Research Administration Brown Bag Series

September 21, 2021

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Agenda

- Welcome back!
- NU-RES Admin updates
- Agency Updates
- NU-RES Finance updates
- Finance Portfolio Assignments
- New Day / Workday Update
- Changes to Closeout Checklists
- Upcoming Deadlines - PDCs & Effort
- Upcoming events

NU-RES Admin Updates

- Welcome to new NU-RES/College team members
  - Danielle Robinson, Associate Director
  - Name changes:
    - Nancy Bynoe (formally Thomas)
    - Amanda Mello (formally Ramos)
- New clarifying content on our website, in the Lifecycle/Develop Proposal section called "IRB/IACUC/EHS Approvals"
  - Linked from ePAWs "Additional Information" (question) section

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Introductions!

- Please tell us a little bit about yourself...
  - Name?
  - Your new department and role?
  - Where you worked last?
  - Hobby?

NU-RES Admin Updates

NIH Updates:

- New NIH "FORMS-G" Grant Application Forms and Instructions Coming for Due Dates on or after January 25, 2022
- Update: Notification of Upcoming Change in Federal-wide Unique Entity Identifier Requirements

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NSF Updates

Updated PAPPG has been issued; **effective 10/4/21**

New section covering requests for reasonable and accessibility accommodations regarding the proposal process or requests for accessibility accommodations to access NSF's electronic systems, websites and other digital content;

A table entitled, *NSF Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Current and Pending Support*. This table identifies where pre- and post-award current and pending support disclosure information **must be provided**. Proposers and awardees may begin using this table immediately;

Increasing the page limit for the biographical sketch from two to three pages;

Updates to the current and pending support section of NSF proposals to require that information on objectives and overlap with other projects is provided to help NSF and reviewers assess overlap/duplication;

Adding planning proposals and Career-Life Balance supplemental funding requests as new proposal types;

Updates to travel proposals will require that AORs certify that prior to the proposer's participation in the meeting for which NSF travel support is being requested, the proposer will assure that the meeting organizer has a written policy code of conduct addressing harassment.

NSF Updates

- NSF Grants.gov Guide (NSF-21-084) has been issued, to align changes with NSF's PAPPG 22-1

- NSF System Updates:
  - Enhancements for proposals submitted in Research.gov, FastLane, and Grants.gov.
  - Updated NSF-approved biographical sketch and current and pending support SciENcv and fillable PDF formats that fall under the revised *Proposal & Award Policies & Procedures Guide* (PAPPG) (NSF 22-1) will be available to preview by September 17, 2021.
  - Enhanced NSF Funding Opportunity Search functionality and revamped program pages on nsf.gov and beta.nsf.gov, the new version of the NSF website.

NU-RES Admin Updates

eCLAWs question re: Confirm Other Party Details – Known or Unknown

NU-RES Finance Update

- Welcome to new NU-RES Finance team members!
  - Cedric Miller – Research Finance Analyst
  - Nikole Lynch – Research Account Analyst
  - Chris Tiller – Research Account Analyst
  - Meg Connolly – Research Finance Coordinator
- Updated portfolio distribution effective Sept 2021
  - https://research.northeastern.edu/nu-res/all-resources/

NU-RES Finance Portfolio Assignments

RAA distribution exceptions (blanket assignments)
  HHS Felisia Lim
  NSF Nikole Lynch

Division Code	College / Division	Research Finance Analyst (RFA)	Research Account Analyst (RAA)
DIV08	Public Safety	Stanlyann Alteon	Linda Carfagna
DIV16	City and Community Affairs	Mai Nguyen	Linda Carfagna
DIV20	Bouve College Health Sciences	Mai Nguyen	Linda Carfagna
	PharmD Fellowships	Mai Nguyen	Chris Tiller
DIV21	D'Amore-McKim School of Business	Cedric Miller	Felisia Lim
DIV23	College of Engineering		
	123400 Bioengineering	Stanlyann Alteon	Felisia Lim
	124400 CENSSIS	Jeff Bonda	Kruti Desai
	123310 Center High Rate Nanomanufacturing	Jeff Bonda	Kruti Desai
	123000 Chemical Engineering	Stanlyann Alteon	Felisia Lim
	123100 Civil and Environmental Engineering	Stanlyann Alteon	Felisia Lim
	124300 COE-Undergraduate Student Services	Jeff Bonda	Kruti Desai
	123200 Electrical and Computer Engineering	Jeff Bonda	Kruti Desai
	124200 Engineering Office Of the Dean	Jeff Bonda	Kruti Desai
	126000 Engineering Technology	Jeff Bonda	Kruti Desai
	125000 Graduate Engineering-Administrative	Jeff Bonda	Kruti Desai
	123300 Mechanical + Industrial Engineering	Stanlyann Alteon	Felisia Lim
	123120 PROTECT	Jeff Bonda	Kruti Desai
	131000 Stem	Jeff Bonda	Kruti Desai
	123110 VOTERS	Jeff Bonda	Kruti Desai

