Research Administration Practices (RAP) Sessions

Post Award and KC Navigation

Presented by:
Dan Nicholas, Manager, Post Award Operations, OSP
Dale Twomey, Assistant Manager, Sponsored Accounting, VPF
Kim Mann, Manager, Research Administration Support, VPR
Welcome and Introductions
Post Award Processes of Administrators
KC Overview
KC Navigation of Award
Questions/Help
Post Award Processes of Administrators

• Review, Assist, and Help Resolve Billing Issues
• Reporting to Sponsor
• Purchasing Approvals (Procurement Card, Travel, Requisitions, Invoices, Requests for Payments (RFPs))
• Issuing Subawards
• Preparing Proposals (Supplements, Renewals, etc)
• Projections/Forecasting
• Setting up Cost Sharing
• Answering Inquiries from PIs
• Financial Review
• Others?
KC Overview

• KC is the MIT system of record for a sponsored program, from proposal to award to closeout
• Information for a sponsored award is entered in KC first, which then feeds to SAP (MIT’s Financial system)
• If information on your SAP Summary Statement is not correct, reach out to your OSP Contract Administrator to discuss – if needed, corrections need to be made in KC system.
KC Navigation – Award Tab

• Obligation Data (Amount and Date) – Sponsor funding obligated for the current funding period

• Anticipated Data (Amount and Date) - Total estimated sponsor funding anticipated for the entire project -- current obligation plus anticipated incremental funding and future year funding, including possible option years

• Obligation Data feeds to SAP and appears on Summary Statement
  • Understanding the difference is crucial for creating good projections
KC Navigation-Award tab con’t

- KC shows:

<table>
<thead>
<tr>
<th>Award Effective Date: 09/01/2017</th>
<th>Obligation Start Date: 08/01/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project End Date: 07/31/2020</td>
<td>Obligation End Date: 07/31/2020</td>
</tr>
<tr>
<td>Federal Award Date:</td>
<td></td>
</tr>
<tr>
<td>Execution Date: 07/31/2017</td>
<td>Modification Date:</td>
</tr>
<tr>
<td>Anticipated Amount: $300,191.00</td>
<td>Obligated Amount: $197,425.00</td>
</tr>
</tbody>
</table>

- SAP pic/screen shot
KC – Contacts Tab

• The Contacts tab contains information for both external, and internal, contacts

• External contacts may include Sponsor payment contact, Sponsor technical contact, Sponsor contract contact and others

• External contacts will help DLC and other MIT offices know where to send PI technical reports, Invoices (or who to contact for billing issues), and other reports (like Patent or Property reports)

• Internal Contacts include information about the PI and OSP CA
KC- Commitments Tab

• The Commitments tab is where you can find information about Cost Sharing requirements, PreAward Authorization amounts, and rates

• Rates in KC will show in SAP as:

  • Billed Rate – Negotiated with and audited by US Government for the given fiscal year. Commonly known as the Institute Fiscal Year rate.

  • Fixed Rate – Negotiated billed rate for the indirect (now F&A) costs in effect at the time of the initial award throughout the life of the sponsored agreement.

  • Fund Fee Rate – The fund transaction fee is 10% and is generally applied to all non-salary direct costs (with some exceptions - most notably TA tuition) on funds (2-series to 4-series) accounts. Salaries on fund accounts are charged the current F&A rate, with the exception of faculty and student salaries.

  • Adjusting Rate – Is the over/under recovery based on the rate stated on the account. The No F&A or Fund Fee adjusting rates requires the approval from the Provost Office.
KC- Commitments Tab, con’t

• Example of Billing Rates

KC

SAP
KC- Commitments Tab, con’t

• Example of Fixed Rates

KC

SAP

<table>
<thead>
<tr>
<th>Rate</th>
<th>Type</th>
<th>Fiscal Year</th>
<th>Start Date</th>
<th>End Date</th>
<th>Campus</th>
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<tr>
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<td>5.00</td>
<td>2018</td>
<td>08/01/2017</td>
<td>off</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>5.00</td>
<td>2018</td>
<td>09/01/2017</td>
<td>on</td>
<td></td>
</tr>
</tbody>
</table>

