

FST Round Table Meeting



**Thursday, October 26, 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 Topics Updates
- ☐ Policy Updates
- ☐ Roles & Responsibilities
- ☐ Compliance Matters
- ☐ Reminders & Tips
- ☐ Overhead & Federal Indirects
- ☐ Questions/Comments



RFMS Staff Announcement

Name	Role	Team	Effective Date
Tina Marzilli	Supervisor	Tri-Agency	14-Aug-2023
Rosa Sciangula	Supervisor	CFI/FRQ	14-Aug-2023
Ghada Mansour	Financial Administrator	Contracts/Foreign	23-Aug-2023
Toritshè-Sade Oluwaferanmi	Finance Officer	CFREF-D2R	28-Aug-2023
Elham Rouzbeh	Financial Administrator	Contracts/Foreign	18-Sep-2023
Yuliya Prudnikava	Senior Accounts Administrator	Tri-Agency	02-Oct-2023
Kira Sakun	Senior Accounts Administrator	Fund Management Team	02-Oct-2023

Call for Topics - Update

Requested Topic	Requesting Faculty	Subject Matter Expert	Update
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	FSTs to provide sample cases
Updates on MMP changes (<i>adding new vendors, canceling POs directly through MMP, etc.</i>)	Engineering	Procurement Services	Future 2023 session
Sabbatical leaves	Agriculture	RFMS	Future 2023 session
Add to policy - one-up signatures for visitors	Agriculture	RFMS/ Transaction Services	Policy updated
Clarify what/why/when McGill can give gifts	Agriculture	Transaction Services	Policy update in progress
PCard – registration fees for virtual conferences	All	Transaction Services	Policy updated

Policy Update – PCard

- ❑ Section **R10.8. Prohibited Transactions** effective **July 11, 2023**:
 - ❑ Travel expenses are prohibited on a PCard except local and virtual conference registrations where no travel expenses will be incurred. These can be charged on a PCard.
 - ❑ The above **does not apply to local and virtual conferences** that are to be charged on **Research Grants and Contracts**. These conference registrations **must continue to be processed via an advance/expense report**.
- ❑ PCard Policy: <https://www.mcgill.ca/financialservices/policies/pcard>
- ❖ *For policy questions, please contact the Finance Service Desk by submitting a ticket through the **FIS Service Desk Portal**: <https://hrservedesk.mcgill.ca/servedesk/customer/portal/12>*

Policy Update – Expense Report

- ❑ Updates effective **August 1, 2023:**

- ❑ **Per Diem Allowance:**

Meal	Within Canada	Outside Canada
Breakfast	\$14 CAD	\$16 CAD
Lunch	\$21 CAD	\$28 CAD
Dinner	\$40 CAD	\$56 CAD
Total Daily Allowance	\$75 CAD	\$100 CAD

- ❑ **Lodging allowance** increased to **\$30 CAD** per night
- ❑ **New** reimbursement rates for **local hospitality & entertainment:**
<https://www.mcgill.ca/financialservices/policies/reimburse/hospitality-entertainment>

Policy Update – Expense Report

(continued)

- ❑ Updates effective **August 1, 2023**:
 - ❑ **PR7.11 Child care** guidelines where the employee is:
 - A **nursing mother** who must travel with the child may claim:
 - Airfare for the child;
 - Cost of childcare at the travel site up to \$50 per day (receipts required);
 - Travel and accommodation costs for a caregiver, up to equivalent childcare costs
 - **Responsible for a child/dependent** who is under the age of 18 and/or has a medical disability that renders them unable to remain alone overnight
 - Cost of a caregiver providing the overnight care to the child/dependent up to \$50 per night (receipts required) or a per diem of \$35 per night; OR
 - Cost of reasonable transportation to bring the child/dependent to the caregiver or to bring the caregiver to the child/dependent (receipts required)

Policy Update – Expense Report

(continued)

- ❑ Updates effective **September 25, 2023**:
 - ❑ **Participant fees** have been clarified to indicate **participant fee in a research/clinical study**.
 - ❑ **PR7.1 on boarding passes** was modified to state, “*Boarding passes are required unless other evidence exists to prove the trip has occurred (e.g. hotel invoice, taxi chit to/from airport, meal receipts, etc.).*”
- ❑ Expense Reimbursement Policy:
<https://www.mcgill.ca/financialservices/travel/procedures>
- ❖ *For policy questions, please contact the Finance Service Desk by submitting a ticket through the*
FIS Service Desk Portal: <https://hrservicedesk.mcgill.ca/servicedesk/customer/portal/12>

