

RESEARCH ADMINISTRATION FORUMS & TRAINING

April 21, 2022



OFFICE OF SPONSORED RESEARCH – RAFTs PRESENTATION

Agenda

Cash Advance Guidance

Overview of new guidance and best practices

Ledger 4 Clinical Trial Process

New Ledger 4 Clinical Trial date change process and form

Reconciling and Posting Expense

Importance of posting expenses timely, specifically related to closeout

OSR RAFTS SESSION TOPIC

CASH ADVANCES

Presented By

Tracey Lemming

Interim Audit and Financial Compliance Manager

Office of Sponsored Research



Operating Standards and Procedures

Cash Advance Operating Standard

- [OSR Operating Standard 500.14 - Cash Advances](#)

Cash Advance Procedure

- [OSR Operating Standard 500.14P – Cash Advance Procedure](#)

Recent Revision:

*Cash advance requests to a third-party institution or University foreign facility should not exceed **25% of the applicable subagreement budget of the initial award period**. Requests exceeding this amount require additional approval from OSR's Asst Vice Chancellor*



Expectations of Cash Advance Management

60

DOMESTIC reconciled within **60 days** after receipt of the advance

90

FOREIGN use reconciled within **90 days** after receipt of the advance

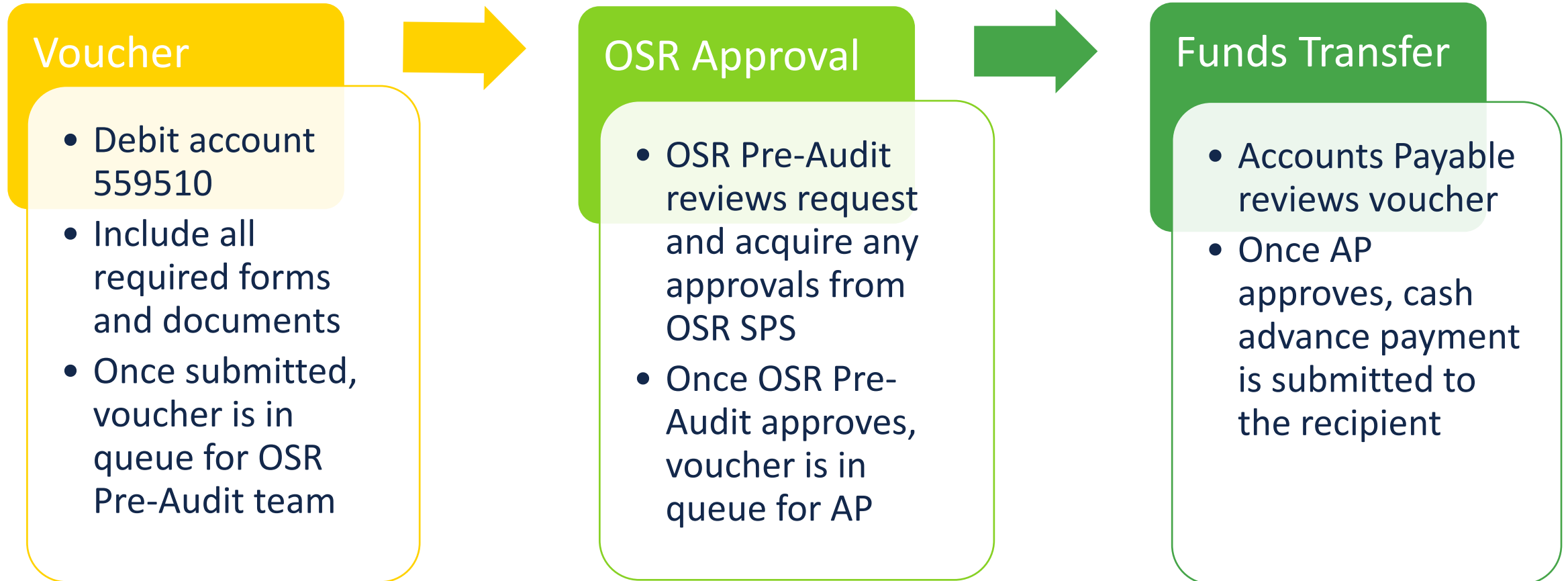


Reconciled timely after end date of the project per the reporting requirements of the agreement and OSR

REMINDER: *Third advance allowed if other advances in compliance with OSR Op Standard 500.14.*



Cash Advance Request Process





Cash Advance Reconciliation Process

Documentation

- Expenses incurred **prior** to award end date
- Includes all receipts or expense supporting documentation

Journal

- JCA Source
- Credit account 559510
- Debit corresponding expense account

OSR Approval

- OSR Pre-Audit reviews request for approval
- Once approved, the advance is moved to the appropriate expense account



Advance/Reconciliation Forms & Documents

Cash Advance Voucher

- [Application for the Advancement of Funds](#) (Version revised 10/1/2014)
- [Cash Advance Agreement](#) (Version revised 3/11/2015)
- [Request for Advance for Purchase of Gift Cards, if applicable, \(Version revised 10/1/2014\)](#)
- [Outgoing Domestic Wire Transfer Form, if applicable, UNC Finance Form 730.1.2f](#)

Cash Advance Reconciliation Journal Entry

- [Cash Advance Settlement Cover Sheet](#) UNC Finance Related Data 307.1.1rd
- Copy of Cash Advance Voucher and Settlement Inquiry Screen
- Copy of all relevant receipts, invoices, or other expense documentation*
- [Reconciliation of Cash Advance for Study Subjects, if applicable, Finance Form 307.1.4f](#)

