BOSTON UNIVERSITY

Kuali Coeus Research Management (KCRM) User Guide: Payment, Reports and Terms

Version 4.0: August 2014

Purpose: To enter payment terms, report requirements and award terms not found on sponsor templates.

Trigger / Timing / Frequency: When a new award is received by the University which contains non typical payment terms, report requirements and/or key terms and conditions of the award.

Prerequisites: A parent award document must be initiated and/or in an editable state.

User Group Roles: Award

Menu Path: Central Admin > Awards > Payment, Reports and Terms

Tips and Tricks: N/A

Results and Next Steps: N/A

Process: The Payment, Reports and Terms tab captures data on payment and invoicing information, reports required by the sponsor, and key terms and conditions of the award. Data on this tab will load automatically when a sponsor template is applied; however, it can be edited as needed.

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Advanced Payments

With or without a request from BU, a sponsor sometime provides the University with an advance payment.. When an advance payment is received, ROSA must notify PAFO so that billing on the project is suspended until the advance payment is expensed. If the advance payment is received at the time of award set-up, the information can be entered when creating the parent award. Go to Step C.

If the advance payment is received after award set-up, the parent award will need to be opened for editing (a new version created) to process the advance payment.

A.   Search for and open Parent Award

Search for and open parent award for which an Advance Payment has been received. Click on the 1) Central Admin tab and then search for an award by clicking the 2) magnifying glass next to Awards.

On the 1) Award Look up Screen, enter one or more 2) criteria for the award to narrow your search results. Click 3) Search.

Scroll down on the same page to view the results of your search. Review the returned awards and look for the appropriate award. Identify the 1) Parent Award (Award ID always contains a suffix of -00001) and click on 2) Open.

The Parent Award opens up in a non-editable state. Review the information on the Awards tab and make sure you have opened the appropriate award. Scroll down to the bottom of the page and click on the 1) Edit button.

B.   Edit the Parent Award – Award Tab.

The Parent Award opens up in an editable state.

An **1)** "Award is locked for editing" error appears if someone else is currently working on or worked on a certain document, such as a Parent Award in this case, within 24 hours of you opening the document.   It is not a hard lock. You may proceed with your modification. If, however, you edit the document and you get a message that reads "A pending version currently exists. Would you like to edit the pending version," click **"NO"** and contact the person who has the document open to determine an appropriate time for you to open and edit the document.

Confirm the recommended **2)** Description is entered in the Document Overview: the first portion of the Project Title. This field is 30 characters long.

On Current Action's subpanel under Date and Details, select Administrative Change as your 4) Transaction Type and enter any 5) Comments related to the transaction.

C.   Enter Advance Payment information

Click on the Payment, Reports and Terms tab and click on the Payment and Invoice Panel 1) Show/Hide button to open the panel.

- If an award comes in with one advanced payment for the entire award and no invoices are required to get the money, select *Milestone* as the Payment Basis. The payment method should be *Invoice*, the payment type should be *Manual*, and the frequency should be *As Required.*

- If an award comes in with an advanced payment schedule that requires that we send invoices to get the money then the Payment Basis should be *Milestone*. The payment method should be *Invoice*, and the payment type and frequency should correspond to whatever is stated in the agreement.
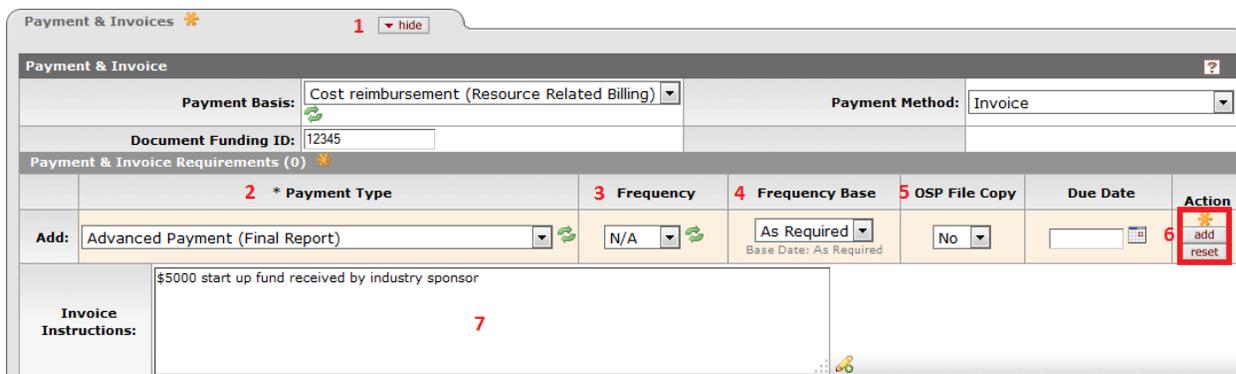
If you are currently processing the award setup, refer to Create Parent Award user guide to complete the parent award