Policy Update – Document Retention

- ❑ Updates effective **October 23, 2023**:
 - ❑ **Packing slips** - CFI only: departments are responsible for maintaining document
 - ❑ **PCard** – Effective December 2022, the policy mandates the upload of supporting documentation for all transactions
 - ❑ **JE16 & IDC** – Email approval is acceptable
 - ❑ **Advances & Expense Reports** –
 - Minerva - electronic version
 - Travel Desk – Adobe (PDF) version
 - ❑ **Student Stipend Authorization Form (BSA)** – PI & award recipient must sign form
- ❑ Retention of Supporting Documentation:
https://www.mcgill.ca/financialservices/files/financialservices/supporting_documentation_and_retention_october_2023.pdf
- ❖ *For policy questions, please contact the Finance Service Desk by submitting a ticket through the **FIS Service Desk Portal**: <https://hrservicedesk.mcgill.ca/servicedesk/customer/portal/12>*

Roles and Responsibilities

RFMS

- Financial administration of research grants and contracts from inception to termination

FSTs/Administrative Officers

- Primary contact for PIs - financial & administrative assistance
- Local oversight



Researcher/PI

- Conduct research according to policies & regulations

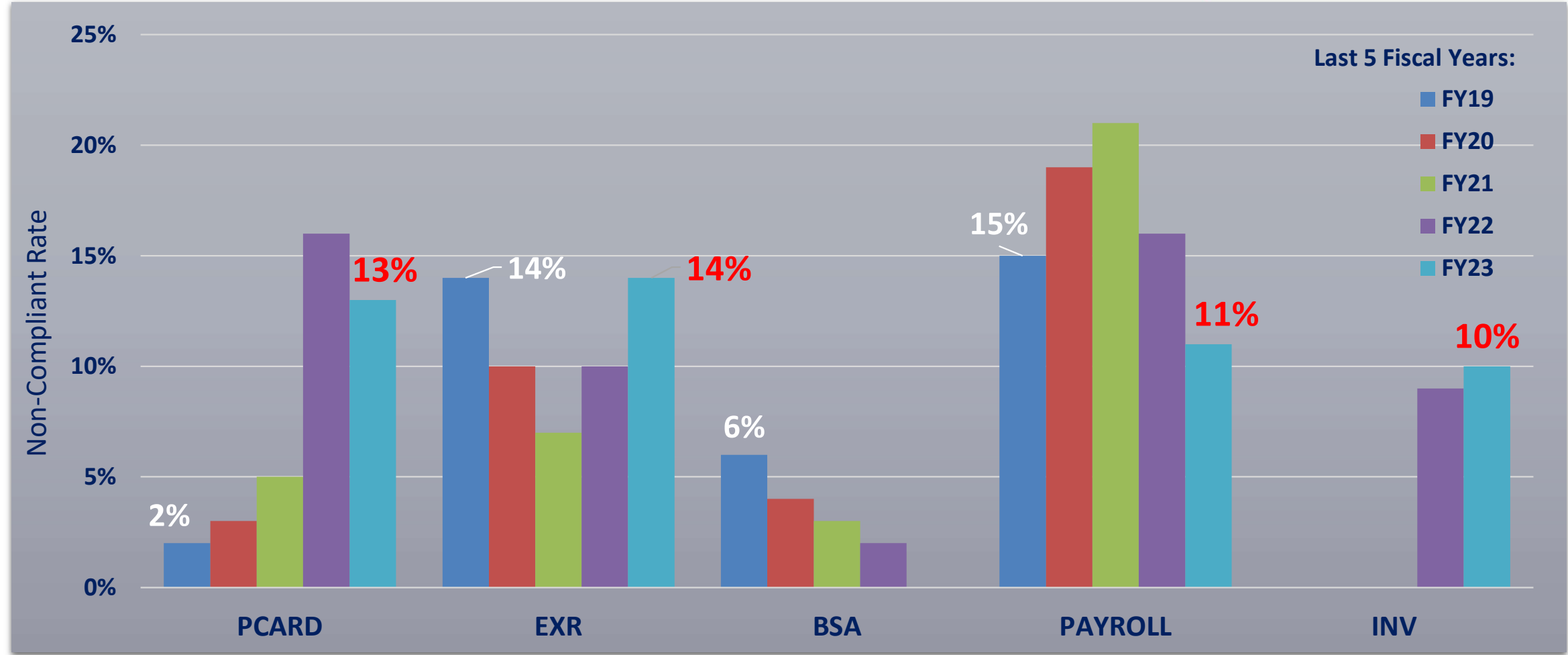
FFO/Director of Administration

- Local implementation of policies & regulations

Unit heads

- University's advocate for adherence to policies & regulations

University Compliance Performance FY23



Compliance Matters

Common Findings FY23 – Expense Reports

- ❑ Missing proof of travel (*e.g. boarding passes*)
- ❑ Missing conference program
- ❑ Missing affiliation
- ❑ Missing invoice/detailed receipt
- ❑ Inadmissible expenses:
 - ❑ Alcoholic beverages
 - ❑ Meals for research team
 - ❑ Change fees due to poor planning
- ❑ Substantive Error:
 - ❑ Personal expense:
 - Personal hygiene items
 - Movie rental
 - Expense for personal days
 - ❑ Duplicate claim
 - ❑ Overclaimed per diem
 - ❑ Wrong currency



Compliance Matters

Common Findings FY23 – PCard

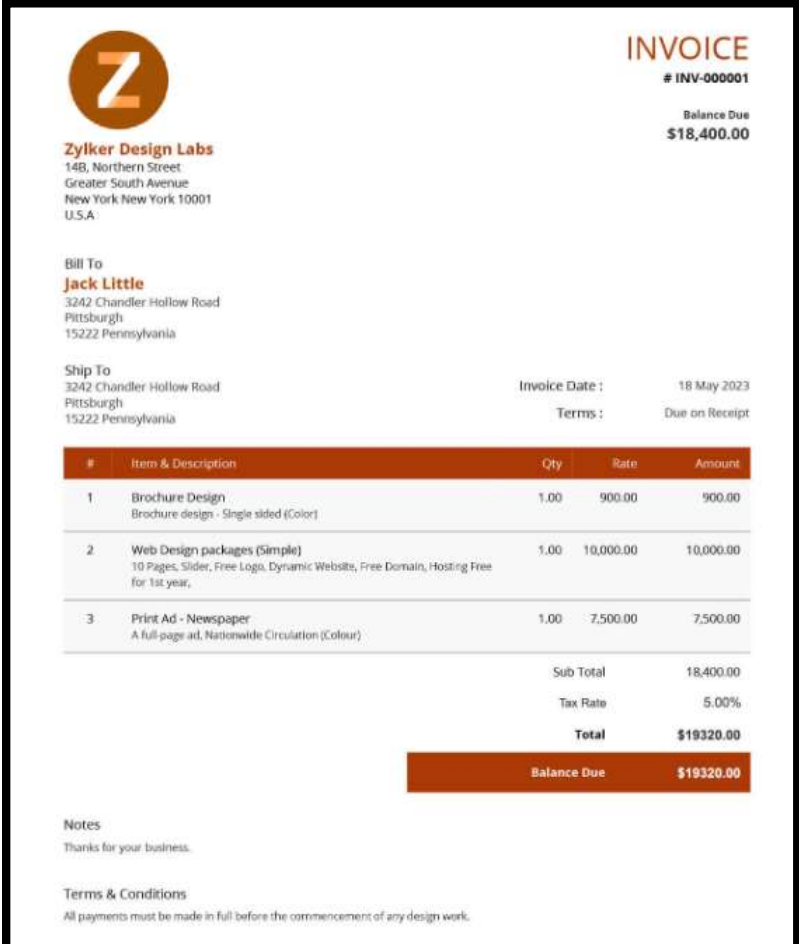
- ❑ Missing/incomplete supporting documentation
- ❑ Delegate does not meet Tri-Agency requirement
 - ❑ *Must have sufficient knowledge of the research (not admin role)*
- ❑ Reconciler is the PI/delegate



