

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



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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.

Worklist

Extend Or Close Out Grant Hide Menu Logo

Grant: 2RGS4
Fund: 2GS41
PI: Clark
Index:: 765355
Sponsor: HRL Laboratories, LLC
Title: Improving Memory Performance by Augmenting Consolidation with Transcranial Stimulation (IMPACTS)

* Status
☐ Close
☒ Extend

If extending the grant, enter the new end date:
New Date: Calendar Icon

* Comments:

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- 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.

Worklist
Extend Grant Hide Menu Logoff

Proposal #: A16-0363
 Index: 765355
 Grant: 2RGS4
 Fund: 2GS41
 PI: Clark
 Sponsor: HRL Laboratories, LLC
 Title: Improving Memory Performance by Augmenting Consolidation with Transcranial Stimulation (IMPACTS)

* Status
☒ Approved
☐ Not Approved
☐ Pending

If approved, please validate end date below or enter the correct end data.

* End Date: 08-Mar-2019 12:00 📅

* Comments: Modification received 03/14/2018 extending award.

Complete Save & Close Cancel

Attachments
Attach File

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- 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

MyReports
myreports.unm.edu

FRGGR90 - Closeout Workflow for Funds Ending on Contr

Please select column(s) to display:

AGING
GRANT CODE
FUND CODE
INDEX CODE
FM
SPO-NAME
DEPT ADM

Campus:
☐ HSC
☒ MAIN

Select Stages:

ALL
Waiting for Dept to Complete Progress Rpt
Waiting for Dept to Complete Recon
Waiting for Dept to Enter Revised Recon
Waiting for Dept to Extend or Close
Waiting for Fiscal Monitor to Enter Final Expenditure Amt
Waiting for Fiscal Monitor to Enter Recon Matches BANNER

Please do not print output display.

If using HTML Active (click the drop-down output, select the Ex Filtered only) to Exce Excel output.

Select type of display output. Use Excel for printing.

☒ HTML Active Report ☐ Excel




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ORG CODE	ORG TITLE
186A	Economics Department
688A	Provost Office Staff
931C	Institute for Social Research

FM	SPO_NAME	DEPT ADM	PI
Katrina D'Aloia	Sandra Bello	Leah Hardesty	Claudia Diaz Fuentes
Julie Roberts	Shawnee Martinez	Francisco Certain	Robert Delcampo
Catherine Vigil	Shawnee Martinez	Dianne Mulder	Paul Guerin

BUDGET PER	END DATE	STAGE_DECODE	STAGE_NAME
05/31/2020		Stage 1	Waiting for Dept to Extend or Close
08/01/2018		Stage 2	Waiting for Fiscal Monitor to Enter if Already Extended
06/30/2018		Stage 2A	Waiting for Pre-Award Approval
05/31/2018		Stage 3b	Waiting for Dept to Complete Recon
03/31/2018		Stage 4	Waiting for Fiscal Monitor to Enter Recon Matches BANNER
03/31/2018		Stage 5a	Waiting for Fiscal Monitor to Enter Final Expendure Amt
07/31/2018		Stage 6	Waiting for Fiscal Monitor to Send Recon
05/31/2018		Stage 7	Waiting for Fiscal Monitor to Validate End Date



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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

Worklist



Complete Recon Report

- Grant: 2RJC4
 - Fund: 2JC40
 - PI: Moreu, Alonso
 - Index: 456504
 - Sponsor: National Academy of Sciences
 - Title: Railroad Bridge Inspections For Replacement Prioritization Using Unmanned Aerial Vehicles (UAVs) with 3D Laser Scanning Capabilities


* Comments:

Complete Save & Close Cancel

Attachments

 ✓ Patent Report 2RJC4 2JC40 456504 Patent Questionnaire.doc (32 KB) 14-Mar-2018 02:19:16 PM [Update] [Remove]	 ✓ Recon Report 2RJC4 2JC40 456504 Closeout Reconciliation.xlsx (15 KB) 14-Mar-2018 02:17:12 PM [Update] [Remove]
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Attach File


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Double click the attachments so that they can be reviewed and signed. Choose the “Attach File” to upload the signed copies.

Attach File

File to attach:

Name:

- ☐ Other Misc Reports
- ☐ Patent Report
- ☐ Pre-Award Attachment
- ☒ Recon Report
- ☐

Comments:

Overwrite Attachment?

The document name you selected already exists. Do you want to overwrite your pre-existing attachment?

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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.

Worklist



Complete Recon Report

Grant: 2BJC4
Fund: 2JC40
PI: Moreu, Alonso
Index: 456504
Sponsor: National Academy of Sciences
Title: Railroad Bridge Inspections For Replacement Prioritization Using Unmanned Aerial Vehicles (UAVs) with 3D Laser Scanning Capabilities

* Comments: Signed documents attached.

Complete Save & Close Cancel

Attachments

 Patent Report 2BJC4 Signed Patent Questionnaire.pdf (336 KB) 14-Mar-2018 02:29:19 PM [Update] [Remove]	 Recon Report 2BJC4 Signed Closeout Rec.pdf (586 KB) 14-Mar-2018 02:28:57 PM [Update] [Remove]
--	---

Attach File

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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](#)

User Information

Administration

- [In-process Monitoring](#)



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My Roles

Organization	Role Name	Effective From	Effective To	Type	Proxy Assignment
UNM	All Workflow Users	24-Dec-2017 10:16:11 AM		Primary	Add Proxy
UNM	Chart of Accounts Requester - COA	29-Dec-2017 10:23:40 PM		Primary	Add Proxy
UNM	Contract & Grant Workflow Owner	29-Dec-2017 10:16:19 PM		Primary	Add Proxy
UNM	Department Administrator	29-Dec-2017 10:16:19 PM		Primary	Add Proxy
UNM	Final Contracts and Grants	29-Dec-2017 10:16:19 PM		Primary	Add Proxy
UNM	Fiscal Monitor	29-Dec-2017 10:16:19 PM		Primary	Add Proxy
UNM	Supervisor for Secr App	24-Dec-2017 10:16:11 AM		Primary	Add Proxy

User Information

Proxy Details

Organization - RoleName: UNM - All Workflow Users

User:

Effective From:

Effective To:

Confidential: ☐

Non-Confidential: ☐





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Workflow Releasing a Record

	UNM	Grant 2RJH7 Fund 2JH70	SendRecon	Normal	15-Mar-2018 08:26:34 AM 
		Ready			

Organization	Workflow	Activity	Priority	Created	
UNM	Grant 2RJH7 Fund 2JH70	SendRecon	Normal	15-Mar-2018 08:26:34 AM	
	Performing				

Created	
15-Mar-2018 08:26:34 AM	



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[Worklist](#)

Work Item Details

[Workflow Help](#)

[Start](#) [Reserve](#) [Complete](#) [Skip](#) [Release](#) [Status](#) [Stop Workflow Request](#)

Organization: UNM
Workflow Name: Grant 2RJH7 Fund 2JH70
Activity Name: SendRecon
Created Date: 15-Mar-2018 08:26:34 AM
Priority:
Status: Performing

UNM Grant 2RJH7 Fund 2JH70 SendRecon Normal 15-Mar-2018 08:26:34 AM
Ready



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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.

