

OSP News & Updates

Office of Sponsored Projects

6/13/2019

2019 Volume 2, Issue 6

The [OSP News & Updates](#), published by the Office of Sponsored Projects, is a bi-weekly subscription-based newsletter that provides OSP and sponsor updates and reminders, quick facts, guidance and training in all aspects of sponsored projects administration. To subscribe, visit <https://subscribe.yale.edu/browse?search=OSP>.ⁱ

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1 NEW FEDERAL FRINGE BENEFIT RATES

Yale University's Rate Agreement was issued by the Division of Cost Allocation (DCA) on behalf of the Department of Health and Human Services (DHHS) on June 4, 2019. This Agreement reflects the recently negotiated fringe benefit rates. These rates go into effect July 1, 2019 (until amended) and should be reflected in all proposals. The rates are as follows:

APPLICABLE TO TYPE	RATES EFFECTIVE 7/1/18 - 6/30/19 FIXED	RATES EFFECTIVE 7/1/19 - 6/30/20 FIXED	RATES EFFECTIVE 7/1/20 - UNTIL AMENDED PROVISIONAL
FEDERAL			
Exempt	30.50%	27.50%	27.50%
Non-Exempt	69.20%	68.10%	68.10%
Part-Time	7.10%	8.80%	8.80%

Note: The F&A rates indicated in the Agreement dated April 9, 2018 have not changed and are still in effect.

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Proposal Development (PD) Impact

On Wednesday, June 12, 2019, the PD module in IRES was updated to reflect the new federally-negotiated fringe benefits rates. Please be aware of the following regarding the use/impact of the new rates:

- Budgets that meet the following criteria *must* be updated.
 - PD budgets that were created prior to 10 a.m. on June 12, 2019 (unless manually edited to reflect the new rates)
 - PD records with the status of “in Development” (indicating the record has not been submitted for routing)

Please follow the steps outlined in the [PD Quick Guide – How Do I Create and Edit Budget](#) to update the fringe benefit rates. Note that fringe benefit rates will not be updated unless the steps outlined in the Quick Guide are followed.

How do I Create and Edit the Budget?
Entering Budget Costs
Entering a Modular Budget
Exporting Budgets
Budget Variance
Entering Cost Sharing Costs
Entering a SubAward
Entering a SubProject
Adding an Academic (9/9) Appointment Type
Updating Fringe Benefit Rates

- The change in fringe benefit rates will not impact budgets that have already been submitted. *PD budgets that have already been submitted to external sponsors cannot be updated.*

If you have any questions, please contact your OSP Proposal Manager.

2 CUSTOMER CASH SALES – SPONSORED AGREEMENTS

Currently, the cash sales process requires the use of a **Revenue Category** rather than a **Spend Category** to complete the deposit. While the cash is deposited to the grant, the revenue and F&A generated on the original expense transaction is not reversed. As a result, new validations have been put in place to prevent cash sales from being recorded on Federal (FD02) and Non-Federal (FD28) Grants.

A new project *i.e.*, *Sponsored Agreements – Refunds/Rebates* **PJ104430** has been created as a designated project. This new project in conjunction with a non-sponsored funding source must be utilized to record cash sales relating to sponsored agreements. After the Customer Cash Sale is deposited to the non-

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sponsored funding source and designated project [PJ104430](#); the Department Business Office or Business Support Unit must complete a journal entry to move the credit onto the grant, as shown in the sample below. The appropriate **Spend Category** must be used on the credit side of the entry with the debit offset to the **Revenue Category** used in the original Customer Cash Sale deposit.

Contact OSP.Financial@yale.edu with questions.

