

FST Round Table Meeting



Thursday, April 20, 2023 (MS Teams)
9:30AM to 11:00AM

Housekeeping Items



Turn camera on,
if possible



Mute your
microphones
when you are not
speaking



Use the “Raise
Hand” feature if
you would like to
speak



Use chat for
questions and
comments

Agenda

- ☐ Welcome
- ☐ RFMS Staff Announcements
- ☐ Call For Topic - Results
- ☐ Policy Updates
- ☐ Time Extensions
- ☐ Fund Balances of Terminating Funds
- ☐ General Research Funds (GRFs)
- ☐ Inter-Institutional Transfers
- ☐ Year End Updates
- ☐ Case Studies
- ☐ Questions/Comments

RFMS Staff Announcement

| Name | Role | Team | Effective Date |
|-----------------|----------------------------|------------|----------------|
| Rashim | Compliance Supervisor | M&C | 20-March-2023 |
| Theresa Ewen | Training & Support Officer | Training | 3-April-2023 |
| Matthew Rainone | Financial Administrator | Tri-Agency | 11-April-2023 |



Call for Topics - Result

| Requested Topic | Requesting Faculty | Subject Matter Expert | Potential Session Date |
|--|--------------------|------------------------------------|------------------------|
| Case studies on when to use the different methods of payment (<i>e.g. ADV/EXR, POs, payment requests, PCard, central PCard etc.</i>) | Arts | Procurement & Transaction Services | June 2023 |
| Updates on MMP changes (<i>adding new vendors, canceling POs directly through MMP, etc.</i>) | Engineering | Procurement Services | June 2023 |
| Sabbatical leaves | Agriculture | RFMS | June 2023 |
| Add to policy - one-up signatures for visitors | Agriculture | RFMS/ Transaction Services | June 2023 |
| Clarify what/why/when McGill can give gifts | Agriculture | Transaction Services | June 2023 |

Policy Update – PCard

- ❑ PCard Regulation updates **effective date of April 3, 2023**:
 - ❑ **R1.7.** When a **PCard is cancelled** by Central PCard Admin, the Cardholder **cannot apply for a new PCard for a period of 1 year** (previously 3 years)
 - ❑ **R10.8. Virtual conference registrations** where no travel expenses will be incurred (e.g., hotel, airfare, rail, meals, etc.) are **not considered prohibited transactions** since there is no travel involved. Virtual conference registrations **can therefore be charged on a PCard**
 - ❑ **R11.3.** Since Le James was never mandated for the purchase of computer components, the chart has been renamed to: **“New Computers (Desktops/Laptops) and Monitors Purchased on Non-Research Grants (non-2F/2M)”** (in lieu of New Computers, Computer Components and Computer Accessories)
 - Please note this change will also be made in the Procedures for Travel and Other Expenses - 8.1
- ❑ PCard Regulation: <https://www.mcgill.ca/financialservices/policies/pcard>
- ❖ *Please contact the PCard Administration Group at pcardadministration@mcgill.ca should you require further clarification on the above policy update.*

Policy Update – New Alcohol Directive

- ❑ A new directive on **purchases of alcoholic beverages for on-campus events** is available in the Procurement Services website:
https://www.mcgill.ca/procurement/files/procurement/sp1.5.04_directive_alcohol_beverage_purchases_procedure.pdf
- ❑ **Instructions:**
 - ❑ **Alcohol Permit** or **Landlords Letter** is required (online form)
 - ❑ Obtain a **quote** from McGill Caterer “**La Cuisine**”
 - ❑ Alcohol must be purchased through the McGill MarketPlace through the above-mentioned supplier
 - ❑ Alternatively, for **smaller events**, employees may purchase alcoholic beverages (in Quebec stores only) and request a **reimbursement via an Expense Report**
 - ❑ Alcoholic beverages **cannot** be purchased through **McGill PCard**
 - ❑ All Consumption of Alcoholic beverages must respect “ McGill Policy Concerning Alcohol, Cannabis and other Drugs”

❖ *Please contact Procurement Services at should you require further clarification on the above new directive.*

Time Extensions

KEY INFORMATION & CONTACTS

| Agency | Key Information | Contact Info |
|--|--|--|
| <ul style="list-style-type: none">• Tri-Agency (NSERC, CIHR, SSHRC) | <ul style="list-style-type: none">• Most programs allow for a one year automatic no-cost time extension. This is already included in Banner.• For an additional extension, effective April 1, 2023, a Grant Amendment Form (GAF) is required | Submit GAF to OSR via email @ awards.osr@mcgill.ca |
| <ul style="list-style-type: none">• Internal SSHRC• Paper Presentation Grants• GRF Funds | <ul style="list-style-type: none">• All requests for time extensions must be sent to OSR | awards.osr@mcgill.ca |
| <ul style="list-style-type: none">• Contracts | <ul style="list-style-type: none">• All requests for time extensions must be sent to OSR | awards.osr@mcgill.ca |

