DGA Community Meeting Recap

We would like to use this month's DGA meeting to recap meeting items we have discussed in the previous 6 months. We have received some feedback that some topics need more discussion or clarification. We will use this meeting as an opportunity to offer further explanation and answer additional questions.
## DGA Community Meeting: Agenda
### November 9, 2010

<table>
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<th>Discussion Item</th>
<th>Discussion Leader</th>
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<td>ORSA Hiring Update</td>
<td>Moira Kiltie</td>
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<td>Sponsored Research Administrators Conference Update</td>
<td>Olivia Pierce</td>
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<td>Graduate Student Payment Processes</td>
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<td>Award Reconciliation and Reporting Process</td>
<td>Marisa Zuskar</td>
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<td>Quick Reference Card Updates</td>
<td>Glen Bennett, John Sites</td>
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ORSA Hiring Update
SRA Conference Overview
Graduate Student Payment Process
Graduate Student Tuition & Fees
Impact of the New Budget Model

• Budget for GTF Remission transferred to each unit
• UO Payroll System used to disburse:
  – Salaries
  – Fringe Benefits (OPE)
  – Tuition
• Distribution Percentage is the same across all of the above
• EXCEPT if unallowable on a grant or counted as Cost Share
• PRF used to indicate the distribution percentage and any differences in exception circumstances
Case Study Scenario 1:

- I have hired a Graduate Student that will cost the following for the Fall Term
  - Salary: $5000
  - Fringe Benefits (OPE): $1000
  - Tuition: $2500

- Graduate Student is working 50% on Grant A and 50% on Grant B

- Complete the PRF:
Graduate Student Tuition & Fees
Case Study: Donald Duck

Case Study Scenario 2:
• Graduate Student is working 100% on Grant A
• Tuition is unallowable on the award
• Call and verify with your ORSA Pre-Award SPA Tuition is unallowable
• Complete the PRF:

Tuition Unallowable on Grant per verification with Glen Bennett. Please charge tuition to index GENDEP.
Graduate Student Tuition & Fees
Case Study: Donald Duck

Case Study Scenario 3:
• Graduate Student is working 100% on Grant A
• Tuition (amount) is being provided by VPR to index GENDEP
• Do the math:
  – Total Costs for Grad Student: $8,500
  – Grant Bottom Line: $6,000 (70.5%)
  – GENDEP: $2,500 (29.5%)
• Complete the PRF:

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<th>Labor Distribution</th>
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<td>Total</td>
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Graduate Student Tuition & Fees
Payroll Accounting Adjustments

Continue using PAA forms to process Graduate Student labor transfers:

- Two Earn Codes:
  - GTA – Salary and Basic OPE
  - AGF – Non-Cash Earn Code (Tuition & Fees)

- Indicate that each Earn Code should be adjusted and this should be noted in the Justification section to ensure all components are adjusted

- Currently, the payroll group is working on some revisions to the PAA form- and would appreciate your feedback!
Award Reconciliation and Financial Reporting Process
Award Reconciliation Process
Reconciliation Worksheet

What are the benefits of using a reconciliation workbook to prepare an FSR, final invoice or annual review?

- Mathematical Accuracy
  - F&A Reconciliation
  - Accounting for all costs incurred
- Ensure Full Reporting of All Appropriate Costs
  - Don’t leave any money on the table that was appropriately spent!
- Tracking & Documentation
  - Difficulty in remembering what you did a year ago
  - Allow another ORSA team member, DGA or auditor to follow your process
- Consistency
  - Utilize the same process across ORSA SPAs and units
- Facilitate the Reconciliation and Closeout Process!
Department Communication & Follow-Up
The Role of the DGA and PI

**Communicating with the unit is a critical part of verifying an FSR**

- Verify that all appropriate expenditures are included and confirm the totals for FSRs
- Provide additional detail in support of questionable expenditures, as necessary
- Alert ORSA to additional transactions that should be included or Cost Transfers that will need to be processed
- Follow-up on expenditures, either late or unallowable, that should be removed from the award Index
Department Communication & Follow-Up
Communication Timeline

Grant Budget Period, Project Period, Anniversary End Date
month closes:

• Post-Award SPA begins preliminary Reconciliation Worksheet and provides the main page of the Reconciliation Worksheet to the unit (3-4 weeks after period close)
• DGA and/or PI responds noting additional transactions, late postings or upcoming Cost Transfers and approximate values
• SPA incorporates information, updates reconciliation and resends to the DGA/PI (6-8 weeks after period close)
• SPA resends reconciliation and continues discussion with the DGA/PI, as needed (9-12 weeks after period close)
• SPA files financial report and issues invoice on time (12 weeks after period close)
Quick Reference Card Updates
Quick Reference Card Updates

Key Updates and Clarification Points

Key Points for Discussion

• Review the general purpose if the Quick Reference Card
• Discuss the use of standard OPE Rates versus Actual Costs
• Application of GTF Insurance
• GTF Tuition