Instructions:

1. [Record Cash Sale](#)
2. Create Journal to move credit onto the grant
 - a. Attach the Cash Sale Tracking Slip
 - b. Indicate the Supplier Name in the Memo [If applicable]
 - c. Enter the Cash Sale Number in External Reference ID
 - d. Use **Cost Transfer Reason Codes: J. Cash Sales to Grants** in Additional Worktags
3. Sample Provided Below:

Ledger Account	Debit	Credit	Memo	External Reference ID	Grant	Yale Designated	*Cost Center	*Program	*Project	Assignee	Additional Worktags
81030: Services - Subaward Expense	10,000		*Supplier Name	Cash Sale # CSXXXXXX		YD000002	CCXXXX	PG00032	PJ104430	XXX11	Cost Transfer Reason Codes: J. Cash Sales to Grants Revenue Category: Services Expense - Refund/Rebate (RC170)
81030: Services - Subaward Expense		10,000	*Supplier Name	Cash Sale # CSXXXXXX	GRXXXXXX		CCXXXX	PG00032	PJ000001	XXX11	Cost Transfer Reason Codes: J. Cash Sales to Grants Spend Category: Subaward Expense (SC217)

3 REMINDER – NEW REPORT FACILITIES LABOR SUSPENSE CLEARING

As a reminder, **Labor Suspense Review – Yale** is available in Workday. This report pinpoints any labor charges that have worktags classified as “suspense.” The report also assists in facilitating the creation of PAAs that need to be completed to clear labor suspense.

In addition, the report includes all suspense accounts including the newly created “Cost Transfer Rejection” accounts discussed in the May 1, 2019 Business Update article [“Two New Projects set up for Rejected Cost Transfers.”](#)

The Labor Suspense Review Report is limited to pulls in labor related journal sources.

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[The guide for this report can be found on the training website.](#)

For accounting guidance on suspense accounts please refer to an article posted in the May 1, 2019 Business Update entitled [“Information on Suspense Accounts Added to Online Accounting Manual.”](#)

The reporting team would like to thank the business operations community users who helped in testing this report in a short time frame to deliver a report that met the needs of the users quickly.

4 HOW CAN I FIND OUT THE STATUS OF MY AWARD SETUP?

As we begin our busy season with award setups, we wanted to remind you of the award setup process and how to determine the status of your award setup in the process. When an award is received in OSP, the documentation (notice of award, fully executed contract or grant agreement, etc.) is reviewed by the OSP Award or Contract Manager for sponsor terms and conditions. If further negotiation is required, the OSP Award or Contract Manager will contact the PI and Department Business Office to notify them of the negotiation and delay in processing of the setup. If no negotiation is required, the OSP Award or Contract Manager will open an Activity Log to the OSP Award Coordinator (IRES Setup Team) for setup. The IRES Setup Team reviews the documents for the completion of any relevant compliance requirements, enters the award information into the IRES Awards tab, and emails (using IRES Communications tab) the award documents to the OSP Accountant for account setup in Workday.

Occasionally, awards may be placed on “hold” for one or more reasons. The holds can be related to Conflict of Interest, pending protocols for animal or human subjects or incomplete requirements for training by responsible personnel.

As demonstrated in a previous Brown Bag session (video linked below), IRES users may find information about the status of their award setup or specific hold by opening the IRES record in PT View, and navigating to the:

- **Activity Log** tab on the left side of the page and reviewing any “Open” activity log items. The activity log will explain the status of a hold or identify that the hold has been lifted (activity closed).
- **Communications** tab on the left side of the page to find communications regarding when awards have been forwarded to the accountant for setup in Workday or award setup holds.

Related Resources

[IRES Proposal Tracking \(PT\) Demo Video](#)

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5 OSP TRAINING

5.1 BROWN BAG MEETING

We had a great turnout for today's Brown Bag meeting! The after-meeting survey should have arrived in your Inbox this afternoon – we look forward to your comments and questions.

If you were unable to attend, visit the [OSP Brown Bag website](#) next week to view a video of today's session.

5.2 BROWN BAG QUESTION: FOLLOW-UP

Which Workday report can we run to find the COA of new awards when you don't know the AWD number?

Departments can run the *Find Award and Grants – Yale* report, and search by Proposal ID and other criteria to locate the Workday COA.

Additionally, if the setup is in process, departments can check the IRES PT record (Activity Log or the Communications tab) to find out the status of the award setup.

ⁱ Thank you to all who have contributed to this newsletter. Please direct questions or suggestions regarding newsletter content to Tracy Coston at osp.communications@yale.edu or tracy.coston@yale.edu. To unsubscribe, visit <https://subscribe.yale.edu/browse?search=OSP>. For archived issues, visit [OSP News & Updates archives](#).