

Hot Topics

Impact of Transformation on Research Administration



**Susan Corwin
Amanda Hamaker
Erin Fetter
Kim Hoebel**

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Leased Space

F&A (55% RESEARCH)– FACILITIES AND ADMINISTRATIVE (AKA TO FACULTY “OVERHEAD”)

- These are costs that cannot be readily identified with a particular sponsored project (unlike direct costs) but are essential to the project.
 - Facilities (29%)- Building depreciation, equipment depreciation, utilities and operations and maintenance
 - Administration (26%)- General administration such as the director's office, accounting, human resources

Leased Space

Charged on MTDC (Modified Total Direct Cost) basis – Some examples of expenses not included in the modified costs that we work with on a day to day basis are:

- Capital Equipment
- Tuition (Fee Remits)
- Participant Support
- Sub Awards in Excess of \$25K
- ***Off Campus Space Rentals***

Leased Space

Why do we have Off Campus Space Rentals

- Adequate lab space (square footage) not currently available on campus
- Special Equipment
 - Furnaces
 - Hazardous (Zucrow)
 - High Bay Access
- Regulatory Restrictions – Need to keep projects confidential

Leased Space

Opportunities for Discussion

- Two Questions from Proposal Worksheet
 - Primary Location of Performance
 - Will this qualify as an off campus Project
- Other Red Flags when working with faculty
 - Faculty mentions off location space that was not included above
 - Faculty suggests charging rent as direct cost on the project
- Costs to Consider - office furniture, computers, infrastructure, phones, VOIP

Leased Space

Expectations

- Space Request Form will need to be submitted to Physical Facilities
- Physical Facilities will do a campus search for space and provide feedback on the Space Request Form
- An outside consulting firm may be hired to find local space and provide lease options and facilitate negotiations
- Every situation is unique but space approval, search, and negotiations can take 3-9 months depending on the requirements

Managing Sponsor Demands

- Sponsor required forms to provide detail
 - Hourly rates
 - Detail on travel
 - Cost share detail
- Receipts of transactions
- Payroll Transaction and Transaction Listings
- Memo Match documentation
- Justifications for deviations in expenses

Managing Sponsor Demands

Invoice Supporting Documentation

Prime Recipient Name	IACMI
Subrecipient Name (if applicable)	Purdue University
Award number	DE-EE0006926
Invoice Number:	
Project Period:	07/01/2015 - 05/31/19
Period Covered By This Request:	8/1/18 - 8/31/18
Date Payment Request Was Submitted	

Summary Cost Breakout

NOTE: Although costs can be entered with cents in individual categories, totals are rounded to the nearest dollar.

Expenditures	Approved Budget Period Amounts*	Invoice IACMI Share	Invoice Cost Share	Invoice Total	Cumulative IACMI Share**	Cumulative Cost Share**	Cumulative Total**
Personnel	\$ 5,861,634	\$ 15,617.40	\$ 47,903.94	\$ 63,521.34	\$ 2,463,390.00	\$ 1,708,972.19	\$ 4,172,362.19
Fringe Benefits	\$ 1,396,930	\$ 2,244.42	\$ 4,891.10	\$ 7,135.52	\$ 503,859.77	\$ 256,461.88	\$ 760,320.63
Travel	\$ 291,617	\$ 9,175.68	\$ -	\$ 9,175.68	\$ 170,356.78	\$ 544.48	\$ 170,901.26
Equipment	\$ 2,415,448	\$ -	\$ 45,555.00	\$ 45,555.00	\$ 6,244.98	\$ 1,844,822.85	\$ 1,851,067.83
Supplies	\$ 1,026,056	\$ 21,328.04	\$ -	\$ 21,328.04	\$ 629,326.91	\$ 189,560.35	\$ 818,887.26
Contractual	\$ 469,000	\$ -	\$ -	\$ -	\$ 282,249.86	\$ -	\$ 282,249.86
Other Direct Cost	\$ 12,035,064	\$ 1,235.00	\$ 315,299.00	\$ 316,534.00	\$ 429,091.19	\$ 21,198,213.87	\$ 21,627,305.06
Indirect Charges	\$ 5,350,025	\$ 26,807.32	\$ 34,712.72	\$ 61,520.04	\$ 2,388,559.30	\$ 1,508,806.50	\$ 3,895,365.80
Total Costs	\$ 28,750,774	\$ 76,407.86	\$ 448,461.76	\$ 524,869.62	\$ 6,851,077.79	\$ 26,707,382.10	\$ 33,558,459.89

