

# URIC

Administrative Meeting

February 25, 2020

# Agenda

## February 25, 2020

TIME	TOPIC	PRESENTER
9:00 – 9:10	Introduction & Updates	Joe Boes
9:10 – 9:35	Subcontract Invoice / PI Certification Process	Kathryn Watson
9:35 – 9:55	HR updates: Temporary/Contractor Request Form	Beth Abbott
9:55-10:20	URICA: Special Topics	Joe Boes
10:20-10:30	Closing & Questions	Joe Boes

# Updates

- OGC Contracts Training: gauging interest
  - Training will be an overview of the basics of agreements/contracts, the negotiation thereof, and some legal and business pointers.
- URICA website
  - Continuing to improve; expectation the URIC staff reference the website
  - Please use as part of staff onboarding
  - Let us know what else would be helpful
- Lyft rideshare program
  - <https://www.northwestern.edu/procurement/about/news/2020/new-transportation-options-with-lyft.html>

# **Subcontract Invoice / PI Certification Process**

*Kathy Watson*  
*Subcontracts Manager*

# Process Overview

- Subcontract invoices will be routed to department personnel and PIs electronically
- The process runs through NUFinancials just like other transactions such as REQs, PRQs, Expense Reports etc.
- In this new process, a Voucher transaction is routed for approval (or denial).
- The subrecipient's PDF invoice is attached to the transaction so it can be reviewed.
- Once the Voucher transaction receives an approval, it then routes to the next person for approval.
- The routing process is:  
ASRSP > **Department Personnel** > **PI** > ASRSP > Accounts Payable, which is the same as the current email process.

# Process Highlights

- No need for wet signatures!
- No need for Receipts. One less step!
- Approvals can be done from anywhere  
NUFinancials can be accessed
- Turnaround time is significantly faster
- Queries will allow ASRSP to track the status of approvals and provide follow-up reminders
- NetID approvals are captured electronically for audit purposes
- A few schools are already using this!

# Process Roles

- Process utilizes roles defined on the Project Team page in NUFinancials
- Roles are defined per ProjectID number
- A new role has been created called SUBKAD (subk administrator)
- Notifications are sent:
  - To both RADM and SUBKAD, but only 1 person needs to approve the voucher
  - To the PI

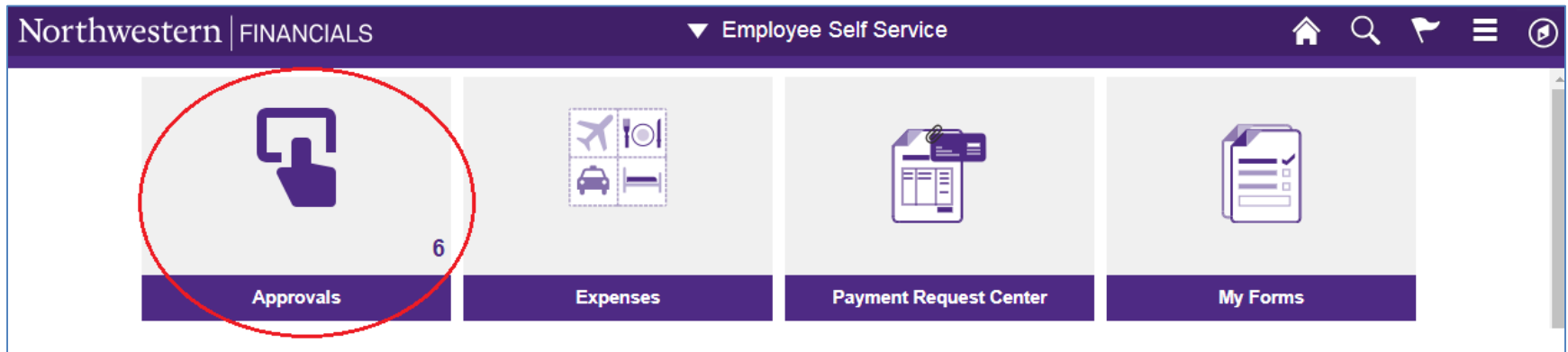
# Process Transactions

- **REQ/PO** is setup by department
- **Voucher** is created by ASRSP for each invoice
- **PDF** invoice is attached to Voucher
- **Receipt** no longer needs to be processed by the department. ASRSP will create the Receipt as part of the Voucher process.