If this was an Administrative change occurring after award setup, click on the Award Actions tab to finalize parent award. Continue to Step D of this user guide.

D.   Finalize the version of the Parent Award

To finalize the parent award, click on the 1) Blanket Approve button found on the Document Action Command buttons found at the bottom of the page.

Identification of Manual Billing Requirement (should only be selected when instructed by PAFO)

Although it does not occur very often, a manual billing process may be identified for a specific award. This will usually occur after an award has been set-up, hence the Parent Award will need to be opened up for editing (a new version created).

A.   Search for and open Parent Award

Search for and open parent award for which manual billing requirement has been identified.

Click on the 1) Central Admin tab and then search for an award by clicking the 2) magnifying glass next to Awards.

On the 1) Award Look up Screen, enter one or more 2) criteria for the award to narrow your search results. Click 3) Search.

Scroll down on the same page to view the results of your search. Review the returned awards and look for the appropriate award. Identify the 1) Parent Award (Award ID always contains a suffix of -00001) and click on 2) Open.

The Parent Award opens up in a non-editable state. Review the information on the Awards tab and make sure you have opened the appropriate award. Scroll down to the bottom of the page and click on the 1) Edit button.

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The Parent Award opens up in an editable state.

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Confirm the recommended 2) Description is entered in the Document Overview: the first portion of the Project Title. This field is 30 characters long.

On Current Action's subpanel under Date and Details, select Administrative Change as your 4) Transaction Type and enter any 5) Comments related to the transaction.

C.   Enter manual billing requirement information

Click on the Payment, Reports and Terms tab and click on the Payment and Invoice Panel 1) Show/Hide button to open the panel. Select Manual for the 2) Payment Basis and Invoice for the 3) Payment Method. When invoice is selected as the payment method, a payment type must be selected.

D.   Finalize the version of the Parent Award

To finalize the parent award, click on the 1) Blanket Approve button found on the Document Action Command buttons found at the bottom of the page.

Non-Standard reporting requirements

If an award is received that contains non-standard reporting requirements, the reports and the frequency need to added to the Reports panel found on the Payment, Reports and Terms tab.

Award	Contacts	Commitments	Budget Versions	Payment, Reports & Terms	Special Review	Custom Data
Comments, Notes & Attachments		Award Actions	History	Medusa		

A.   Edit reports due to sponsors

Click on Reports 1) Show/Hide button to edit the 2) reports due to sponsor. For all 7) report classes applicable to the particular award, 6) add required reports by selecting the 3) report from the drop-down list of report types, as well as the 4) frequency and 5) frequency base.

> **Reminder:** Standard reports get automatically populated when a standard template is added to the Award document on the Awards Tab.
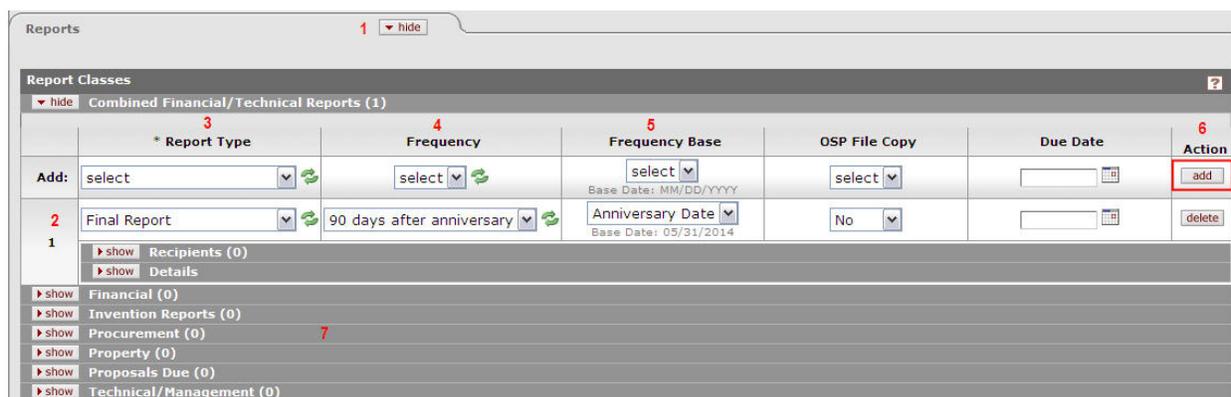
The following are the report types grouped by report classes. Only the report type and frequency will appear on the Award Notification Sheet that is sent to the principal investigators.