Time Extensions

KEY INFORMATION & CONTACTS – continued

| Agency | Key Information | Contact Info |
|---|---|--|
| <ul style="list-style-type: none">• FRQ (<i>except salary awards</i>) | <ul style="list-style-type: none">• FRQ allows for a one year automatic no-cost time extension. This is already included in Banner• Justification is required:<ul style="list-style-type: none">○ How the balance will be spent, and○ Must be provided on the financial statement of the second-to-last year through the FRQ portal• For any additional time beyond the automatic no-cost time extension, the PI must complete the request via the FRQ portal | <p>FRQ Portal</p> <p>If any issues, the PI must contact their Program Officer at FRQ</p> |

Time Extensions

KEY INFORMATION & CONTACTS – continued

| Agency | Key Information | Contact Info |
|-----------|---|--|
| • CFI | <ul style="list-style-type: none">• A change request form must be completed by the PI to request an end date extension• Once the change request form is completed, the PI must send it to the Strategic Initiatives Team via email | Contact RFMS Financial Administrator |
| • CFI-IOF | <ul style="list-style-type: none">• The PI's confirmation that the equipment is operational must be emailed to RFMS Financial Administrator to request a time extension | Contact RFMS Financial Administrator |

Fund Balances

TRI-AGENCY & FRQ GRANTS

- ❑ What you need to know about balances on terminating Tri-Agency/FRQ grants:

| | |
|--------------------------|--------------------------------------|
| CIHR Grants | • Return to Agency |
| FRQ Grants | • Return to Agency |
| NSERC & SSHRC | • General Research Fund (GRF) |

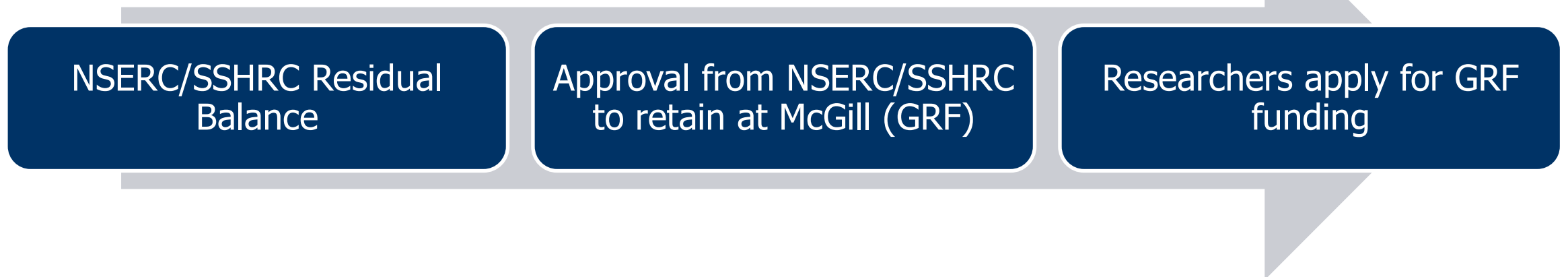


- ❑ Balances **cannot be transferred to other grants**
- ❑ Researchers can apply for GRF funding for NSERC & SSHRC
- ❑ General Research Funds (GRF) follow the **Tri-Agency Guidelines on Fund Administration (TAGFA)**

General Research Fund (GRF)

NSERC/SSHRC

- ❑ **General Research Fund (GRF)** is a pool of residual funds from grants that have expired/terminated
- ❑ **GRF Cycle:**



General Research Fund (GRF)

NSERC/SSHRC CONDITIONS

- ❑ **Conditions** for McGill to retain residual funds:
 - ❑ The requested residual balance transfer must be for an **eligible program**
 - ❑ The residual balance must be **50% or less of the allocated grant**
Unspent balance greater than 50% must be returned to the Tri-Agency
 - ❑ **Statement of Account (Form 300)** must be submitted before the transfer to the GRF
 - ❑ The administering institution **must spend at least 50% of the GRF opening balance during the current year**

General Research Fund (GRF)

