



RESEARCH FINANCE: ADMINISTRATORS AND FINANCE MANAGERS - TIMELY ISSUES SESSION (MARCH 9, 2023)



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Research Finance Compliance and Training**

INTRODUCTION

Topics to be covered today

- TAGFA and UBC's Business Expense Rules
- Tri-Agency Form 300s - Timeline and Process for FY 2023
- Year-end Over-expenditure Clearance Process for FY2023
- US Fed Single Audit - Items for FY 2023
- Workday tidbit: how to identify assigned roles on Grant worktags



Tri-Agency Guide on Financial Administration (TAGFA) and UBC's Business Expense Rules (BERs)



- Tri-Agency's Guide on Financial Administration (TAGFA) governs usage of funds for Tri-Agency Grants; principles and directives are very general
- UBC's Business Expense Rules (BERs) covers all university operations (including research)
- Where TAGFA remains silent on specific matters, institutional policy and business processes (including UBC's BERs) are expected to take over

TAGFA and UBC's BERs (cont.)



If something isn't explicitly covered in UBC Policy or the BERs:

- follow the principles/guidelines on Page 6 of the BERs
- check if there is a local (ie. Faculty/Dept/School) guideline or rule governing the type of activity in question
- if anything is uncertain, feel free to contact Research Finance at rf@finance.ubc.ca or tri-agency.renewal@finance.ubc.ca

TAGFA & UBC's BERs - Example

eg. Childcare services for travelling PI (ie. attending a conference)



- TAGFA is silent on this type of expense (historically, TAGFA's predecessor outlined specific conditions of allowability for this type of expense)
- BERs are also silent on this type of expense
- Using the principles/guidelines on the BERs, if the determination of eligibility remains unclear, then check Departmental guidelines to see if there is anything governing childcare services for a travelling PI

TAGFA & UBC's BERs - Example (cont.)



Generally speaking, if there are no Departmental guidelines, then it will be up to the Head of Unit to determine:

1. if the travel is necessary,
2. if the circumstances surrounding the childcare are warranted, and
3. if the cost of childcare is reasonable and appropriate

TAGFA and UBC's BERs - Eligibility Determination: Four Key Stages



- Dept/PI & RF (usually me), + Head of Unit when necessary, will interpret sponsor and university terms & conditions, policies/guidelines
- If eligibility can't be determined at this initial stage, the Managing Director of Research Support Services and the Assistant Dean, Research for the Faculty will discuss
- If this still doesn't yield a determination, then the Quick Response Team will make an assessment
- If someone feels a need to appeal this assessment, the Executive level (ie. VPs) will make a final ruling

TRI-AGENCY - FORM 300 (FY23)

Form 300 Process for FY 2023



- Tri-Agency is reverting to the original timelines and deadlines as outlined in TAGFA
- Official submission deadline for Form 300 by Institutions to the Federal Government is now Jun 30 again

This return to Jun 30th submission deadline means all processes leading up to the submission of the Form 300s will be moved earlier (ie. back to where they were pre-pandemic)

TRI-AGENCY - FORM 300 (FY23)

Form 300 Process for FY 2023 - Sub-grant Form 300s



- Form 300s for sub-grants received from other institutions - deadline for submission to primary institution: Apr 30th
- Other institutions that owe us Form 300s for sub-grants they've received from us will also be Apr 30th
- Form 300s from other institutions need to be incorporated into the Form 300s that we prepare for submission to the Federal Government (and vice versa), so timely receipt/send-out is important

TRI-AGENCY - FORM 300 (FY23)

Form 300 Process for FY 2023 - Sub-grant Form 300s (cont.)



- Sub-grant Form 300s will be prepared after ledgers have been finalized and distributed to PIs directly (mid-April)
- We'll be asking for these to be reviewed, signed, and returned by Apr 25th, so as to meet the Apr 30th deadline
- If changes need to be made, please ask the PI to contact the RFO, whose name and contact info should be available from the correspondence as well as the bottom of the Form 300

TRI-AGENCY - FORM 300 (FY23)

Form 300 Process for FY 2023 (cont.)



- Narrow timeline between when ledgers "finalized" and Apr 30th, so any assistance towards speeding up the turn-around time will be appreciated
- Main Form 300 thrust (for statements that we will submit to Tri-Agency) will be happening in May; aiming to have these Form 300s prepared and ready for download by end of May
- Memo with download instructions for bulk of Form 300s expected to go out May 31st

TRI-AGENCY - FORM 300 (FY23)

Form 300 Process for FY 2023 (cont.)



