



**College of Medicine
Research Administration Meeting
Agenda
September 14, 2016**



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- Blue Ridge Rankings Daugherty
- Space Metrics Daugherty
- FY16 Effort Certification Process and Timeline Stark
- NIH NRSA stipend changes - 12/1/16 Stark
- Travel – Registrations containing meals Stark
- Student Notification Stark
- JV preparation and routing Anderson
- Overtime rules – process for allowance Stark
- Future Meetings Anderson



Annual Effort Certification Process for FY2016

SRAS:

- Checked for JVs to identify any changes greater than 5% and noted per SPA's instructions.
- Checked for trainees that may have been included but shouldn't be certifying effort.
- Distributed all to departments and centers.
- Collects, logs, scans/files, and returns originals to SPA.

Departments/Centers:

- Get original signatures whenever possible – see SPA instructions for exceptions. <http://research.med.uky.edu/research-effort-certification-2016>
- Return signed forms to SRAS – drop box in the basement of the KY Clinic.



NIH NRSA Postdoctoral Stipend Changes

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-134.html>

Projected Postdoctoral Stipend levels for FY2017 – Effective 12/1/16

Career Level	Years of Experience	Actual Stipend for FY 2016	Projected Stipend Monthly for FY 2017	Monthly Stipend
Postdoctoral	0	\$43,692	\$47,484	\$3,957
	1	\$45,444	\$47,844	\$3,987
	2	\$47,268	\$48,216	\$4,018
	3	\$49,152	\$50,316	\$4,193
	4	\$51,120	\$52,140	\$4,345
	5	\$53,160	\$54,228	\$4,519
	6	\$55,296	\$56,400	\$4,700
	7 or More	\$57,504	\$58,560	\$4,880



Travel – Registration Fees

Per UK Travel Policy

“Subsistence cannot be claimed for meals included in registration fees or otherwise provided at no cost to the traveler as part of the event. “

- Include copy of full agenda or schedule of the conference indicating inclusion of meals.
- Sponsors will accommodate special meal requests – Typically requires advance notification when registering.
- Must follow University travel policy to comply with grant policy.
- If AP provides per diem reimbursement to the traveler, it will need to be JVed to a cost center. Department responsible for getting the traveler to reimbursement the University.



Student Travel

What You Need To Know

Before you make plans or incur any travel expenses, you must first know the type of official assignment you hold at the University.

As part of your student position, do you currently have a **Research Assistant** assignment?

OR,

Do you have your own **Fellowship** award or training grant appointment or is your department or the University providing you with a **stipend** to support your position?

If you're not sure of your assignment, check with your department administrator. Your type of assignment determines the appropriate and compliant way for your travel expenses to be paid and processed for reimbursement by the University.

If you have a **Research Assistant** assignment, it means the University considers you an employee, is paying you a **salary**, and your travel expenses can be paid with a regular Procard (in most cases, your mentor/advisor will have his/her own Procard). After your travel, you can be reimbursed via the standard employee travel reimbursement process.

If you have a **Fellowship** assignment and the University is paying you a **stipend**, it means the University must follow certain federal guidance for any payments made to students, including travel support. Your travel expenses cannot be paid with a regular Procard. They must be paid with a special Student Procard. The Office of Biomedical Education (OBE) can help process your travel on a student Procard, and you should contact Jennifer Kennedy, OBE manager (jkennedy1@uky.edu) prior to making any travel plans so that she can help you set up charges properly on a student Procard. You can also be reimbursed for expenses, but a different form and process needs to be followed because your status is just as a student (not an employee).



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JV Preparation and Routing

BPM E-4-1

<http://www.uky.edu/EVPFA/Controller/files/BPM/E-4-1.pdf>

2. Appropriate signatures. All JVs must contain the original signature of someone responsible for the transactions. In addition, specific areas have special signature requirements as detailed below:

A. Agency cost centers with the account structure 1129xxxxxx, or 1139xxxxxx for KMSF – the JV must be signed by the responsible person on the cost center.

