spent to Date: $43,180.74
  - Committed Amount: $0.00
  - Direct Funds Available: $15,710.55

- Lorem Study
  - Project ID: 2345678-100-VWXYZ
  - End Date: 07/31/2016
  - Received to Date: $63,290.24
  - Spent to Date: $43,180.74
  - Committed Amount: $0.00
  - Direct Funds Available: $15,710.55

**University Research (Institutionally Funded Competitive Awards)**

<table>
<thead>
<tr>
<th>SPO / Sponsor</th>
<th>Project Type / Role</th>
<th>Project Name</th>
<th>End Date</th>
<th>Total Budget</th>
<th>Spent to Date</th>
<th>Direct Cost Committed</th>
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<th>(Incl. IDC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNE</td>
<td>University Research Agreement</td>
<td>Determining the tallest tree on campus</td>
<td>10/31/2016</td>
<td>$168,500.00</td>
<td>$19,056.31</td>
<td>$0.00</td>
<td>$149,443.69</td>
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<tr>
<td></td>
<td></td>
<td>Finding the new El Paso Ato</td>
<td>10/31/2016</td>
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<td>$19,056.31</td>
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</tbody>
</table>

**Non Sponsored**

Export Clinical Trials Data to Excel

Export University Research Data to Excel
Cost Transfers - Changes to the Policy and Process

Tim Reuter, Director Post Award Operations
Why are we updating the Policy

- Clearly define when a Cost Transfer is “Late” – Added “GL” months to provide clarity and added a table to illustrate the concept
- With the implementation of the Uniform Guidance additional emphasis was placed upon Internal Controls
- Restate and update what information is needed in the justification
- Clearly define when additional documentation must be submitted
Simplify how the 6 month rule will be applied

<table>
<thead>
<tr>
<th>GL MONTH</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
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<tbody>
<tr>
<td>JAN</td>
<td></td>
<td></td>
<td>Original Transaction Posts in GL month</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEB</td>
<td></td>
<td></td>
<td>Quarter ends</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAR</td>
<td></td>
<td></td>
<td>Last month to review Winter Quarter Expenses w/PI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APR</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>MAY</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>JUN</td>
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<td></td>
</tr>
<tr>
<td>JUL</td>
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<td></td>
</tr>
</tbody>
</table>

Any corrections for transaction that posted in JAN must post before this GL month closes
Uniform Guidance – Internal Controls

- Additional requirement to document policies in a format specified by COSO and to perform an internal review to verify we are following our own policies.
- During the development and documentation of the process and review by Stanford’s Internal Audit department we identified some justifications did not always meet the guidelines in the policy.
Documentation must include a Justification that clearly shows:

- How the expense directly benefits the receiving PTA (tie it to the scope of work)
- How the expense is allowable on the receiving PTA (e.g., attach documentation of sponsor approval)
- The allocation methodology used if transferring expenses to multiple PTAs
- The reason the expense was charged incorrectly to the first PTA
- That any systemic reasons which might cause this problem to be repeated have been addressed
- The reason for any delay in the timely processing of the transfer
- Additional documentation must be attached for large transfers ($10,000 or more or greater than 10% of the award), transfers within the first or last 90 days of a project and late transfers
The Same Exceptions Still Apply

- Transactions necessitated by unforeseen circumstance
- Transfers between tasks of the same sponsored project
- Changes in expenditure types within the same sponsored project
- Incorrect charges must be transferred off the award regardless of age
- Refunds and unexpected credits must be allowed to post
- Clearing an overdraft
- Transfers onto sponsored PTAs after six months or after award closeout require OSR and school level approval (NEW)
Transfers greater than 6 months will require OSR and School Level Approval.

- Cost Transfers greater than 6 months will require School Level approval in addition to OSR approval.
- This has been a requirement in the School of Medicine for many years.
- The names and email addresses of each school’s approver will be posted on the Dean of Research website with the policy.
Additional Documentation that must be Attached to Specific Cost Transfers

- **Specific cost transfers requiring additional documentation:**
  - A pdf copy of the General Ledger showing the expenditure(s) must be attached to the transfer transaction by the originator for all NON-SALARY:
    - Large transfers that exceed $10K or 10% of the award, or
    - Transfers within the first or last 90 days of a project, or
    - Transfers that are greater than 6 months
  - Acceptable versions of the general ledger include:
    - OBI 285 Expenditure Detail Report
    - OBI 149 – Quarterly Review and Certification
    - OBI CER expenditure Balance and Expenditure Details reports (Not an Excel Download)
    - Expenditure Transaction (PTD) screens of FFIT

- Attaching detailed documentation will facilitate timely review by OSR AND IF NOT INCLUDED THE TRANSACTION WILL BE REJECTED.
Summary

- Clearly defined 6 month time period as GL periods
- All “Late” cost transfers require a School Level approval email – not as an approver on the ijournal
- Restated and re-emphasized the importance of addressing all requirements in the justification and not merely stating “this cost transfer is allowable, reasonable and allocable”
- Defined when a pdf copy of the General Ledger must be attached to Non-salary cost transfers
- Effective Date: For all cost transfers processed with a GL date of January 2017 and forward