

Total Access for Research Administration (TARA)

Post Award Presentation

April 25, 2013



Topic	Presenter
Welcome and Overview	Margaret Harrington, Director, Organization Improvement Services
KC Post Award Basics	John Zivi, Training Manager, Administrative Systems Implementation
KC Award Information	Margaret Harrington
Post Award Business Processes	Margaret Harrington Cindy Lee, Manager, Sponsored Projects Accounting
Q&A	Group
Adjourn	



OVERVIEW

Why TARA?

- Replace aging C&G system
- Automate business processes
- Integrate variety of systems and applications
- Make information easily accessible to faculty and administrators
 - Operational – sponsor info, terms and conditions
 - Routing and approval status
 - Financial information – available balances, transaction detail
 - Management data – standard and ad hoc reporting



Total Access for Research Administration

Component	Go Live
diSClose	August 2012
CORES Pilot	February 2013
TARA Post-Award (Kuali Coeus)	April 2013
IRB and IACUC Interfaces	April 2013
Reporting	May 2013
Financial Projections	May 2013
Contracts & Grants Billing	June 2013
SPA Budget Change	TBD
Effort Certification	TBD
diSClose Interface	TBD
TARA Pre-Award (Kuali Coeus)	Fall 2013



What is changing?

- All award actions – new awards, no-cost extensions, award changes, etc. – will be processed in TARA Post-Award
- The internal Notice of Award will be replaced by a new Award Synopsis
- PI's will be able to see award records and their associated accounts in TARA Post-Award
- Account set-up and budget changes will be processed by Sponsored Projects Accounting (SPA)



KC Terms

Internal NOA	→	Award Synopsis
Master Award	→	Parent Award
Satellite Award	→	Child Award
Advance Funding	→	Preadward Authorization – Institutional
Award Number	→	Award ID
Lead Unit ID	→	Program (org) Code



TARA POST-AWARD DEMONSTRATION

KC Post Award Basics

- Logging in
- Researcher and Unit views
- Award searches
- Kuali functionality

www.usc.edu/tara



Award Information – What can we see?

Researcher Unit Central Admin Maintenance System Admin

action list doc search

KC Award ?


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

Document Overview ▼ hide

Document Overview	
* <u>Description:</u>	Test Award
<u>Organization Document Number:</u>	

Details & Dates ▼ hide

Details and Dates	
▼ hide Current Action	Transaction Type:
	New
▼ hide Institution	



Transaction Types

Carryforward Approval

Continuation

Correction

Date Change

Delivery Order

Deobligation

F&A Rate Change

Increment

Investigator Change

New

No Cost Extension

PreAward

Renewal

Restriction Change

Subaward Change

Supplement

Suspension (Stop Work Order)

Task Order

Termination



In KC, where is...?

Notes: Many of the fields below can be found in more than one tab in KC.

Items with asterisks are included in the Award Synopsis.

Information	First Tab	Second Tab	
Award Dates*	Award		Project and Obligation
Advance Funding – now <u>Preaward Authorization</u>	Commitments	<u>Preaward Authorization</u>	Institutional
Available Balance	Available balance button at the top of several tabs		
KC Award Number*	Award		Award ID
Award Synopsis	Award Actions	Print	
Award Title*	Award		
Co-Principal Investigator*	Contacts	Key Personnel	
Cost Sharing*	Commitments	Cost Sharing	
DCG Contact*	Contacts	Central Administration Contacts	
DCG Remarks*	Comments, Notes and Attachments	Comments	General Comments
F&A Rates	Commitments	Rates	
Final Reports Schedule	Payment, Terms and Conditions	Final Reports	
<u>Preaward Authorization</u>	Commitments	<u>Preaward Authorization</u>	Sponsor



In KC, where is...?

Reports Required	Payment, Terms and Conditions	Reports	
Satellite – now Child Award	Award Actions	Hierarchy	Click Expand All to see all awards in the hierarchy
Special Approvals (IRB, IACUC, etc.)	Special Review		
Sponsor Award Documents	Comments, Notes and Attachments	Attachments	
Sponsor Budget Summary	Budget Versions	Budget Limits (bottom most tab/folder)	
Sponsor Name*	Award		Sponsor ID
Sponsor Number*	Award		Sponsor ID
Sponsor Contact Info	Contacts	Sponsor	
SPA Contact	Contacts	Central Administration Contacts	
Terms and Conditions*	Payment, Terms and Conditions	Terms	
Total Awarded Funds*	Award		Anticipated Amount
Total Obligated Funds*	Award		Obligated Amount



Logged in User: winniela

PI: Winnie Lai	Document ID/Status: 659359:FINAL
Lead Unit: Marshall School of Business	Award ID/Account: 000588-00002:
Sponsor Name: US-Air Force	Last Update: 12/19/12 by memorris

KC Award ?

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

time & money expand all collapse all ?

Document Overview hide

Document Overview

* Description: DCG Test Award 12/20/2012 Child 1	Explanation:
Organization Document Number:	

Details & Dates hide

Details and Dates ?