B. Discretionary transactions – entries involving the use of discretionary funds have special signature/approval requirements. Refer to the Discretionary Expenditure Policy Matrix for authorization information.

C. Sponsored Projects WBS elements

1) Original charges between 0 to 90 days old – the signature of the billing department or approving official for the department is required.

2) Original charges between 91 and 120 days old – the Principal Investigator of the project and Chair/Director of the department in which the grant resides must sign the JV.

3) Original charges over 120 days old – the Principal Investigator of the project and the Chair/Director and Dean of the department in which the grant resides must sign the JV.

***For JVs requiring the COM Dean's signature, SRAS will prepare or review the JV and forward it to Christy Anderson as the Dean's delegate for signature.



JV Preparation and Routing

3. Description – All JVs should contain a detailed explanation of the entries so that a person unfamiliar with the situation will understand the nature of the transactions. For example, in correcting an error, describe the type of error and how the error occurred. Certain transactions require additional explanations:

A. Service centers, recharge operations, or allocations of costs – describe the items or services to be charged, the time period covered for the charges, and a brief explanation of how the charges were determined including quantity and cost.

B. Sponsored Project WBS elements:

- 1) Payroll distributions – describe the reason for the distributions, the payroll periods covered, the names of the employees requiring payroll modifications, and the percentage of effort breakdown for any amounts that are different from the labor distribution sheets.
- 2) Corrections made to original charges that are over 90 days old – provide an explanation of extenuating circumstances which prevented the errors or charges from posting to the correct WBS element within the first 90 days after the original transaction posted.
- 3) Corrections of errors – in addition to the description of the error, include the steps that have been put in place to prevent this type of error from occurring again. If charging a grant, explain how the expense benefits the project.



JV Preparation and Routing

4. Documentation – All JVs should have documentation attached that corroborates the appropriateness, descriptions, and amounts of the transactions that are listed on the JV.

A. Examples of required documentation include (but are not limited to) the following:

- 1) Cost allocations – invoices or receipts for the original expense and documents that show the basis of allocation (such as units used, payroll effort, or square footage) and the calculations for the allocations.
- 2) Payroll costs – copies of labor distribution sheets or STEPS invoices
- 3) Travel costs – copies of travel voucher or DAV showing original travel charges and its supporting receipts or invoices.
- 4) Other costs – copies of DAV, JV, purchase order, or procard documents and supporting receipts or invoices.
- 5) Endowment transfers/corrections – copies of endowment agreement, board action, RCTF documentation, donor letter and/or authorization of responsible person.

B. Corrections of errors require any information necessary to demonstrate the posting of the error such as copies of t-code FBL3Nscreen prints. For Sponsored Projects WBS elements, copies of the original documentation and its supporting invoices or receipts are required.

C. General exceptions to documentation requirements

- 1) Service centers and recharge operations do not need to have supporting documentation attached to the JV. Because these transactions are supported by an approved cost rate for services, the JV explanation detailed in the previous section of this procedure serves as the invoice for the transaction.
- 2) Hospital JVs that require patient confidentiality are allowed to retain the documentation on file in the Hospital. However, an adequate description of the patient numbers and time periods for the services must be provided in the explanation on the JV.



JV Preparation and Routing

- Electronic signatures on JVs are acceptable.
- JVs to correct SRM transactions do not require backup outside of the SAP system. Examples of back up includes: shopping cart report, PO, goods receipt
- Unapproved and therefore unbudgeted overtime must be removed from the grants no less than quarterly, currently SRAS is processing every other month.



Overtime on Grants

Discussion of the appropriate steps to take to request overtime as an allowable expense on a grant.



Future Meetings

- Weekly Administration Meetings
- Rotating Topics
 - HR/Payroll
 - Research
 - Reporting
 - Accounting
- Planned Location & Time Change – College of Nursing 1st floor classroom, Wednesdays 10:30-11:30am (subject to change, watch for the E-mail)
- Email notifications rather than meeting requests