



Office of Sponsored Programs and Post Award Financial Operations  
Department Administrator Forum  
CRC—PHO 206, Monday, February 11, 2013  
MED—Hiebert Lounge, Thursday, February 14, 2013

## Meeting Minutes

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### **Engaging Research Related Consultants**

Presented by: Heather Gillis, Sourcing  
Kristin Legier, Sourcing

Slide Presentation can be found [here](#) under Winter 2013

**Note:** If your consultant is on Faculty at another Institute, please include a copy of their CV to the Consulting Form in order to assist the Accounts Payable and Sourcing Departments with proper classification.

### **Sponsored Award Report Remediation**

Presented by: Jen King, KCRM

Slide Presentation can be found [here](#) under Winter 2013

Click [here](#) for Report Remediation future updates

### **OSP Updates (link to [slide deck](#) for all updates)**

#### Award Setup Rules

Quick rule of thumb is that any time there is an annual report with funds needing to be separated by year, a new IO number will be forthcoming. Modular R01s will typically only need a new IO every 5 years.

#### FCOI Continuations

Most important message is that for PIs funded with PHS funding or the foundations following PHS guidelines (see [www.bu.edu/orc/coi](http://www.bu.edu/orc/coi)) for complete list, funding cannot be released for the continuation year unless PI and all relevant personnel have completed FCOI disclosure forms AND training.

Andre Chapman and Jodi Edelstein are proactively reaching out to PIs to have them complete forms/training in advance of next year of funding. Please tell your PIs to be responsive to their requests. **We cannot issue funds until they are compliant.**

### Public Access

See [slide deck](#) for details.

### **PAFO Updates**

#### Personnel Activity Reports (PARs)

- PARs for period ending 12/31/2012 were mailed to Effort Coordinators on Tuesday, February 12, 2013
- Review the Control Log that was included with the PARs. Do the names listed all belong to you? Are you missing any PARs. Please contact [effort@bu.edu](mailto:effort@bu.edu) to report any discrepancies.
- The PAR has a new look; any BMC account that a BU employee is charged to should be certified at the individual line item and not as one total.
- For Non Professional PARs, if you try to match the PA15 with the PAR form, you must include these pay dates on the PA15 general variable screen:  
10/06/2012 – 01/05/2013.

#### General Ledger / Product Category Code

- There is a significant amount of Product Category Codes that are linked to GL# 571400 which is Capital Moveable Equipment. When placing a shopping cart order, please refer to the GL# and change accordingly if the amount is less than \$5,000. The following two GL# can be used in lieu of Capital Moveable Equipment.
  - 510010: Supplies
  - 510040: Lab Supplies

### FSR Policy

See [slide deck](#) for details.

### Disbursement Form

See [slide deck](#) for details.