

Voluntary Support Process

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AGENDA

- Changing Voluntary Support Process
- PERA system doesn't align with current Voluntary Support practice
- Will discuss overall timelines
- We will discuss the account set up and overall process flow for the new Voluntary Support Process.

WHAT IS CHANGING / WHAT IS NOT

- **Changing:** Voluntary Support checks targeted for individual researchers formerly sent to SPS for review will now be deposited through departmental deposit. We'll walk through this process.
- **Not Changing:** Other gifts not designated towards individual researchers will continue to be processed without change through Purdue For Life.

DIFFERENCE BETWEEN GIFT AND VOLUNTARY SUPPORT

If the answer to any of the following questions are **yes**, regarding the support, then this is a Voluntary Support payment to be set up with a WBSE under PI.

Is this support designated for use by a specific faculty member for organized research, instruction, particular lab, dept research or extension and public services?

If the answers are **no**, then these funds can be set up as a gift with an IO designated for its gifted purpose.

HIGH LEVEL VOLUNTARY SUPPORT PROCEDURE

1. Upon receiving a check or notification of wire, navigate to the workflow located at <https://www.purdue.edu/business/sps/postaward/sponsors/voluntary/voluntaryform.html>. (location of the previous form 44).
2. Complete the workflow.
 - a) If the support appears to be sponsored activity; the payment should be temporarily held for review. An SPS post-award staff person will contact the workflow initiator within 24 hours to provide guidance on routing.
 - b) If the payment is not sponsored activity;
 - i. An account should be set up
 - ii. Signatures should be collected via the linked DocuSign process for the researcher, the department head, and the DFA.
3. Voluntary Support checks should be deposited with supporting documentation attached through the standard departmental deposit process within each college.
4. Wire Payments should be claimed to the identified WBSE based upon the process documented on the Treasury Operations Sharepoint site. Access to this Sharepoint site will be required due to sensitive information maintained. Contact Treasury at Treasury@purdue.edu for information on how to obtain access.

VOLUNTARY SUPPORT - WORKFLOW DECISION TREE

Is this funding from a government sponsor?

Is there an expressed or implied expectation of economic benefit on the part of a sponsor or donor?

Is the support originating from an educational institution or related foundation?

Is this institutional support provided by nonprofit, tax-exempt foundations that include contractual requirements for the management and/or reporting of the award?

Are the funds from a Foreign country?

YES (any of the above)

NO (all of the above)

SPS to Review to determine if Sponsored Activity

YES

NO

Sponsored Activity;
SPS to process as PERA agreement

Voluntary Support;
Complete form/Docusign Signatures, Deposit Check

DOCUSIGN ROUTING

Proceed
Threshold; Are
the support
proceeds in
excess of \$500?

NO

Needed:

- No signature required; Deposit check with supporting documentation

YES

Needed:

- Researcher (Conflict of Interest, Human Subject/Use of Animals Approvals)
- Dept Head (Reasonableness, Conflict of Interest)
- DFA (Reasonableness)

ACCOUNT SETUP (NO EXISTING WBSE)

WBSE ACCOUNT ESTABLISHMENT

- Fund – 53010000
- Funded Program Type = Restricted Gift
- Functional Area - 'Dept Research - 1050' or '1500 – Extension'
- 06 node - restricted, then institutional attribute.
- Institutional Attribute VS = Voluntary Support
- Public/Nonpublic = N (for non-public)
- Available (for purposes of debt repayment) = U (for Unavailable)
- Valid To Date = 12/31/9999
- **WBS Title = VS_[PI or Co-PI Last Name]**
- RCC = variable based upon researcher

DEPOSIT/WIRE CLAIM INFORMATION

- The Header and Line Item Description should use the convention: **VS_[SPONSOR ID#]_[SPONSOR NAME]**
- Commitment Item (G/L) = 466000

Look up for sponsor ID is located at https://www.purdue.edu/business/sps/xls/Sponsor_Code_Lookup.xlsx

ACCOUNT SETUP (NO EXISTING WBSE)

- To set up a Voluntary Support WBSE in SAP
- T-code: CJ02

The screenshot displays the SAP 'Change Project: WBS Element Overview' interface. At the top, the 'Project def.' is 'F.00078786' and the project name is 'WILCOX MICHAEL D'. The 'Basic Data' tab is active, showing a table of WBS elements. The table has columns for S., L., WBS element, Description, Short ID, Pro, Pri, Su, PE, Acct, B#, and System status. Three elements are listed: F.00078786.06.001 (Wilcox Salary Savings- Federal), F.00078786.06.002 (Wilcox-Discretionary account), and F.00078786.06.003 (VS_Wilcox). The 'Acct' column for the third element has a checked box, indicating it is the selected account for setup.