Compliance Matters

Common Findings FY23 – Invoices

- ❑ After-the-fact POs
- ❑ Delegate does not meet Tri-Agency requirement
 - ❑ *Must have sufficient knowledge of the research (not admin role)*
- ❑ Insufficient expense description
 - ❑ *"As per quote XXX" is **not an acceptable description***



The image shows a sample invoice from Zyker Design Labs. The invoice is dated 18 May 2023 and has an invoice number of # INV-000001. The balance due is \$18,400.00. The invoice is addressed to Jack Little at 3242 Chandler Hollow Road, Pittsburgh, PA 15222. The ship-to address is the same. The invoice includes a table with three items: Brochure Design (1.00 units at \$900.00 each), Web Design packages (Simple) (1.00 unit at \$10,000.00), and Print Ad - Newspaper (1.00 unit at \$7,500.00). The sub-total is \$18,400.00, and the total is \$19,320.00. The balance due is \$19,320.00. The invoice also includes a 'Notes' section with the text 'Thanks for your business.' and a 'Terms & Conditions' section with the text 'All payments must be made in full before the commencement of any design work.'

INVOICE
INV-000001
Balance Due
\$18,400.00

Zyker Design Labs
148, Northern Street
Greater South Avenue
New York New York 10001
U.S.A

Bill To
Jack Little
3242 Chandler Hollow Road
Pittsburgh
15222 Pennsylvania

Ship To
3242 Chandler Hollow Road
Pittsburgh
15222 Pennsylvania

Invoice Date : 18 May 2023
Terms : Due on Receipt

#	Item & Description	Qty	Rate	Amount
1	Brochure Design Brochure design - Single sided (Color)	1.00	900.00	900.00
2	Web Design packages (Simple) 10 Pages, Slider, Free Logo, Dynamic Website, Free Domain, Hosting Free for 1st year.	1.00	10,000.00	10,000.00
3	Print Ad - Newspaper A full page ad, Nationwide Circulation (Colour)	1.00	7,500.00	7,500.00
Sub Total				18,400.00
Tax Rate				5.00%
Total				\$19320.00
Balance Due				\$19320.00

Notes
Thanks for your business.

Terms & Conditions
All payments must be made in full before the commencement of any design work.

Compliance Matters

Common Findings FY23 – US Federal Grants (Transfers)

- ❑ Transfers of expenses **paid in prior years** (126 instances)
- ❑ Transferred expense is **outside the grant period** (4 instances)
- ❑ **Reminders:**
 - ❑ Where necessary, ensure to process transfers within the same fiscal year for:
 - *Expenses that cannot be determined at the onset*
 - *Incorrect charges*
 - ❑ **Payroll Adjustment** – Avoid periods paid in prior fiscal years even if the net effect is nil on US federal grants



Compliance Matters

Common Findings – Payroll

FINDINGS	RECOMMENDATION(S) TO BE COMPLIANT
Offer letter not signed by the PI <i>(whose fund is charged)</i>	<ul style="list-style-type: none">• If possible, assign the PI as the Workday manager of the employee.• If the above is not possible, have the offer letter manually co-signed by the PI and ensure to upload a copy to Workday.
No offer/renewal letter available in Workday	<ul style="list-style-type: none">• Always ensure the Workday approval process is completed including the employee's acceptance of the offer letter.• For appointments that became indefinite term prior to Workday, ensure that there is an offer letter that confirms the new appointment.
No proper PI fund authorization <i>(research grants and contracts)</i>	<ul style="list-style-type: none">• There must be PI confirmation of the costing allocation and obtained prior to the fund(s) being charged.• This authorization must be uploaded to Workday, and• Must contain the following: <i>employee name, employee ID, position title, WD position number, rate, period covered by the authorization, fund(s) and % distribution where applicable.</i>

Compliance Matters

PI Fund Authorization – Sample Templates

- ❑ Approvals via email or memo are acceptable
- ❑ Must be uploaded to Workday

Hello Dr. _____

Please approve the following FOAPAL:

Employee Name: _____

Employee ID: _____

Position Title: _____

WD Position Number: _____

Employment/Costing Start Date: _____

Employment/Costing End Date: _____


Annual Salary: \$_____ (plus applicable benefits and payroll deductions)

FOAPAL: _____

(Indicate % should there be multiple funds)

Please reply with your approval of the above FOAPAL.