- Memo will inform PIs on how to download statements from Workday and how to submit the signed copies or make note of changes necessary
- Signed Form 300s will be requested to be returned to Research Finance per details on the memo
- If changes need to be made, please follow the instructions on the memo (note change on Form 300, PI to initial changes, identify as having changes so that RFO can adjust our submitted figures)

TRI-AGENCY - FORM 300 (FY23)

Form 300 Process for FY 2023 (cont.)



- Deadline for return of signed Form 300s for submission to Tri-Agency will be mid-June
- This is to allow for any changes noted on the returned statements to be confirmed and updates applied to the upload files that will be submitted to Tri-Agency

Tri-Agency's expectation is that all statements are signed by PI (or delegate) by June 30th and retained on file to facilitate immediate presentation upon request (during audit or financial monitoring visit)

FY 2023 OVER-EXPENDITURE CLEARANCE

Over-expenditure Clearance Process for Year-End FY 2023



- Process arises out of UBC Policy FM4 (formerly Policy #90)
- Clearance step is to move over-expended research grant balances to general purpose operating (per Policy FM4 Article 3.2)
- PIs remain responsible for the over-expended balance
- Best way to avoid the clearance step is to address the over-expenditure as early as possible prior to year-end cutoff (Apr 5th, 1:00pm) through expense transfers

Note: Payroll and other processing units (such as Fac/Dept'l Finance teams) may have an earlier cutoff in order to meet the Apr 5th year-end cutoff

FY 2023 OVER-EXPENDITURE CLEARANCE

Over-expenditure Clearance Timeline for FY 2023

Apr. 5, 2023	Wed	1:00 pm	Cutoff for Accounting Journals and Adjustments Approvals	All accounting journals submitted via manual entries or EIBs must be approved in Workday. Unapproved accounting journals and in progress accounting adjustments will be cancelled
Apr. 5, 2023	Wed	1:00 pm	Cutoff for AEP Integrations	All AEP integrations must be completed. Cutoff dates depend on which Workday module is impacted by data transfer (Accounting Journals, Supplier Invoices, Customer Accounts, ISDs, etc).
Apr. 5, 2023	Wed	1:15 pm	Accounting Journals Activities Closed	All accounting journals activities are completed and closed



Note: Research Finance will be taking the balances as at Apr 5th close and proceed to prepare the over-expenditure clearance entry (posting Apr 11th)

US FED / SINGLE AUDIT

FY 2023 US Fed Single Audit - Items to consider



- This year's audit will be happening in the summer - most likely July
- There will be a number of certifications happening this summer as part of the audit - some externally, one internally
- The one internal certification will be for equipment purchased using US Fed funds, per 2 CFR 200.313(d)(2) - biennial requirement, last performed summer 2021

FY 2023 US Fed Single Audit (cont.)



Equipment certification process will include:

- Identifying items that cost > \$5k CAD purchased from US Fed GR
- Reviewing to determine if it meets the definition of equipment per 2 CFR 200
- Contacting Depts/PI's labs to confirm existence, location, and other details (such as serial number and condition)
- Sending out certification memo containing current and prior year purchases that meet definition of equipment to PIs/Depts for validation

US FED / SINGLE AUDIT

FY 2023 US Fed Single Audit (cont.)



Things the auditors will be looking at:

- Payroll & non-payroll transactions (for eligibility, consistent treatment, approvals, remittances, and relation to grant)
- Equipment register/certification process, subrecipient monitoring, reporting, cash receipts/cash drawdowns, vendor/supplier eligibility
- Special terms and conditions within the grant's notice of award/agreement
- UBC's internal controls and processes