Division Code	College / Division	Research Finance Analyst (RFA)	Research Account Analyst (RAA)
DIV27	CPS	Jeff Bonda	Nikole Lynch
DIV28	School of Law	Jeff Bonda	Chris Tiller
DIV29	Khoury College of Computer Sciences	Cedric Miller	Chris Tiller
DIV30	Provost	Stanlyann Alteon	Nikole Lynch
DIV31	Library	Mai Nguyen	Linda Carfagna
DIV35	Research and Graduate Education	Stanlyann Alteon	Kruti Desai
DIV37	College of Science (all except as noted below)	Cedric Miller	Nikole Lynch
	131600 Mathematics	Jeff Bonda	Nikole Lynch
	131400 Psychology	Jeff Bonda	Nikole Lynch
DIV38	College of Arts, Media and Design	Jeff Bonda	Kruti Desai
DIV39	College of Social Sci. + Humanities	Mai Nguyen	Linda Carfagna
DIV49	VP Burlington Campus	Mai Nguyen	Kruti Desai
DIV53	Roux Institute	Jeff Bonda	Felisia Lim

Finance Team Matrix

How will you interact with our team?

Activity	Research Finance Analyst (RFA)	Senior Compliance Specialist	Research Account Analyst (RAA)	Cash Management Accountant
Award Setup in Banner	X			
Expense Compliance Reviews: - Journal Vouchers - Cost transfers - Vendor Payments (Direct Pay Forms) - PO Requisitions	X			
- Concur Statements & Reimbursements - Payroll Distribution Changes - Extra Compensation Forms		X		
Research Annual Certification		X		
Financial Reporting	X			
Invoicing & Letter of Credit (LOC) Draws			X	
Payments & Collections			X	X
Closeouts	X		X	X

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NEW DAY update

https://northeastern.sharepoint.com/sites/workdaynortheastern/SitePages/The-Process-Moving-to-Workday.aspx

December 2021:
- Job Changes & Transfers
- Leaves and Absences
- Basic Compensation
- Payroll
- Offboarding

August 2022:
- Talent Management
- Performance & Development
- Learning
- Benefits
- Advanced Compensation Processes

Moving to Workday:
- Position Control
- Hiring
- Recruiting
- Onboarding
- Time and Attendance

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Workday Transitions- PDC

- Existing K2 form will remain with field updates to support Workday (to release December TBD)
- All PDC changes for 2021 dates will keep the existing view and Banner fields
- All PDC changes for 2022 dates will have an updated view to support Workday (such as removing Account Code, adding the earnings to be updated, Workday Position Number)
- Account Code in Workday is driven off of Account Posting Rules, it is not set on the position/earning itself
- If a PDC spans 2021 and 2022, separate PDCs will need to be submitted – if dates are chosen spanning the two years a message will pop up directing to change the dates and submit separate PDC for other year. PDCs will be deemed as either Banner or Workday by K2 based on year of change dates
- Current Position and Index will continue in 2022 with Workday data, though if retro to 2021 will retain the last Banner coding
- No changes to approval workflow

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Changes to Closeout Checklists

- Principal Investigators and Department Administrators will receive a closeout email notification for projects that are ending in the next 60 days.

- Closeout checklists will be included as a reference of award closeout procedures. PI signature is no longer required.

- If PIs require additional time to complete the project, work with Grant Officers to pursue a no-cost extension.

- Emails will be sent by RF beginning in September.

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Upcoming Deadlines - PDCs & Effort

- Old PDC queue needs to be cleared by **Friday, September 24th**
  - PDCs that were initiated under old dashboard (before 8/26/21) need to be approved or canceled
  - RF will reach out to submitters this week requesting to take action asap
  - *My Forms > HR > PDC My Requests Old: https://k2forms.northeastern.edu*
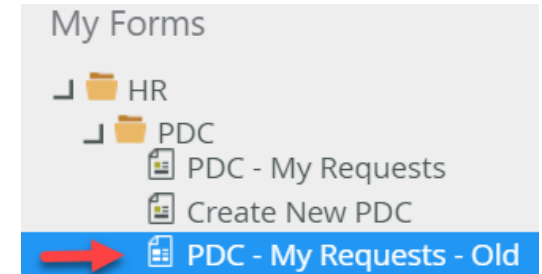
- Research Annual Certification Reports (FY21 Effort)
  - September financial close scheduled for **Thursday, October 7th**
  - Certifications to be distributed to dept. contacts starting **Monday, October 11th**
  - Signed reports due back to RF by **Monday, November 1st**
  - *Need a refresher? See: Learn More: Revised Annual Effort Certifications (FY20)*

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Compliance Team Updates

- New policy on External International Engagements

    - All international engagements require approval, unless directly undertaken on behalf of Northeastern University
        - Subawards and vendor agreements issued by the University do not fall under this policy
    - When we review engagements, we also provide information on required updates to biosketch and/or current and pending, other support, etc.

    - FAQs highlight when the policy is applicable

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Upcoming events

- **October 4-8, 2021:** National Science Foundation (NSF) for the **Fall 2021 NSF Virtual Grants Conference**

- **November 1-4, 2021: Fall 2021 NIH Virtual Seminar on Program Funding and Grants Administration**

- NU-RES Fall events can be found on the NU-RES Events Calendar
  - Next up:
    - Virtual Satellite Office Hours, Thursday's 1:30-2:30pm

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