When a report is added to the system, the system will generate the schedule of due dates in the Details subpanel. The schedule will not appear on the Award Notification Sheet, but the schedule of individual reports due to sponsors (including due dates) are reportable out of the Business Warehouse (BW).

B. List of Reports

Report Type	Report Name
Combined Financial/Technical Reports	Final Report
	Form Provided by Sponsor
	Progress Report PI
Financial Reports	Annual
	Contract Funds Status Report (CFSR)
	Financial Report
	Final Report
	Form Provided by Sponsor
	SF 425 - Federal Financial Report
	SF 269 - FSR/Report on Expenditures
	SF 270 - Request for Advance
	SF 272 - Cash Transaction Report
	Challenge Grant Financial Report
	Progress Report (PI)
Invention Reports	Final Report
	Form Provided by Sponsor
	Form Provided by Sponsor
	Invention Report
	DOE 2050.11 - Patent Certification
	DD 882 - Report of Inventions and Subcontracts
	Subject Inventions/Reportable Items Interim and Final Summary Reports
	Final Invention Statement and Certification
	NASA form 1679 – Disclosure of Invention and new Technology (Final Report)
Procurement	Final Report
	Form Provided by Sponsor
	SF 294 - Subcontracting Report Form
	SF 295 - Summary Subcontract Report

Report Type	Report Name
Property	Final Report
	Form Provided by Sponsor
	DD 1342 - DoD Property Record
	NASA form 1018 - Government/Contractor held Equipment
	Property Certification
	SF 1428 – Inventory Disposal Schedule
Proposals Due	Non-Competing Continuation
	Competing Renewal
Technical Report	Final Report
	Form Provided by Sponsor
	Fellowship/Training - Payback Agreement
	Fellowship/Training - Termination Notice
	Fellowship/Training - Annual Payback Activities Certification
	Fellowship/Training – Activation Notice
	Fellowship/Training - Statement of Appointment
	ARRA - Quarterly Report
	Final Scientific/Technical Report
	Special Status Report
	Progress Report (PI)
	Final Technical Report (PI)
	Summary of Research
	Activation Notice (PHS 416-5)
	Final Project Report
	Performance Report (PI)
	Annual Project Report
	Progress Report (PHS 416-9)
	Project Outcomes Report for the General Public (Final Report)

Non-standard terms and special award restrictions

If an award is received that contains non-standard terms and conditions requirements, the terms can be added to the parent (grant) or child (sponsored program) in the Reports panel found on the Payment, Reports and Terms tab.

Reminder: Highlighted terms on standard federal awards are populated automatically when a template is added to the Award document on the Awards Tab.

Terms that are added to the Parent node are copied down to the child awards when a child is created from the parent. If needed, terms may be deleted or added on the child awards if a child has unique regulatory requirements (i.e. supplements). Make sure you are in the appropriate node of the hierarchy and click on the Payment, Reports and Terms.

Only terms added to the Parent the parent will appear on the Award Notification Sheet as the sheet contains information only at the Parent level, but both parent and child award terms will be viewable by central offices and the research community in a report in the BW.

A. Edit the terms applied to award

Click on Terms 1) Show/Hide button to review and edit 1) terms applied to the award.

To insert an additional term under any category subpanel, click on the Show/Hide button. Click on the 3) search icon to navigate to the Sponsor Terms Look up screen.

On the 1) Sponsor Term Look up screen, the 2) term category will already be selected for you. Click 3) the search button to view all terms under that term type or enter additional criteria to narrow your results.