S.	L...	WBS element	Description	Short ID	Pro	Pri	Su	PE	Acct	B#	System status
	3	F.00078786.06.001	Wilcox Salary Savings- Federal		71		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REL
	3	F.00078786.06.002	Wilcox-Discretionary account		76		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REL
	2	F.00078786.06.003	VS_Wilcox		76		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	2						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACCOUNT SETUP (NO EXISTING WBSE)

S	Lev	WBS element	Pe...	Res...	A.	Ap...	CA...	Resp. cost ...	CA...	Req.cost c...	RqCC
	3	F.00078786.06.001					PUR	1100060000			
	3	F.00078786.06.002					PUR	1100060000			
	3	F.00078786.06.003					PUR	1100060000			
	2	F.00078786.07									
	1										

ICHE Approval Date

Closing Date

Fund

Available/Unavailable

Public/Non-Public/Mixed

Dept Acct Class

Institutional Attribute

Institutional Initiative

Lead Revenue Account

VOLUNTARY SUPPORT DEPOSIT/CHECK OR WIRE

DEPOSIT/WIRE CLAIM INFORMATION

- Line Item Description should use the convention: VS_[SPONSOR ID#]_[SPONSOR NAME]
- Commitment Item (G/L) = 466000 Voluntary Support Income
- Commitment Item (G/L) = 101014 Check Deposit
- Commitment Item (G/L) = 101018 Wire Deposit

Current VS Deposit through SPS

Data Entry View

Document Number	1800057602	Company Code	PUR	Fiscal Year	2023
Document Date	05/02/2023	Posting Date	05/02/2023	Period	11
Reference		Cross-Comp.No.			
Currency	USD	Texts Exist	<input type="checkbox"/>	Ledger Group	

Item	Account	Description	PK	Amount	BusA	Or...	WBS Element	Fund	Funds Center	Grant	Func...	Text
1	427361	Radius Indiana Inc	01	467.00								Radius Indiana Inc CK# 6106 04/20/2023
2	466000	Voluntary Support	50	467.00-	4011		F.00078786.02.030	46010000	1100060000	30001916	1500	Radius Indiana Inc CK# 6106 04/20/2023

New VS Deposit through Business Office

Account	Description	Amount	Bus Area	ORG	WBS Element	Fund	Fund Center	Functional Area	Text
101014	Chase-Deposits-check	500	4000			10010000			VS_SponsorID#_Sponsor name
466000	Voluntary Support	-500	4011		F.00078786.06.001	53010000	1100060000	1500	VS_427361_Radius

Look up for sponsor ID is located at https://www.purdue.edu/business/sps/xls/Sponsor_Code_Lookup.xlsx

SPONSORED PROGRAM REVIEW WORKFLOW EXAMPLES

Potentially Not Voluntary Support if any of the following are included in letter/agreement:

- Government sponsor/donor (Federal, state or local)
 - Includes National Labs (e.g. Sandia)
- Implied or Expressed Expectations of economic benefit
 - Changes to agreement require approval
 - Required to return unused funds
 - Ability to audit
 - Identifying applicable laws governing the award
 - Provisions for owning or licensing intellectual property
- Educational Institutions/Foundations
 - Ivy Tech
 - Indiana University Foundation
- Requiring deliverables and their use (can request a report on the use of funds, shouldn't restrict the use or require deliverables)
- No expectation to receive preferential treatment in licensing of any copyrightable or patentable material
 - No requirement for open-source license for software
- No project end date

QUESTIONABLE LANGUAGE

5. **Timeframe for the Gift Funds** – The Donee will expend the Gift Funds solely for the research purpose(s) specified in this Letter within a reasonable time after receipt from Cisco, with an estimated end date of April 17, 2025. Should this research take longer, the Donee will notify Cisco in writing of the need for an extension of time for use of the Gift Funds.
 6. **Unspent Gift Funds** – Any unspent Gift Funds can be used for other legitimate, charitable purposes consistent with this gift, and not for any purpose connected with Cisco's business operations. The Donee will promptly notify Cisco in writing that the Gift Funds were used for other purposes.
7. **Written or Verbal Confirmation**
- 7.1 As part of our due diligence, Cisco requests that the Donee's DR provide written confirmation that the Gift Funds were received in the proper bank account.
 - 7.2 Once all of the Gift Funds have been expended, Cisco requests that the Donee provide a written confirmation. This confirmation of full use of the Gift Funds can be part of the normal project close-out summary or report.
8. **Impact Report** – Cisco will request an impact report upon completion of the project for our own record keeping and analysis. The Principal Investigator will receive an email requesting a report to be completed online to gather information about published papers and presentations, financial summary of expenses, and an overview of research results.