Payment Requested This Period:	\$76,407.86
Percent Cost Share for This Invoice:	0.854425067
Total Cost Share Percentage To Date:	0.795846476

*Approved Budget Period Amounts found on SF424A, Attachment 3 of the Project Agreement

**Cumulative amounts should include the amounts from this invoice; all costs to date are included

If your cost share percentage is below the award's requirement, please provide an explanation and your plan to correct this situation.

Managing Sponsor Demands



THE COMPOSITES INSTITUTE

Cost Share Form

Company/Institution Name	Purdue University		Funding Source, if applicable	Indiana Economic Development Council
Purpose or Project Name/Task Number (if applicable)	IACMI - Institute for Advanced Composite Manufacturing Innovation			
Organization Structure	Check only ONE <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Government Entity <input checked="" type="checkbox"/> Academic Check all that apply (must check 1) <input type="checkbox"/> < 500 Employees <input checked="" type="checkbox"/> > 500 Employees <input type="checkbox"/> Minority Owned <input type="checkbox"/> Woman Owned			
Dates of Cost Share	8/1/2018	to	8/31/2018	

Labor Cost Share				
Name/Title	Hours	Rate		Total Cost
Director of Composites Design Studio	176.00	\$ 50.48	\$	8,883.75
IACMI Admin Operations Assistant	-	\$ 24.11	\$	-
IACMI Software Validation Engineer	88.00	\$ 35.16	\$	3,094.25
Research Assistant Prof. Aero & Astro	-	\$ 52.73	\$	-
Distinguished Professor	-	\$ 145.92	\$	-
Machinist	20.00	\$ 32.00	\$	640.00
Director of Purdue IACMI, John L. Bray Distinguished Prof	59.43	\$ 179.08	\$	10,643.22
IACMI Software Validation Engineer	-	\$ 40.71	\$	-
Visual Communications Director	-	\$ 30.54	\$	-
Graduate Student	88.00	\$ 25.00	\$	2,200.00
Graduate Student	88.57	\$ 30.58	\$	2,708.52
Graduate Student	26.40	\$ 26.14	\$	690.00
Graduate Student	57.39	\$ 23.86	\$	1,369.57
Graduate Student	8.80	\$ 21.48	\$	189.06
Graduate Student	11.86	\$ 23.86	\$	283.05
Graduate Student	88.00	\$ 25.00	\$	2,200.00
Graduate Student	72.81	\$ 22.02	\$	1,603.13
Graduate Student	88.00	\$ 24.72	\$	2,175.78
Graduate Student	88.00	\$ 30.11	\$	2,650.00
Graduate Student	88.00	\$ 24.72	\$	2,175.78
Graduate Student	49.74	\$ 30.11	\$	1,497.83
Graduate Student	88.00	\$ 23.86	\$	2,100.00
Graduate Student	88.00	\$ 31.82	\$	2,800.00



THE COMPOSITES INSTITUTE

Cost Share Form

Company/Institution Name	Purdue University		Funding Source, if applicable	AnalySwift
Purpose or Project Name/Task Number (if applicable)	IACMI - Institute for Advanced Composite Manufacturing Innovation			
Organization Structure	Check only ONE <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Government Entity <input checked="" type="checkbox"/> Academic Check all that apply (must check 1) <input type="checkbox"/> < 500 Employees <input checked="" type="checkbox"/> > 500 Employees <input type="checkbox"/> Minority Owned <input type="checkbox"/> Woman Owned			
Dates of Cost Share	8/1/2018	to	8/31/2018	