DISCLAIMER: *These templates are not mandatory and are recommended for use on research funds only.*

 **McGill**

FUND CONFIRMATION FOR NEW HIRES AND RE-APPOINTMENTS

Please complete the fields below to confirm your approval of the following New Hire or Re-Appointment:

Employee Name _____

Employee ID _____

Position Title _____

Workday Position No. _____

Rate/Annual Salary _____

Est. Weekly Hours _____

Position Start Date _____

Position End Date _____

FOAPAL DISTRIBUTION:

Percentage	Fund	Org	Account	Program	Activity	Location

FOAPAL Start Date _____

FOAPAL End Date _____

I above the above-mentioned information:

Professor Name _____

Title _____

Date _____

Signature _____

Reminders & Tips



❑ Grantee Termination/Relocation:

What are going well

- Grantees and their units are notifying OSR and RFMS earlier
- Noted improvement in communication channel
- Meetings with grantees and their unit administrators facilitate the process
- FSTs/AECs assistance to grantees expedite data gathering & resolution of issues

What are the challenges

- Incomplete information results to continual follow-ups
- Inconsistency; delays and inaccurate processing of transactions (e.g. accountable advances, POs, payments to vendors)

Impact on the termination process

- Delays in information gathering result to delay in submission of required information & reports to the sponsor

Reminders & Tips

(continued)

❑ Create a transfer journal:

- ❑ Amount transferred must always be **net of tax rebates**
- ❑ Ensure that the expense has **not been previously transferred out** of the fund
- ❑ Ensure the **document text and the line description match**
- ❑ Follow the **prescribed line (transaction) description**:
 - *"T/F" or "T/F PT" + doc code + vendor name/payee + trans date*

Full transfer

- T/F IV415898 Life Tech Inc. 8Aug2023

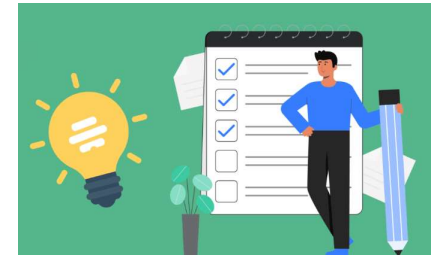
Partial transfer

- T/F PT IE836722 Ruge-M 1Dec2022



Reminders & Tips

(continued)



❑ Request to open a terminated fund:

- ❑ Notable increase in requests to extend fund termination dates to spend down the balances
 - *FSTs need to **review the fund** and **clear balances** before a fund terminates*
 - *Recommended Tool: **Summary of Funds CRYSTAL report***

(web report: <https://www.mcgill.ca/financialservices/reporting/summary>)

- ❑ **Request RFMS** to open fund **only when the transaction(s) is ready to be processed** to avoid the fund being opened for an extended period

❑ Use of account codes **700003** (Scientific Equipment Purchases) & **700006** (Computer Equipment Purchases)

- ❑ Use the proper account code for purchases of scientific equipment and computers
- ❑ Ensures these equipment can be identified for property tagging
- ❑ Some sponsors require mandatory tagging and tracking (e.g. US federal grants)

Reminders & Tips

(continued)

❑ Managing fund balances:

- ❑ Be familiar with **tools and reports** available to you:
 - Banner (**FRIGITD**)
 - **Summary of Funds CRYSTAL report**
- ❑ Clear **over-expenditures**
- ❑ Clear **outstanding purchase orders (POs)**
- ❑ Do not process **student awards (BSA)** that involve **payments beyond March 31st** if the grant is in the no-cost time extension (Tri-Agency grants)

Overhead & Federal Indirects Distribution to Faculties

**Overhead
Costs**



Research Overhead (Indirect Costs)

- ❑ All research incurs indirect costs.
- ❑ The **indirect costs** of research are **institutional costs** that benefit and support research.
- ❑ These costs must be **included in budget** requests to external sponsors of research.
- ❑ Indirect costs are **difficult to attribute directly to a project**, but they are nevertheless real and necessary for the conduct of research.
- ❑ They can **include**:
 - ❑ use, maintenance and upgrading of building space, utilities and libraries;
 - ❑ central technical support of labs, offices, core and other facilities;
 - ❑ management and administration of research, finances, regulatory requirements and research compliance (*i.e. research ethics, biohazards certification, animal care etc.*);
 - ❑ hazardous waste disposal;
 - ❑ radiation and occupational safety and security; and
 - ❑ liability insurance.