# Subcontract Invoice PI Certification

- Approvals will be applied via NUFinancials Workflow
- A system-generated email notification will be sent to the next approver



# Subcontract Invoice PI Certification

- Invoices will be processed as a Voucher transaction

View By Type ▾

All 6

Expense Report 2

Payment Request 2

Requisition 1

Voucher 1

Approve

Deny

Hold

Voucher

1 row

☐

Voucher

400.00 USD

NWUNV / 01575221 / 5678 Watson, Kathryn B

Medium Priority

Routed

05/22/2018

>

Approver Comments

Northwestern

9

# Subcontract Invoice PI Certification

400.00 USD

☐ Header is pending your approval

Approve

Deny

Summary

Business Unit NWUNV

Invoice Number 5678

Supplier Name OKLAHOMA STATE UNIVERSITY

Due Date 04/19/18

Voucher Source Online

Voucher ID 01575221

Created By Watson,Kathryn B

Modified By Watson,Kathryn B

Invoice Date 03/20/18

Voucher Style Regular Voucher

[Additional Information](#)

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount
1		09/30/2016 to 09/29/2017 78650	1	EA	400.00 USD	400.00 USD

▼ More Information

View Attachments

PDF invoices will be attached to the Vouchers.

# Workflow Routing

ASRSP > Dept. Contact > PI > ASRSP > Accounts Payable

400.00 USD

☐ Header is pending your approval

Approving the Voucher will route it to the next person. Approve Deny

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Business Unit NWUNV

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1		09/30/2016 to 09/29/2017 78650	1	EA	400.00 USD	400.00 USD

More Information

View Attachments

>

# Subcontract Invoice PI Certification

- Job Aid is available
- Process can begin as soon as the next subcontract invoice arrives
- Your ASRSP Senior Accounting Representative will contact you



**Thank you!**

Kathy Watson, ASRSP Subcontracts Manager

847-467-6395

[kathy-watson@northwestern.edu](mailto:kathy-watson@northwestern.edu)

# **HR Updates: Temporary/Contractor Request Form**

*Beth Abbott*

*Assistant Director, Administrative Services  
Office for Research*

# Temporary/Contractor Request Form

1. Complete Temporary/Contractor Request Form:
  - a) Direct Temp
  - b) Sourced Temp
  - c) Contractor
    - i. Independent Contractor
    - ii. Staffing Agency
2. Send completed request form to Beth Abbott:
  - a) If request is less than \$20,000, or 70% or greater funded from sponsored research project (610, 620, or 650) does not require Position Approval Committee Review.
    - i. Complete all of page 1
    - ii. First box of page 2 (just tell me why you need the position)
    - iii. Signature from requestor and Director/Business Admin (don't need Faculty Director Signature)



# Temporary/Contractor Request Form

- b) If request is greater than \$20,000 and funded from non-sponsored sources, the request will need Position Approval Committee Review.
  - i. Complete entire form, pages 1 and 2
  - ii. Need all 3 signatures from requestor, Business Admin/Director, and Faculty Director
  - iii. Will be sent to Milan Mrksich for review and approval and then on to the Position Approval Committee

## 3. Contractors:

- a) Independent Contractors: Include Independent Contractor Questionnaire (ICQ) approved by compensation.
- b) Staffing Agency: Work with Beth for list of required documentation. Do not sign an agency contract without prior review from our office (may need OGC review)

## 4. Sourced Temps:

- a) Send all completed and required forms to Beth Abbott for further processing with HR Talent Acquisition.

