EFM updates

Yoon Lee, Assistant Director
Maurice Taylor, Assistant Director
Connie Brown, ERS Compliance Officer

January 10, 2013
SFN – Final for the Budget Period

• Introduced EFM procedure to prepare the final invoice or report for the budget period for SFN award at RAF in August 2012

• Purpose of the procedure:
  ▪ To be in compliant with Sponsor’s reporting requirements while minimizing risk of unrecovered costs

• Applicability of the procedure:
  ▪ Not applicable to MFNOA (Multiple Fund Number on Award)
  ▪ Applicable to the final for the budget only, not to the final for the project period when the fund is closed.

• Terminology
  ▪ Final for the budget (e.g. annual financial report)
  ▪ Final for the project

• Example Case
  ▪ June 30: Budget year 1 end date
  ▪ September 30: Annual financial report due date
# Example Case Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Actions</th>
</tr>
</thead>
</table>
| June 30       | • Budget period ends  
• Departments begin closing budget year 1  
• Closeout packet is not required for the final for the budget year 1                                                                 |
| September 2 – 16 * | Within 30 calendar days but no later than 10 business days from the due date:  
• EFM emails the dept to notify the final amount to be reported.  
• Standard email template will be used to streamline communication process.  
• Expense summary worksheet will be attached with the a list of adjustments if there are any. (e.g. unallowable direct expenses, overhead adjustment, etc.) |
| September 9 – 23 * | Department has 5 business days from the receipt of EFM’s email to respond to confirm the final figure prepared by EFM                           |
| September 10 – 30 * | EFM has 5 business days to prepare the annual financial report and submit it to the sponsor on time.                                     |

* 2013 calendar is used for this example.
5 business day rule

• If the dept responds within 5 business days:
  ▪ Yes to the EFM figure (no adjustment required): EFM will complete and submit the final based on EFM’s figure.
  ▪ No to the EFM figure (adjustments required):
    • With a list of adjustments and appropriate supporting documents: EFM will complete the final including the adjustments as appropriate and submit it.
    • Without a list of adjustments or supporting documents: EFM will complete and submit the final based on the EFM’s figure.

• If the dept does not respond within 5 business days: EFM will complete and submit the final based on EFM’s figure.

• Enforcement effective February 1, 2013
Revised final invoice or report

- After EFM submits the final, if the dept responds to EFM with adjustments:
  - When adjustments are to remove expenses included in the final: EFM will review the adjustments and revise the final as appropriate to correct over billing or over reporting.
  - When adjustments are to add additional expenses to the final: EFM will not revise the final except when full recovery of costs are at risk in the following scenarios.
    - The sponsor restricts the budget by budget period, not by project period, AND CF is not allowed.
    - The sponsor restricts the budget by budget period, not by project period, AND CF is restricted, AND CF is rejected.
To: Department Administrator
Cc: PI
Subject: ACTION REQUIRED by [dd/mm/yyyy]: Fund # [12345] Budget Period Has Expired

The budget period for the referenced fund expired and the due date to submit the final [Invoice or report] for the budget period is approaching. See below for key information for the referenced fund:

<table>
<thead>
<tr>
<th>Fund Number:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Period:</td>
<td></td>
</tr>
<tr>
<td>Invoice/Report Due Date:</td>
<td></td>
</tr>
<tr>
<td>Project Title:</td>
<td></td>
</tr>
<tr>
<td>Award #:</td>
<td></td>
</tr>
<tr>
<td>Sponsor name:</td>
<td></td>
</tr>
</tbody>
</table>

Per EFM’s review, the final expenses to be invoiced or reported are as follows: For details of adjustments, please refer to the attached worksheet.

<table>
<thead>
<tr>
<th>Total authorized</th>
<th>$XXX,XXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total expenses posted to g/l as of report run date, [dd/mm/yyyy]</td>
<td>$XXX,XXX</td>
</tr>
<tr>
<td>Less: Total expense posted to g/l after budget end date, [dd/mm/yyyy]</td>
<td>($XXX,XXX)</td>
</tr>
<tr>
<td>Less: Unallowable expenses during budget period</td>
<td>($XXX,XXX)</td>
</tr>
<tr>
<td>Add: Expenses applicable to the budget year but posted to g/l after budget end</td>
<td>$XXX,XXX</td>
</tr>
<tr>
<td>The final expenses to be invoiced or reported for the budget period</td>
<td>$XXX,XXX</td>
</tr>
<tr>
<td>Unobligated balance to request for CFIT applicable</td>
<td>$XXX,XXX</td>
</tr>
</tbody>
</table>

Please confirm the final figure by responding to this email within 5 business days from the receipt of this email. If the final figure needs to be adjusted, please submit a list of adjustments with appropriate and sufficient supporting documents to EFM within 5 business days from the receipt of this email.