Total

Comments:
KC- Commitments Tab, con’t

• Example of Fund Rates and Adjustment

<table>
<thead>
<tr>
<th>Rate</th>
<th>Type</th>
<th>Fiscal Year</th>
<th>Start Date</th>
<th>End Date</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FUNSN</td>
<td>2015</td>
<td>07/01/2015</td>
<td>06/30/2016</td>
<td>a/b</td>
</tr>
<tr>
<td>2</td>
<td>FUNSN</td>
<td>2016</td>
<td>07/01/2016</td>
<td>06/30/2016</td>
<td>a/b</td>
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<tr>
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<td>FUNSN</td>
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<td>07/01/2015</td>
<td>06/30/2016</td>
<td>a/b</td>
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<tr>
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<td>06/30/2017</td>
<td>a/b</td>
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<tr>
<td>5</td>
<td>FUNSN</td>
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<td>07/01/2016</td>
<td>06/30/2017</td>
<td>a/b</td>
</tr>
<tr>
<td>6</td>
<td>FUNSN</td>
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<td>06/30/2017</td>
<td>a/b</td>
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<tr>
<td>7</td>
<td>FUNSN</td>
<td>2017</td>
<td>07/01/2017</td>
<td>06/30/2018</td>
<td>a/b</td>
</tr>
</tbody>
</table>
KC – Payment, Reports & Terms

• This tab contains information about Sponsor invoicing requirements, Terms of the award (including expenditures that may, or may not require Sponsor prior approval), and Sponsor Reporting requirements
  • Helpful for DLC to know when and where technical reports should be sent (either progress, annual or final)
  • Helpful for DLC to determine if travel may need prior approval, or if already approved (or other expenses might require Sponsor prior approval)
KC – Payment, Reports & Terms

• KC Payment Methods determine who will handle Sponsor Invoicing (Sponsored Accounting Team in VPF or DLC Administrator)

**Sponsored Accounting Team bills:**
- Federal Letter of Credit
- Cost Invoice
- Cost Invoice with Certification and/or Message
- Air Force Advanced Payment Pool
- Special Handling cost Invoice
- ACH Mechanism for Sponsor
- Advanced Payment Invoice
- Schedule Payment Invoice
- Special Handling Scheduled Payment
- Fixed Price Invoice
- Progress Payment Invoices
- Invoices for Fees from Members/Participants
- SF270/Request

**DLC Administration should bill and/or review Sponsor Payments:**
- Automatic Payment/No Dunning
- Special Handling/No Dunning
- Gift
• Sponsored Accounting Team in VPF generates invoices and based upon the Sponsor Agreement, are generally given 30 days to pay invoice. If no payment is received within 60 days, the Sponsored Accounting Team will follow up with sponsors regarding their outstanding balances.
  • Our collection process is to pursue outstanding invoices over 60 days and over $80,000.00.
  • This process does not enable us to review each outstanding invoice, we are able to tackle roughly 20% of outstanding invoices, or 80% of the total dollar amount outstanding to MIT.
• Sponsored Accounting Process con’t:
  • Sponsored Accounting Team will contact their assigned Sponsor twice/week and record any updates in their internal reports.
  • When Sponsor responds, Sponsored Accounting Team inquires when payment will be made, or if noted payment was made, ask Sponsor to provide backup (check, wire transfer?)
  • If two emails sent without a response, Sponsored Accounting Team will include additional Sponsor contacts (listed in KC) with additional follow up emails to the Sponsor.
  • If none of the Sponsor contacts responds, Sponsored Accounting will follow up with OSP and DLC to inquire about additional Sponsor contacts, or next steps
KC – Time & Money Tab

• This tab will list the “parent” account, and any child accounts, on an award, including the distributed amounts to all accounts under the “parent” account.

• This is very helpful if DLC uses child account(s) to help manage project expenses – examples like establishing account(s) for subaward(s) and distributing money to this child account(s) help prevent PIs (and others authorized to spend) from spending money committed to others.

• Child accounts are also helpful in keeping Sponsor terms of award, when there are different F&A rates (such as research and non research portions) or when Sponsor may have carryforward requirements/approvals.

• Distributed means the money taken out of account and moved to lower level child account(s).

• Distributable means the money remaining in an account.
KC – Comments, Notes & Attachments

• This tab will contain the Sponsor’s Award, along with any Amendments/Modifications received during the life of the award

• Other Attachments may include “Internal Approvals/Requests” or “OSP Communication to Sponsor for an Approval/Request”

• KC authorization – the ability to see attachments in this tab require the KC authorization “View all shared documents in KC”, granted by your Primary Financial Authorizer for your DLC/Unit

• General comments history
KC – Medusa tab

• The Medusa function in KC is a very useful tool. It allows you to see not only the Award, but also the Development Proposal(s) and Institute Proposal(s) linked to an Award

• Medusa is available not only from the Award Module, but also from the Development Proposal and Institute Proposal Modules

• It helps DLC Administrator(s) quickly access information re: Subawards (by viewing the Development Proposal and reviewing the Subaward attachments), when preparing other Development Proposals (such as Renewals, Supplements, or Budget/SOW Updates), and establishing cost sharing (by reviewing the intended cost sharing at proposal stage).

Research Administration Support

Ra-help@mit.edu

OSP Contract Administrator by DLC

https://osp.mit.edu/about-osp/staff/by-department

VPF

Billing-issues@mit.edu

vpf-cost-objects@mit.edu