

Research Administrator's Forum

School of Medicine

May 2007

Presented by: Sponsored Projects Accounting

Topics

- Payments to Foreign Nationals
- NSF Cost Sharing Policy
- Fiscal Year End Close
- BJH Carryovers
- PARs

Payments to Foreign Nat'l

- Service performed within US
 - Need SS # or ITN# for withholding taxes per established treaties
 - Withhold 30% without SS# or ITN#
- Services performed outside US
 - Taxes are not withheld
 - Payment to an “alien”

International Consultants, cont.

- **H1B Visa Individuals**
 - WU cannot pay them for service.
 - Only their sponsoring employer can pay them. May only receive compensation as an employee.
- **F1 Visa Student**
 - WU cannot pay them for service
 - Work authorized under very limited circumstances

International Consultants, cont

- **Reimbursement for Travel Expenses:**
 - Must state that they are here on business
 - Can't reimburse tourist for travel (IRS)
 - Need to provide written documentation of invitation from WU.
 - Provide copy of their visa and/or I-94 form
 - Will they be visiting other organizations within US?

Forms, Forms, Forms

- Foreign Nat'l Info Request Form
- Foreign Visitor Honorarium Eligibility
- Tax Forms (W-8BEN)
- Copies of passport and visa
- Copy of I-94 (immigration)
- Copy of Invitation to WU
- See Tax website: www.tax.wustl.edu

NSF Cost Sharing

- New NSF Proposal and Award Policies & Procedures Guide (Section II.D.1), see http://www.nsf.gov/publications/pub_summary.jsp?ods_key=nsf07140
- Statutory cost sharing requirement (1%) has been eliminated – for awards issued on or after June 1, 2007.

NSF C/S, cont.

- Awards issued prior to 6/1/07 are still required to provided the 1% cost sharing.
- SPA will issue a revised C/S policy document.

Closing Data

- Year-End website
 - <http://aisweb.wustl.edu/spweb.nsf/pages/YearEndClosing>
- Fiscal Year End Closing Action Plan for 2007 (“May Letter”)

Deadlines – SPA Funds

- **June 29:** Purchase orders, check requests, travel reports, ID's by EOB.
- **July 5:** PCT's for FY 07, submitted to Payroll by EOB.
- **July 11:** Journals by noon. Strongly suggest submitting on-line by July 10.

Deadlines, cont.

- **July 11:** Overhead and cost sharing
- **July 18:** Budget adjustments

Deadlines, cont.

- Transactions that contain both SPA and department accounts/funds may have different deadline dates.
- Consult Fiscal Year End Closing Plan for FY 07 that was distributed by Accounting Services.

BJHF Carryovers

- Progress report must include justification if expected carryover balance is $>25\%$ of total budget.
- BJHF will notify PI if carryover ($>25\%$) justification is **not** approved.
- Carryovers that are $<25\%$ do not require justification/approval by BJHF.

PARs

- Quarterly 3/31/07 PARs must be returned to SPA by **6/29/07**.
- Review salary sourcing/distribution data so that 6/30/07 PARs are as accurate as possible.
- Contact SPA for additional faculty/staff training.

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