

POST-AWARD TOOLS AND PROCESSES FOR PRINCIPAL INVESTIGATORS (MAR 25/22)

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INTRODUCTION

Training team from Research Finance (RF) & Integrated Service Centre (ISC):

- Edmund Gin, Acting Senior Manager, RF Compliance & Training
- Cynthia Bai and Marko Coric, Functional Financial Analysts, ISC
- Jenny Wang, Research Finance Officer, General Grants Team, RF
- Derek Lee, Manager, General Grants Team, RF
- Cynthia Xie, Financial Analyst, RF



Technical issues during webinar:

- Please contact Cynthia at cxie@finance.ubc.ca

Questions & Answer

- Please use Zoom Chat to pose your questions

INTRODUCTION

Topics to be covered today

- Research Grants Dashboard
 - Overview
 - Demo of reports
- Delegation of Signing Authority
- UBC Policy FM4



RESEARCH GRANTS DASHBOARD

What is the Research Grants Dashboard?

- a resource to help PIs & Grant Managers (GMs) to administer research grants and their associated grant worktags
- for PIs, it provides an overall view of the grant worktags they hold
- for GMs – overall view of grant worktags they are assigned as GMs to
- lists key reports, such as Grants Ledger Summary and Payroll Summary
- contains onboard applets that show the current state (budget balance, expired status) of the grants they have access to, as well as positions funded by those grants





Demo

RESEARCH GRANTS DASHBOARD

Re-cap of some important features/reports available

- List of reports and tasks
- Portfolio of Grants – lists all grants that the user has access to, including current budget balances and life-to-date budgets, as well as various grant parameters, such as start/end dates and total expenses
- Grants Expired/Expiring in 90 days – list of grants that have expired or will be expiring, to serve as a heads-up for grants requiring attention
- Positions Being Paid From Grants – list of personnel and positions tied to grants, including key dates and base pay amounts





Reports Demo

Reports

- Grants Ledger Summary
- View Spend Restrictions
- Payroll Summary - Distributed



RESEARCH GRANTS DASHBOARD

Payroll Summary – Distributed



← Research Grants Dashboard

Grant Billing

Period FY2022 - Mar Company for Organization Reporting UBC The University of British Columbia Plan Structure Award - Grant Aggregate Level More (1)

Portfolio of Grants Grants Expired and Expiring in 90 Days Reports

Grants Ledger Summary >

Payroll Summary - Distributed >

Grant Security Role Assignment >

More (4)

Search payroll summary

Payroll Summary - Distributed Report

← Research Grants Dashboard

RESEARCH GRANTS DASHBOARD

Payroll Summary – Distributed



Payroll Summary - Distributed

Organization *
Period *
Worktags
Journal Source
Job Profile

Filter Name
Manage Filters
0 Saved Filters

Save

Search

- My Organizations >
- Search for Organization >
- My Organization Hierarchies >
- Cost Center >
- Cost Center Hierarchy >
- Gifts >
- All Active Grants >
- Programs >

Search

- ☐ 1-Campus Manual
- ☐ 2-Campus Transfers
- ☐ 3-OFT-V Unit One-Time
- ☐ 4-OFT-V Unit Recurring
- ☐ 5-OFT-O Unit One-Time
- ☐ 6-OFT-O Unit Recurring
- ☐ 7-Payroll Accounting Journal
- ☐ Accounting Adjustment
- ☐ Ad Hoc Bank Transaction
- ☐ Ad Hoc Payment
- ☐ Allocation
- ☐ Allocation Source
- ☐ Asset Adjustment

Search

- Academic >
- Contingent Worker (JFG) >
- Executive >
- Paymaster >
- Staff - Non Union >
- Staff - Union >
- Student (JFG) >
- Survivor and Retiree With Benefits JFG >

← Student - Work Learn

- ☒ Student Hourly - Work Learn Daycare Assistant (Summer Session)
- ☐ Student Hourly - Work Learn Daycare Assistant (Winter Session)
- ☐ Student Hourly - Work Learn International (UBCV) (Summer Session)
- ☐ Student Hourly - Work Learn International (UBCV) (Winter Session)
- ☐ Student Hourly - Work Learn International URA (UBCV Full Time)
- ☐ Student Hourly - Work Learn Office/Library Worker
- ☐ Student Hourly - Work Learn Program (UBCO) (Summer Session)
- ☐ Student Hourly - Work Learn

