

Research Administrator's Forum

School of Medicine

January 2007

Presented by: Sponsored Projects Accounting

Topics

- **New NIH Salary Cap Rates (2007)**
- **Printing PARs**
- **Journals**

Salary Cap 2007

- Executive Level One salary set at \$186,600 for FFY 2007
- FFY 2006 level was \$183,500 (1.7% increase)
- Interim guidance from NIH (1/4/07), see <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-033.html>
- Final notice will be issued when 2007 Appropriate is enacted.

Printing PARs

- PAR file would be generated for each department
- Log into HRMS/FIS/RAS to access data and utilize existing security
- PAR Coordinator prints out PARs locally
- Would you consider this a good alternative to today's process?

Journals - Policy

- Must be well documented
- Must be signed by PI or his/her designee
- Must be processed in a timely manner
- Cannot shift overdrafts to other sponsored funds

Policy, cont.

- Full policy available at:
[http://aisweb.wustl.edu/spweb.nsf/pages/aapdflib_GenActing/\\$file/AISystem_Journal.pdf](http://aisweb.wustl.edu/spweb.nsf/pages/aapdflib_GenActing/$file/AISystem_Journal.pdf)
- No changes to policy
- SPA is shifting to a more consistent approach

Well Documented

- Fully explain how error occurred
 - Usually a couple sentences
 - Not four/five words
- Certify correctness of new charge
- Why and When?

Documentation, cont.

- Insufficient explanations will not be approved by SPA
 - “to correct an error”
 - “to transfer to correct project”
 - “to remove an overdraft”

Signed by PI

- **PI should initiate/authorize all transactions on the project**
 - Retain documents within dept
- **Document delegation to designee**
- **Maintain proper FIS approval structure (internal controls)**

Timely

- **Must be processed within 90 days of when the error was discovered**
- **Original transaction posted more than 120 days ago**
- **Provide additional explanation about timing when outside of these periods**
 - **Why did it take so long to detect / adjust?**

Overdrafts

- Cannot move expenses to another fund just because it has more available budget
- Overdrafts should be transferred to a cost sharing account
- Utilize Project Advance Fund for new projects

Common Issues

- Charge PO's to department holding accountant
- Charge P-Card transactions to default account
- Charge pre-award costs to a department account until NGA is received

Reporting Issues

- Journals processed after FSR is filed
 - Submit revised FSR, timing issues
 - May effect carryover request/approval
 - May effect current NGA
- Journals processed after final invoice is submitted
 - Prime grantee may challenge costs
 - Prime grantee may not reimburse costs

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