HOW TO ACCESS FUNDING

- ❑ Researcher **eligibility** to apply for **NSERC/SSHRC GRF** funding:
 - ❑ Must have held a NSERC or SSHRC grant from an eligible program that expired with unspent balance of 50% or less of the allocated grant
 - ❑ Submit application to OSR **within one year of the original grant expiry date**
 - ❑ Must be **eligible to hold a research fund at McGill**, and
 - ❑ Must hold and maintain a **Ranked Academic appointment** for the **duration of the GRF grant period**
- ❑ **Duration:**
 - ❑ Grant period = one year
 - ❑ Spend at least 50% of the awarded funds within six months of the award date

Inter-Institutional Transfers

WHAT YOU NEED TO KNOW AND DO

- ❑ Transfers to other institutions:
 - ❑ **Ineligible Institution** – processed via **OSR** as a **sub-award agreement**
 - ❑ **Eligible Institution** – processed via **RFMS** as a **transfer agreement**
- ❑ For transfers to **eligible institutions**, send requests to RFMS including:
 - ❑ The **PI's authorization in writing**, and
 - ❑ **Fund** to charge, **amount**, **partner institution name**, **partner institution PI** and **other instruction(s)** to the partner where applicable
- ❑ RFMS will initiate a **transfer of funds agreement (TFA)** that **must** be signed by both institutions
- ❑ **Payment(s)** to the partner institution will only be processed upon receipt of a **fully executed TFA**

Year End Updates – Tri-Agency

❑ Tri-Agency 22-23

- ❑ Deadline to submit financial statements (**F300**) to **partner institutions** (McGill is the sub-awardee) is **April 30th**
 - RFMS emails FSTs for any **terminating funds** that have **balances to clear** (*please prioritize*)
 - Signed statements must be returned to RFMS by April 26th
- ❑ Deadline to submit **F300 to Tri-Agency** (McGill is the lead institution) is **June 30th**
 - Approximately **3,062** financial statements to complete
 - Approximately **308 final** financial statements to complete
- ❑ **PIs must sign** the F300 and return to rfmsfinancialstatements.finserv@mcgill.ca

❑ How FSTs/AECs can help RFMS on completing final statements:

- ❑ Clear balances/over-expenditures/purchase orders/travel advances
- ❑ Advise FADM if balance is not being spent

Year End Updates - Mitacs

❑ Mitacs 22-23

- ❑ Deadline to submit annual financial statements is **May 30th**
- ❑ Approximately **150** financial statements to complete
- ❑ **PIs must sign the F300** and return a copy to Ruth Florentino at rosalie.florentino@mcgill.ca



Year End Updates – FRQ & CFI

❑ FRQ 22-23

- ❑ Deadline to submit financial statements on FRQ portal is **September 30th**
- ❑ Approximately **360** financial statements to complete
- ❑ **PIs must approve** their financial statements on **FRQ portal by September 30th**

❑ CFI 22-23

- ❑ Deadline to submit financial reports where McGill:
 - **Lead** Institution - **June 15th**
 - **Partner** Institution - **May 15th**
- ❑ Approximately **90** financial reports to complete

Year End Updates – RFMS Contacts





| Staff Name | Agency | Email Address/Teams |
|----------------------|----------------------|--|
| Melodie Garbish | NSERC | melodie.garbish@mcgill.ca |
| Cheryl McKnight | NSERC | cheryl.mcknight@mcgill.ca |
| Rosie Travaglini | NSERC | rosie.travaglini@mcgill.ca |
| Marisa Sgro | CRC / SSHRC | marisa.sgro@mcgill.ca |
| Lorna Lorenzo | CRC / SSHRC | lorna.lorenzo@mcgill.ca |
| Ruth Florentino | CRC / SSHRC / MITACS | rosalie.florentino@mcgill.ca |
| Rose Gillam | CIHR | rose.gillam@mcgill.ca |
| Gertrude Vitesi | CIHR | gertude.vitesi@mcgill.ca |
| Nicole Duperron | FRQ-NT / FRQ-SC | nicole.duperron@mcgill.ca |
| Suzanne Owsiany | FRQ-S | suzanne.owsiany@mcgill.ca |
| Md Abdullah Al-Masud | CFI | masud.al-masud@mcgill.ca |
| Sandi Spinello | CFI | santina.spinello@mcgill.ca |
| Fan Zhang | CFI | fan.zhang7@mcgill.ca |

CASE STUDIES



US Federal Grants

TRANSFER ELIGIBILITY CRITERIA

| Criteria | Assessment |
|---|--|
| The expense was paid within the current FY |  |
| The expense was incurred within the eligible grant period |  |
| The expense was one that could not be determined from the onset |  |
| It is an eligible expense type |  |

Case Study 1

US FEDERAL GRANTS - TRANSFERS

Case Study 1: On 08-Aug-2022, JXXXX034 was posted to transfer an **invoice** from 245894 to a US federal grant, 256681 (*see next slide for details*).