RESEARCH GRANTS DASHBOARD

Payroll Summary – Distributed



Cost Center Hierarchy	Driver Worktag	Fund	Cost Center	Activity	Job Family Group	Job Classification	Position / Job Title	Functional Unit	Employee	Employee ID	Visa (If Any)	Apr		May		Aug		Nov		Salary YTD	Benefits YTD	Total Salary and Benefits YTD	Salary Obligation Balance to Date	Benefits Obligation Balance to Date	Total Salary and Benefits Obligation Balance to Date	
												Salary	Benefits	Salary	Benefits	Salary	Benefits	Salary	Benefits							
ith s CCH5		FD200 Sponsored Research		(Blank)	Academic	Postdoctoral Research Fellow	Postdoctoral Research Fellow					4,166.66	14.00	2,083.33	7.00					6,249.99	21.00	6,270.99				
1 CCH5		FD200 Sponsored Research		(Blank)		(Blank)	(Blank)						174.96		14.58							189.54	189.54			
	Total											4,166.66	188.96	2,083.33	21.58	0.00	0.00	0.00	0.00	6,249.99	210.54	6,460.53	0.00	0.00	0.00	
1 CCH5	5000:Salaries Faculty Total				Academic							4,166.66		2,083.33						6,249.99		6,249.99				
	5010:Salaries Staff Total																									
	5020:Salaries Student Total																									
	5030:Salaries Purchased Total																									
1 CCH5	5100: Benefits Total												188.96		21.58						210.54	210.54				
	Total											4,166.66	188.96	2,083.33	21.58	0.00	0.00	0.00	0.00	6,249.99	210.54	6,460.53	0.00	0.00	0.00	

RESEARCH GRANTS DASHBOARD

Re-cap of report functionality

- Grants Ledger Summary – provides the user with a birds-eye view of current budget, expenses, and closing budget balance to date in a manner similar to the FMS nQuery GL Summary report
- Payroll Summary – lists the positions and incumbents along with their monthly payroll expenditures tied to a grant worktag
- View Spend Restriction – based on the user's selection of a particular sponsor, shows the spend restrictions (allowed/disallowed spend categories) for that sponsor



RESEARCH GRANTS DASHBOARD

Resources (requires CWL login)

- [Research Grants Dashboard: Custom Reports](#) – Document that covers the Research Grants Dashboard and has a section on the various reports linked to it on Workday
- Workday Grant Manager, PI and Admin PI Training Resources – Online training course that will contain much of the material covered in this part of the presentation; currently under development and expected to be available sometime next month





Questions?

DELEGATION OF SIGNING AUTHORITY

What is Delegation of Signing Authority?

- A process that allows a PI to identify and approve someone to act in their absence to approve expenses to be posted to their grant accounts
- The process arises out of the University's policy on Research, as well as from the guidelines and use of funds terms and conditions of many research sponsors



How is this represented on Workday

- Assignment of “Grant Manager” role



DELEGATION OF SIGNING AUTHORITY

How does a Grant Manager role become assigned?

- Through PI-initiated role addition
- Initiated by any other requestor via ISC (Service Now ticket, or by calling ISC)
 - request is routed to PI for electronic approval
 - Research Finance Officer (RFO) is also included on the electronic approval process; RFO will wait one week before taking action (by contacting PI for approval) – RFO will not unilaterally submit approval without e-mail from PI approving the delegation of authority



Grant Manager assignment requires PI approval to be considered compliant.

DELEGATION OF SIGNING AUTHORITY

Other items to consider

- Non-UBC persons may be added as a Grant Manager by a PI, but it requires a Contingent Worker Delegation Approval Form to be completed and signed by all required approval signatories (Worker, PI, Head of Unit, Dean, and AVP-RI) before the non-UBC person will be assigned the role
- When someone who has been given the Grant Manager role on a GR worktag, if they then go on leave and delegate their role to another user, subsequent delegations (ie. starting with Grant Manager delegating due to leave) needs to be approved by the PI in order to be valid



DELEGATION OF SIGNING AUTHORITY

Resources (some may require logging in via CWL)

- [Initiate Adding Additional Signing Authority](#) – Workday procedure for adding Grant Manager and Grant Financial Analyst roles
- [Grant Manager Delegation for Restricted Grants](#) – notes for when Grant Manager goes on leave and delegates their responsibilities to other users
- [Security Role Request Process](#) – notes for adding WD security roles in general (covers assigning roles for contingent workers/non-UBC persons)
- [Delegation of Grant Manager Role Signing Authority for Grants](#) – Top item of page, click on accordion record to expand for procedures (Research Finance Website)





Questions?

Over to Jenny! 😊



OVER-EXPENDITURE REVIEW



OVER-EXPENDITURE

UBC Policy FM4: Research Over-Expenditure Policy



When actual expenditures exceed the budget available and the future funding for the grant/project is in question.

Budget Balance Available (BBA) without obligations in deficit

- No future commitments for funding
- Future funding is not enough to cover the deficit
- Expired Grant/Project

OVER-EXPENDITURE

Reasons:

- Ensure overspent grants/projects are addressed by PIs/Departments
- Ensure grants/projects spending aligns with the University's consolidated financial statements
- UBC policy FM4
 - Reducing the risk of non-compliance with external funding source requirements