Research Overhead

Provincial and Federal Rates

- ❑ **Provincial Government** – Fonds de recherche du Québec (FRQ) (FRQNT, FRQSC, FRQS)
 - ❑ The indirect costs for administration and other services (**27%**) will be added to the grant in the notice of award by FRQ, and
 - ❑ Paid to the University at the same time as the grant.
- ❑ **Federal Government**
 - ❑ The Canadian Government also has an indirect costs (overhead) program based on research funded by NSERC, CIHR, SSHRC and Networks of Centres of Excellence (NCE) but not all programs.
 - ❑ Indirects are paid directly to the University via the **Research Support Fund (RSF)**

Research Overhead

Non-Provincial/Federal Rates

Funding Category	rate of indirect costs
Grants, contracts, and agreements from agencies, government and not-for-profit organizations (except Public Works and Government Services Canada (PWGSC))	27% on total direct costs or maximum rate allowed by sponsor as per written guidelines or as pre-negotiated by McGill University (please contact OSR for specific sponsor rates)
Grants, contracts, and agreements from industry and other for-profit organizations	40% on total direct costs (or 27% when matched by federal and provincial partnered programs - e.g. NSERC Alliance, MEI Programme Innovation, Quebec consortia, etc.)
Clinical Trials	30%
Gifts	Indirect costs on gifts in support of research are negotiated by University Advancement

Research Overhead

Non-Provincial/Federal Rates

EXAMPLES OF SPONSORS SPECIFIC RATES	
Grants and contracts with U.S. Federal agencies (except NIH grants)	43.4% on direct salaries and wages, including fringe benefits (in accordance with McGill University's DHHS Rate Agreement dated November 6, 2020).
National Institutes of Health (NIH)	8% on total direct costs except equipment (in accordance with NIH Grants Policy Statement).
Contracts through Public Works and Government Services Canada (PWGSC)	65% on direct salaries and benefits, including fringe benefits; 2% on travel.

Research Overhead Entries

- ❑ **Overhead entries** are processed by RFMS:
 - ❑ At **grant setup**, and
 - ❑ **Every year** thereafter for the **life of the grant**
- ❑ **Overhead adjustments** are processed throughout the life of the grant based on **direct costs** of research when preparing claims and financial statements

Research Overhead Distribution

- ❑ **Distribution** to the faculties is based on the **type of fund**:
 - ❑ **Grant** – annual overhead awarded to McGill is distributed **regardless whether cash is received or not**
 - ❑ **Contract** – annual overhead awarded to McGill is distributed **only when cash is received**



Research Overhead Distribution - Grant

- ❑ Distributed regardless of sponsor payment

Grant Transaction Detail Form FRIGTRD 8.9 (Banner)

☐ Pool

COA	Grant	Index	Fund	Organization	Account	Program	Activity	Location	Commit	Year	Period	Date From	Date To
1	G256788				700146							22-MAY-2020	30-JUN-2023

Account	Organization	Program	Activity Date	Type	Document	Description	Field	Amount	Increase(+) or Decrease(-)
700146	00158	2000	23-JUN-2022	BD04	J2122940	Budget 22-May-22 to 21-May-23	ABD	13,203.00	+
700146	00158	2000	27-JUL-2021	BD04	J1965227	Budget 22-May-21 to 21-May-22	ABD	30,807.00	+
700146	00158	2000	24-MAY-2021	BD04	J1940986	Budget 22-May-20 to 21-May-21	ABD	44,010.00	+

Research Overhead Distribution - Contract

- ❑ **FY22:** Payment received (\$27,940 H0320642) = Overhead distributed \$5,940
- ❑ **FY23:** Payment received (\$27,940 H0323961) = Overhead distributed \$5,940