Labor Cost Share			
Name/Title	Hours	Rate	Total Cost

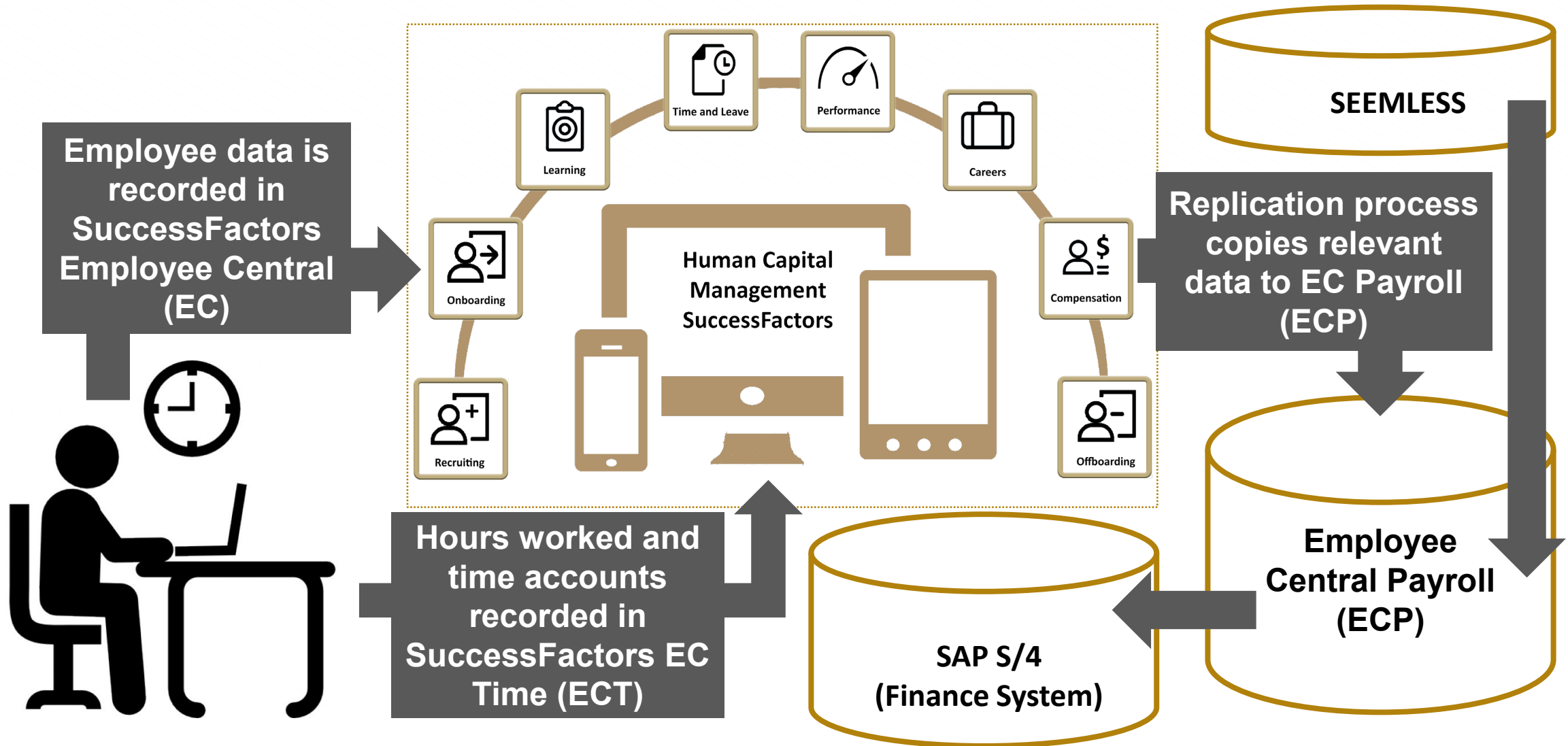
Equipment Cost Share (Please attach quote, invoice, receipt, or basis of value)					
Equipment Description	Cost Share Type (Check only ONE)	Rate/Hour (if applicable)	Hours (if applicable)	Equipment Value (if applicable)	Total Cost

Materials/Supplies Cost Share (Please attach quote, invoice, receipt, or basis of value)			
Materials/Supplies Description	Quantity	Unit Cost	Total Cost

Travel Cost Share							
Purpose and # of Traveler(s)	Origin/Destination	Airfare \$	Lodging \$	Mileage/Rental \$	Meals \$	Other \$	Total Cost
							\$ -
							\$ -

