Special Topic: Expired Funds
DOM Research Administrator’s Meeting

MARCH 18, 2021
Agenda

- New monthly expired funds report
  - Process & Procedure
  - Deadline
  - Justifications
- Expectations/Goals
- Best Practices
- Concerns/Roadblocks to success
- Q&A
PAMS Expired Funds Report

Access through PAMS – Management Reports

Overview

F&A Reconciliation

F&A Reconciliation
This link directs you to the Billing and Reporting tab to review the reconciliation of a fund’s indirect costs.

Reports

Expired Funds to Close
This report contains funds that expired 120 days ago or earlier, and have not been closed. This report updates nightly.

Funds Pending UCPath Resolution
This report details which funds cannot be fiscaly closed due to UCPath issues, and what issues are impacting each fund.
Expired Funds Report Reminders

- Funds showing up on this report are funds that expired > 120 days and have not been closed.
- Closed = Home PI – Funds need to be Y/N.
- If you don’t have OASIS on desktop, call DGIT to install.
Monthly Expired Funds Report

► New monthly protocol
► Reports will be formatted & saved by DOM ORA in your Division shared O drives, with other Divisions’ rows hidden in Excel spreadsheet
  ► Similar to Default FAU report
  ► Reports will be saved no later than the first working day of each
► Completed spreadsheet due 3rd Friday of each month
Monthly Expired Funds Report

- Live demo
- How to complete
- How to submit
  - MSO to email Kayla with Cc: Cathy & Carmen Pan notifying Kayla that the report on the shared drive is complete and reviewed.
    - No need to attach actual spreadsheet.
  - Allow MSO enough time to review prior to submission
  - Due: no later than 5 pm of the 3rd Friday of each month
    - The March 2021 spreadsheet is due 03/31/21
Monthly Expired Funds Report

- FM’s responsibility vs. Central Office vs. PI
  - Continuations/Extensions: FM follow up with appropriate office to have end dates extended in PATS in a timely manner
  - Even though COP has been uploaded into PAMS, FM still need to follow up until fund fall off the list
    - **Fund not Y/N’d** (#1)
    - **Accounts Receivable** (#2) – payments pending from Sponsors
    - **Open Encumbrances** (#3) – PO invoices paid & **encumbrances released**
    - **UCPath Defects** – report all defects so EFM can turn on the UCPath flag
    - **Non-Financial Final Reporting pending** – PI may not have submitted final deliverable
    - **Expense variance** > allowable threshold from last COP balance
Justifications

► DO include…
  ► **Dates** actions *were* (*past tense 😊…not “will be”!*) taken
    ► Dates can include:
      ► COP submission via PAMS
      ► **Recent** follow up – expect at least monthly follow up
  ► **Who** took the action
    ► *Example:* Submitted COP via PAMs on 03-17-2021 by Cathy
  ► **Screenshots/Backup documentation** to provide backup/reminder to self (as needed)
    ► Create new tab with the Fund # as the title
    ► Screenshots can be last follow up email, detail of issue, etc.
► DO NOT include…
  ► Recurring justifications without any updates
  ► It is a different FM/someone else’s responsibility
Expectations/Goals

- We would like to see the #s reduced significantly
- End goal to is to have 0 expired funds which are within our responsibility
- Keeping up with our current required COPs prior to having them appear on the expired funds list
Best Practices

- Set up recurring reminders for yourself to follow up until fund is removed from the Expired Funds list
- Tackle “low hanging fruit” first
  - This may mean working on COPs that are “younger” which you have more knowledge about
  - Closing TOF already processed by EFM – follow up with EFM!
    - Variance < $500 = EFM should be able to close out
  - Let Kayla/DOM ORA know if you are having difficulty processing COP for old funds
- Federal funds are higher audit risks
- Clinical trials are Dean’s Office priority
Concerns/Roadblocks to Success

- Please let us know!!
- Q&A