

# FEDERAL FUND CLOSEOUT



RAF

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# Agenda

- Key Steps in the Procedure
- September and October FFR Submission
- Frequently Asked Questions
- December Deadlines

# Federal Fund Closeout Key Steps



## **For all federal funds subject to the procedure:**

**EFM sends a closeout packet (COP) reminder email to PI and Fund Manager**

- A friendly reminder that a COP is due to EFM in 2 weeks

## **If a closeout packet is not received on time:**

**During the month the final invoice/financial report is due to the sponsor, EFM communicates the following with PI, Fund Manager, and Sr. Management in the department**

- During the 1<sup>st</sup> week: Closeout packet past due alert
- By 15<sup>th</sup>: EFM's analysis of final expenditure
- By 22<sup>nd</sup>: Department's confirmation on the final expenditure
- By the month end: Submission of final invoice/financial report to the sponsor

# Federal Funds Due in September

- 8/14/15: COP reminder email**

September	Campus
Total federal funds subject to the procedure *	68
COP received on time	32
COP On-time submission rate	47%

*\* Excluding NIH training grants and awards pending NCE or continuing year funding per ORA records*

- 9/04/15: COP past due alert email**

NCE pending notified	6
COP received late	11
COP Submission rate $(32+11)/(68-6)$	69%

- 9/30/15: Final invoice and/or Financial Report due to Sponsor**

Adjusted federal funds subject to the procedure	62
Final submitted to the sponsor	62
Final on-time submission rate to the sponsor	100%
COP not received	19

# Federal Funds Due in October

- 9/15/15: COP reminder email**

October	Campus
Total federal funds subject to the procedure *	37
COP received on time	16
COP On-time submission rate	43%

*\* Excluding NIH training grants and awards pending NCE or continuing year funding per ORA records*

- 10/07/15: COP past due alert email**

NCE pending notified	1
COP received late	11
COP Submission rate $(16+11)/(37-1)$	75%

- 10/30/15: Final invoice and/or Financial Report due to Sponsor**

Adjusted federal funds subject to the procedure	36
Final submitted to the sponsor	36
Final on-time submission rate to the sponsor	100%
COP not received	9

# Frequently Asked Questions

- **Q: Have COP due dates to EFM changed with the new federal fund closeout procedure?**
  
- **A: No, COP due dates to EFM have not changed.**
  - Under new procedure, the department receives a friendly reminder that a COP is due 2 weeks prior to the deadline in addition to automatic notifications informing PI and fund managers that the fund will soon expire. (90 days and 30 days prior to fund expiration and on the expiration day)
  - For more details of COP due dates, refer to fund closeout pages on the EFM website

# Frequently Asked Questions

- **Q: I have not received any notifications. What should I do to receive notifications?**
  
- **A: EFM sends out automatic notifications using department contact info in PATS. First contact your local IT office to add yourself to a distribution list stored in PATS.**
  - For more detail steps, refer to FAQ #25 on EFM website.
  - If your department does not have a distribution list, please request your IT office to create one and email it to your EFM Manager. EFM Manager will update your contact in PATS.

# Frequently Asked Questions

- **Q: I did not receive any notifications until I received a COP reminder 45 days after fund expiration. What happened to -90, -30, and 0 day notifications?**
  
- **A: When the department contact is missing in PATS, given the criticality of the final COP reminder, EFM manually forwards the COP reminder to the department fund manager.**
  - Since it's a manual process, EFM does not forward -90, -30, and 0 day notifications automatically sent out to the dept.
  - This manual forwarding service for the COP reminder will discontinue effective January 1, 2016.
  - Ensure your department contact is in PATS as soon as possible, no later than December 18, 2015.



# Frequently Asked Questions

- **Q: I have already submitted a COP to EFM in advance to the due date. Why do I receive a reminder to submit a COP?**
  
- **A: COP reminders are triggered by the fund expiration dates in the financial system and are automatically sent to all federal funds subject to the procedure.**
  - Currently, there's no systematic way to check if a COP is received for each fund to narrow down the population.
  - COP reminder email includes "If a closeout packet has been submitted or if a no cost extension has been requested, please disregard this notice." in the first paragraph.