Other Cost Share (Please attach quote, invoice, receipt, or basis of value)			
Item Description	Number of Items	Item Unit Cost	Total Cost
In-Kind - Software Licenses (AnalySwift)			\$ 10,000.00
In-Kind - Software Training/Support (AnalySwift)			\$ 3,250.00

HCM Transformation and Payroll Charges



Grad Employees Move to Bi-Weekly Pay

- Transition Pay
 - Transition pay adjusts the last 2 payments for AY Grads or 3 payments for FY Grads to move funds to supplement the payments received from January through April in order to ensure the gross payments per month equal what the employee would have received each month prior to the transition.
 - It is considered part of Institutional Base Pay
 - It is included in Effort Reporting
- Fringe Benefits also now charge on a bi-weekly basis
 - Grad Fee Remits are now charged on a bi-weekly pay period basis
- All Bi-Weekly paid Employees are included in Payroll Accruals
 - Grad Employee charges now include payroll accruals

Retroactive payroll transactions prior to HCM Go Live

- Retroactive Pay cannot be processed with dates prior to HCM Go Live
 - Any retroactive pay information received after the last payrolls were ran in SAP S4 for periods before December 24, 2018 for Bi-weekly employees or January 1, 2019 for Monthly employees were manually calculated and entered using the transition pay wage type. Those transactions were dated with a date on or after January 1, 2019 with a text message added to the transaction describing that the transaction was for a date prior to the HCM Go Live dates.
- Retroactive Cost Distribution dates cannot be entered with dates prior to December 24, 2018 or January 1, 2019
 - A Payroll JV must be used to change Cost Distribution prior to these dates.
 - Payroll JV resources can be found at the bottom of the Cost Accounting Website:
https://www.purdue.edu/business/mas/costing/Effort_Reporting/index.html

Cost Distribution Reminders

- Cost Distribution in IT0027 is held in ECP
- IT0027 must be entered by the Business Office/Business Support when a new appointment is created
- When entering IT0027 delete and add lines
 - Do not type over lines. The account will not derive correctly if you do. This will stop payroll from running.
 - Make sure that the Grant that you enter is in an active status.
- Cost Overrides
 - IT0015 cost overrides are held in ECP with the exception of Summer Pay
 - Summer Pay cost distribution is a cost override that feeds into IT0015 from SEEMLESS and must be corrected in SEEMLESS
 - Cost overrides originating from the time system must be corrected in the time system

SEEMLESS SUMMER PAY – What Is New?

- Grad Employees Summer Pay will be on Bi-Weekly Pay Calendars
- Number of places after the decimal point in FTE has been increased
- Concurrent appointments now allow entry on any of the PERNRs
 - Previously the system provided one PERNR if the FTAR (full time annual rate) was the same on both PERNRs. This was a problem for TA/RA concurrent.
 - Users/Business Offices select the appropriate PERNR to submit Summer Pay. With this flexibility, Business Offices need to ensure that summer pay does not exceed 1 FTE for the employee.
- Export a list of Summer Calendars to Excel
- Option to print a Summer Calendar
- The Summer Pay Calculator is available on the Payroll Summer Pay Website
 - The Summer Pay Calculator/Manual Entry should only be used instead of SEEMLESS when a personnel action effective date is after the first day of the month.
 - [SEEMLESS vs. Summer Calculator](#) webpage

SEEMLESS Effort Reporting – What Is New For Spring 2019?

- Grad Students will be Bi-Weekly
 - Effort Periods will still closely follow the periods of Monthly AY or Monthly FY
 - Transition pay is considered base pay and will be included in Effort Reporting
- Bi-Weekly Employees will be included in the Effort Reporting System
 - Effort Periods will still closely follow the periods of Monthly AY or Monthly FY
 - Cost Overrides from the time system cannot be handled in combination with the Effort Reporting System
 - Cost overrides will be eliminated if necessary to correct certified effort.
- Excel Export is available for a list of Effort Reports
- Option to print the PAR is now available
- If a Summer Calculator/Manual Entry is done, a Payroll JV will need to be done for Cost Distribution changes from a certified PAR.



Questions