# Temporary/Contractor Request Form

## 5. Direct Temps:

- a) Complete the Temporary/Contractor Request Form and Send to Beth Abbott for review and for possible questions
- b) Enter request (if <\$20K) in OnBase (ensure sections 1 and 2 of eVerify are completed first)
- c) Upload Personal Data Form, State, and Federal tax forms. Do not attach the Request Form
- d) In one of the spaces for additional email, add my email address. This way I receive notifications that the request has been approved by HR Payroll Operations

## • QUESTIONS?

# **URICA**

## **Special Topics**

# *Doing Research*

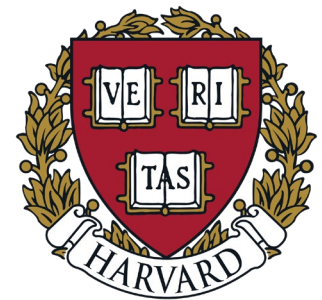
- Great resource for administrative updates throughout the Northwestern Research community through email and online:
  - [Website](#)
- Contact URICA if you have suggested topics
- Recent Topics:
  - COI; LUMEN (research safety software); Sponsored Research Performance indicators (improvement in subcontracts); DHHS Common Rule (IRB); Core Facilities Pilot Grant Program

# COI Disclosure

- Please submit your annual disclosure by end of business on Friday, February 28, to comply with university policy and avoid delays with proposal submissions and award set up.
- Disclose: [eDisclosure](#).
  - More info: [NUCOI's website](#)
- New question on Thousand Talents Program

# COI Disclosure, Cases

- Cases to date have been issues in that the behavior was not disclosed (and thus provided answers that were not truthful)
- Recent misconduct in the news:
  - Harvard
    - [NBC Boston](#) article
    - [NPR](#) article
  - University of Florida
    - [Science article](#)
  - Emory
    - [NBC News Article](#)



EMORY  
UNIVERSITY



# NSF Personnel Documents

## – NSF Current and Pending

- [Frequently Asked Questions](#)
- [\*Proposal & Award Policies & Procedures Guide \(PAPPG\)\* \(NSF 20-1\)](#)

## – NSF Biosketches

- Approved format changes
- Use of SciENcv vs. Fillable (coming soon)
- [Biographical sketch](#)

# Q2 Forecast

- Q2 forecast due March 11<sup>th</sup>
- The Q2 column is now actuals. Format to mirror Q1 shading (gray).
  - Use the GL077 actuals through February. The total actuals equal Q1 column + Q2 column.
- Update Q3 & Q4 projections. If you foresee any significant changes from previous projections, please add a note.
- Update transfers if needed.



# Cognos: Ad Hoc Reporting

## *An Introduction*

- AKA Query Studio
- Requested through General Security Access form
- Can save and run again later on demand
- Useful to answer data questions that reports don't readily support "out-of-the-box"
- Has data from:
  - NU Financials (PeopleSoft)
  - InfoEd



# Cognos: Ad Hoc Reporting

## Data Records:

PS\_EPM\_ADHOC

- AdHoc View
  - Ledger KK Summary
  - Ledger KK Detail
    - Account
    - ChartField1
    - Department
    - Fiscal Period
    - Fund
    - GL Post Date
    - Journal Date
    - Program
    - Project
    - Project Activity
    - KK Detail Fact
    - NU Department Master
    - Filters & Prompts

InfoEd\_Adhoc

- Requests & Awards
  - Award Detail
  - Award Effort
  - Award Summary
    - Award Begin Date
    - Award End Date
    - OSR Approval Date
    - Main PI
    - Originating Sponsor
    - Proposal
    - PSIE Award Organization
    - Sponsor
    - Award Summary Fact
    - Filters
    - Archived Items
  - Award Summary by Investigator
  - Request Detail
  - Request Effort
  - Request Parent Summary
  - Request Summary
    - Request Begin Date
    - Request End Date
    - Submit Date

## Inserted for Building:

Level 3 Node: OR\_URIC

Level 5 Node	Level 3 Node	Level 6 Node	Fund	Department ID	Project ID	Account	Transaction Description
abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd
abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd
abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd

Level 3 Description - Current: AND Fiscal Year: AND Proposal Type:

Institution Number	Full Name	Sponsor Name Level 1	Proposal Type	Current Proposal Status	Level 3 Description - Submitting	Level 3 Description - Current	Level 5 Description - Submitting	Level 5 Description - Current
abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd
abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd
abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd	abcd