***REMINDER:** All personal information on study subjects should always be redacted on forms.



Remaining Unspent Funds – Deposit Information

- Use the [OSR Deposit Memo](#) to return unspent funds to OSR
- **Do NOT include reconciliation documentation with deposit**
- Do NOT Include amount of unspent funds in recon journal
- For deposit questions, contact dawn_dilello@unc.edu in OSR

DEPOSIT MEMO

SUBMITTED FROM				SUBMITTED TO *			
Department Name				OSR Cash Management			
Dept Contact Name				Dawn DiLello			
Phone: 919-xxx-xxxx		CB #:		Phone: 919-962-4684		CB #: 1350	
Email:				Email: dawn_dilello@unc.edu			

DATE: _____ PAYEE / SPONSOR: _____
 CHECK #: _____ AMOUNT: _____

FUND	SOURCE	ACCOUNT	DEPT	PROJECT ID	ACTIVITY	PROGRAM	CC1	CC2

SPECIAL INSTRUCTIONS (if refund / reimbursement, include original voucher number below):

OSR RAFTS SESSION TOPIC

Ledger 4 Process

Presented By

Liz Powell

Assistant Director of Contracting

Office of Sponsored Research

Ledger 4 Clinical Trial Date Change Request Form

- [Online form](#) to request date changes to Ledger 4 Clinical trials
- Two options: **Date Extension** or **Closeout**

Please select the type of date change that you are requesting *(Required)*



Date Extension

Closeout

Ledger 4 Clinical Trial Closeout

Closeout Requirements:

- Affirmation that study activities and protocols completed
- Attachment of documentation confirming end of study
- New End Date

Closeout

Affirmation *(Required)*

I am confirming all study activities and protocols have been completed, including all invoices sent and payments received and processed

Documentation Confirming End of Study (i.e. email from PI or study manager, IRB Closeout Documentation)
(Required)

 Sample_EndofStudy_Email.pdf

New End Date (May be a past date) *(Required)*

03/31/2022

Submit



Contracting Team Process

- Submitted form is sent to OIC@unc.edu
- Contracting team creates a RAMTracker and reviews the request

Transaction Type	Ledger 4 – Clinical Trials	Transaction SubType	Closeout Adjustment
Transaction Type	Ledger 4 – Clinical Trials	Transaction SubType	Extension

- New Date will be updated in both RAMSeS and ConnectCarolina
- Sponsored Projects Accountant will be notified when the project is ready for Closeout

OSR LEDGER 4 PROCESS



Sponsor Language which indicates an extension can be processed without sponsor approval:

16. Term and Termination

a. Term. The term of this Agreement will commence upon the Effective Date and terminate upon Study Site's completion of the Study under the Agreement, unless terminated early as further described in this section ("Term").

Sponsor Language indicates an extension requires sponsor approval, needs to requested by Department and PI:

Program Term. The term for the Institution's performance of the Program under this Agreement commences upon the Effective Date and will continue in effect for an initial period expiring on June 30, 2013 ("Initial Term"), unless extended by one or more one (1) year renewal periods by mutual written agreement of the parties as an amendment to this Agreement, or earlier terminated in accordance with Section II(6)(a) below (the Initial Term and any and all extensions and portions thereof, if any, collectively referred herein as the "Term").

OSR RAFTS SESSION TOPIC

Reconciling & Posting Expenses

Presented By

Jenifer Gwaltney

Director of Sponsored Projects Accounting
Office of Sponsored Research



Complying with Federal Guidelines

- Compliance with Federal reporting and payment draw-down guidelines is imperative
- If Federal guidelines are not met, this may (and has been) **restricting UNC's ability to draw for any expenses not posted/incurred in ConnectCarolina**



Understanding Project End Dates

- All expenses must be posted to the project in ConnectCarolina **within 60 days of the project end date or prior to the final report due date** as required by the agreement
- While KK end dates are important to be aware of, they serve as internal system (ConnectCarolina) deadlines for budget controls



Pending Expenses

- Keep your OSR Sponsored Projects Accountant updated on any pending expenses for a final report, including:
 - All personnel transactions, subrecipient payments, outstanding cash advance reconciliations*
 - *Any outstanding cash advances will **not** be included in the final report*
- All pending expenses must include transaction numbers/IDs for:
 - Vouchers, Journals, and PAATs



Complying with OSR Operating Standard

- [OSR Operating Standard 600.04 - Sponsored Project Expenditures](#)
- Department and OSR have roles and responsibilities in complying with financial reporting in the system and to our sponsors
- If expenses are not posted timely by Departments and/or communicated to OSR, then ultimately, all applicable expenses incurred and not reported or paid by the sponsor must be covered by departmental funds



Questions?

Q: NC subcontracts usually allow the subcontract entity to send final invoices up to 60 days after the end date. We have projects where the final adjustments to post additional expenses cannot be made until the amount of remaining budget is known (the final invoice is received). What accommodation can be made in this case?

A: The subcontract final invoice is determined based on UNC's due date set by the sponsor. For federal projects, we typically have 120 days to report, and we allow 60 days for the subrecipient's final invoice. If there are instances where an exception has to be made to pay an invoice past the KK date, the department has to submit a help ticket with the voucher ID and supporting email from the SPA allowing the expense/payment.

Resources

- [OSR Operating Standard 500.14 - Cash Advances](#)
- [OSR Operating Standard 500.14P – Cash Advance Procedure](#)
- [Ledger 4 Clinical Trial Date Change Online form](#)
- [Ledger 4 Clinical Trial Guidance](#)
- [OSR Operating Standard 600.04 - Sponsored Project Expenditures](#)