If EFM does not receive a response from the department or the department fails to provide a list of adjustments with appropriate and sufficient documentation in an accurate and complete manner within the deadline, EFM will submit the final for the budget period to the sponsor based on the final expenses referenced in this email to be compliant with the sponsor’s reporting requirement.

If you have questions on what are considered appropriate and sufficient documentation for the adjustments, please visit EFM website and refer to the answer to FAQ#10. The link below is provided for your convenience.

http://ora.research.ucla.edu/EFM/Pages/FAQ.aspx

Thank you,
Resources

- Please visit EFM website for more information: www.efm.ucla.edu
- Following documents can be located at EFM FAQ page: http://ora.research.ucla.edu/efm/Pages/EFMHome.aspx
  - EFM memo: SFN – The final for the budget period
    (including EFM email template for SFN-final for the budget)
  - EFM memo: Supporting documentation
  - SFN FAQ
- Please send any questions or comments to Yoon Lee: yoon.lee@research.ucla.edu
ERS Updates

Maurice Taylor
Connie Brown
Effort Reporting Statistics

- As of 1/9/13
  - UCLA’s overall completion rates (Spring’06 - Summer’12)
    - 94% certification
    - 8,750 open reports out of 168,031
  - Completion rates to date for Spring and Summer 2012
    - 44.5% certification
    - 7,059 open reports

**REMINDER!**
Spring and Summer 2012 reports: Deadline is February 7, 2013
Effort Reporting Backlog Statistics

• As of 1/9/13
  - UCLA’s overall completion rates (Spring’06 – Winter’12)
    • 98% certification
    • 1,691 open reports out of 155,264
ERS UPDATES

- Version 10.8 Upgrades
  - Two important enhancements
    - Account Department Search
    - My Certifications

- ERS Statuses
  - Definitions
Account Department is the default to search for a department’s list of effort reports.
Enhancement: My Certifications

My Certifications search includes the PI’s own reports and the effort reports for an employee’s salary charged to his projects.
My Certifications Search

My Certifications search includes:

- Principal Investigator’s own effort reports to self-certify
- Employees effort reports that were paid on PI’s Account/CC
  - Hint: PI must be linked as the Managing Investigator in the Account/CC Table in OASIS

My Certifications search excludes:

- PI’s effort reports (highlighted in yellow) who should self-certify their own report
- Other Faculty with an academic or management title
  - Identified by the Class Title Outline (CTO) and Title Code

Example:

<table>
<thead>
<tr>
<th>CTO Code</th>
<th>Title Name</th>
<th>Title Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>543</td>
<td>Vst Asst Res-Fiscal Year</td>
<td>3228</td>
</tr>
</tbody>
</table>

- Principal Investigators and other faculty in Professorial, Professional Research, and Management titles who are paid on or have commitments to work on federal or federal flow-through funds are required to certify their own effort.
## ERS Statuses: Open until certified

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
<th>Action Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Effort Report is open and ready for review and certification</td>
<td>Yes</td>
</tr>
<tr>
<td>Certified/AdjustReqd</td>
<td>Certified/AdjustReqd status occurs when an effort report is certified and the Payroll % [A] and Paid Effort % to Certify [B] columns do not match</td>
<td>Yes</td>
</tr>
<tr>
<td>Open / Re-Issued</td>
<td>Previously certified effort report has been re-opened by the system due to payroll, i.e. PETs aka UPAYs transactions and requires re-certification</td>
<td>Yes</td>
</tr>
<tr>
<td>Exception</td>
<td>Indicates an unusual condition such as an invalid FAU, transactions that do not amount to 100% effort or negative %</td>
<td>Yes</td>
</tr>
</tbody>
</table>
**ERS Statuses: Open until certified**

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
<th>Action Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partially Certified</td>
<td>Effort Report requires multiple certifications. However, not all projects have been certified on the report</td>
<td>Yes</td>
</tr>
<tr>
<td>Re-Issued/Partially Certified</td>
<td>The report was previously certified and has been re-issued, possibly due to additional payroll activities. One or more of the line items remained certified</td>
<td>Yes</td>
</tr>
<tr>
<td>Open/Re-Opened</td>
<td>Previously certified effort report has been re-opened by user and requires re-certification</td>
<td>Yes</td>
</tr>
<tr>
<td>Overdue</td>
<td>Augment the Open, Partially Certified, Re-issued, Re-opened and Exception statuses. Certification is outstanding and passed the certification deadline</td>
<td>Yes</td>
</tr>
</tbody>
</table>
ERS Support

- Outreach Support
- Help Desk: ershelp@research.ucla.edu
  - Connie Brown
  - Leticia Calderon