# Cognos: Ad Hoc Reporting

## *Example NU Financials: Transfers*

URIC Transfer Activity									
Level 3 Node: OR_URIC AND Fiscal Year: 2020 AND Account: 80000, 80001, 80002, 80010, 80011, 80012, 80013, 80014, 80020, 80021, 80022, 80023, 80024,...									
Level 5 Node	Level 3 Node	Level 6 Node	Fund	Department ID	Project ID	Account	Fiscal Year	Transaction ID	Journal Header Description
OR_URIC_CLP	OR_URIC	OR_URIC_PCE6	171	5237900	10027495	58553	2020	0000613847	Transfer from OR_URIC_PCE6 to OR_URIC_PCE6
OR_URIC_IPR	OR_URIC	OR_URIC_IPR6	171	5252700	10026763	58598	2020	0000610905	Transfer from OR_URIC_IPR6 to OR_URIC_IPR6
OR_URIC_ISEN	OR_URIC	OR_URIC_ISEN6	320	5288300	50046121	58258	2020	0000608970	Transfer from OR_URIC_ISEN6 to OR_URIC_ISEN6
OR_URIC_IPR	OR_URIC	OR_URIC_IPR6	171	5252700	10022730	58598	2020	0000610771	Transfer from OR_URIC_IPR6 to OR_URIC_IPR6
OR_URIC_ISEN	OR_URIC	OR_URIC_ISEN6	320	5288300	50038291	58535	2020	0000609056	Transfer from OR_URIC_ISEN6 to OR_URIC_ISEN6
OR_URIC_PAS	OR_URIC	OR_URIC_PAS6	450	5252950	50005284	58802	2020	0000615460	Transfer from OR_URIC_PAS6 to OR_URIC_PAS6
OR_URIC_NUANCE	OR_URIC	OR_URIC_NUANCE6	160	5215310	-	58552	2020	0000619512	Transfer from OR_URIC_NUANCE6 to OR_URIC_NUANCE6
OR_URIC_SIS	OR_URIC	OR_URIC_SIS6	171	5112175	10025100	58598	2020	0000610364	Transfer from OR_URIC_SIS6 to OR_URIC_SIS6
OR_URIC_CLP	OR_URIC	OR_URIC_PCE6	450	5237900	50024823	58204	2020	0000623205	Transfer from OR_URIC_PCE6 to OR_URIC_PCE6
OR_URIC_URICA	OR_URIC	OR_URIC_URICA6	110	5210000	-	58298	2020	0000610085	Transfer from OR_URIC_URICA6 to OR_URIC_URICA6
OR_URIC_NUANCE	OR_URIC	OR_URIC_NUANCE6	160	5173120	-	58558	2020	0000618205	Transfer from OR_URIC_NUANCE6 to OR_URIC_NUANCE6
OR_URIC_URICA	OR_URIC	OR_URIC_URICA6	110	5210000	-	58298	2020	0000610339	Transfer from OR_URIC_URICA6 to OR_URIC_URICA6
OR_URIC_CLP	OR_URIC	OR_URIC_PCE6	193	5237900	50040895	58527	2020	0000623205	Transfer from OR_URIC_PCE6 to OR_URIC_PCE6
OR_URIC_CIERA	OR_URIC	OR_URIC_CIERA6	520	5215500	50046831	58280	2020	0000623311	Transfer from OR_URIC_CIERA6 to OR_URIC_CIERA6

# Cognos: Ad Hoc Reporting

## Example InfoEd: Proposals with Pre-Proposal

### URICA RA Proposal Workload

Level 3 Description - Current: Research Centers & Institutes, Research Centers & Institutes, Research Centers & Institutes, Research Centers & Institutes, Research Centers & Institutes, Research Centers & Institutes, Research Centers & Institutes, Research C  
2019, 2020, 2019, 2020, 2020, 2020, 2020 AND Proposal Type: Preliminary Proposal, Preliminary Proposal, Competitive Renewal, Continuation, New, Non-Funded Negotiations, Preliminary Proposal, Resubmission, Revised, Supplemental Request

