



MANAGING RESEARCH FUNDS: POST-AWARD TOOLS AND PROCESSES FOR PRINCIPAL INVESTIGATORS (JUNE 23/22)

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INTRODUCTION

Topics to be covered today

- Internal Controls
- Research Grants Dashboard
- Sub-granting
- Tri-Agency - Form 300s



INTERNAL CONTROLS

What are Internal Controls?

- Processes or checkpoints that help to ensure
 - operational effectiveness and efficiency
 - reliable financial reporting
 - compliance with laws, policies, guidelines

that may exist at various levels (entity/university-wide, Departmental, procedural, transactional) and requires involvement at all levels

- These include reviews, reconciliations, approval steps (such as one-over-one), administrative systems (for automation), segregation of duties, etc.
- One of the primary goals is to help minimize risks to university operations, which helps to assure sponsors their funds are being used responsibly



INTERNAL CONTROLS

How are Internal Controls expressed?

- Grants management:
 - Research Grants Dashboard
 - Various reports from the dashboard
 - Delegation of Signing Authority

These are internal control examples where PI involvement occurs

- Additional examples of internal controls relating to grants involving other parties include financial reporting (Research Finance), sub-granting funds (ORS or UILO), purchase requisition and expense transaction review (Financial Operations), payroll appointment and payment processes (HR & Payroll)



RESEARCH GRANTS DASHBOARD

What is the Research Grants Dashboard?

- a resource to help you as PIs & Grant Managers (GMs) to administer research grants and associated grant worktags
- for PIs, it provides an overall view of the grant worktags you hold
- for GMs - same for grant worktags where access has been delegated
- lists key reports, such as Grants Ledger Summary and Payroll Summary
- contains onboard applets that show the current state (budget balance, expiry status) of the grants you have access to, as well as personnel positions funded by those grants



RESEARCH GRANTS DASHBOARD

Re-cap of report functionality

- Portfolio of Grants - provides you with an overview of all Grant worktags for which you have access to
- Grants Ledger Summary – provides you 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



The Integrated Services Centre (ISC) is working on making changes to the elements on the Research Grants Dashboard, which will eventually include links to the Knowledge Base Articles (currently accessed through the Self-Service Portal) on how to run these reports.

RESEARCH GRANTS DASHBOARD

Additional resources (requires CWL login):

- [Research Grants Dashboard Knowledge Base Article](#)
- [Research Grants Dashboard Custom Reports Knowledge Base Article](#)



Custom reports covered include:

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

SUB-GRANTING FUNDS

When collaborating with other researchers:

- Often times, funds need to be transferred corresponding to the work towards the research project's goals
- The major sponsors have administrative requirements that need to be followed when sub-granting needs to happen
- There are also UBC requirements for arranging sub-granting of funds
- Internal: most sponsors are silent on sub-granting within an institution, so it's normally UBC's own requirements that apply
- External: the requirements usually include a formal agreement between the institution sub-granting the funds (the primary institution/pass-through entity) and the receiving institution (subrecipient)



SUB-GRANTING FUNDS

UBC's administrative requirements for sub-granting

- Sub-grants are arranged through the RESA Manager/Research Officer
- The RESA Manager/Research Officer can be found on RISE and Workday; normally someone from either Research Services (ORS) or the Industry Liaison Office (UILO)
- Note: It's important to be aware of sub-granting policies of the sponsor that you wish to sub-grant funds from
- Note2: It's also important to be aware of the list of sanctioned countries when requesting sub-grants to external collaborators (list is available from Treasury)



SUB-GRANTING FUNDS

UBC Procedures for sub-granting

Internal sub-grant (UBC PI Primary, UBC PI sub-grant)	External sub-grant (UBC PI Primary, non-UBC PI sub-grant)
<ul style="list-style-type: none">• Initiated through submission of RPIF	<ul style="list-style-type: none">• Initiated by submission of sub-grant request form to ORS for review
<ul style="list-style-type: none">• new GR worktag will be created by RESA Manager under the same award as the originating GR worktag	<ul style="list-style-type: none">• ORS will prepare necessary agreements and paperwork required by the sponsor, or forward to UILO to do likewise
	<ul style="list-style-type: none">• If ORS prepared the sub-grant agreement, they will also submit payment request
	<ul style="list-style-type: none">• If UILO prepared the sub-grant agreement, the Dept will need to issue the supplier invoice request for payment
<ul style="list-style-type: none">• Research Finance will capture sub-grant financial data when preparing statement for the sponsor	<ul style="list-style-type: none">• Research Finance will monitor and collect necessary financial statements for consolidation when preparing financial reporting for the award



SUB-GRANTING FUNDS

Additional Resources:

- [Research Project Information Form \(RPIF\)](#)
- [Sub-grant request form](#) (for sub-grants to external co-investigators)
- [Transferring Research Funds page](#)
- [Create Supplier Invoice Request Knowledge Base Article](#) (requires CWL login)



TRI-AGENCY: FORM 300

Fiscal 2022 Form 300 Statements

- As in years past, we will be requesting the assistance of the Departments in distributing and collecting Form 300 Statements of Account
- This year's process will be the first time we're doing the whole process using Workday-based data, reports, and delivery / collection operations
- Further details will be distributed as they become finalized, but the key dates are tentatively:
 - mid-July: statements will be posted and made available for Depts to download and distribute to PIs
 - mid-August: signed statements to be returned to Research Finance
 - end of August: data for Form 300s to be uploaded to gov't server by Research Finance, including corrections for adjustments requested



TRI-AGENCY: FORM 300

Points to note for Form 300s

- There are instances where the PI may request adjustments to the Form 300 (expense categorizations, adding/removing expenses for the Form 300, recognizing outstanding commitments)
- We will try to accommodate adjustments provided the reasoning behind the adjustment request conforms to Tri-Agency's reporting requirements
- Unless there is good reason for us to amend a subrecipient's submitted Form 300 (ie. for reportable funds sent to another institution) as part of a consolidated Form 300, we are going to take the subrecipient's submitted Form 300 as accurate



TRI-AGENCY: FORM 300

Under what circumstances will PI's adjustments be accepted?

- Only for transactions related to their own Grant Worktag
- In particular:
 - adjustments to salary categorizations provided total salaries expenses remains the same
 - adjustments between non-salary categorizations provided total expenses (Line B) remains unchanged
 - adjustments to modify total expenses only for those statements where no future Form 300 reporting is required (otherwise, adjustment will be reflected in commitments field & expenses will be captured next year)



It's important to note that the PI needs to initial beside any figure requiring adjustment to note their acknowledgement of the request

SUMMARY

What we covered today:

- What internal controls are and why they are necessary
- Walkthrough of Research Grants Dashboard and some related reports
- The processes related to sub-granting of funds
- Form 300 process and tentative timeline



CONTACT DETAILS

How to contact us:

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