# Frequently Asked Questions

- **Q: This award is NIH (or NSF) and the final financial report is not due until 120 days after award expiration. Why does the procedure require the final financial report to be submitted to the sponsor by 90 days not 120 days?**
- **A: To be in compliance not only with on-time submission of the final financial report but also with the final payment request.**
  - Under the current practice at UCLA, EFM includes encumbrance or other obligation that has not been posted to g/l as expense as long as appropriate supporting documents are provided.
  - NIH/NSF requires final cash request to be completed within 120 days.
  - Cash request needs to be made based on expenses per g/l.
  - EFM uses the last 30 days (91 – 120) to review all obligations get liquidated for the final cash draw.

# Frequently Asked Questions

- **Q: I submitted a COP after the due date to EFM but before the due date of final invoice and/or financial report to the sponsor. Will EFM accept the late COP?**
  
- **A: It depends based on the timing of receipt of and quality of COP. EFM will follow the procedure to complete EFM final analysis without the COP and will provide the department with EFM final analysis no later than 15<sup>th</sup> of the month the final is due to the sponsor.**
  - EFM may consider incorporating information provided in the late COP if found helpful when analyzing the final expenses to be included in the final invoice or financial report.

# Frequently Asked Questions

- **Q: The award has restricted component of funding of which the balance is required to be reported to the sponsor separately. I missed the due date to submit the COP, in which the balance should have been included. How does EFM report the balance for restricted funding?**
- **A: It depends.**
  - If EFM is informed of a separate expense account/cc designated for restricted funding, EFM will report expenses and the balance as shown in the account/cc.
  - If EFM is not informed of a separate expense account/cc, EFM will report as if restricted funding is not spent at all. This will result in non-reimbursement and/or high unexpended obligation.
  - Establish a separate expense account/cc for restricted funding at the initial fund set up process for accurate recording and reporting.

# Frequently Asked Questions

- **Q: The award has cost share requirement. I missed the due date to submit the COP, in which a cost share contribution form should have been included. How does EFM report cost share in absence of the COP?**
  
- **A: In absence of the cost share contribution report, EFM will report \$0 in cost share.**
  - This will result in non-compliance with cost share reporting requirement and may result in non-reimbursement for allowable/allocable expenses for the project.

# Frequently Asked Questions

- **Q: I was out of the office when a COP reminder was sent and/or EFM analysis email was sent to me. Does EFM proceed without a response from the department?**
  
- **A: Yes, when EFM receives an out of office reply, EFM will forward the email to an alternative contact in the reply and proceed with the next steps in the procedure to ensure on-time submission of the final financial report to the sponsor.**
  - If alternative contact is not indicated, EFM will forward it to Sr. manager in the dept requesting it to be assigned to an alternative person in the dept.

# Frequently Asked Questions

- **Q: Where can I find more details about the federal fund closeout procedure?**
  
- **A: Visit EFM website, [www.efm.ucla.edu](http://www.efm.ucla.edu) for**
  - Full procedure document
  - 1 page summary of procedure
  - 1 page process diagram
  - 1 page flowchart
  - 1 page FAQ
  - And more...

# December Schedule

**Due to Winter Break, due dates for key communication in December (for funds expired 9/30/15) are adjusted as follows:**

- **11/16/13:** EFM will send a COP reminder email
- **12/04/15:** EFM will send a COP past due alert email
- **12/11/15:** EFM's analysis of final expenditure to the department
- **12/18/15:** Department's confirmation of final expenditure to EFM
- **12/23/15:** EFM will submit the final invoice/financial report to the sponsor

A complete schedule of due dates for key communication for 2015 and 2016 can be found on EFM website/Fund Closeout/Closeout Deadlines.

<http://ora.research.ucla.edu/EFM/Pages/Closeout/CloseoutDeadlines.aspx>



# Questions

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