Research Administration Network Agenda

SUB Lobo A&B

May 8, 2018

9:00am to 10:00am

PRE AWARD ITEMS:

1. Proposal Team Presentation (OSP Proposal Team)
2. Contracts Team (Chris)
3. NSF

POST AWARD ITEMS:

1. Technical Report Confirmations (Teresa)
2. Reminder on workflow closeouts (Teresa)
3. Effort Reporting deadline has passed (Jeremy)
4. Discussion on allocation methodology (Jeremy)
Closeout Workflow Training

RAN Meeting

May 7, 2018
Workflow Closeout Automatic Notification

▶ Begins 90 days before the awarded project end date
▶ Email is sent to Principal Investigator on the fund/index
▶ Email is sent to the Account (Department) Administrator on the award
  ▶ Check with your fiscal monitor if you are unsure who is listed as Account Administrator for your department.
- If the award is going to close at the budget end date, then choose Status of “Close”. This does not mean we begin the closeout process. You still have until the end of the project end date to finish the work and have posted the expenditures involved with that work. It just tells both Workflow and your fiscal monitor that the award is ending.

- If you are receiving, or planning on receiving an extension, choose “Extend” and enter the expected new end date. Also, give comments. These comments assist OSP in knowing if an automatic extension is requested or if the agency needs to be notified, etc.

- Using this feature helps in a couple of ways
  - Some agencies require permission for NCE 30-60 days prior to the project end date. Reviewing your closeout workflows will assist in making sure the NCEs are done timely
  - This goes first to C&G to verify if we have received an extension and, if not, then goes to OSP and they can begin looking into what is needed – is the extension automatic? Do they need to submit a request? You no longer have to contact OSP, instead, this is your “contact” stating to OSP an extension is expected or desired.
- If Approved – Goes to C&G and FM receives email notification; Once C&G receives the transmittal and verifies the new Project End Date, the PI and Dept Admin will receive an automatic Workflow email notification stating the modification is in Banner.
- If Not Approved – Goes to C&G as a closeout and Department Admin receives email notification
- If Pending – It stays with OSP, however the PI and Dept Admin both receive an email notification
Workflow Stages

- MyReports can be used to determine what stage the workflow is in - therefore telling you where it is at (OSP, C&G, Department).
MyReports - All Campus FRGGR90

Please select column(s) to display:

Select Slager:

- Waiting for Dept to Complete Progress Rpt
- Waiting for Dept to Complete Rpt
- Waiting for Dept to Enter Revised Rpt
- Waiting for Dept to Extend or Close
- Waiting for Final Monitor to Enter Final Expenditure Stmt
- Waiting for Final Monitor to Enter Final Expenditure Stmt

Please do not print all the output display.

If using HTML Active output, select the Export option to Exce output.
The report gives the Org Code, therefore you can filter the award to only show your org code. (If unsure how to do that, ask your FM!)

Stage 1 – Department; Stage 2 – C&G; Stage 2A – OSP; Stage 3b (closeouts) – Dept; Stage 4 – C&G (closeouts); Stage 5a – C&G (closeouts); Stage 6 – C&G (closeouts); Stage 7 – C&G (extension)
Workflow Closeout Documents

- After it is determined the award is closing by either the department or OSP, your fiscal monitor will send you all closeout documents via Workflow.
Double click the attachments so that they can be reviewed and signed. Choose the “Attach File” to upload the signed copies.
If you keep the Name of the report (i.e. Recon Report), it will ask if you want to overwrite the pre-existing attachment. Go ahead and choose “Yes”. This will replace the unsigned report with the signed report.
Once you have attached the signed reports, enter a comment and complete. It then goes back to your fiscal monitor for closeout. Once the FM has finished the closeout, an email will be sent to the PI and Department Admin stating it is now closed.

NOTE: If we have not received final payment, we cannot close the award, so if you are wondering why an email hasn’t been received, it is probably being held up for some reason in our department. You can check with your FM if you have questions.
Workflow Proxies

- It is very important for all your workflow processes (including closeouts and subaward invoices) to have a proxy in case you are not in and action is required.
Workflow Proxies

Home
- Worklist
- workflow Status Search
- Workflow Alerts

User Profile
- My Processes
- User Information
- Change Password

Administration
- In process Monitoring

User Information
### My Roles

<table>
<thead>
<tr>
<th>Organization</th>
<th>Role Name</th>
<th>Effective From</th>
<th>Effective To</th>
<th>Type</th>
<th>Group Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNM</td>
<td>All Workflow Users</td>
<td>34-Dec-2017 10:16:11 AM</td>
<td></td>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>UNM</td>
<td>Chart of Accounts Requester - COA</td>
<td>29-Dec-2017 10:23:40 PM</td>
<td>Primary</td>
<td>Add Proxy</td>
<td></td>
</tr>
<tr>
<td>UNM</td>
<td>Contract &amp; Grant Workflow Owner</td>
<td>29-Dec-2017 10:16:19 PM</td>
<td>Primary</td>
<td>Add Proxy</td>
<td></td>
</tr>
<tr>
<td>UNM</td>
<td>Department Administrator</td>
<td>29-Dec-2017 10:16:19 PM</td>
<td>Primary</td>
<td>Add Proxy</td>
<td></td>
</tr>
<tr>
<td>UNM</td>
<td>Fixed Contracts and Grants</td>
<td>29-Dec-2017 10:16:19 PM</td>
<td>Primary</td>
<td>Add Proxy</td>
<td></td>
</tr>
<tr>
<td>UNM</td>
<td>Fiscal Monitor</td>
<td>29-Dec-2017 10:16:19 PM</td>
<td>Primary</td>
<td>Add Proxy</td>
<td></td>
</tr>
<tr>
<td>UNM</td>
<td>Supervisor for Secr App</td>
<td>24-Dec-2017 10:10:11 AM</td>
<td>Primary</td>
<td>Add Proxy</td>
<td></td>
</tr>
</tbody>
</table>

### User Information

**Proxy Details**

- **Organization - Role Name**: UNM - All Workflow Users
- **User**: aandugo
- **Effective From**: 15-Mar-2018 01:41:01 PM
- **Effective To**:  
- **Confidential**:  
- **Non-Confidential**:  

**Save**  **Reset**
Workflow Releasing a Record

<table>
<thead>
<tr>
<th>Organization</th>
<th>workflow</th>
<th>activity</th>
<th>Priority</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNM</td>
<td>Grant 2RJHZ Fund 2JHZ0</td>
<td>SendRecon</td>
<td>Normal</td>
<td>15-Mar-2018 08:26:34 AM</td>
</tr>
</tbody>
</table>

Created
15-Mar-2018 08:26:34 AM
Workflow Closeouts - Now Required

- This process has been optional in the past, however we are now working to implement the process for all departments. Your fiscal monitor is available to assist you if you have any questions.
- If you have a lot of closeout workflows on old awards, you can 1) stop the workflow yourself or 2) contact your fiscal monitor and request they stop some of the old workflows.