



MRAM

August MRAM Q&A

Greetings Colleagues,

[Meeting materials](#) are available for your review along with a list of links shared during the session. Q&A from our session are included here for reference and will be available with the other meeting materials shortly.

Please note, due to a technical error, the recording for our August meeting does not start until near the end of the meeting. We have already implemented a fix to address this challenge for future sessions - we thank you for your patience.

Within a week or so following every MRAM, an email like this one typically goes out with Q&A from the session and a link to the meeting materials.

- [PAFC Hot Topic: Audit & Compliance Updates](#)
- [OSP: Tell Us Your ASR & MOD Story](#)
 - [SAGE System Enhancement Requests](#)
- [GCA Update](#)
- [Subawards Update](#)
- [CORE Update](#)

PAFC Hot Topic: Audit & Compliance Updates

Q1: Is there a UW form for transferring gift cards to a subsequent award?

A1: There is no form that we are aware of; a transfer would be done via an accounting adjustment in Workday.

Q2: Is an email confirmation, from the recipient, that the e-gift card has been received/"accepted" acceptable for audit purposes?

A2: Yes, that would be acceptable. We recommend the Department keep a contemporaneous log which tracks the distribution of the cards.

Q3: Are these audit reports available for us to read?

A3: You can find the NSF audit reports at the [NSF Office of the Inspector General](#) website.

Q4: Matt stated that salary not reconciled/approved by PI before UW internal policy that the auditor can disallow the expense. What does that mean with all the delays happening during the last year?

A4: The example at MRAM was from a non-UW University that had a policy of requiring PI review for all salary transfers beyond 90 days; it was a not a UW-specific example. However, in instances where systems implementations or other issues impact the UW's ability to comply with our own internal policies, we should always document the reasons a process was delayed and steps taken, if applicable, to avoid the occurrence in the future.

Q5: In the case of the website service that lacked enough explanation, what format would additional justification take - a document? signed by someone? Kept on file?

A5: Additional documentation could be in the form of a memo to the file or an email from the PI containing additional justification. There is not a set requirement as to the form of the documentation.

Q6: Do 3-ring binders need to be sent to surplus?

A6: Under state law, all unwanted properly must be surplus. Please see UW Facilities for information on [surplusing unwanted items at the UW](#).

Q7: Laptops purchased by F31 - who can keep the laptop?

A7: Fellowships could be a rare exception in ownership of an item (laptop) but will depend on the circumstances, terms and conditions of that award. Please follow up with PAFC if you have questions for a specific fellowship.

Q8: Regarding award dates, if a PAA or non-PAA was done, yes, the posted date is outside of the end date, but the transaction incurred during the awarded time period. Does GCA review the details before sending them back to departments as unallowable costs?

A8: No, it is the responsibility of the PI to ensure that all costs charged to the award are in compliance with the four cost principles. GCA will only review transactions when the expense is not showing up as billable in Workday. When this situation occurs, GCA will reach out to department to verify allowability and when confirmed, will bill the expenditure.

Q9: At closeout GCA asks us to confirm that costs outside award end date are allowable. We then review all costs and confirm that they are. Are you saying that we now need to

adjust the budget date for all of these costs? And what about the costs where budget end date (that you referred to) cannot be adjusted?

A9: No, the budget date should only be changed to correct the date the cost was actually incurred.

Q10: I wonder about budget date for ISD transactions. I do a monthly recharge of labor for the month - but am not able to submit until the first day of the next month. For example July effort is charged in an Aug 1st ISD. There is not a "budget date" field, but I've been using "Delivery Date" to indicate the last day of the accounting month in which the effort happened. However, it uses the Aug 1st date for the Budget date. I would need to do a Accounting Adjustment on each of these lines to put into the correct Budget date? Is there a front-end fix planned for this scenario?

A10: We recommend submitting a UW Connect Finance request for this questions we do not have the expertise to answer.

