CFO's Message

Dear Colleagues,

In this second quarterly issue of the Finance newsletter, we continue to strive to keep the information relevant, concise, and straight to the point.

For faculty members, please pay particular attention to the information on monthly effort reporting, SEAS graduate students, PCard training (for those that hold a PCard), proposal submission, and responsible conduct of research.

We urge staff to read all sections, especially those on disabling the old SEAS chart of account strings, selecting the delivery building for their purchases, PCard training, and invoice and payment questions.

Please keep letting us know how we can serve you better.

Harry Dumay, PhD MBA
Associate Dean for Finance & Chief Financial Officer

Accounting

Monthly Effort Reporting

In 2008, Harvard's annual audit, which is mandated by the federal government, reported several findings of late effort certification (both monthly and annual). The auditors recommended that:

- the University continue to emphasize through training and communication the importance of timeliness and accuracy of sponsored programs salary certifications; and to establish consistent internal policies that establish a reasonable timeline in which annual effort certifications must be completed.

Non-compliance with federal regulations can result in lost income to the University and can jeopardize PIs' ability to obtain future awards. As a result, for faculty with sponsored awards that require monthly effort reporting, it is extremely important to both review and certify effort reporting and do so in a timely manner. The University can be deemed out of compliance if it is found that faculty members either did not certify effort reporting or did not do so within the appropriate time frame.

When Bill Rasschaert from Payroll contacts you to submit your monthly effort reports, please make every effort to get them completed in the month after they are issued. Except in rare documented circumstances, the PI must sign the certifications himself or herself.

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2009 W-2 Form Information

All Harvard employees should have received their 2009 W-2 Forms by now. If you haven't received your 2009 W-2 via mail, you can request a copy by visiting the Harvard University Payroll Department's website. If the information on your W-2 is incorrect, please call 5-3001. To find additional information, visit the Internal Revenue Service website or the Massachusetts Department of Revenue website.

SEAS Graduate Students

Do you know of a graduate student that will have outside employment for the months of June, July or August? If so, please contact via email, Margret Meaney, mmeaney@seas.harvard.edu of the Student Affairs office no later than Monday May 24th with the needed end date.

Disabling Old SEAS Chart of Account Strings

Many of you are aware of and now use the new chart of accounts that was implemented at the beginning of this fiscal year. Beginning this March, the Accounting office will be disabling the old chart of account strings. Therefore, any orders (iProcurement, web vouchers, parking permits, etc.) placed against the old chart of accounts will no longer be valid.

You will be contacted if there are still any transactions hitting the old chart of accounts. Please contact Ming Shiao (mshiao@seas.harvard.edu or 495-2830) in the Accounting Office, 210 Pierce Hall if you have any specific questions or want confirmation and/or clarification of your account strings.

Budget

FY11 Budget Process

Thank you to all budget managers who participated in the FY11 budget process! The process went very smoothly this year. We are planning on having a budget debrief on Wednesday, March 31 from 12-1 with Budget Managers so that we can find out how the process went for everyone and how we can improve it.

Procurement and Payables

Reminder: Check iProcurement Preferences To Ensure Building Reflects 9 Oxford Street Loading Dock

In iProcurement you have the ability to select a "deliver to" building location. For everything delivered to SEAS, the "deliver to" location should be H86073 -- the 9 Oxford St Loading dock. This ensures your deliveries are delivered smoothly by the truckers, processed and tracked in our Arrival tracking system by SEAS shipping and receiving, an email sent notifying you your delivery is on its way is sent and your signature is captured at the time we deliver.

Please take a moment to check your preferences to make sure H86073 is the "deliver to" location! Here are the instructions for checking/updating your "deliver to" building in iProcurement.

To direct your package to you, enter your name/department/room/floor/building/lab in the lines marked "Attn Name/Department", "Room/Floor" within your requisition. By clicking the box "Set Attn Lines as
Default", your information for directing package delivery will default on every order.

Be sure to leave the "deliver to" building displaying on the requisition as H86073 to ship your order to the loading dock (see above).

New Automated Vendor Add Process Rolling Out In April

Requesting a new vendor add is getting easier. Watch your email for announcements about how to use the new vendor add process online in early April, 2010.

Reminder To PCard Holders And Reviewers -- Online Training Now REQUIRED

Just a reminder: the Central Administration is requiring all PCard holders and reviewers to complete the new 15 minute Online PCard Training by April 30, 2010. Please contact Susan Jones if you have questions about accessing the training.

Thanks to everyone who has already successfully completed it.

Who To Call Regarding Invoice And Payment Questions

A new "how to" document has been created to help purchasers understand who to call with questions about invoices and payments, and who to direct vendors to call if they contact you with the same questions. Please click here to see the document in the Training section of the HCOM iSite.

Research Administration

Internal Deadlines for Proposal Submission: the "3/5 Business Day" Rule

With the increased volume of sponsored funding proposals from SEAS faculty, the Research Administration Office kindly asks that PIs please keep the School’s 3/5 Business Day rule in mind when preparing applications for submission. At the start of the current academic year, Dean Murray sent out an email to all SEAS faculty noting that late proposal submissions "have jeopardized and delayed the work of principal investigators who have submitted their proposals on time, and compromised the ability of SEAS research administration to handle other time-sensitive (post-award) requests from faculty." As a result, Dean Murray stated that the following internal rules would immediately be implemented within SEAS:

- All proposal components EXCEPT THE FINAL TECHNICAL/SCIENTIFIC PART OF THE PROPOSAL must be completed in its final form and submitted to SEAS research office 5 working days in advance of the sponsor’s deadline. No changes may be made to the budget after this point. A draft of the technical portion must also be provided at this point.
- All proposal components INCLUDING THE FINAL TECHNICAL/SCIENTIFIC PART OF THE PROPOSAL must be completed in its final form and released to OSP 3 working days in advance of the sponsor’s deadline.

Please note that SEAS Research Administration office no longer has the authority to review late proposals that do not conform with the 5 days or the 3 days requirement unless the PI obtains a waiver from the Dean’s office. Since the beginning of 2010, one-third of all new proposals submissions
have required the issuance of this waiver from Dean Murray. So as to ensure that your proposal has the best possible chance of being funded, the Research Administration Office asks that faculty do their best to work within these guidelines, and appreciates your patience, understanding, and support.

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Responsible Conduct Of Research (RCR) Requirements

The NIH and NSF have new RCR requirements for postdoctoral researchers, graduate students, and undergraduates built into many of their programs. The NSF requires the University to sign assurances saying that an RCR plan is in place, and to provide the plan upon request. The NIH wants language inserted into many proposals. For specific details, it is important to check proposal instructions.

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