Poll Question: Is this transfer admissible?

- A. Yes
- B. No

Invoice dated **01-Jun-2022**, paid on **06-Jul-2022**, was transferred to a US federal grant on **09-Aug-2022**:

Invoice Summary - Supplier Invoice No. 8422888 (Doc. No. [IV399625](#))

Supplier Invoice No. 8422888

Supplier Name Fisher Scientific

General

Invoice Type Invoice

Pay Status Paid

Invoice Number IV399625

Supplier Invoice No. 8422888

Supplier Name Fisher Scientific

Invoice Date 01/06/2022

Check/Payment No. I1131412

Payment Date 06/07/2022

Due Date 01/07/2022

Terms 0% 30, Net 30

Terms Discount 0.00 CAD

Invoice Name

Match Status Matched

Invoice Source Electronic (Supplier System)

Contains substituted item(s)

Addresses

Remit To

Remit To Location List

112 Colonnade Road

Nepean, Ontario K2E 7L6

Canada

Phone 1-800-2347437-

Fax 1-800-4632996-

Address Id Central Office 1

Note/Attachments

External Note no note

Internal Note no note

Internal Note will not be sent to vendor

Payment Information

Accounting Date 02/06/2022

Bank Code no value

Cheque Return to McGill

Final Payment

Discount, Tax, Shipping & Handling

Discount, tax, shipping & handling

Allocation Weighted

Header-level

Discount 0.00 CAD

GST 4.78 CAD

QST 9.53 CAD

Shipping 0.00 CAD

Handling 0.00 CAD

Total 109.87 CAD

FOAPAL Information values vary by item

LINE

Fund no value

Organization no value

Account no value

Program no value

Activity no value

Location no value

FOAPAL Information values vary by item

Line Item Details

P0964685

PO Line

Product Description

Catalog No

Size / Packaging

Unit Price

Quantity

Ext. Price

2

✓ 2 PIPET FB SER DP 10X1/10 CS/500

1367610F

CS

95.56 CAD

1 CS

95.56 CAD

FOAPAL Information values have been overridden for this line

LINE

Fund 245894

Organization 00462

Account 700001

Program 2000

Activity 000000

Location 000000

Manufacturer Fisherbrand™ Name

Manufacturer 4341

Part Number

Invoice Owner Jacynthe Philie

Substitute Item

Taxable

Line Match Status Matched

Vendor Note no note

Internal Note no note

Internal Line Attachments






InfoEd summary showing the award period of **01-Sep-2020** to **31-Aug-2022**:

| | Record Number | Principal Investigator (McGill) | Principal Investigator Department | Sponsor | Originating Sponsor | Requested Start Date | Requested End Date | Awarded Start Date | Awarded End Date | Fund Code (Account Number) |
|--|---------------|---------------------------------|-----------------------------------|------------------|-------------------------------------|----------------------|--------------------|--------------------|------------------|----------------------------|
| | 90698 | | | Emory University | National Institutes of Health - NIH | 01-Jan-2021 | 30-Sep-2021 | 01-Sep-2020 | 31-Aug-2022 | 256681 |



Case Study 1 - Assessment

US FEDERAL GRANTS - TRANSFERS

| Criteria | Assessment |
|---|--|
| The expense was paid within the current FY |  |
| The expense was incurred within the eligible grant period |  |
| The expense was one that could not be determined from the onset |  |
| It is an eligible expense type |  |
| FINAL ASSESSMENT |  |

ANSWER: Yes, the transfer is admissible because the transaction was incurred and paid in **FY23** and within the grant period. In addition, the items were pipettes deemed admissible on the posted US federal grant.

Case Study 2

US FEDERAL GRANTS - TRANSFERS

Case Study 2: On 09-Aug-2022, JXXXX640 was posted to transfer a **PCard transaction** from 246804 to a US federal grant, 251410 (*see next slide for details*).

Poll Question: Is this transfer admissible?