OSP: Tell Us Your ASR & MOD Story

Q1: We would really appreciated if OSP can forward any award notifications to departments. We are not asking that you create MODs, or ASRs. There are times PIs are in the field with NO internet.

A1: It is not currently practical for OSP to consider this practice for a subset of the entire NoA population. How might these PIs be managing other types of critical emails that they might receive while they do not have internet access? We might recommend a similar approach.

Q2: If there is confusion or challenges with what is sent in, what is the hesitancy to reach out to the campus unit for further clarification?

A2: The issue for OSP is less that people are hesitant to reach out; if the reviewer is unable to figure out what an ASR or MOD request is about, the item will be returned to the department, which then has the opportunity to clarify. But it creates an additional challenge in a high-volume environment to spend time trying to puzzle out what an attachment with no context is intended to accomplish.

Q3: For a MOD do we enter the current dates in the "award date" question or the award dates of the amendment we are wishing to process?

A3: If the MOD request includes an extension of time, use the end date that the award is being extended to.

Q4: I understand GCA/OSP is not notified when campus adds a comment, what is the best way to let GCA/OSP know? Email?

A4: You do not need to send an email after a comment is added to an ASR or MOD. While

OSP and GCA do not receive notifications when a comment is added, we periodically check SAGE for comments and updates.

Q5: Can you talk about current turnaround times? Are they different for different types of ASRs and MODs? We need to plan for when we need to request Advances, Advance Extensions, etc. Ex. We sent in an ASR with the FE award attached. It has been in OSP for 2 weeks. No judgment, just need to know what to expect/what we need to do. We have transfers that need to be done.

A5: OSP aims to review ASRs and MODs in the order they are received, but the time required to review and process an item is less predictable. In addition to OSP review, it may depend on response time from the sponsor or completion of other compliance reviews such as SFI or IRB.

Q6: We are one year into the implementation of ASR and Mods, and continuing to review the same best practices for smooth completion between parties. How are the data entry structures and fields within the ASR and Mod forms changing to achieve the outcomes described in the slide deck?

A6: In FY24, updates were made to validations and help text to catch as many issues as possible prior to submission. We will continue to discuss ways of guiding campus on attachments needed, which are difficult to validate around since it is so variable. In FY25 we will be investing effort into further buildout of the Mod form, based on biggest pain points.

Q7: We greatly appreciate all the work to post instructions and job aids and helpful links but at this point we're drowning in helpful links that it gets hard to navigate and find a second time. Hopefully there will be an effort to organize/retire old webpages.

A7: We are continually updating our web guidance to support campus needs. If you have specific suggestions or are finding outdated information. Please let us know.

Q8: Related to Q7 - Instead of lot of different webpages, can there be a checklist? The content in Elizabeth's and Ari's presentation today was excellent!

A8: Our [Tips for Success: ASRs & MODs in SAGE](#) page might be an excellent start and should have many if not all of the links shared this morning. We continue to review that page to see what we can do to improve information and resources provided there. Please note, we also hope to provide a short video replicating Ari & Elizabeth's presentation as well as a quick checklist to accompany that presentation. Stay tuned for publication details coming soon.

Q9: Has OSP given thought to reducing the number of MODs for requests such as a no cost extension? If we submit a MOD with the NCE request, then the sponsor follows that request with a contract amendment - it would be more expedient to have one MOD associated with that process rather than a MOD for the NCE request followed by another MOD for the contract amendment.

A9: Thank you for the suggestion. We have considered this. We are continuing to look at ways to streamline our processes.

SAGE System Enhancement Requests

We appreciate all of the great SAGE system enhancement suggestions that came in during this presentation!

These requests would require a system enhancement. We will take them into consideration when determining priority with ORIS, GCA, and other partners.

- Can we add a category within Mods just for RPPR's?
- Would it be possible to add a category called "Administrative" or "Info for Sponsor" to include prior approval requests and progress reports?

