CFO's Message

Dear Colleagues,

A big section of the June issue of the newsletter was devoted to prepare us collectively for the re-organization of the chart of accounts. The chart changes have taken place successfully. For the most part, the new chart values are being used appropriately by faculty, researchers, and staff. The Accounting team is cleaning up the accidental uses of the old values and will gradually disable all of them.

Thank you to everyone for making this transition successful.

Also in the last newsletter, I addressed some of the staffing changes that were taking place and the resulting temporary re-organization of Finance with a reduced staff. Further information on the staff re-alignment and your new points of contact are included in the various sections of this newsletter.

The pace of our work has not abated, however. Nine SEAS faculty members (Anderson, Brenner, Golovchenko, Hu, Howe, Mooney, Morrisett, Wood, Zickler) have been successful so far in obtaining grants under the American Recovery and Reinvestment Act (ARRA). These faculty members, their staff, and the research administration team have been hard at work to comply with the extra reporting requirements that come with ARRA funding. The first such quarterly report was due on October 1.

Our goal of providing superior service to the SEAS community has not changed, despite the staffing changes. Please continue to let us know how we are doing in this regard.

One immediate piece of feedback that we are seeking concerns how effective and useful this newsletter is at providing you with relevant information about SEAS finances. To that effect, could you please answer the four questions in this very short, anonymous survey? We count on your feedback to help us serve you better. Thank you.

Harry Dumay
Associate Dean for Finance and CFO

Announcements

- **Portfolio Changes in Sponsored Research:** To see who is your sponsored research contact person, please open the [Portfolio Distribution List](http://www.people.fas.harvard.edu/~donnelli/finance/sep109.html)

  NOTE: this is an interim list, subject to change as RAO completes the hiring process for an additional position.

- **All Oracle systems including iProcurement, Web Voucher, Travel Reimbursements and the PCard Review and Approval System** will be unavailable from Friday, October 16th at 6PM until Monday October 19th at 9AM due to a scheduled Oracle system upgrade.

Accounting

**New faces in the Accounting Office (Pierce 210)**

You may have heard about the recent organizational changes to the Accounting and Finance group and
hope that you have had a chance to meet everyone!

With these changes, we want to ensure you that customer service continues to be a priority for us and we want to make sure operations run efficiently. Our contact information can be found on the SEAS intranet if you have any questions.

**Budget**

**Budget planning: A portfolio approach**

If you are a budget manager or planner, we are moving to a portfolio-based approach. Our priority is to continue providing you with monthly budget updates, and also to help you plan out the FY 2010 and FY 2011 as smoothly as possible. Please contact Diane Harwood, Director of Budget & Planning and Interim Director of Accounting (dharwood@seas.harvard.edu or 5-2859), if you do not know your budget contact.

**Q1 Update (November 2009) for Budget Managers:** We will be conducting first quarter status updates in early November where we will want to understand your budget status as well as risks or opportunities you anticipate for the rest of the year. You will be working with your Budget Analyst to prepare for this meeting. More information on preparing for Q1 will come later.

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**Introducing the new Harvard Budgeting System (HUBS)**

During this fiscal year, monitoring and tracking our financial activity is a priority across SEAS. To facilitate the planning for FY2010 and FY2011 the University is rolling out the new Harvard University Budgeting System (HUBS). SEAS will be incorporating HUBS into its current budget reporting and planning systems. You will be contacted by your Budget Analyst for an orientation to the system.

Our goal is to ensure a seamless transition of the HUBS into our normal budget and forecast cycle. If you have any questions, please contact Ming Shiao, Senior Financial Analyst (mshiao@seas.harvard.edu or 5-2830), or Diane Harwood Director of Budget & Planning and Interim Director of Accounting (dharwood@seas.harvard.edu or 5-2859).

**Procure To Pay**

**Warning: AVOID DOING BUSINESS WITH LaseOptics!**

It has come to our attention that a vendor by the name of LaseOptics appears to be performing in a fraudulent manner. We strongly recommend you STOP doing any business with this vendor. LaseOptics has been inactivated from use in the University's vendor database and is no longer available.

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**Travel Reimbursement Change**

In the Foreign Meal per diem, one must calculate 75% of given rate for first and last day travel, as done in the Domestic Meal per diem.

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**iProcurement Tip For Today**

http://www.people.fas.harvard.edu/~donnelli/finance/sep109.html
New to iProcurement and need iProcurement Training?
Send an email to Procurementhelp@seas.harvard.edu and let us know. We hold periodic trainings on Fridays as needed. We would be happy to schedule one for you. Also, check out the link on our Intranet site for a guide on how to use the system.

Won't to Save $$$

Saving with OFFICEMAX
The link below is useful for both new and existing OfficeMax end users. Learn how to utilize the site to find the deepest discounts and save on office supplies.
http://officesupplies.fad.harvard.edu/icb/icb.do?keyword=k38615&pageid=icb.page212303

Research Administration

5-day Submission Rule
Dean Murray's recent email explained how proposal submissions within SEAS have caused the OSP to "breach its institutional fiduciary responsibility to the Principal Investigator and to Harvard," and affected the work of SEAS' Research Administration Office as well. An excerpt of that email is reproduced below along with a link for a summary table.

...Last-minute 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. In addition, Grants.Gov, which is the main portal for electronic submission for the majority of federal agencies, can quickly reach its limit of simultaneous submissions -especially on major NIH, DARPA or DoE deadlines- resulting in “stalled” submissions for up to seven hours after a sponsor's deadline. This has caused sponsors to decline to accept the late submission, in spite of Harvard’s good faith effort to meet the deadline.

In order to meet the new OSP guidelines and allow SEAS staff to complete their work, we are adopting a five-day submission rule within SEAS. Starting immediately:

- All proposal components EXCEPT THE FINAL TECHNICAL/SCIENTIFIC PART OF THE PROPOSAL must be completed in their 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.

- All proposal components INCLUDING FINAL THE TECHNICAL/SCIENTIFIC PART OF THE PROPOSAL must be completed in their final form and released to OSP 3 working days in advance of the sponsor's deadline.

For your convenience, guidelines for the components that are required for the 5 and 3 days prior to the proposal due date for major sponsors can be found at the SEAS Requirement for Dean's Approval Form document.

SEAS Research Administration office will no longer have the authority to review late proposals that do not conform with the 5 days or the 3 days requirement. In order for these late proposals to be reviewed, the Principal Investigator will need to request a case-by-case approval from the Dean’s office. In such cases where the Dean's office grants approval for proposal review, the PI still assumes the risk that the deadline may be missed or the proposal submitted in incomplete and/or noncompliant form.
Both the OSP and SEAS Research Administration take their support role very seriously and understand that their function is not to serve as a roadblock, but to help ensure that your proposal has the best possible chance of being funded. Thank you for your patience, understanding, and support in helping them to achieve this objective.

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