- A. Yes
- B. No

PCard invoice dated **21-Feb-2022** was transferred to a US federal grant on **09-Aug-2022**:

amazon.ca

Invoice / Facture

MC GILL UNIVERSITY
FINANCIAL SERVICES #216, 3465 DUROCHER
STREET
MONTREAL, QUEBEC, H2X 0A8
CA

Paid / Payé

Sold by / Vendu par Amazon.com.ca, Inc.
GST/HST # 85730 5932 RT0001
QST # 1201187016 TQ0001

Invoice date / Date de facturation: 21 February 2022

Invoice # / N de facture: CA2G5D0SACII

Total payable / Total à payer: \$586.36

For questions about your order, visit www.amazon.ca/contact-us / Pour toute question concernant votre commande, visitez le site www.amazon.ca/contact-us

Billing address / Adresse de facturation
McGill University
Financial Services #216, 3465 Durocher Street
Montreal, Quebec, H2X 0A8
CA

Delivery address / Adresse de livraison
McGill Centre for Integrative Neuroscience
3801 University Street - ATTN: John Le, Montreal Neuro
- Room NW130
Montreal, Quebec, H3A 2B4
CA

Sold by / Vendu par
Amazon.com.ca, Inc.
40 King Street West 47th Floor
Toronto, ON M5H 3Y2
Canada

Order information / Information sur la commande

Order date / Date de commande 21 February 2022
Order # / Commande # 701-7815907-7183432
Shipment date / Date d'expédition 21 February 2022
Shipment # / Expédition # 119748263605301

Invoice details / Détails de la facture

| Description | Qty / Quantité | Unit Price / Prix à la pièce | Discount / Remise | Federal Tax / Taxe Fédérale (GST/HST/TPS/TVA) | Provincial Tax / Taxe Provinciale (PST/RTST/QST/TPV/TVQ/TVQ) | Item subtotal / Sous-total de l'article |
|---|-------------------|--|----------------------|---|--|---|
| Seagate Expansion 18TB External Hard Drive HDD - USB 3.0, with Rescue Data Recovery Services (STKP18000402) ASIN: B08XKL3GFB | 1 | \$509.99 | \$0.00 | \$25.50 | \$50.87 | \$586.36 |
| Shipping charges / Frais d'expédition | | \$5.90 | -\$5.90 | \$0.00 | \$0.00 | \$0.00 |
| Invoice Subtotal / Total partiel de la facture | | | | | | \$586.36 |

PCard details (MOPS) showing a transaction date of **22-Feb-2022**:

| Appl Ref # | | | | Cardholder | | | |
|--|---|--------------|----------|-------------|-------------------|------------------|------------------|
| 395823 | | | | | | | |
| Audit # | | Banner Doc # | | Trans date | | Status | |
| 202202220000053 | | IB061344 | | 22-FEB-2022 | | Approved | |
| FOAPAL | Queue and Description | Level | Status | Approvers | PSI Reconciled | Approval Date | Ledger Amount |
| 246804-00464-700006-2000- REPLHD-000000 | 7H0K-Non-central queue for fund 246804 | 10 | Approved | | N | 23-MAR- 2022 | 642.06 |






InfoEd summary showing the award period of **01-Aug-2019** to **31-Jul-2023**:

| | Record Number | Principal Investigator (McGill) | Principal Investigator Department | Sponsor | Originating Sponsor | Requested Start Date | Requested End Date | Awarded Start Date | Awarded End Date | Fund Code (Account Number) |
|--|------------------|---------------------------------------|---|--|--|-------------------------|-----------------------|--------------------------|---------------------|-------------------------------------|
| | 81705 | | | United States Department of Defense | United States Department of Defense | 01- Apr-2019 | 31- Mar-2022 | 01- Aug-2019 | 31- Jul-2023 | 251410 |

McGill

Case Study 2 - Assessment

US FEDERAL GRANTS - TRANSFERS

| Criteria | Assessment |
|---|--|
| The expense was paid within the current FY |  |
| The expense was incurred within the eligible grant period |  |
| The expense was one that could not be determined from the onset |  |
| It is an eligible expense type |  |
| FINAL ASSESSMENT |  |

ANSWER: No, the transfer is **inadmissible** because the transaction was paid in **FY22, 22-Feb-2022**. Whereas, the transfer was only completed in **FY23 (09-Aug-2022)**.

Case Study 3

US FEDERAL GRANTS - TRANSFERS

Case Study 3: On 19-Dec-2022, a **student aid (BSA)** was reassigned from a US federal grant, 251410, to a Tri-Agency grant (*see next slide for details*).

Poll Question: Is this transfer admissible?