257999 O/E Land Inc									
Fund	Org	Acct Code	FYYR	Fiscal Period	Description	Doc#	Date	Debits	Credits
257999	00156	100099	22	06	REC 31-May-21 to 31-May-23	J2006566	22-Oct-21	55,880.00	0.00
257999	00156	100099	22	10	CHQ #008330/O/E Land Inc.	H0320642	24-Feb-22	0.00	27,940.00
257999	00156	100099	23	02	CHQ #008501 OE Land Inc INV#	H0323961	14-Jun-22	0.00	27,940.00

FY22 payment received
includes
Direct and Indirect

Grant Transaction Detail Form FRIGTRD 8.9 (Banner)

Pool

COA

Grant

Index

Fund

Organization

Account

Program

Activity

Location

Commit

Year

Period

Date From

Date To

1

G257999

700146

31-MAY-2021

30-JUN-2023

Account	Organization	Program	Activity	Date	Type	Document	Description	Field	Amount	Increase(+) or Decrease(-)
700146	00156	2000	10-JUN-2022	BD04	J2117670	Budget 1-Jun-22 to 31-May-23	ABD		5,940.00	<div><div>+</div><div>+</div></div>
700146	00156	2000	24-OCT-2021	BD04	J2006566	Budget 31-May-21 to 31-May-22	ABD		5,940.00	<div><div>+</div><div>+</div></div>

FY22 overhead
distribution

Research Overhead Distribution Formulas

- ❑ Overhead is distributed annually in April (University Fiscal Year End)

33% FACULTY & 66.66% UNIVERSITY
for research projects conducted at the University

10% UNIVERSITY / 30% FACULTY / 60% HOSPITAL
for research projects conducted at the hospital

15% UNIVERSITY / 35% FACULTY / 50% HOSPITAL
for Oncology Clinical Trials

66.66% UNIVERSITY / 33.33% FACULTY / 58% MNI
for research conducted at MNI

Research Overhead Federal Indirects (RSF)

- ❑ The **Research Support Fund (RSF)**:
 - ❑ **Assists** Canadian post-secondary institutions and their affiliated research hospitals and institutes with the **expenses associated with managing research** funded by the three federal research granting agencies
 - ❑ A Tri-Agency initiative
 - ❑ Administered by the **Tri-Agency Institutional Programs Secretariat (TIPS)**

Research Overhead Federal Indirects (RSF)

- ❑ Funds are **distributed to the faculties** by the Provost and Vice-Principal (Academic)
- ❑ The **Vice-Principal (Research and Innovation)** oversees the overall management of the program and communication with the Government
- ❑ The **Vice-Principal (Administration and Finance)/Financial Services** is responsible for **financial reporting and statement of accounts**
- ❑ **RFMS is not involved** in the distribution of these indirect costs

Questions?



References

Purpose	Website
PCard Regulation	https://www.mcgill.ca/financialservices/policies/pcard
Expense Reimbursement Policy	https://www.mcgill.ca/financialservices/travel/procedures
Research Administration – Roles and Responsibilities	https://www.mcgill.ca/financialservices/files/financialservices/research_administration_roles_and_responsibilities_20200605_0.pdf
Tri-Agency Guide on Financial Administration (TAGFA)	https://www.nserc-crsng.gc.ca/interagency-interorganismes/TAFA-AFTO/guide-guide_eng.asp
How to process a JE16 journal	https://www.mcgill.ca/financialservices/files/financialservices/kb_5639_how_to_process_an_inter_je16_fund_journal_voucher_v1_december_2021.pdf
Summary of Funds (Web Report)	https://www.mcgill.ca/financialservices/reporting/summary

Schedule of 2024 Meetings





Contact Us

Name	Role	Email/Teams
Elvie Coletta	Director	elvie.coletta@mcgill.ca
Sonia Pietraroia	Associate Director	sonia.pietraroia@mcgill.ca
Stella Sotocinal	Associate Director	stella.sotocinal@mcgill.ca
Rosa Sciangula	Supervisor (CFI & Provincial Grants)	oksana.vasilik@mcgill.ca
Tina Marzilli	Supervisor (Tri-Agency)	rosa.sciangula@mcgill.ca
Russell Ramoutar	Supervisor (Contracts)	russell.ramoutar@mcgill.ca
Rashim	Supervisor (Compliance)	rashim.rashim@mcgill.ca

Eligibility Questions: rfmsexpense-eligibility.finserv@mcgill.ca

Compliance Matters: rfmscompliance.finserv@mcgill.ca