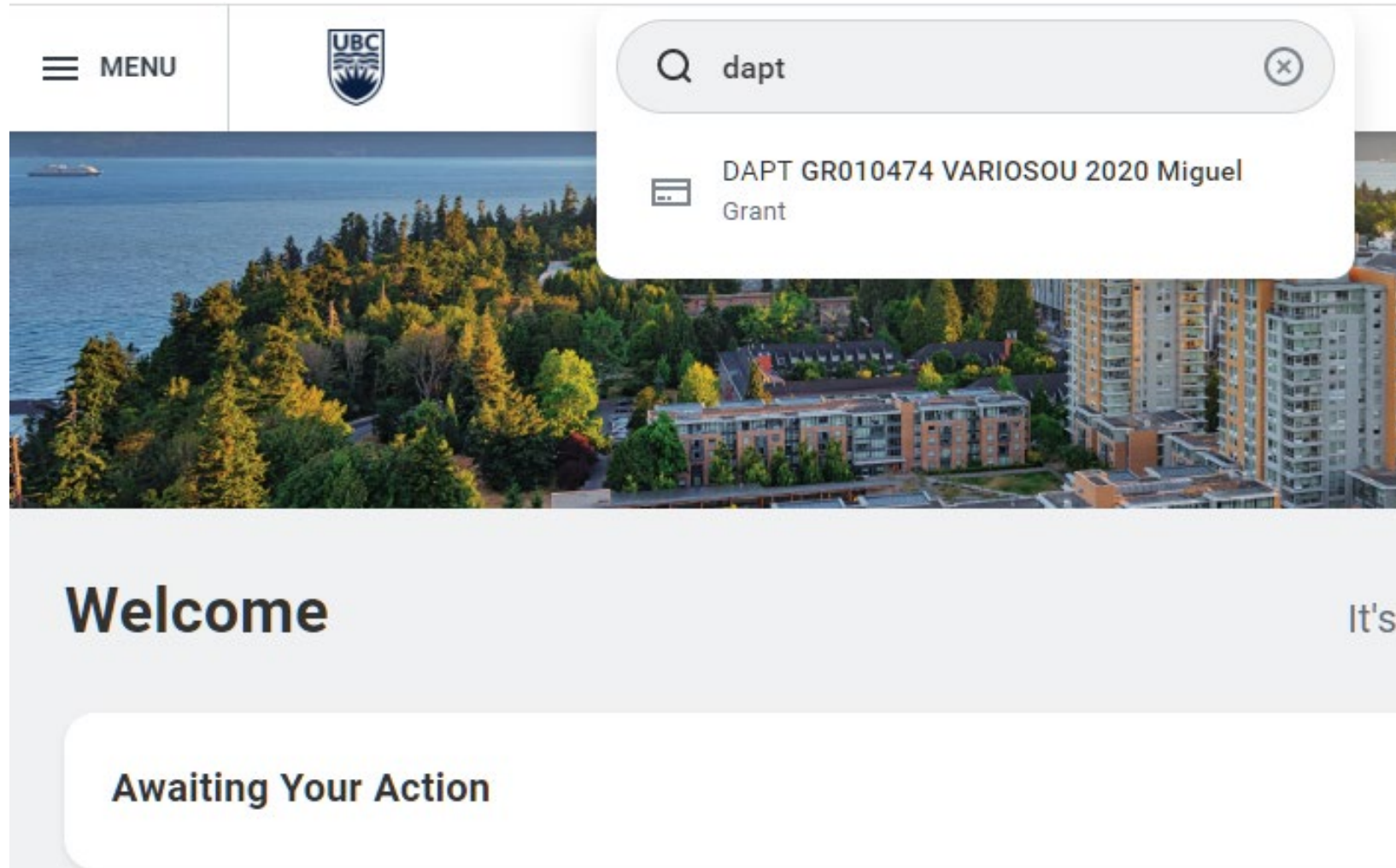
How to maintain our "low risk" standing



- Understand and adhere to UBC's BERs and sponsor's terms and conditions
- Follow the university's standard processes when preparing transactions
 - POs for items over \$3.5k CAD (or waiver), competitive bid for \$75k+
 - Payroll appointments should have proper documentation, and adhere to any salary cap requirements (NIH)
 - Expense transfers should have adequate supporting documentation and clearly identified by descriptive wording of what the transfer is aiming to do ("To zero out account" or "To close account" is generally not acceptable wording)

WORKDAY TIDBIT

How to identify assigned roles on Grant worktags



How to identify assigned roles on Grant worktags

 MENU



 dapt 



Search Results

Categories

- Common
- Assets
- Banking and Settlement
- Budgets
- Drive
- Endowments

Search Results 1 items

Grants

DAPT GR010474 VARIOSOU 2020 Miguel Grant

Tip: try selecting another category from the left to see other results

How to identify assigned roles on Grant worktags

 MENU



 dapt 



DAPT GR010474 VARIOSOU 2020 Miguel 

Details

Related Worktags

Roles

Grant Name	DAPT GR010474 VARIOSOU 2020 Miguel
Grant ID	GR010474
Include Grant ID in Name	No
Inactive	No
Included In	Alt: Restricted Fund Grants - Federal

Usages 1

How to identify assigned roles on Grant worktags

 MENU





DAPT GR010474 VARIOSOU 2020 Miguel 

Details

Related Worktags

Roles

6 items  

SUMMARY

What we covered today:

- TAGFA and UBC's Business Expense Rules
- Form 300 Timeline for FY 2023
- Over-expenditure Clearance Process for FY 2023 Year-end
- Items to consider for FY 2023 (and other) US Fed Single Audit
- Workday tidbit on how to identify who is assigned to what roles on GRs



CONTACT DETAILS

How to contact us:

- 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) - or tri-agency.renewal@finance.ubc.ca (also regularly monitored)

And ISC via the UBC Self-Service Portal at <http://ubc.service-now.com/selfservice> (requires CWL login)



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