UNIVERSITY of WASHINGTON

MRAM

March MRAM
Q&A Follow Up

Greetings Colleagues,

The March 2023 MRAM materials are published for your review. Q&A from our session included here for reference will be available with the other meeting materials shortly.

Jump to Q&A by Topic:

Workday Demo: Budget vs. Actual Report

Q1: Will we be able to manually enter encumbrances or is it only automatic based on POs or salary allocations?
A1: No, you would not be able to manually enter encumbrances. They would come from Workday derived encumbrances such as salary allocations or POs.

Q2: Can you specify specific budget dates (not in the drop down menu)?
A2: All of the options are in the drop down and you can specify any month or multiple months or years or award periods you would want to. You cannot drill down to specific dates within the month though, it is always reporting by month.

Q3:If we already prepared our budgets in SAGE, do we have to re-enter them as part of

UWFT?
A3: For new awards after UWFT goes live, existing SAGE Budgets can be leveraged for award setup. If they are already associated with an eGC1, then you will COPY the budget at time of award, update as needed and link that copied budget to the award setup request. If the budget is not linked to an eGC1 then it is eligible for linking to an award without any copying. For converted awards in Workday, the Workday plan/budget is being converted based on the current setup in the finance system. For these existing awards, SAGE Budget will be used to communicate only the future changes needed to budgets for the remaining life of the award (e.g. continuations, reallocations).

Q4: Can I export to excel
A4: Yes

Q5: How broadly available will those reports be? Meaning what authorities will be required to run those reports?
A5: In general the report should be accessible by most users. However, depending on your security role somethings might not be visible

Q6: Will the drill-down include the FTE % for salary charges, or just the dollar amount?
A6: Salaries on the BVA show as a dollar amount. For more details on the salary you'd have to navigate to the payroll allocations and look at the employee's salary in more depth. This report just gives you some of the more general information

Q7: Can you show us what it looks like to investigate who made the charge, etc?
A7: Great idea. We don’t have time to show this, we will

Q8: If it "disappears" from the budget vs actuals once the transfer is complete, is there a place where we can see where prior transactions occurred? Sometimes we need to know when a transfer occurred.
A8: Yes you would still be able to see the item's history. If you were to look at the journal lines that hit your grant you would see the history of that expense hitting your grant, and then the reversing accounting entry taking it off

Q9: Is there an option to see month by month spending?
A9: Yes, that is an option! This can be accomplished by altering the prompts prior to running the report

Q10: How far out will the salary encumbrances show? Will they show as far as we have

the costing allocations regardless of a fiscal year?
A10: We will encumber salaries for 1 fiscal year plus current. So today, you would see March through June and then full fiscal 2024.

Q11: Will pro-card transactions that are not approved by the month end close due to lack of documentation show as a pre-encumbrance on grants if they are pending grant manager approval?
A11: No, the pro-card transactions will not show up as pre-encumbrance until the approval has been processed.

Q12: Who sets up the award category figures in Workday?
A12: The campus unit will enter the budget information into SAGE budget at the time of award, and connect the budget to the Award Setup Request. Typically the budget should align with the categorical breakdown on the award document. After OSP and GCA have approved the Award Setup Request, the SAGE Budget data will flow to Workday via integration. Campus will continue to use that same SAGE Budget over the life of the award, to capture changes needed. In the near-term, GCA will manually update Workday with any modifications to budget, until the SAGE integration is expanded to cover modifications.

Q13: Will the calendar dates of the periods appear on the report? - The time periods show up, but I didn't see actual dates of those periods during the demonstration.
A13:There is an option to filter with award periods or calendar dates. As training roles out and you use the report you will be able to see how to use these dates as filters on reports.

Q14: What is the difference between the AWD# and the "Grant" text box?
A14: Please see recording of November MRAM for detailed information on Award definition vs. grant.

Q15: Are the budget period dates range noted somewhere on the report?
A15: You select the periods when you run the report. And then they show up at the top after you run it so you can see what period you are looking at.

Q16: What is a pre-encumbrance?
A16: Pre-encumbrances apply to non-salary charges. When the requisition is created, but the PO is not yet created for supplier invoice.

Q17: When will training be available?
A17: Training will be available:

- Mid-April: Enrollment and access to online training begins
    - Learners will receive a direct email with enrollment information based on their security roles
- May: Virtual instructor-led training (to be delivered over Zoom) begins
- Late May/early June: Access to a sandbox for practice and pre-scheduled clinics begin

Want more information about enrollment and training?
A UWFT newsletter article on role-based training is coming out later this month that will give a higher level overview. You can also find more information on UWFT Training in the Transformation Insights Blog.

Still have UWFT Training questions? If you have more questions about training, email to uwfttraining@uw.edu

Q18: What is the date that all users will have access to these reports in Workday?
A18: Users will have access to the Workday sandbox after completion of their required training, starting in May. The sandbox and training tenants will not be loaded with all of the data that will be added to Workday prior to go-live. While the functionality should work as-intended, you won't see the same accuracy you'd expect to see from fully-populated reports.

