Core Facilities Brown Bag #19
December 13, 2018

Video recording of this meeting available here,
https://bluejeans.com/s/MV5Cq/

- o **Budget Authority and Spending Rules in FY2019 (Anne Martin, Director of Finance, Office for Research)**
  - See attached PowerPoint for details
    - Under the old model, University was not able to accurately forecast spending
    - Management budget must be established for Personnel/Non-personnel expenses
    - Budget for spending authority on operating support and CFaD Awards
    - CFA will hold the budget for internal Equipment Grants
      - o This way, equipment grants do not come out of cores' management budgets
      - o Cores will be provided chart string for equipment purchase
      - o This does not apply to sponsored or cost-share funds
    - Unexpected/un-budgeted expenses will need to be discussed with department
    - Asset Tracking might be affected (Purchasing department)
      - o PO's generated by cores
        - Filling in capital equipment data in Requisitions (Justification field)
        - Working together with Purchasing to streamline process in future
- o **Policy Change: Non-Funded Negotiations Submitted to OSR through InfoEd**
  - Non-disclosure agreements (NDA's)/materials transfer agreements (MTA's)
    - **Currently routed through OSR**
      - o Used to be handled by OGC (Office of General Counsel)
    - Consult this page, https://osr.northwestern.edu/agreements/mta
      - o Job aid, https://osr.northwestern.edu/sites/osr/files/mta_job_aid_2018-11-20.pdf
    - Using standard forms ensures quicker turn-around
    - Send questions to CFA (Andy, Aaron) or mta@northwestern.edu before negotiating terms
    - CDA template, https://www.invo.northwestern.edu/documents/invention-disclosure/NUMutualCDA-20170328.pdf

- LSA template,
  https://facilities.research.northwestern.edu/sites/facilities/files/ckfinder/userfiles/files/LabService%20Agreement%20Template%201MAR15(1)-1.doc

o **FY2018 Core Finance & Performance Review – OR Support Summary, Core Performance, Awards**
  - See attached PowerPoint for details

o **Unrelated Business Income (UBI) Tax Reminder and Update**
  - Once the Tax Office has officially requested the data, Aaron Rosen can auto-populate a UBI Template for your facility based on NUcore data, assuming your facility data is accurate for FY2018
  - To check on the accuracy of your data in NUcore, follow these steps:
    - In NUcore, as an Admin, go to Reports→General
    - Change the left drop down to "Reconciled"
    - Change the Start Date to 09/01/2017
    - Change the End Date to 08/31/2018
    - Leave the Current Order Status to "Complete" and "Reconciled"
    - Click on "Export Raw"
    - Once you have received the "Export Raw" file in your email, sort the data by "Account Type" (Column T)
    - Delete all rows except those with a "Purchase Order Account" or a "Credit Card Account" Account Type (Column T)
    - Total all remaining external orders using the "Actual Total" figures (Column AK)
    - Pull the August 2018 GL005 Report and sum all External Revenue (Account Codes beginning with a "4")
    - If these totals match, then NUcore Reconciled Revenue matches NUFinancials Reconciled Revenue, and Aaron Rosen can assist with populating your facility UBI Template (contact aaron-rosen@northwestern.edu)
    - If these totals do not match, the facility must first reconcile FY18 external revenue in NUcore with the correct Posting Date and CRT Number placed in the Reconciliation Note

o **Important Dates**
  - **1/8/19** – Deadline for Core Facilities Award name submissions
  - **1/31/19** – Deadline for core staff voting on CF Award name
  - **2/8/19** – Save the Date! Core Colloquium and Awards Luncheon
    - 12-4, Guild Lounge, Evanston
  - **3/1/19** – Equipment Grant Proposals due
    - Deadline is moved up, Nitro is set up to receive applications, https://grants.nubic.northwestern.edu/competitions/VPOR/spring2019cf