A. Yes

B. No

BSA reassignment showing the scheduled payment dates starting from **01-Sep-2020** until **15-Aug-2021** where the transfer was completed on **19-Dec-2022**:

| Source (Award Details) | | Target (Award Details) | |
|-------------------------|--|-------------------------|--|
| Aid Fund: | I251410C0G | Aid Fund: | I251676C0G - |
| FOAPAL: | 251410 00464 800200 2000 000000 000000 | FOAPAL: | 251676 00460 800200 2000 000000 000000 |
| Fund Title: | US Dept of Defense W81XWH1910486 | Fund Title: | |
| Fund Start Date: | Aug 01, 2019 | Fund Start Date: | Sep 01, 2019 |
| Fund End Date: | Jul 31, 2023 | Fund End Date: | Dec 31, 2022 |
| Grant Year-End: | Jul 31 | Grant Year-End: | Mar 31 |
| Grant Termination Date: | Jul 31, 2023 | Grant Termination Date: | Dec 31, 2022 |
| Status: | Revoked - Replaced With New Award | Status: | Disbursed |
| Amount: | \$0.00 | Amount: | \$8,000.00 |
| Multi-Year: | No | Multi-Year: | No |
| Created By: | | Created By: | |
| Creation Date: | Sep 02, 2020 | Creation Date: | Dec 19, 2022 |






| Scheduled | Paid | Method | Term | State | Amount |
|--------------|--------------|---------------|-------------|---------|----------|
| Sep 01, 2020 | Dec 19, 2022 | Fund Transfer | Fall 2020 | Payment | \$333.33 |
| Sep 15, 2020 | Dec 19, 2022 | Fund Transfer | Fall 2020 | Payment | \$333.33 |
| Oct 01, 2020 | Dec 19, 2022 | Fund Transfer | Fall 2020 | Payment | \$333.33 |
| Oct 15, 2020 | Dec 19, 2022 | Fund Transfer | Fall 2020 | Payment | \$333.33 |
| Nov 01, 2020 | Dec 19, 2022 | Fund Transfer | Fall 2020 | Payment | \$333.33 |
| Nov 15, 2020 | Dec 19, 2022 | Fund Transfer | Fall 2020 | Payment | \$333.33 |
| Dec 01, 2020 | Dec 19, 2022 | Fund Transfer | Fall 2020 | Payment | \$333.33 |
| Dec 15, 2020 | Dec 19, 2022 | Fund Transfer | Fall 2020 | Payment | \$333.33 |
| Jan 01, 2021 | Dec 19, 2022 | Fund Transfer | Winter 2021 | Payment | \$333.33 |
| Jan 15, 2021 | Dec 19, 2022 | Fund Transfer | Winter 2021 | Payment | \$333.33 |
| Feb 01, 2021 | Dec 19, 2022 | Fund Transfer | Winter 2021 | Payment | \$333.33 |
| Feb 15, 2021 | Dec 19, 2022 | Fund Transfer | Winter 2021 | Payment | \$333.33 |
| Mar 01, 2021 | Dec 19, 2022 | Fund Transfer | Winter 2021 | Payment | \$333.33 |
| Mar 15, 2021 | Dec 19, 2022 | Fund Transfer | Winter 2021 | Payment | \$333.33 |
| Apr 01, 2021 | Dec 19, 2022 | Fund Transfer | Winter 2021 | Payment | \$333.33 |
| Apr 15, 2021 | Dec 19, 2022 | Fund Transfer | Winter 2021 | Payment | \$333.33 |

InfoEd summary showing the award period of **31-Mar-2019** to **31-Jul-2023**:

| Record Number | Principal Investigator (McGill) | Principal Investigator Department | Sponsor | Originating Sponsor | Requested Start Date | Requested End Date | Awarded Start Date | Awarded End Date | Fund Code (Account Number) |
|---------------|---------------------------------|-----------------------------------|-------------------------------------|-------------------------------------|----------------------|--------------------|--------------------|------------------|----------------------------|
| 81705 | | | United States Department of Defense | United States Department of Defense | 01-Apr-2019 | 31-Mar-2022 | 01-Aug-2019 | 31-Jul-2023 | 251410 |

Case Study 3 - Assessment

US FEDERAL GRANTS - TRANSFERS

| Criteria | Assessment |
|---|--|
| The expense was paid within the current FY |  |
| The expense was incurred within the eligible grant period |  |
| The expense was one that could not be determined from the onset |  |
| It is an eligible expense type |  |
| FINAL ASSESSMENT |  |

ANSWER: No, the transfer is **inadmissible** because the entire award was paid in **FY22** (last scheduled payment date was **15-Aug-2021**) whereas the transfer was only completed in **FY23, 19-Dec-2022**.