ACCEPTABLE LANGUAGE

9. Compliance with Laws

9.1 In connection with this gift, Donee will comply with all applicable national, state, or local laws and regulations. This includes laws or regulations related to gift donations and anti-bribery/corruption.

9.2 This gift is to be used in support of this research and not for any other prohibited or inappropriate purposes, including to:

- attempt to influence any type of legislation;
- influence the outcome of any specific election for candidates to public office;
- make any payment to any candidate for political office, any elected or appointed Government employee or official at any level of Government, a political party or a political party official;
- induce or encourage any violations of law or public policy;
- cause any improper private benefit to occur; or
- purchase and/or resell any Cisco products or services.

This is an unrestricted gift; however, we would appreciate receiving news about how the gift is used, for example, through copies of reports, publications, or status letters about research benefited by our gift. We would also appreciate receiving attribution or acknowledgment of our gift in applicable University publications. **It is our hope** that any researcher(s) who benefit from this gift **will consider** releasing any code or data from their project under an open source permissive license such as the Apache 2 license (<http://apache.org/licenses/LICENSE-2.0>) as well as consider abiding by Google's AI Principles (<http://ai.google/principles>). Please be advised that nothing in this letter should be interpreted or construed as creating or establishing the relationship of employer or employee between the researchers and Google.

PURDUE POLICY II.B.6

- **Purdue Policy II.B.6** – Classification, Administration, and Reporting of Nongovernmental Support

<https://www.purdue.edu/policies/business-finance/iib6.html>

PROCESS IN DEPTH - FORM 44 WORKFLOW

- Go to Form 44-same location
- Sign in using your career account
- Fill out Qualtrics to determine which of 3 Docusign forms you will be routed to
 - 1. SPS Docusign-Attach documents
 - 2. Under \$500 support Docusign- no approvals required
 - 3. Over \$500 support Docusign- PI, DH, DFA approvals required.

PROCESS IN DEPTH - FORM 44 WORKFLOW-QUALTRICS

Is this funding from a governmental sponsor?

Yes

No

Is there expressed or implied expectation of economic benefit on the part of a sponsor or donor?

Yes

No

Is the support originating from an educational institution or related foundation?

Yes

No

Is this institutional support provided by nonprofit, tax-exempt foundations that include contractual requirements for the management and/or reporting of the award?

Yes

No

PROCESS IN DEPTH - FORM 44 WORKFLOW-QUALTRICS

Are support proceeds in excess of \$500?

Yes

No

Thank you for completing this Voluntary Support Routing form.

Please Proceed with DocuSign to set up your voluntary support funds exceeding \$500.

You will need the name and email addresses for the Primary Investigator, their Department Head and their Director of Financial Affairs to complete the form. If you have any questions, please contact volsupportquestions@purdue.edu.

PROCESS IN DEPTH - FORM 44 WORKFLOW-DOCUSIGN >\$500

PowerForm Signer Information

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Initiator

Your Name: *

Your Email: *

Please provide information for any other
signers needed for this document.

PI

Name:

Email:

DEMONSTRATION OF FORM 44 WORKFLOW

Department Head

Name:

Email:

Director of Financial Affairs

Name:

Email:

BEGIN SIGNING

TIMELINES

- Please stop depositing Voluntary Support checks as of 6/26/2024.
- The new VS process will start 7/1/2024.
- However please hold all VS checks in the Business Offices from 7/1-7/7 in order to allow for some testing.
- Begin using the new VS process on **7/8/2024**.
- We anticipate that existing VS accounts will be transferred to the new format within the next fiscal year. This process will be communicated as it is defined in the next few months. **Continue to spend down old VS accounts until used or transferred to new WBSE.**
- Please feel free to send any questions to **volsupportquestions@purdue.edu**