

URIC Administrative Meeting

5.18.23

NORTHWESTERN URICs

KEY	SQI	ISEN	QSIB	MRC	NCWR
ESF and Affiliates	CRN	CCSS	CSCB	MRSEC	CHiMaD
ESF-based URICs	DevSci	CMQT	CAPST	CuBISM	NAISE
ESF and Affiliates	ISGMH	SILC	IPR	NU-ACCESS	PAS
ESF and Affiliates	NUCATS	NIMSI	CIERA	IIN	ISITA
ESF and Affiliates	CLP	INQUIRE	CSB	CMSI	NUANCE
ESF and Affiliates	PCE	SIS	CBES	WCNO	SHyNE
ESF-based URICs					

Agenda

TOPIC OF DISCUSSION	PRESENTER
Updates and Reminders	Natalia Glubisz
Financials	Harshika Kanwar
HR	Beth Abbott
Research	Brittany Patrick

- CERES  CERES

- Thank you to those who attended our URICA team led CERES training
- Pre spend account in CERES – has no approval process as it routes from RA to SR. **Please inform Natalia when one is requested with all details of the proposal.**

- **URICA Open House**

- We had 5 meetings in April
- May is open to meet with the pre-award team
- Nick Angeloni is also available if you'd like to meet to discuss reports in CERES

- **Annual Reports**

- AR submission process – thank you for your patience
- Will be scheduling meetings to review Appendix 12
- Initial outliers: entering financial aid, sponsored research projections, base request, recharge projections

OnBase – moving positions to be de-activated

Annual Report – Attestation Link



As best practice, any position that will not be filled within 90-180 days should be changed to inactive by submitting a pos/appt must be submitted in onBase. *Any inactivated position can be reactivated and filled at any time.*

Position form: Field to complete to Inactivate Position

Effective date: xx/xx/xx

Action/Reason: POS/INA

Position Status: I

Position Date: xx/xx/xx

Budgeted; \$0 with no active funding lines.

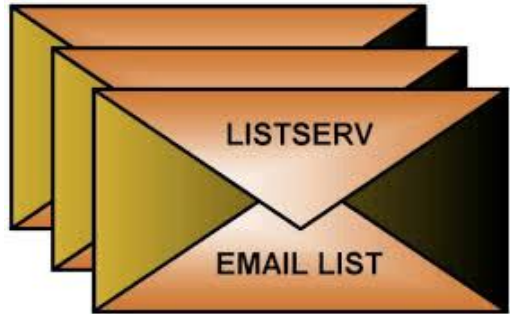
- **Submitting documents for signature:**

- If a signature is needed from Anne Martin on a NU financial document, please e-mail to Harshika. ***Will be moving these to a SmartSheet soon!***
- All other documents requiring Institutional signature must be uploaded to the "Signature Requests Non Proposal" SmartSheet form:
<https://app.smartsheet.com/b/form/371605ff862d4d75851cd24168835bda>
 - Natalia can sign for catering/hotel/venue less than \$25K (if alcohol is included, must upload rider)



- **New Listserv: URICFINANCE**

- Focus will be financials only – used when information/updates are needed for projection deadlines and Annual Report financial templates, etc.
- Members are DOO and financial contacts



Financials

Harshika Kanwar

Q3 Projections

- **June 9** - Q3 forecast template will be available in SharePoint.
 - Q3 YTD actuals and Fiscal Year Budget will be prepopulated
- **June 15** - Deadline for Q3 Forecast submission. Please update SharePoint and notify Harshika



Reminders about **Fiscal Year End** pre-close activities

- [Fiscal Year End : Office of the Controller - Northwestern University](#)
- **Review and monitor all chart strings for FY23 Close**
 - Cognos Reports
 - Correction Journals
- **SC016** report to view open Encumbrances
 - **Receipts and Invoices** for payment
- **Expense Reports** for reimbursement
 - My Wallet Expense
- **Cash Receipt Tickets (CRTs)**
- **Depository Services** webpage for unidentified EFT (wire/ACH)
- **FY23 Sponsored Projects**



Purchasing Decision Documentation form:

- Purchases of \$25,000 or more and of \$10,000 or more if sponsored
- Exception if used Northwestern approved [Preferred Vendor](#)

Dean's Level Approval: CSF, DPR, Policy Exception Forms and 90-day Memos

- Submit to Harshika for review
- Attach supporting documents
- Stay tuned! We will move to SmartSheet soon

Expense Report Submission Guidelines:

- AP now requires a single PDF attachment with receipts for easier review
- Meal cost exception should be requested prior to the dinner
- Taxes are non-reimbursable (provide vendor the tax-exempt certificate)
 - Policy: <https://www.northwestern.edu/procurement/policies-forms/tax-exempt-status.html>



[Procurement and Payment Services website](#)

[Financial and Accounting Policies: Financial Operations - Northwestern University](#)

[Open Lab Sessions: Procurement and Payment Services - Northwestern University](#)

HR

Beth Abbott

Performance Excellence – Review Year 22-23

Tentative Timeline

- June 16: Completion of self-reviews
- June 23: Deadline for supervisors to enter PEX drafts and **PEX ratings** in [myHR Learn](#) system
- June 26: Deadline for submitting merit increase information to our office (details to follow)
- By August 11: Supervisors finalize and release reviews in the [myHR Learn](#) system and conduct performance conversation
- By August 23: Supervisors conduct merit increase conversations.

Performance Excellence – Review Year 22-23

- Merit increases cannot be entered without a performance rating.
- A performance rating can be entered by the supervisor prior to finalizing the written review.



Performance Excellence – Review Year 22-23

For more information on Performance Excellence:

Supervisors:

- <https://www.northwestern.edu/hr/for-managers/hr-consulting/managing-performance/performance-excellence-for-supervisors.html>

Staff:

- <https://hr.northwestern.edu/talent-development/performance-excellence/resources-for-staff/>

Both Staff and Supervisors:

- [Technical job aids](#) (requires sign-on)

Research Administration

Brittany Patrick



Pre Award Research Administration Reminders:

- URICA pre award team will be updating our best practices for submissions in areas that we help with pre award. Feel free to utilize within your own areas if this seems helpful to your pre award submission process.

What does this mean?

Non-technical components should be completed and submitted to your research administrator (RA) in “ready to submit, final form” at least 9 business days prior to the sponsor deadline.

Technical components should be submitted to your RA in “ready to submit, final form” no later than 9am at least 6 business days before the sponsor deadline (one business day before SR’s 5 day policy). Technical components include the science portion of the proposal.

- Given the changes with CERES we would like to remind everyone of the importance of informing the URICA pre award team of any upcoming submissions as soon as possible. We will continue to use our proposal intake form to capture and inform the team of submissions.

Questions?

Thank you!