

# Bookkeeper Meeting

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OCTOBER 21, 2020

# Agenda

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- Project Closeout - Final Technical Reports
- Restricted Accounts – Roll Forwards
- Research Incentive Awards
- November meeting
- Discussion / Questions

# Project Closeout Final Technical Reports

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Update from Jamie Murdock, Office of Research:

*ORED is currently working with university archives to explore two options for the transfer of final technical reports to occur. Both options would involve the PI making the transfer at the project close-out phase. ORED and university archives need to determine which option most effectively meets the needs of all stakeholders. Jamie will be back in touch within the next few weeks with the plan moving forward. For now, ORED asks that you advise the PIs you work with to hang onto those reports. Once a plan is in place, Jamie will communicate it to all PIs of projects that have closed out over the last 18 months or so. ORED will ask that you, as project bookkeepers, help spread the word of the plan with PIs as they move forward with closing out projects.*

# Restricted Accounts Roll Forwards

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I spoke with Emily Wheeler at the end of last week and she stated that the roll forward of restricted accounts would take place this week; however, yesterday she updated me that they are trying to resolve an issue with the Financial Statements. Typically, the roll forward doesn't take place until after the Financial Statements are completed and approved by the State. Since that is still in process, I'm not sure when the roll forward will be completed. I will keep you updated as I know more.

I would recommend that you use the FRIGITD screen when looking at restricted accounts. Since it represents all data from inception to date, it will basically include the "roll forward." If using FGIBDST on restricted accounts, you only see one year at a time. Until the roll forward is completed, FGIBDST for FY21 won't really be accurate. FRIGITD can be used for grants and all other restricted accounts. As long as your fund begins with a "2", then you should be able to use FRIGITD.

# Research Incentive Awards

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Research Incentive Awards were sent to qualifying PIs on October 2.

The amount of the award is based on work performed and indirect cost EARNED during FY 19-20. The award is not based on budgeted IDC.

The PI may request the funds be processed as a salary bonus, or they may leave the funds in their IDC account. However, there will only be 2 months when the incentive award can be requested as a salary bonus:

- November 30 paycheck – completed form must be returned to Grant Accounting by 4 pm on 10/30/20
- December 23 paycheck – completed form must be returned to Grant Accounting by 4 pm on 11/25/20

If the PI elects to use their IDC distribution for supplies, travel, or other needs, the form still needs to be completed and returned by 11/25/20 with the percentage noted as 0%. If the PI elects to leave their funds in their University IDC account, all University policies and procedures must be followed in expending the funds.

Budget revisions to fund the IDC accounts will be prepared and submitted by Grant Accounting to the Budget Office in December.

# November Meeting

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Due to scheduling conflicts, the November meeting is cancelled.

Our next meeting will be December 16, 2020.

If you have any questions, concerns, or items you would like added to the December agenda, please let us know.

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# Discussion and Questions

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NEXT MEETING – DECEMBER 16, 2020 – 10 AM

VIA TEAMS