Case Study 4

US FEDERAL GRANTS - TRANSFERS

Case Study 4: On 10-May-2022, a payroll adjustment, PAXXX76, was posted to transfer salaries to a US federal grant, 258215. The PA covered pay periods 2021-B0-18 to 2022-B0-09 (*see next slide for details*).

Poll Question: Is this transfer admissible?

A. Yes

B. No

Payroll adjustment details posted on **10-May-2022**:

Payroll Adjustments Approval History

Use this menu option to view the approval status of Payroll Adjustments.
Enter at least **one** criteria below to define your transaction search, then click **List**.
If entering Pay Period Start and End dates, you must enter a McGill ID# to limit the search.
Click **Reset** to clear the entered criteria.

PA #
PA 76

Employee ID

Search

Pay Period Start Date

Pay Period End Date

Status
All

| PA # | Requestor | Requested Date | Status |
|----------|-----------|----------------|----------|
| PA007776 | | 04-MAY-2022 | Approved |

| Employee ID | First Name | Last Name | Pay Group | Pay No Start | Pay No End | Pay Date Start | Pay Date End | Position | Gross Pay |
|-------------|------------|-----------|-----------|--------------|------------|----------------|--------------|----------|-----------|
| | | | B0 | 18 | 9 | 29-AUG-2021 | 07-MAY-2022 | | 104215.91 |

Requestor Comments

Redistribute salary to grant projects.

| FOAPAL | Queue and Description | Level | Status | Approvers | Approval Date | Ledger Amount |
|--|--|-------|----------|-----------|---------------|---------------|
| 1-258215-00464-XXXXXX-2000-000000-000000 | 7S57-Non-central queue for fund 258215 | 20 | Approved | | 06-MAY-2022 | 52107.96 |
| 1-258215-00464-XXXXXX-2000-000000-000000 | RF2-Central queue for FADM RF2 | 50 | Approved | | 10-MAY-2022 | 52107.96 |

McGill Pay Schedule (B0) showing the period covered by the PA:

| PAY NO. | PAY PERIOD | PAY DATE |
|------------|----------------------------|-------------|
| 2021-B0-18 | 29-Aug-2021 to 11-Sep-2021 | 10-Sep-2021 |
| 2021-B0-19 | 12-Sep-2021 to 25-Sep-2021 | 24-Sep-2021 |
| 2021-B0-20 | 26-Sep-2021 to 09-Oct-2021 | 08-Oct-2021 |
| 2021-B0-21 | 10-Oct-2021 to 23-Oct-2021 | 22-Oct-2021 |
| 2021-B0-22 | 24-Oct-2021 to 06-Nov-2021 | 05-Nov-2021 |
| 2021-B0-23 | 07-Nov-2021 to 20-Nov-2021 | 19-Nov-2021 |
| 2021-B0-24 | 21-Nov-2021 to 04-Dec-2021 | 03-Dec-2021 |
| 2021-B0-25 | 05-Dec-2021 to 18-Dec-2021 | 17-Dec-2021 |
| 2021-B0-26 | 19-Dec-2021 to 01-Jan-2022 | 31-Dec-2021 |
| 2022-B0-1 | 02-Jan-2022 to 15-Jan-2022 | 14-Jan-2022 |
| 2022-B0-2 | 16-Jan-2022 to 29-Jan-2022 | 28-Jan-2022 |
| 2022-B0-3 | 30-Jan-2022 to 12-Feb-2022 | 11-Feb-2022 |
| 2022-B0-4 | 13-Feb-2022 to 26-Feb-2022 | 25-Feb-2022 |
| 2022-B0-5 | 27-Feb-2022 to 12-Mar-2022 | 11-Mar-2022 |
| 2022-B0-6 | 13-Mar-2022 to 26-Mar-2022 | 25-Mar-2022 |
| 2022-B0-7 | 27-Mar-2022 to 09-Apr-2022 | 08-Apr-2022 |
| 2022-B0-8 | 10-Apr-2022 to 23-Apr-2022 | 22-Apr-2022 |
| 2022-B0-9 | 24-Apr-2022 to 07-May-2022 | 06-May-2022 |