Institution Number	Full Name	Sponsor Name Level 1	Proposal Type	Department ID - Submitter	Submit Date	Fiscal Year	Fiscal Period	Proposal Title
SP0052943	Wei Chen	National Science Foundation	Preliminary Proposal	6215700	12/06/18	2019	4	Collaborative Research: NRT-HDR: Materials Informatics for Digital Manufacturing and
SP0053156	Aaron Packman	National Science Foundation	Preliminary Proposal	6214100	12/17/18	2019	4	Land and water conservation strategies to mitigate water systems vulnerability
SP0051537	Melville P Ulmer	National Aeronautics and Space Administration	Preliminary Proposal	6215500	09/19/18	2019	1	The Celestial body Micro Arcsecond Telescope (CALMATE)
SP0057271	Emily Allyn Weiss	National Science Foundation	Preliminary Proposal	6288300	08/06/19	2019	12	CCI Phase I: NSF Center for Chemical Innovation: Center for Systems Far from
SP0053162	Sossina M. Haile	National Science Foundation	Preliminary Proposal	6282300	01/15/19	2019	5	NSF Engineering Research Center for Accelerated Characterization and Design of Cat
SP0059511	Wen-fai Fong	National Science Foundation	Preliminary Proposal	6215500	12/06/19	2020	4	NRT-WOU: Bringing Gravitational Waves to Light: A Multi-Messenger Approach to Tr
SP0056551	Jian Cao	Department of Energy	Preliminary Proposal	6215700	06/20/19	2019	10	ICME of Materials and Manufacturing Processes of Lightweight Hybrid Metallic Gears
SP0053404	Jian Cao	National Science Foundation	Preliminary Proposal	6215700	01/16/19	2019	5	NSF Engineering Research Center for Democratizing Manufacturing Accessibility for D
SP0054216	Vinayak P David	National Science Foundation	Preliminary Proposal	6215300	02/14/19	2019	5	Mid-scale RI-2: Static Architecture and Dynamic Organization of Materials (STARDC
SP0054176	Chris Jacobsen	University of Chicago	Preliminary Proposal	6214100	02/19/19	2019	5	Mid-scale RI-1 (M1:DP): Design of a new generation of X-ray detectors for meso, na
SP0054826	Melville P Ulmer	National Aeronautics and Space Administration	Preliminary Proposal	6215500	03/28/19	2019	7	Imaging the coolest hot Jupiters via analyzing the wavefront sensor data that are be
SP0052663	Sossina M. Haile	National Science Foundation	Preliminary Proposal	6282300	11/21/18	2019	3	NSF ENGINEERING RESEARCH CENTER FOR ACCELERATED CATALYTIC DESIGN AND
SP0059153	Jack Henkin	JDRF International	Preliminary Proposal	6235950	11/25/19	2020	3	Treatment of Diabetic Retinopathy Using a Novel 9-mer PEDF Peptide and its Slow-re
SP0056426	Chris Jacobsen	Cornell University	Preliminary Proposal	6214100	06/21/19	2019	10	Center for Advanced Radiation Detectors (CARD)
SP0059820	Melville P Ulmer	National Aeronautics and Space Administration	Preliminary Proposal	6215500	01/03/20	2020	5	A Precise Extremely large Reflective Telescope Using Reconfigurable Elements (APER
SP0054172	Peter H Beckman	National Science Foundation	Preliminary Proposal	6214100	02/19/19	2019	5	Mid-scale RI-1 (M1:IP):SAGE: A Software-Defined Sensor Network
SP0052951	Wen-fai Fong	National Science Foundation	Preliminary Proposal	6215500	12/06/18	2019	4	NRT-WOU: Bringing Gravitational Waves to Light: Training the Next Generation of M
SP0056143	Michael R Wasielewski	National Science Foundation	Preliminary Proposal	6286300	05/31/19	2019	3	QLCI - CI: Institute for Quantum Sensing (IQSens)
SP0054198	David N Seidman	National Science Foundation	Preliminary Proposal	6213500	02/19/19	2019	5	Mid-scale RI-1 (M1:IP) National Center for Atom Probe Tomography (NCAPT) at Nor
SP0054498	Vinayak P David	National Science Foundation	Preliminary Proposal	6215300	03/11/19	2019	7	Mid-Scale RI-2: Static Architecture and Dynamic Organization of Materials (STARDC

# Closing & Questions

**THANK YOU!!!**