> Asterisks can be used as wild cards when performing searches in KCRM look up screens. If you know a keyword within the terms, enter in the Description field surrounded by asterisks.

Sponsor Term Lookup ? 1

* required field

Sponsor Term Id:	
Code:	
2 **Sponsor Term Type Code:**	Equipment Approval Terms
Description:	
	3 [search] [clear] [cancel]

The results of the search appear directly below the look up screen. 1) Select the appropriate term to add to the project and click on 2) return selected.

Select?	Sponsor Term Id	Code	Sponsor Term Type Code	Description
☐	370	64	1	Converted Record. Please refer to sponsor award documentation for any...
☐	380	74	1	No Clause
☐	351	45	1	Expenditures for general and special purpose equipment costing $5,000 ...

[select all] [unselect all] [return selected] 2

Once return value button has been pressed, the term will be added to the system as seen in the first figure of section M of this document.

> KCRM requires that at least one term be entered for each category. If there is no applicable term for a particular term type, the default value of "Please review award document for any applicable terms and conditions" can be added to the appropriate term type.

Repeat Step A to add additional terms to the award document.

B.   Add an expenditure restriction of a specific budget category

The Special Award Restriction Terms are used to indicate a restriction on any specific budget category. Selecting a term prohibiting expenditures in a specific budget category (term codes 82-119) will result in the shut-off of that category in SAP.
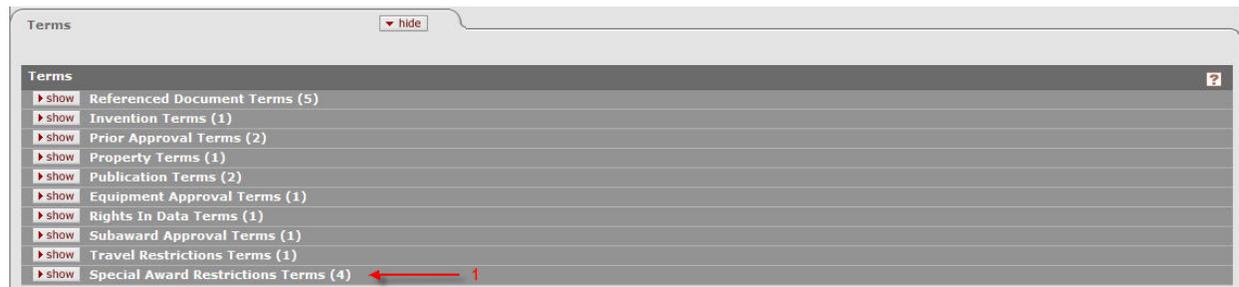
Follow the same steps list in Step A to add an expenditure restriction.

You may bypass the Kuali Lookup screen by entering the term code in the 2) text box and clicking 3) Add. Here is a list of the term codes, not inclusive, and their corresponding budget categories in alphabetical order to help speed up the process.

Budget Category	Term Code
Animal Care - Not Allowed	100
ADP/Computer Services Not Allowed	91
Capital and Fabricated Equipment Not Allowed	85
Consultant Services - Not Allowed	117
Domestic Travel Not Allowed	86
Equipment Rental - Not Allowed	107
Foreign Travel Not Allowed	87
Fringe Benefits not allowed	83
Honoraria Not Allowed	93
IRB Fees - Not Allowed	101
Office Supplies - Not Allowed	108
Other Contracted Services Not Allowed	92
Other Directs Not Allowed	111
Participant Support Costs - Other Not Allowed	99
Participant Support Costs - Stipends Not Allowed	96
Participant Support Costs - Subsistence Not Allowed	97
Participant Support Costs - Trainee Travel Not Allowed	98
Participant Support Costs - Tuition Not Allowed	95
Patient Care Costs - Not Allowed	103
Payments to Human Subjects Not Allowed	90
Pharmacy Fees - Not Allowed	102

Budget Category	Term Code
Postage - Not Allowed	109
Publication Costs - Not Allowed	104
Renovations - Not Allowed	105
Rent and Utilities - Not Allowed	106
Research Supplies and Minor Equipment Not Allowed	84
Salaries and Wages not allowed	82
Sequencing Services Not Allowed	89
Shipping Services/Costs - Not Allowed	110
Stipends - Not Allowed	118
Subawards Not Allowed	88
Telephone Equipment - Not Allowed	119
Tuition Not Allowed	94