

# **Necessary Changes to Meet the NEW Federal Closeout Policies**

Recharge Center Brown Bag #7

June 5, 2015



# ASRSP Reporting

- ASRSP sends reports to the federal government in 3 ways.
  - **Weekly** Drawdown of Expenses per grant
    - Report is Based on what posted on NUFinancials
  - **Quarterly** Federal Cash Transaction report that details grant expenses by quarter.
    - Report is based on what posted in NUFinancials for Gov. Quarter.
  - Financial Status Report (FSR)- due **annually or at the end of a grant** depending on the mechanism.
    - Report is based on NUFinancials but could include encumbrances or trailing expenses that have been identified and audited for compliance.
- What has changed: The fact that the government wants all 3 to match at closeout within 90 days



# Summary of Notices Received

## 3 Important Notices:

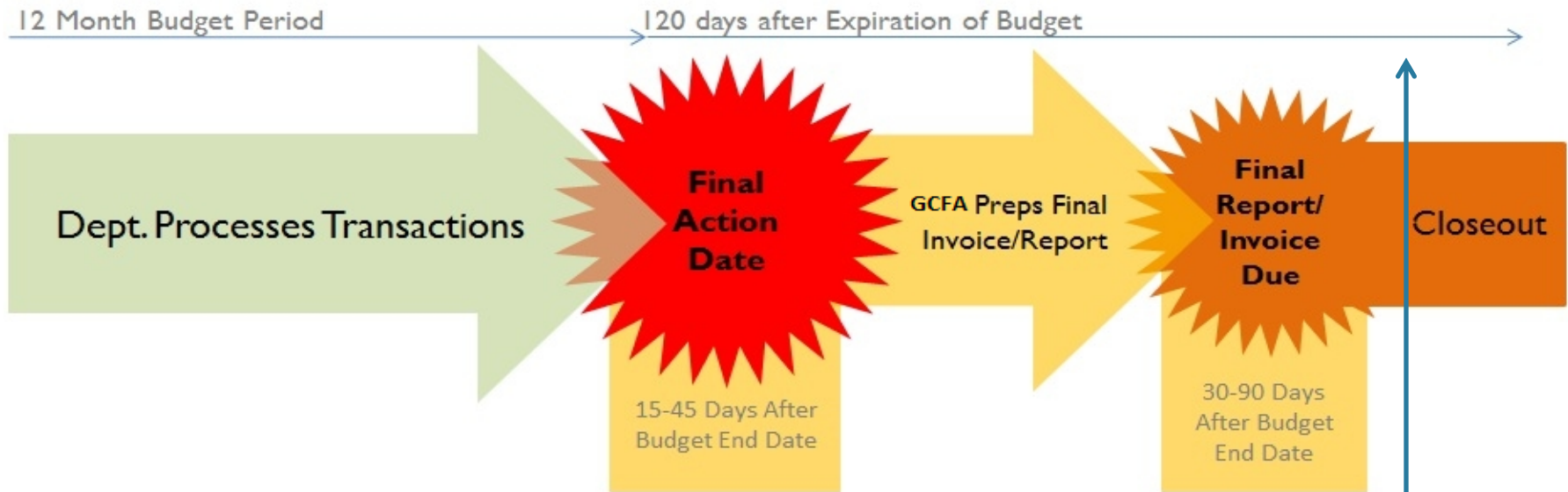
*From: DHHS, Uniform Guidance, NIH Notices*

- Bottom line: Federal government agencies want to close awards bilaterally within **90 days- Bilateral**
  - All reports sent to the Federal Government match and are in agreement with NUFinancials.
    - Fun facts: ASRSP sends 3 important reports, during the course of a grant they most likely will not match due to timing of reporting. However government expects them to match by day 90 of closeout since that is a point of convergence for all 3.
- ❖ NIH Closeout FAQ informs us of **unilateral** close at 180 days.



# New Closeout Timeline

## for 610 funds (DHHS and NSF)



NASA, Dept. of Ed, Dept. of Energy, DoD, are only 90.  
Not mentioned on this slide is the Federal Cash Transaction Report

# Consequence of Mismatched Reporting

- Unilateral Close means NU has submitted reports that do not match by 179<sup>th</sup> day after closeout. NIH will close out the award without NU consent or affirmation on 180<sup>th</sup> day *at lowest of the 3 reports submitted.*
- Also mentions FFR should match the FCTR, if they do not ,they will close at the lowest reported amount.



## Trickle Down Effect

- Department will be asking Recharge centers for timely billing to meet closeout
- Potential loss of funds for recharge centers that cannot bill grants that closed
- Recharge Center billing and posting expenses monthly must become a monthly objective
- Timeliness of requesting approved rate may have big impact on your revenue if processed late
- Upload journal issues



## Please Take These Actions

- Bill Monthly!
  - Avoid last minute journals and quarterly billing
- Have New Rates approved before new fiscal year starts
  - Prior Fiscal Year Rates cannot be applied to new FY
  - FY15 rates expire on 8/31/2015
  - For FY16, Instructions will be sent to the cores in mid June
  - Submit FY16 rates worksheets to Cost Studies Latest August 14, 2015
    - Submit early to allow review (and update as needed)
    - Open labs on each campus (early July/ August) to assist you
      - Bring your worksheets and questions
    - <http://www.northwestern.edu/coststudies/>
  - Use approved FY16 rates to bill starting September 2015



# Billing After Sponsored Projects Closed...

Avoid Late Billing! If Billing after 30 days (e.g., 45 days)...

- Charges may not be allowed if the service is billed after the Award End Date
  - A non-sponsored fund may be needed to pay for the late charges
  - Impacts on customers and additional administrative burden





**Questions?**