OVER-EXPENDITURE

Timeline

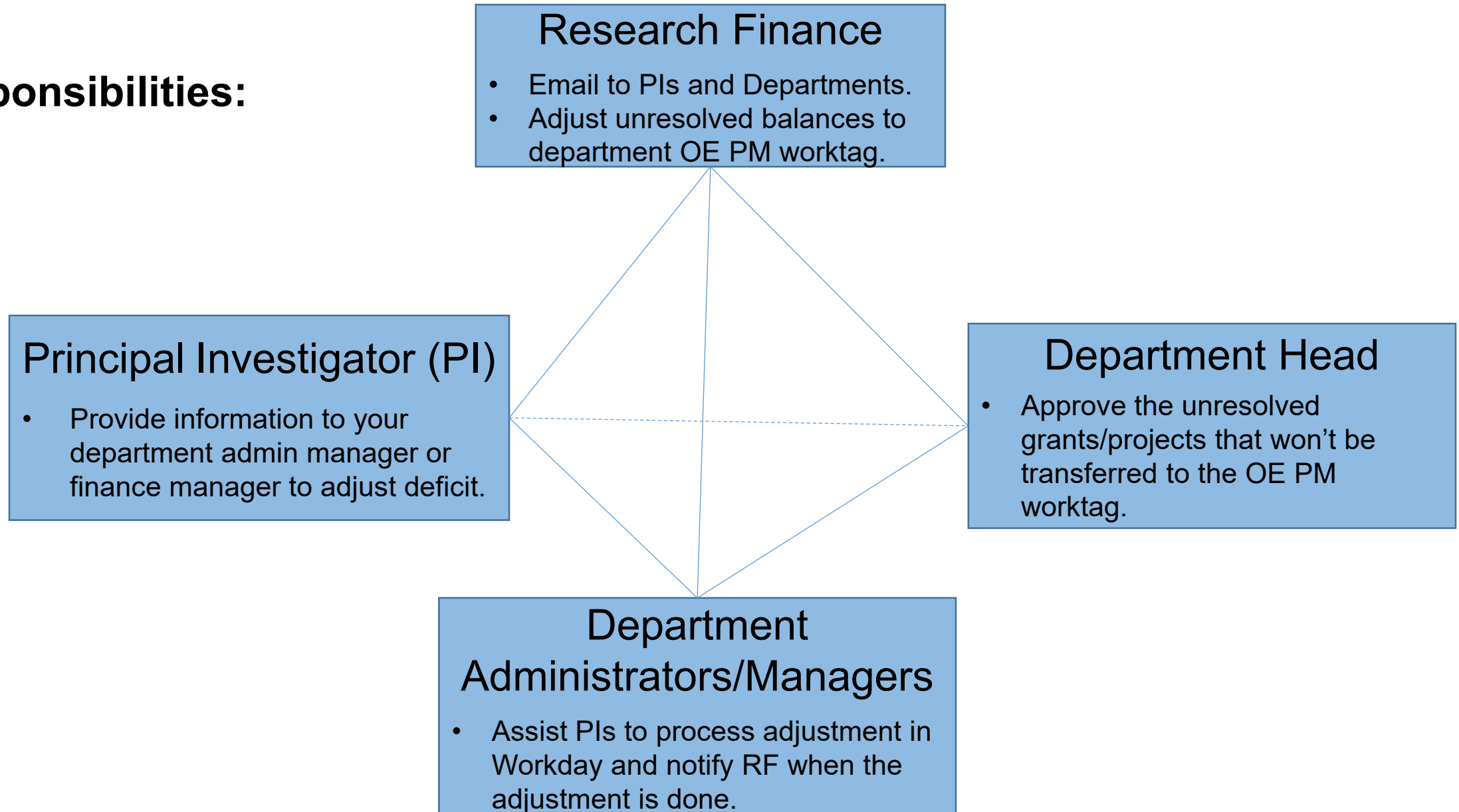


Semi-Annual	July 31 Balances	January 31 Balances	Feb
Email out	August	February	15-Mar
Dept. to adjust	Aug - Sept	February-March	Mar 15-30
RF - Adjustment	30-Sep	31-Mar	31-Mar

OVER-EXPENDITURE



Responsibilities:





Questions?

(Please “raise your hand” using the Reactions function and Cynthia Xie will state your name and remove the mute restriction on your profile)

SUMMARY

What we covered today:

- Research Grants Dashboard - assists PIs and Grant Managers with the administration of research grants and grant worktags
- Cynthia covered some of the key reports connected to the Research Grants Dashboard
- Delegation of signing authority is handled by assignment of Grant Manager Role; PI approval is required and PI initiated assignment process is ideal
- Jenny discussed briefly about Policy FM4 (Over-expenditures)



CONTACT DETAILS

How to contact us:

- Cynthia Bai and Marko Coric – Functional Financial Analysts, ISC; e-mail: Cynthia.Bai@ubc.ca and Marko.Coric@ubc.ca
- Edmund Gin – Acting Senior Manager, Research Finance Compliance and Training; email: egin@finance.ubc.ca
- Alternately, you can also reach us at:
 - rf@finance.ubc.ca – Research Finance inbox (regularly monitored)
 - UBC Service Now – <https://ubc.service-now.com>





**THANK YOU FOR
ATTENDING TODAY'S
PRESENTATION!**