These features are in the backlog:

- Is there a plan to add short titles to Mods so that its easier for us to see which mod is for what action? This would make the tracking and work so much easier when someone has so many grants/mods to track.
- Note that we are unable to add attachments once a MOD has been routed, and that the menu for "what is this for" could be revised to include additional scenarios.

This feature is in the backlog, and is targeted for more discussion:

- Is there way to get pinged/notified when a comment has been added to a MOD or ASR? I know there is when the routing status has changed, but so far it doesn't appear to happen when a comment is added.

We encourage you to continue to share your enhancement suggestions with ORIS via sagehelp@uw.edu.

GCA Update

Q1: Can someone address the issues around Work Day encumbering additional F&A and now I'm getting some subawards being encumbered again.

A1: There is a daily integration that creates and adjusts encumbrances. The integration sometimes fails and it takes a few days to process a correction. Please email

gcahelp@uw.edu if the issue doesn't resolve within one week.

Q2: How do you restart the payment process on a stalled invoice in WD? For example, if there is an exception error, who can resolve it?

A2: Please refer to [How to Resolve Match Exceptions for Workday Purchase Order Invoices](#) in UW Connect Finance for assistance.

Q3: It looks like there may be a delay between an award being entered in Workday and its availability for entering costing allocations. If so, how long is the delay? (Overnight?)

A3: There should be no delay between a new award being set up in Workday and when costing allocations can be entered. Please check that the costing allocation start date and end date fall within the award line dates. Please send a UW Connect Finance ticket if this is not the issue.

Q4: When does the F&A associated with a PAA post?

A4: The F&A expense is generated in real-time when the Payroll Accounting Adjustment's business process is "Complete". Please send a UW Connect Finance ticket if the PAA is complete but no F&A has posted.

Q5: Do we have an ETA for the F&A encumbrance issue in the R1234 report? Recently seeing that WD **doubles** the F&A budget as encumbrance. If there is no ETA, can we simply turn the F&A encumbrance off in R1234?

A5: There is a daily integration that creates and adjusts encumbrances. If there is an error on one grant in the daily batch, the integration fails and all awards in the batch are impacted. It can take a few days for GCA to process the correction. Please email gcahelp@uw.edu if the issue doesn't resolve within one week.

Q6: What should we do if an invoice is stuck?

A6: Please review the guidance at the Procurement Service [Invoicing](#) webpage.

Q7: We have an invoice that requires payment urgently.

A7: Please email pcshelp@uw.edu if you have an urgent issue.

Q8: Can't wait for draft status to be resolved. We opened an award line and need to process an invoice in draft status. The grant is closing so need this to happen for reporting. Should we request that it be re-uploaded. And if so would that be AP.

A8: Until the supplier invoice in draft status process is finalized, you can send an email to gcahelp@uw.edu and we will review the specific case.

Q9: My team has found months in the R1234 with missing F&A. Was this corrected in other months? If not, what should we do to get this corrected?

A9: Please send an Award Portal ticket to GCA or an email to gcahelp@uw.edu if multiple awards are involved. GCA will review the F&A expenses, determine if an adjustment

journal is needed, and escalate if the issue is systemic.

Q10: Is there a plan for R1234.1 to function? What is the official workaround until it does?

A10: At this time, we are not aware of an issue with the R1234.1 Workday report. Please send a UW Connect Finance ticket to report the specific issue.

Subawards Update

Q1: Are there any plans to hire additional staff for OSP and/or OSP subawards?

A1: We have added individuals to support the subaward team during this especially busy time. OSP continues to work with leadership on resource needs.

Q2: Are subawards still being primarily prioritized by end date?

A2: We are continuing to take multiple things into consideration, including end date and arrival in OSP for prioritizing subaward assignments.

Q3: Is there a way to have a team handle by the end date of the award and another team handle by time it has sat in the subaward office.

A3: Thanks for the suggestion. The subaward team works as a single team. We are balancing both priorities across the entire team.

CORE Update

Q: Will the 8/23 subaward A-Z checklist session be recorded?

A: Yes.

[Meeting Material](#)



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