PAFC Hot Topic: stipends, wages, fellowships

Q1: Why are post-doc stipends on a training grant, considered to be salary by UW?
A1: Post-doc stipends on a training grant are not considered salary, they are considered stipends. The only fringe benefit charge for payments under object codes 01-50 and 01-90 are for health insurance under object codes 07-03 and 07-10.

Q2: T32 is exception, though right?
A2: Payments to individuals appointed to NRSA Training Grants (T-Series) or Fellowships (F-Series) must be in the form of stipends, per the terms and conditions of the award and NIH grants policy. Trainees and fellows are not considered employees and are not paid compensation for their appointment to the training grant or fellowship. The UW currently uses object codes 01-50 and 01-90 for payments to trainees and fellows on NRSA awards because the payments are considered stipends

and only charge health insurance as a fringe benefit, in accordance with NIH policy.
[11.2.9 Allowable and Unallowable Costs (nih.gov)](#)
[11.3.8 Allowable and Unallowable Costs (nih.gov)](#)

Q3: If we are short staffed and hire an external contractor to fill the need gap and they are paid as a contractor (not an employee) this would also not appear on the GCCR, would there be a compliance issue?
A3: GCCRs capture salary payments to UW employees under the salary object codes, not payments to outside contractors, etc., under different object codes.

NIH Behavioral Code of Conduct
NSF Off-Site Research: Certification of Safe & Inclusive Work Environment

Q1: Will units need to have conduct rules on its website or will UWHR handle this?
A1: It is a good idea for any unit that has a behavioral code of conduct to post on its website. As it relates to research, the Office of Research will be hosting web content on UW policies, training, reporting, investigatory and other review paths that are considered internal controls in this arena. When that is published, it will be shared with MRAM.

Q2: Where in the NSF proposal does this plan fit?
A2: The PAPPG states that "Proposers should not submit the plan to NSF for review", however, we know at least two NSF Directorates have requested these be included at time of proposal for specific solicitations. Please refer to the NSF webinar summary.

The NSF web page explains that an abbreviated Plan would be submitted as a 2-page supplementary document, however, please ensure the NOFO/solicitation is reviewed carefully to determine what is required and where as it may vary from one opportunity to another.

Again, as stated at MRAM, UW is certifying that a Safe & Inclusive Working Environment Plan is in place for any proposal that includes off-campus or off-site research as defined by NSF. Therefore even if not required for submission, it should be available upon request.
UW Fillable form: Safe & Inclusive Working Environment Plan for Off-site Research

Q3: Are remote employees considered off-site employees for this requirement?

A3: It depends on whether the remote employee falls into this NSF definition: "Off-campus or off-site research is defined as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft." Those working from home would not fall under this definition.

UWFT Transitions - Sponsored Programs Cutover Planning

Q1: Are all these dates and deadlines going to posted somewhere?
A1: Yes. We will make sure information shared today is available and posted.

Q2: Any advice on how far in advance we should request advance budget numbers for continuing NIH awards, given the freeze period?
A2: Given that Advance Budget Requests are completed by departments and routed directly to GCA, we recommend routing Advance Budget Requests as far in advance as possible to ensure setup prior to the freeze period. If departments can get these requests submitted and approved via SAGE to GCA by 5/31/2023, that would be ideal. This leaves approximately two weeks for GCA to analyze the request, resolve any issues, and establish the ADV. With that said, GCA will be accepting ADV requests from campus until 6/13/2023.

Q3 : No cost extension belongs to which cutover date?
A3 : No cost extensions are a type of Post Award Change (PAC) that impacts a budget number.
If you anticipate needing to extend a budget number that currently ends near or during cutover (6/9-7/6), we encourage you to complete the Budget Extension Request form well ahead of June 9th, but no earlier than April 15th. This will help ensure it gets processed before cutover and is especially important for those that take longer because we need to obtain sponsor approval. Budget extensions not processed by cutover will be in a holding pattern until Go-live. After Go-live, we will be able to resume requesting and processing budget extensions. More information to come at future MRAMs.

Q4: If we have a Final Financial Report (FFR) that will come due in June, can it be processed early if we are sure all expenses have been posted to it?
A4: If all expenditures have posted, you can submit a request to GCA via Grant Tracker to process the FFR early.

Revisions to GIM 36, Human Embryonic Stem Cell Research Policy and Guidelines

Q: Will the ESCRO review of proposals be completed at the time of eGC1 submission - and if so, do we need to add in any additional documents or time for review? - Or will the review take place at time of award?

A: Please review the March MRAM presentation materials and the Human Embryo and Embryonic Stem Cell Research Oversight website, if you still have questions, feel free to email Kim Blakemore: kblakemo@uw.edu

Thank you,
MRAM

MARCH MRAM MATERIALS