Meeting Q&A follow up sent on behalf of MRAM

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Q&A from our session are included here for reference and will be available with the other meeting materials shortly.   **Jump to Sections:**   * [Reduction in PI Effort](#a1) * [NSF Responsible and Ethical Conduct of Research Training Requirement](#a7) * [How eGC1s are related to Awards and their Modifications](#a2) * [GCA Update, GCA Update, Award Setup & Modifications to GCA Only](#a3) * [Subaward Update](#a4) * [SAGE Issue Reporting and Help Resources](#a5) * [Workday Salary Cap](#a6) |  |  | | --- | |  |  |  | | --- | | **Reduction in PI Effort** |  |  | | --- | | **Q1**: NIH NOA’s only list Principle Investigator(s), not Key Personnel. Confirming that this requirement truly only applies to people listed on the NOA, not all the people listed as Key Personnel in the grant application if they are not listed on the NOA?  **A1**: NIH policy states that approval for reduction in effort applies to individuals listed on the NoA. So, for NIH awards, individuals not listed on the NoA do not need approval to reduce committed effort. Although many sponsors require the individuals named on the NoA to receive approval to reduce effort, the definition of what constitutes a PI, co-PI, or Key Personnel can differ from sponsor to sponsor. Matt Gardener will address this specific question in more detail at the September MRAM.   **Q2**: If the UW is a subawardee, do we assume effort reductions due to award reductions to us are automatically approved? Or do we need to get specific approval for that, even if the budget adjustments are sent to the flow through sponsor?  **A2**: The federal regulations don't specifically address this scenario. However, if at time of award the budget was cut from what was originally proposed, and the proposed effort for the PI no longer makes sense from a budget perspective, we would recommend re-budgeting based on the revised award amount. The revised budget should be submitted to the flow-thru sponsor so that, at a minimum, they receive notice of the changes due to the budget reduction. We would recommend this action any time when the awarded budget is significantly different from the proposed budget in that the proposed budget no longer makes sense.   **Q3**: Post-FT, what is the process for requesting change in PI effort? Do we create a SAGE Modification and route it to OSP, and then OSP will reach out to the Grants Management Specialist?  **A3:** Yes. Prior Approval requests to sponsors need to come through OSP. Review instructions under [Award Changes](http://discover.uw.edu/n/MTMxLUFRTy0yMjUAAAGN5jLh1H7Qas9DELkqhqO9ykFJac3xziu3Wu0oaAYD_jVV4WENvq7wa5sGEOdeA_98EVBz0v0=) for Key Personnel Effort Changes - Includes PI.   **Q4:** Would you review guidance for key personnel during NCE periods and what is considered minimal effort.  **A4**: This depends on the policies of the specific sponsor for your award. For example, NIH does not require the committed level of effort during an NCE period unless the Award has specific requirements to the contrary. NSF views the extension as an extension of the final budget year, meaning the PI/Key Personnel has additional time to complete the effort, if needed. As always, consult your specific sponsor's terms and conditions, or reach out to Post Award Fiscal Compliance, if you are unsure of your sponsor's requirements. |  |  | | --- | | **Q5**: This is on effort and audits: If a faculty member has committed effort to a budget at one level, but wants to shift some of their effort onto another budget to save costs and we shift effort to non-sponsored budgets, doesn't this constitute voluntary cost share? (And isn't this discouraged by the University?) Will this trigger other admin processes (e.g., adding cost share mid-award?)  **A5**: This would be considered a "shift in funding source" and would not be considered cost share which the UW would track and report to the sponsor on invoices and financial reports. On the effort statement, the "shift" function can be used to document the full effort devoted to the award, including the portion of the effort that is paid from non-sponsored sources. |  |  | | --- | |  |  |  | | --- | | **NSF Responsible and Ethical Conduct of Research Training Requirement** |  |  | | --- | | We recognize there were a few questions about this new NSF requirement that we were unable to answer during the meeting. Please send those questions to  [research@uw.edu](mailto:research@uw.edu). We will try to get responses published next month. |  |  | | --- | |  |  |  | | --- | | **How eGC1s are related to Awards and their Modifications** |  |  | | --- | | **Q1**: If the PI has changed from the earliest eGC1 and all of the subsequent years name the new PI, should we change the PI on the earliest eGC1?  **A1**: Yes, please update the PI and all other personnel on the awarded eGC1.   **Q2**: Do we do an eGC1 for an RPPR when we are a subcontract and the prime wants a signed face page?  **A2**: No, you route an Other Changes Modification request for this. Please review:  [Progress Report - RPPR - Submission guidance](http://discover.uw.edu/n/MTMxLUFRTy0yMjUAAAGN5jLh1LisfxC3FEVEoPnrvpTrjrIlwA46N1VuTItv4yjvx3_YsGN_4LhjSXuxwMR89d-1_WY=). We also have an FAQ on  [When do I need to create a modification request for an RPPR?](http://discover.uw.edu/n/MTMxLUFRTy0yMjUAAAGN5jLh1NeWovnxFO45n1cQY-3SkrnJT4IRzm5jWxX36WvPQyqNPyqwuSFnzXkVWC3bJXwV9ms=)   **Q3**: What about awards for competing renewals? I’ve heard 2nd hand that people are being told by OSP to submit Modifications to the prior award segment rather than an Award Setup Request for the new competing segment.  **A3**: Competing Renewals require an eGC1. When awarded, an ASR will be setup under this eGC1 and a new Award created. Please review [When do I need an eGC1?](http://discover.uw.edu/n/MTMxLUFRTy0yMjUAAAGN5jLh1M0b1HbE02QDgBxkcavDVV2bZh49pCgkwdDqmkQ1xACLDO50RpDG8w142f3_YrQz7tQ=)   **Q4**: For non-competing annual renewals where the funding was not included on the original eGC1 budget (ie the proposal was for a 5 year period of performance but only year 1 budget submitted), do we route a new eGC1 or submit a Modification?  **A4**: If the sponsor requires OSP to submit a formal proposal (e.g., CDC progress report/request for next year's funding; supplemental funding), please route the request on an eGC1. All other progress report request should be submitted as a Modification.   **Q5**: When we submit a non-competing revision via modification request for non-federal industry sponsor Clinical Trial Agreements (CTA) can you provide clarification for the following:   * Sponsor award number: We do not get these, should this just be left blank? * Sponsor modification number: we do not get these from the sponsor the only thing that changes is what version of the protocol we have, or what amendment we are on. Which one of these would be more suitable to list or should we leave this blank? * Attachments: When we submitted non-competing revisions previously we would send the Protocol, ICF and draft CTA, is this all that is needed to be attached to be processed?   **A5**: Non-federal sponsor Clinical Trial Agreement clarifications for modification requests:   * **Sponsor Award Number** - If there is not a Sponsor Award Number, you can leave the field blank or enter "N/A". * **Sponsor Modification Number** - This field is used to gather the agreement amendment or modification number. If you do not see those or are unsure what to enter, you can leave this field blank. * **Attachments**:   + Updated Protocol, if applicable   + Current IRB approval   + Draft CTA amendment   + Sponsor/CRO correspondence   + UW Clinical Trial Office (CTO) approval, if the budget changes by 10% or there are new charges. If still pending, state this in the comments section of the Modification Request in SAGE |  |  | | --- | |  |  |  | | --- | | **GCA Update, Award Setup & Modifications to GCA Only** |  |  | | --- | | **Q1**: How does a department/campus submit a question to GCA in Award Portal? I don't see an obvious way to create a ticket like there was in GrantTracker.  **A1**: Please review GCA’s job aid on [How to create a ticket in Award Portal](https://finance.uw.edu/gca/sites/default/files/Award%20Portal%20Create%20Ticket_Campus.pdf).   **Q2**: When we submit a MOD for the next year of funding, should we attach a SAGE budget for just that next year of funding or for the entire lifetime of the award?  **A2**: Please attach the SAGE Budget for just the next year of funding. GCA uses the SAGE Budget worksheet to enter the amount authorized by the sponsor into Workday.   **Q3**: Getting difference to $0 isn’t as easy as it seems, it is calculating down to the half penny. How important is it when we’re dealing with rounding issues of $1? (SAGE Budget/ASR)  **A3**: The difference needs to be zero in order for SAGE Budget and Workday to be in sync. In SAGE Budget, you have three options to for rounding. Please select "Round Currency Expenses" select "To Cents", which will round to two decimal places. Please read the [SAGE Support article on rounding](http://www.washington.edu/research/tools/sage/guide/sage-budget/budget-settings/#calculation). Any difference can be added to the "Unallocated" category.   **Q4**: When creating a new ticket in Award Portal, is there a way to remove emails of people who don't need to be copied on that individual ticket? They may be one of the contacts for the grant overall, but not need to be on every ticket.  **A4**: The contacts names that can’t be edited are imported from Workday Grant Manager role. The only way to remove them from the Award Portal ticket is to remove their Workday Grant Manager role. GCA has captured this as a potential future enhancement so they can try to provide more flexibility. Thank you! |  |  | | --- | | **Q5**: Can you provide a link for the Shared Environment Operations Manual?  **A5**: [Shared Environment Operations Manual](https://uwconnect.uw.edu/finance?id=kb_article_view&sys_kb_id=55a80c0897fcb15ce88df7300153afc9)   **Q6**: To update an award for the next period of funding for a Modification request, is this the same as adding a new award line, correct? If so, does that need to route to OSP/GCA or is that a GCA only scenario?  **A6**: If the sponsor requires us to keep each year’s funding separate, GCA would need to set up a new Workday award line. If not, GCA can add the funds to an existing award line. Either way, the Modification Request should be routed to “OSP/GCA”.   **Q7**: Is it possible to change the PI name filter in Award Portal to NetID? The naming conventions are inconsistent, so it can be really hard to find PIs.  **A7**: Your suggestion has been added to GCA's list of enhancements for Award Portal. Thank you!   **Q8**: I would like to see a job aid on how to check activity on a budget. It is a bit hard to do now. Like an activity summary.  **A8**: Please send a [UW Connect Finance ticket](https://uwconnect.uw.edu/finance) to request a job aid.   **Q9**: For MODs for supplemental funding, if the award period on the supplemental funding FA is the entire award period, should the SAGE budget submitted be for the entire award period or just for the time remaining on the award that the supplement will apply to?  **A9**: Please attach the SAGE Budget for just the next year of funding. GCA uses the SAGE Budget worksheet to enter the amount authorized by the sponsor into Workday. |  |  | | --- | | **Q10**: How do we update the grant managers on awards?  **A10**: To update the Grant Manager on an award, review this [UW Connect Finance Security Roles article](https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032256).   **Q11**: Making a SAGE budget for rebudgeting and/or “transpasus” - transfers to existing award lines - is way more complicated than it used to be and way more complicated than it needs to be - previously, the forms only required listing the total amount in each budget category, rather than a line item budget like SAGE budget requires. Can there be updated guidelines about how to create a simplified budget for rebudgeting and adding funding to an existing award line?  **A11**: GCA has received a number of questions on this topic and will work on a resource to help with rebudgeting and award line requests. |  |  | | --- | |  |  |  | | --- | | **Subaward Update** |  |  | | --- | | **Q1**: How do we know that a subrecipient is a supplier in WD?  **A1:** An SPL# indicates that the supplier is in Workday. An entity must be set up as a "Supplier" in Workday before they can be designated as a "Subrecipient" in Workday. To search for a supplier in Workday: Enter “find supplier” in the search field at the top of the page. Use the fields on that report to search for your supplier. If one does not exist, Review the [Supplier Request Form nano-learning](https://uwconnect.uw.edu/finance?sys_kb_id=342a6ee28740bd5cb302ca64dabb35a1&id=kb_article_view&sysparm_rank=1&sysparm_tsqueryId=3e1cc1339718f194e88df7300153af99) and submit the Supplier Request Form to begin the supplier registration process. Instructions for the supplier about the steps they will need to complete are on the [For Suppliers](https://finance.uw.edu/ps/suppliers) Webpage under “Getting Started as a New UW Supplier”.   To determine whether that supplier is also a subrecipient in Workday, enter “Find Subrecipients” into the search field to bring up the “Find Subrecipients” report and search for your subrecipient using the available fields. In the search results, if the entity is a subrecipient, you will see Subrecipient in the "Supplier Status" column. If there's nothing in "Supplier Status" column, send an Award Portal ticket to GCA to have the supplier record updated to also be a subrecipient.  Resources from Procurement:   * [Supplier Request Form nano-learning video](https://uwconnect.uw.edu/finance?id=kb_article_view&sys_kb_id=c42afeb38798bd94b302ca64dabb3516) - KB0032359 * [Supplier Request Form](https://uwconnect.uw.edu/finance?id=sc_cat_item&sys_id=88d1b0b0dbdf01506ccf6a9ed39619b2) * [UWCF Request Form Routing Instructions](https://uwconnect.uw.edu/finance?id=kb_article_view&sys_kb_id=c5680d34870cf1d8b302ca64dabb35c9) - KB0032261   **Q2: How do you want campus to communicate the PO # to OSP Subawards? Email to OSP Subs, or do we need to add it to the SA somehow?** **A2: Please send an email to the OSP Administrator that processed the agreement or modification.**  **Q3: Who initiates or opens the PO# for a subaward?** **A3: OSP sends the request for a new Supplier Contract (SPC) and PO to Procurement. Procurement creates the SPC and PO and routes the PO in Workday to the campus Grants Manager. The Grants Manager reviews and approves the PO and emails the PO# to the OSP administrator. Once the PO is approved, GCA will update the Award Line status for that subaward from “Pending Subaward” to “Open”.** |  |  | | --- | | **Q4: When we are told to attach a SAGE budget for a subaward - is this the updated SAGE budget for the entire award, or does each subaward need its own/separate detailed subaward SAGE budget? Which SAGE Budget do we attach for subawards?** **A4: When providing a SAGE budget for an Award Modification Request (or an Award Setup Request), provide the full budget with all worksheets. Each outgoing subaward requires its own "Subaward Worksheet" in SAGE. Values from this worksheet roll up to the Budget Summary under the (03) Other Contractual Services object code. SAGE Subaward worksheets support custom external F&A rates and external benefit rates.**  **Q5: Do we know yet how a Subaward PO will be identified in the Workday approval emails we receive? For example, the subject line for Expense Reports says “A Task Awaits You: Approval by Grant Manager - Expense Report: ER-0000001234.”** **A5: "Purchase Order: PO-0000001234, Supplier: NAME, Date MM/DD/YYYY, Amount: $"  Q6**: Please address the issue of a single subaward having more than one purchase order.  **A6**: OSP is working working with Procurement on the details for the best way to add second POs related to a single subaward in Workday. Details will be shared via MRAM when available.   **Q7**: When OSP Subawards reviews a Subrecipient Entity Certification Form to get a new subrecipient setup in SAGE, does OSP Subawards facilitate getting the subrecipient setup as a Supplier and a Subrecipient in Workday at the same time?  **A7**: No. OSP does not setup the supplier in Workday. Procurement is responsible for supplier setup in Workday.   **Q8**: How do we handle a subaward that expired August 4th and the invoice is in the queue with GHX and stuck? The award line in workday is not correct either. It says all funds are available and we are really only looking at about 4500 available.  **A8**: For corrections to the subaward Award Line, please create an Award Modification Request in SAGE and include an updated SAGE Budget. Please note that the award line should reflect the remaining balance for the subaward and not the full amount if there were expenditures in legacy Ariba. More clarification is needed to respond to the question about the invoice. Procurement would need more information regarding the definition of "stuck" and how it was determined that it is stuck. We recommend that you contact PCS Help [pcshelp@uw.edu](mailto:pcshelp@uw.edu) for specific situations, as it depends on a few factors.   **Q9**: For subawards, each subaward needs a supplier contract and a purchase order in Workday. In this context, what is the "supplier contract?"  **A9**: The Supplier Contract (SPC) is the framework setup in Workday to track related Purchase Orders (POs) and invoices. A Supplier Contract can have multiple POs associated with it when appropriate for the situation. The Supplier Contract is also different from the Subcontract Number (SC). The SC is the SAGE reference number identifying the Subaward on agreements and in SAGE. The SAGE Subcontract Number is the official identifier for the subaward. |  |  | | --- | | **Q10**: Do subawards keep the same GR for life of the award if there is annual fiscal report required? In previous state, they got new BPOs.  **A10**: No. New award lines for the subaward may need to be established during its lifecycle, and award lines have a 1:1 ratio with Grants (GR numbers) in workday.   **Q11**: If a subaward didn't transfer over correctly, do we need to take care of this ourselves with the MOD request?  **A11**: You need to submit an award modification request if an award line for the subaward was not established as part of the transition.   **Q12**: If there is no WD award line item for a Subaward/BPO that was active in Ariba, what budget to provide? For example if there is a fully executed for $100,000 but they have since spent $30,000. Is our award line budget for $100,000 to match the subaward or for $70,000 to match the remaining balance?  **A12**: Please use the remaining balance when setting up the SAGE Budget worksheet (i.e. $70,000).   **Q13**: Once a subaward is set up and open, how do we pay invoices submitted by the subrecipients?  **A13**: All subaward invoices should be submitted to [uwashington@ghxinvoicing.com](mailto:uwashington@ghxinvoicing.com) and should include an invoice number and PO number. |  |  | | --- | | **Q14** : What is the expected timeline for being able to fully execute subcontract modifications? Our subawardees are no longer able to pay personnel because we cannot fully execute subaward modifications conveying no-cost extensions.  **A14** : Purchase Order Amendment requests are being submitted by OSP to Procurement. OSP will finalize the modifications after the PO amendment is approved.   **Q15**: Which group / area of UW oversees the GHX email for subrecipient invoices?  **A15**: The UW does not monitor the GHX email address. GHX is a third party invoice transmitting service that the UW has subscribed to. If GHX is unable to match the invoice to the BPO, they will email it to UW Accounts Payable.   **Q16**: If an active BPO did not convert to workday we have been advised that we will need to request a new PO for all of those BPOs. Will new subaward modifications need to be issued for those subrecipients?  **A16**: OSP will not be issuing modifications to update purchase orders. OSP and Procurement are working to identify the process for getting POs for the Ariba BPOs that didn't convert. |  |  | | --- | | **Q17**: For converted Subaward BPO from Ariba to Workday has PO#'s been created during the conversion or does campus unit need to create a PO for each subaward for a converted grant?  **A17**: Some BPOs were converted to a Workday PO. In those cases, the Workday PO number is the same as the legacy BPO number, including the BPO prefix. You can confirm which BPOs converted by searching for the subaward in Workday using the SubAward Status Report R1218. In cases where a legacy subaward included multiple BPO numbers, use this report to verify which number pulled into Workday and should be treated as the current PO number in invoices.   **Q18**: How do we see the invoices in workday? We are having a hard time seeing. BUT thank you for showing us the "whole" of this process. Will we get a notification? We are not seeing this happen- what is the actual "BP" that would land in our inbox?  **A18**: Workday does not email individuals with invoice notifications. You may run Workday report R1166 to review your outstanding invoices that have match exceptions/receiving that need to be addressed. On individual PO’s, the invoice will show up in the search results when you search for the PO number in Workday, and are also reflected on the ‘Balances' tab of the Purchase Order. If you know the specific Supplier Invoice number, then the Workday report R1149 is available with statuses. For example, an invoice in Draft status requires AP to review.   **Q19**: When should we expect current subaward modifications & new awards be executed?  **A19**: Change orders for Subawards that have converted POs in Workday are currently in process and will be executed as soon as the change orders are approved. Watch for emails from the Subaward Administrators. We don't have timeframe for when new awards will be executed.   **Q20**: How do you determine which award line for a subrecipient is "real" when during the conversion, lines were duplicated? That is, one should go away, but how to know which one?  **A20**: If you have questions about a specific Award Line, please send that question via Award Portal. |  |  | | --- | | **Q21**: Is GHX working with subawardees to get incorrect invoices corrected?  **A21**: Invoice corrections should be handled by the end users (UW departments) working directly with the Subrecipients. GHX is a third party invoice transmitting service that does not perform any other functions.   **Q22**: Have we received any updates on GHX’s processing timelines? We know of about 50 invoices that have been emailed to GHX, and we haven’t begun seeing them in Workday. A number of our subrecipients are asking when they can expect to receive payment (which is dependent on GHX attaching the invoices in Workday).  **A22**: Are the BPOs for the 50 invoices active in Workday? First, it would be good to ensure that the BPO is active in Workday. If not and the invoices have been sent to GHX, then they will come to AP for manual review. Unfortunately, AP is dealing with hundreds of invoices requiring manual review at this time which adds to the delay.   **Q23**: If BPO set-up in Ariba for Y1 funding, but no invoices were received and if about to issue Y2 funding, should I do an award mod to set-up the Y1 funds or should I wait for Y2 and the award line will be added after fully executed?  **A23**:The Award Line, Supplier Contract, and PO will all need to be set up in Workday before any action can occur in Workday related to your subaward. If activity (including invoicing and payments to the subrecipient) can wait, you could handle multiple changes in one Award Modification request. |  |  | | --- | | **Q24**: If a BPO was set-up in Ariba for Y1 funding, but no invoices were received and about to issue Y2 funding, should I do an Award Modification to set-up the Y1 funds or should I wait for Y2 and the award line will be added after fully executed?  **A24**: The Award Line, Supplier Contract, and PO will all need to be set up in Workday before any action can occur in Workday related to your subaward. If activity (including invoicing and payments to the subrecipient) can wait, you could handle multiple changes in one Award Modification request. Make sure to add comments to explain what you need to happen on the request.    **Q25**: One of our subrecipients submitted an invoice (roughly a month or more ago) but they have not been paid. What action am I missing on my end to get them paid?  **A25**: This is a great question to submit to [pcshelp@uw.edu](mailto:pcshelp@uw.edu). If you can provide the BPO and/or Supplier Invoice number, Procurement can review the status and next steps. Within the transaction, there should be a Business Process or Process History section where it shows the workflow.   **Q26**: Can we get a flow chart for what happens after we submit an invoice to the GHX email address?  **A26**: There is not a flow chart but can describe the process. Once GHX receives the invoice via email, it will review and match the invoice to the active PO/BPO in Workday. If there are discrepancies, then the invoice will be emailed to UWA/UWM AP for manual review. |  |  | | --- | | **Q27:** We need the BPO before we open a subaward. How does this process work. Please explain process for opening a contract so we can include that in the subaward request? **A27**: The BPO is no longer required before submitting the subaward request in SAGE. You can leave the PO field blank when you submit the request.  **Q28:** There were two BPO's in Ariba for a subaward: one that was inactive with no invoice activity, and another that was active and invoiced against. The first BPO was incorrectly migrated to Workday. What action should the department take to correct this? **A28**: No action is needed. The conversion process used the BPO tied to the first funded eGC1 rather than the one associated with the most recent budget year. The Workday PO is completely separate from the Ariba BPO even though the numbers are similar. OSP and Procurement are working to identify the best way to make corrections to converted POs. Details will be provided via MRAM as soon as they are available.  **Q29**: What do we do if the subaward has an award line but does not show in the subaward status report R1218? We're at the end of the budget year and the BPO closes very soon. How can we get the sub setup properly and pay the sub's invoices before everything closes? **A29**: The subaward status report pulls up the subawards that have supplier contracts and/or purchase orders. OSP and Procurement are working on the details for how to establish new supplier contracts and purchase orders for converted subawards. Details will be provided via MRAM as soon as they are available. |  |  | | --- | |  |  |  | | --- | | **SAGE Issue Reporting and Help Resources** |  |  | | --- | | **Q1**: Is there any way to add the PI's name as a filter option for  Award Requests in SAGE? Or award preparer perhaps, or both?  **A1**: Yes. ORIS is planning on enhancing the filters in the SAGE Award Request List.   **Q2**: When comments are added to a MOD/ASR, will there be a feature added for an email triggered to notify that a comment was added?  **A2**: Thanks for the feedback. ORIS will add this to the SAGE enhancement list to be prioritized for a future release.   **Q3**: Can you demonstrate how to add a PI to a budget worksheet in SAGE?  **A3**: Information can be found in SAGE Support - [SAGE Budget >> Budget Salary and Benefit Costs](https://www.washington.edu/research/tools/sage/guide/sage-budget/budget-salary-and-benefits-costs/). Personalized assistance can be provided during [SAGE Office Hours](https://www.washington.edu/research/uwft-for-the-research-community/#sage-office-hours).   **Q4**: Do we have the ability to "call back" a MOD/ASR if it is with OSP or GCA? If so, how do we request that?  **A4**: Currently, there isn't a way to "withdraw" the request once it has been submitted to OSP or GCA. When the status is "OSP Assigned," it is best to email the assigned reviewer asking them to return the request. When the status is "GCA Assigned," it is best to contact GCA by emailing GCA Help or submit an Award Portal ticket asking them to return the request. Job aid is coming soon.   **Q5**: For New Award Setup Request in SAGE, is there a way where we can edit (add additional worksheet line)? I can only expand budget or collapse budget but cannot update/edit.  **A5**: The new Award Setup Request displays the data from the connected SAGE Budget in the Budget & Award Lines section. Updates need to be made in the connected SAGE Budget. Once updates are made to the connected SAGE Budget, the ASR will need to be refreshed to see the updated data in the Budget & Award Lines section. |  |  | | --- | | **Q6**: I haven't been able to successfully add my supervisor so that they have access to view the MODs I am submitting. Even though they are listed as the eGC1 Preparer and Administrative Contact, they are not able to view my MODs and I'm not able to add them as a general collaborator. How can I give them access to view my MODs? Who can I reach out to for assistance?  **A6**: Please contact the SAGE Support Desk at [sagehelp@uw.edu](mailto:sagehelp@uw.edu) so they can help provide guidance or investigate if this is an issue in the system.   **Q7**: Hands on (ZOOM) SAGE training sessions would be helpful.  **A7**: We are working on an instructor-led class on Award Setup in SAGE. Coming soon! We will also be offering our usual slate of SAGE CORE classes in the fall.   **Q8**: Could we see current status of the system from the Sage feature page you linked? i.e. up, down, degraded  **A8**: Thanks for the feedback. ORIS will consider this. At this time a banner message is posted in SAGE if the system is experiencing significant slowness or downtime.   **Q9**: Could you please be sure to add last updated on the job aids?  **A9**: Thanks for the feedback. ORIS is actively updating training materials as updates are made to SAGE.   **Q10**: Will we eventually have the ability to delete a MOD/ASR?  **A10**: Campus users can now delete an ASR or MOD while in composing status, as long as OSP was not the original creator. Only OSP can delete OSP-created items. |  |  | | --- | | **Q11**: When we create the budget in SAGE, download it into Excel, Upload it to the Modification Request? Why do we need to link the budget, why can't we just upload an Excel budget?  **A11**: As a result of Finance Transformation, our goal is to keep the information between SAGE and Workday in sync. Creating your budget in SAGE first maintains that data integrity between the two systems. Uploading the SAGE Budget as an Excel spreadsheet is a short-term solution. The long-term goal is to give campus the ability to link the SAGE Budget to the Modification request, and at that point, a separate SAGE Budget spreadsheet will no longer be necessary.   **Q12 & Q13**:   * SAGE Budget has not been adapted to accommodate capped indirect cost (IDC), such as JPA's and Staff Assignments. GCA needs to provide guidance or be flexible when asking for something SAGE Budget cannot accommodate. I had to get ORIS to build several budgets with over 40% benefits for PI's because SAGE Budget is not able to cap IDC and GCA wanted the line items to match to the penny. * The budget module does not allow for the Base 4 F&A on our Staff assignments.I need to adjust the 10% F&A to less than 10% to keep the F&A at a max $2500. Is this a problem for WD budget set up?   **A12 & A13:**SAGE Budget is not able to set an F&A maximum at this time. However, there are workarounds that [sagehelp@uw.edu](mailto:sagehelp@uw.edu) can assist you with in the meantime. Workday budget setup is unaffected by these workarounds. |  |  | | --- | |  |  |  | | --- | | **Workday Salary Cap** |  |  | | --- | | **Q1**: What does PAA mean?   **A1**: Payroll Accounting Adjustment. Moving salary to another funding source after payroll posts.   **Q2**: We are having to address this process in WD HCM despite the employees not qualifying for salary cap. What is causing WD HCM to trigger errors for non-sal cap employees with costing allocations on grants that are sal cap restricted?  **A2**: When you create a costing allocation to a capped grant (this information is on the award line), the system will display the Salary Over the Cap section, and it is required to be populated, for all workers, regardless of whether they are over the cap or not. This is because over the cap is calculated each pay period, and when there is a salary increase that will bring the worker over the cap, the system will start charging it.   **Q3**: Is there something that can be done at the award line level to indicate where salary over the cap should go, so that it doesn't have to be filled in every time a costing allocation is made on that grant?  **A3**: It can not be specified at the award line level. Unfortunately, it has to be entered on each costing allocation individually.   **Q4**: How do we find out the security hierarchy we should be using?  **A4**: You should connect with your department and Shared Environment to see what security hierarchy your grant should be part of.   **Q5**: Is this the longterm solution for Salary Over the Cap?  **A5**: Yes. these two solutions, are what is in place for the next year or two, until Workday actually enhances salary over the cap functionality, so then it might be able to address these things. Please [review 8/10 MRAM recording for description of the solution from Jesse](https://urldefense.com/v3/__https:/youtu.be/ATYYrYNs5h4?t=3912__;!!K-Hz7m0Vt54!jCcxiJOkmz-kZqu_jFFt9665P64VF6k-uEqIdqAA_R18mfJ4lHjhfXSY3KAT14yjdQLxENS7i8_CKXY$). |  |  | | --- | | **Q6**: R1296 is showing both the Grant Fund charge for a PI salary and the non-Grant Fund charge for the Salary Over the cCap. Can we assume this non-Grant Fund expense is NOT actually charging the Grant Fund?  **A6**: If there's a non-grant fund associated with that expense, you can be sure that it's not being charged; that the grant fund is not being charged. Yes, salary over the cap can't be charged to the grant fund, because it's an unallowable expense to the sponsored program.   **Q7**: How can we run the Grant Budget vs. Actuals R1234 report without encumbrances to view actual remaining budgeted amount at the end of a month?  **A7**: We designed the report for you to be able to toggle the encumbrances on and off. There's a selection where you can say, "Yes, include encumbrances or not." Please see [8/10 MRAM recording at 1:16:02](https://urldefense.com/v3/__https:/youtu.be/ATYYrYNs5h4?feature=shared&t=4562__;!!K-Hz7m0Vt54!jCcxiJOkmz-kZqu_jFFt9665P64VF6k-uEqIdqAA_R18mfJ4lHjhfXSY3KAT14yjdQLxENS74r_SGFM$) for demo.   **Q8**: I was hoping WD was going to only target employees whose salaries qualified for a salary cap.  **A8**: The system will display the salary over the cap section for all awards that are marked with the salary over the cap flag. You are required to enter it for everyone charged to this award just in case someone gets a raise or promotion that pushes them over the cap, Workday already knows where to charge it and there won't be any corrections needed or delay in the payroll. I think it's actually a good thing it's designed this way.   **Q9**: Where do we find the new salary cap program worktags?  **A9**: Review 8/10 MRAM slide 5, [Workday Salary Cap.MRAM\_8.10.23](https://finance.uw.edu/gca/sites/default/files/mram/2023.08/08%20Workday%20Salary%20Cap.MRAM_.8.10.23.pptx), use this list and maybe reach out to your Readiness Leader within your department.   **Q10**: Regarding the inter-company salary over the cap workaround: what is the timeline for making the transfers between the two companies? Will these adjustments be made monthly? Quarterly? What's the plan?  **A10**: As far as the transfers actually being made between the companies, when we met with the heads of the departments, that's something that they were deciding amongst themselves. I think that they were going to try out quarterly, and then see how that went, see if they need to do it monthly. But, again, that's them managing their money. I can't speak to exactly what they're gonna do, but that's something they're aware of. For people entering costing allocations, unless you're in a shared environment and processing those changes, that shouldn't be something that you have to worry about. I guess, you do have to worry about in the sense,if you want to see the expenses later. Again, that should be some communication within your department. |  |  | | --- | | **Q11**: You said that we should do a funds transfer to move funds for salary over the cap to a standalone grant, but NOT use the PAA mechanism. What is the correct funding transfer process and what system or group do we need to go through? **A11**: This is going to be communicated by your department. Some departments are going to do it differently. I would wait for communication from your own department, because we don't have a sweeping solution for the whole University. When we talked to the heads of the department, they said they want to do this at a college/school level.  **Q12**: Could you please list the over the Cap Program Tags for each School in the chat? Or is this available in a currently posted Job Aid?  **A12**: Review 8/10 MRAM slide 5, [Workday Salary Cap.MRAM\_8.10.23](https://finance.uw.edu/gca/sites/default/files/mram/2023.08/08%20Workday%20Salary%20Cap.MRAM_.8.10.23.pptx).  **Q13**: When I looked at the salary charge for researchers that are over the cap on my grants, there was no automatic salary cap calculation, and too much salary was charged. I heard this was an issue for July requiring PAAs, but will this be fixed for August? **A13**: Please submit a UW Connect Finance ticket for this.  **Q14**: For my faculty, the GR and the SOC costing are both in UW1861. The SOC was charged correctly to the CC, RS etc that was entered on the SOC costing line, however, the GR was also added to the costing for the SOC when it was paid (it was not entered in the SOC costing set up). It appears that the charges are included in the budget to actual report R1234 for the GR, even though the CC, RS are not the ones that match the CC and RS for the GR. Does that make sense? Is this how SOC is supposed to work? **A14**: This charge should not appear on your R1234 Grant Budget vs. Actual Report. We discussed with the Reporting team and got them to fix this. Please feel free to run again and report back if you see it still appearing.  **Q15**: Could you NOT use this "Over the Cap" requirement and just include the faculty/PI effort/salary to be paid at the same equivalent amount of the salary cap level? This would effectively remove the need to include an "Over the Cap" category, thus, not needing an "Over the Cap" requirement field. **A15**: No. You do have to use the salary over the cap functionality. The award lines are flagged as having salary over the cap. You have to use that. We did talk about a solution about not using the functionality. We went through all the pros and cons and everything with the School and College leadership, and ultimately decided that wasn't worth it. We're going with this solution. |  |  | | --- | | **Q16**: We have an SOM grant with over the cap charged needing to be charged to SPH but haven't been able to since 7/1 and needed to "park it" elsewhere. How do we handle these previous cost allocations?  **A16**: These previous cost allocations that have been parked elsewhere will need to be corrected. There will be more central communication as to moving these costs coming later. For now I would leave them unless you are able to work with your Shared Environment to move them in a proper way.   **Q17**: Program worktag PG121315 in your second example is not on the list. This is the one that I'll need to use - just want to make sure it is correct and that the list is actually complete?  **A17**: Please review 8/10 MRAM slide 5,   [Workday Salary Cap.MRAM\_8.10.23](https://finance.uw.edu/gca/sites/default/files/mram/2023.08/08%20Workday%20Salary%20Cap.MRAM_.8.10.23.pptx) .  **Q18**: Why was this the solution & what are the benefits?  **A18**: There are many benefits to it, people won't have to use calculators and true up at the end of the reporting period, when we frequently saw payroll coordinators over-comitting their faculty members and all non-sponsored funding sources were not enough to cover all over the cap commitments. We can't go into all the detail. A decision was made after careful review with all the appropriate parties involved.  **Q19**: Is it possible to save somewhere for a long-term solution? It will be hard to remember specifically which slides to go to to find the information as time goes on. **A19**: For now, please refer to 8/10 MRAM slide 5, [Workday Salary Cap.MRAM\_8.10.23](https://finance.uw.edu/gca/sites/default/files/mram/2023.08/08%20Workday%20Salary%20Cap.MRAM_.8.10.23.pptx), feel free to save that slide offline if you need to refer to it again.   **Q20**: If we have questions about or suggestions for specific workday reports, what is the best help desk to contact? **A20**: UW Connect Finance ticket and address "To the Workday Reporting Team" |  |  | | --- | | **Q21**: Just to clarify, if in academy, and the salary over the cap is in academy, we use the academy cost center to park the salary over the cap, but if it is a SOM cost center then we use these program tag to place them into the SOM cost center, and then it will be reimbursed?  **A21**:  Yes. |  |  | | --- | |  |  |  | | --- | | **7/21 MRAM Q&A Corrections** |  |  | | --- | | **Grant Closeout Roles? Q:** What about Shared Environment roles in closing out grant? These roles need access to close out reports, checklists, etc. We need to over see the close out process in the Office of the Dean.   **A:** The Shared Environment's role in closing out a sponsored award is to support compliance with GIM 39. The [Shared Environment Operations Manual](https://uwconnect.uw.edu/finance?sys_kb_id=3bba22229733ad50e88df7300153afd9&id=kb_article_view&sysparm_rank=4&sysparm_tsqueryId=e322ad5a97247d98e88df7300153affd) includes specific details and is available on UW Connect.  **Emailing Subawards Invoices? Q:**Will we be emailing subaward invoices permanently, or is this a temporary workaround until suppliers will be able to do it in Workday? **A**: The email process is not a temporary workaround. Invoices will continue to be sent to [uwashington@ghxinvoicing.com](mailto:uwashington@ghxinvoicing.com) for the foreseeable future. |  |  | | --- | |  |  |  | | --- | | Thank you, MRAM |  |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | [**8/10 Meeting Material**](http://discover.uw.edu/MTMxLUFRTy0yMjUAAAGN5jLh1Omw11_0WM_wCExv8yp0PwTvWqgLg-DBoaf8UrCdv6ASJmF1El2dL6L973_IkA9HQWI=) |  | |  |  |  |  | | --- | --- | --- | | [**UW Home**](http://discover.uw.edu/MTMxLUFRTy0yMjUAAAGN5jLh1E8_gEpftBM6RF7GA5HU1PD7T7l3QZkv68PJ-c98xrocj73osmI7GcaeVQI0PZVZU4o=) |  | [**MRAM**](http://discover.uw.edu/MTMxLUFRTy0yMjUAAAGN5jLh1Jrh1Wb-WVFzeLbqtKsNg_U2Kj5MDhFgmfSJVkVKixCMiw-_bTlbARRoO1t6r7ktnr0=) |  |  | | --- | | [Contact Us](http://discover.uw.edu/MTMxLUFRTy0yMjUAAAGN5jLh1FCXrHpj0pMeMulZpw-phKrc0fjvH5madSTFee5ttfhUsvrxD-MbsoT0mM8JMXCPJOE=)   |   [Privacy](http://discover.uw.edu/MTMxLUFRTy0yMjUAAAGN5jLh1BIMWm6EnjKAVk8uJEg1pIAJvKZA7R1FkD-FlhWYIFVuAmbJaxN3FrQkwg6P7LlFclk=)   |   [Terms](http://discover.uw.edu/MTMxLUFRTy0yMjUAAAGN5jLh1GMaP5l2sKl_MD4_ZeqkDrFyWdhvAhpU_PEc5BD6MS_y6SZ82HBIsQ4IkAO8bvT87n8=) | | This email was sent to [us@uw.edu](mailto:us@uw.edu) [Unsubscribe or change your email preferences](http://discover.uw.edu/dc/s0_afFuVBeZpG5HfC2pItdoyk_iXqjUzdyU9feBL9niw9StyPnLEmqJsTJOlbjtgXDeSeeu3hz6c5Ttevyih_SWlr56HQo-fW_BMyVZ9-TuptryXkmFShKUEDjUxIy5Yew2_5zJCOAORhU8vKioqgEHUKbvQZ7FeAmYOFPO7hLNsUFfLTL9SeGL0mbNRcmHa/MTMxLUFRTy0yMjUAAAGN5jLh1GBDZxhE6vse9otBuGKhGMoM3yNV79aeT48cjelPjCw1S604pFdGa0dg5HYnyTvRQ3s=) | | | | |