InfoEd summary showing the award period of 01-Sep-2021 to 30-Jun-2026:

| | Record Number | Principal Investigator (McGill) | Principal Investigator Department | Sponsor | Originating Sponsor | Requested Start Date | Requested End Date | Awarded Start Date | Awarded End Date | Fund Code (Account Number) |
|--|---------------|---------------------------------|-----------------------------------|-------------------------------------|-------------------------------------|----------------------|--------------------|--------------------|------------------|----------------------------|
| | 91115 | Evans, Alan C | Neurology & Neurosurgery | Washington University (Saint Louis) | National Institutes of Health - NIH | 01-Sep-2021 | 31-Aug-2026 | 30-Sep-2021 | 30-Jun-2026 | 258215 |

Case Study 4 - Assessment

US FEDERAL GRANTS - TRANSFERS

| Criteria | Assessment |
|---|------------|
| The expense was paid within the current FY | ✗ |
| The expense was incurred within the eligible grant period | ✗ |
| The expense was one that could not be determined from the onset | ⊘ |
| It is an eligible expense type | ⊘ |
| FINAL ASSESSMENT | ✗ |

ANSWER: No, portion of the transfer (**2021-B0-18 to 2022-B0-8**) is **inadmissible**. It covered periods paid in **FY22** (last pay date **22-Apr-2022**) whereas the transfer was only completed in **FY23, 10-May-2022**. In addition, the salaries from **29-Aug-2020 to 29-Sep-2020** were prior to the grant start of **30-Sep-2020**, thus **inadmissible**. Only the transfer pertaining to **2022-B0-9** is admissible because this was paid (06-May-2022) and transferred (10-May-2022) in **FY23**.

Case Study 5

TRI-AGENCY GRANTS – CONFERENCE FEE

Case Study 5: Prof. A had a balance of \$1,000 in his SSHRC grant, 223456, as of 28-Feb-2023. The grant terminated on 31-Mar-2023. On 12-Mar-2023, his postdoc paid \$800CAD conference registration fee using his personal credit card. The virtual event took place on 15-Apr-2023. The conference topic was relevant to Prof. A's funded research, 223456.

Prof. A wanted to utilize the balance on 223456 before the termination date of 31-Mar-2023. Since there won't be any other expenses to claim for the virtual conference, Prof. A asked if his postdoc can submit an expense report to claim the registration fee before 31-Mar-2023.

Poll Question: If you are in the role of assisting PIs manage their research grants, will you approve the above expense on fund 223456?

- A. Yes
- B. No

ANSWER: No, expenses on Tri-Agency grants must be incurred prior to the grant termination date. For **conferences**, the determining date is the **actual event date**. In the case above, the actual conference took place on **15-Apr-2023** after the termination date of **31-Mar-2023**.

Questions?



References

| Purpose | Website |
|---|---|
| Extension Period for the Authority to Use Grant Funds | https://www.nserc-crsng.gc.ca/interagency-interorganismes/TAFA-AFTO/guide-guide_eng.asp#t1 |
| Grant Amendment Form | https://www.nserc-crsng.gc.ca/_doc/Tri-Agency/TAFAG/Grant_Amendment_Form_e.pdf |
| Tri-Agency Guide on Financial Administration (TAGFA) | https://www.nserc-crsng.gc.ca/interagency-interorganismes/TAFA-AFTO/guide-guide_eng.asp |
| Eligible Programs for Transfers to the NSERC/SSHRC GRF | https://www.nserc-crsng.gc.ca/_doc/Professors-Professeurs/ActiveGRF_e.pdf |
| GRF Guidelines and Application | https://www.mcgill.ca/research/research/funding/internal |
| List of Eligible Institutions for Inter-Institutional Transfers | https://www.nserc-crsng.gc.ca/NSERC-CRSNG/Eligibility-Admissibilite/listeligibleinstitutions-listetablissementsadmissible_eng.asp |



2023 Scheduled Meetings

- ❑ FST/AEC Round Table is scheduled every two months:

| Date | Time | Location | Status |
|-------------------------------|-------------------------|------------------------|---------------------|
| Thursday, Feb 23, 2023 | 9:30am – 11:00am | Virtual MS Team | Completed |
| Thursday, Apr 20, 2023 | 9:30am – 11:00am | Virtual MS Team | This session |
| Thursday, Jun 15, 2023 | 9:30am – 11:00am | Virtual MS Team | Next Session |
| Thursday, Aug 17, 2023 | 9:30am – 11:00am | Virtual MS Team | Upcoming |
| Thursday, Oct 19, 2023 | 9:30am – 11:00am | TBD | Upcoming |

- ❑ Schedule is posted on the RAN website: <https://www.mcgill.ca/research/ran-welcome/fst-meetings>



Contact Us

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