Current Action hide		Transaction Type: New	Notice Date:
Institution hide		Award ID: 000588-00002	Lead Unit ID: 2030900 - Marshall School of Business
		Version: 1	Account Type: None
		Award Status: Active	Activity Type: Clinical Trial
		Account ID:	Award Type: Contract
		Financial Chart Of Accounts Code:	Location ID: UPC - University Park
Award Title: DCG Test Award 12/20/2012 Child 1			

hide Sponsor

Sponsor ID: 000100 US-Air Force	Prime Sponsor:
Sponsor Award ID:	Prime Sponsor Award ID:
Modification ID:	CFDA Number:

show Sponsor Funding Transferred

hide Time & Money

Project Start Date: 12/20/2012	Obligation Start Date: 12/20/2012
Project End Date: 12/20/2015	Obligation End Date: 01/20/2014
Execution Date:	Modification Date:
Anticipated Amount: \$0.00	Obligated Amount: \$0.00

Subawards show

Sponsor Template show

Keywords show

Contacts

[Award](#) [Contacts](#) [Commitments](#) [Budget Versions](#) [Payment, Reports & Terms](#) [Special Review](#) [Custom Data](#)

- Document was successfully reloaded.

Key Personnel (1)	▶ show
Unit Contacts (0)	▶ show
Sponsor Contacts (1)	▶ show
Central Administration Contacts (1)	▶ show



Commitments

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time & money expand all collapse all ?

Cost Sharing ▼ hide

Cost Sharing ?							
	Percentage	Type	* Project Period	Source	Destination	Commitment Amount	Actions
Total:						\$0.00	

Rates ▼ hide

▼ hide F&A Rates

F&A Rates ? <small>valid F&A rates</small>										
	Rate	Type	Fiscal Year	Start Date	End Date	Campus	Source	Destination	Unrecovered F&A	Actions
Comments:										

Preaward Authorizations ▼ hide

Sponsor Authorization ?

Authorized Amount: \$

Effective Date:

Comments:

Institutional Authorization ?

Authorized Amount: \$

Effective Date:

Comments:

Payments, Reports and Terms

Award | Contacts | Commitments | Budget Versions | **Payment, Reports & Terms** | Special Review | Custom Data

■ Document was successfully reloaded.

Payment & Invoices [▶ show](#)

Reports [▶ show](#)

Terms [▼ hide](#)

Terms

- [▶ show](#) Equipment Approval Terms (1)
- [▶ show](#) Invention Terms (1)
- [▶ show](#) Prior Approval Terms (1)
- [▶ show](#) Property Terms (1)
- [▶ show](#) Publication Terms (1)
- [▶ show](#) Referenced Document Terms (0)
- [▶ show](#) Rights In Data Terms (1)
- [▶ show](#) Subaward Approval Terms (1)
- [▶ show](#) Travel Restrictions Terms (0)
- [▶ show](#) Salary Cap Terms (0)
- [▶ show](#) Compliance Terms (0)

Special Approval [▶ show](#)

Closeout [▶ show](#)



Document was successfully reloaded.

Comments

Notes (0)

Attachments (0)

Add Attachment

<u>Last Update:</u>	<u>Attachment Type:</u>	<u>Laserfiche url:</u>
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Award Actions

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

Document was successfully reloaded.

Data Validation	▶ show
Hierarchy Actions	▶ show
Award Hierarchy Sync	▶ show
Print	▼ hide
Print	
Award Synopsis	print
Route Log	▶ show
Award Change Request	▶ show
Create Account	▶ show
Create Financial Award	▶ show



Award Synopsis

- Replaces internal Notice of Award
- Is available in KC – is not distributed by DCG
- Examples on tables



KC Data for Current Awards

Selected data fields are being loaded into KC from most recent PCR:

- Award number and title
- PI and Co-PI's
- Total obligated funds
- Active dates
- Sponsor, sponsor award number, CFDA number



KC Data for Current Awards

- Not included
 - Any history prior to last award action
 - Terms and Conditions
- Information is still available through C&G
- Historical data also captured in data warehouse and available through BI/Cognos



Time and Money


KC TimeAndMoney ?

PI:	Winnie Lai	Document ID/Status:	659367:FINAL
Lead Unit:	Marshall School of Business	Award ID: Account:	000588-00001:
Sponsor Name:	US-Air Force	Last Update:	12/19/12 by memoris

Time And Money

[return to award](#) [expand all](#) [collapse all](#) ?

Document Overview ▼ hide

Document Overview	
* Description:	timeandmoney document
Organization Document Number:	Explanation: 

- Award Hierarchy ▶ show
- Transactions (000588-00001) ▶ show
- Direct/F&A Funds Distribution (000588-00001) ▶ show
- Summary (000588-00001) ▶ show
- Action Summary (000588-00001) ▶ show
- History (000588-00001) ▶ show
- Route Log ▶ show



KC System Access

- PI and Co-PI automatically get access to their awards
- Unit Administrators, as designated by the respective school, have access to all awards under their program (organization) code
- Project Administrator access process has not yet been established



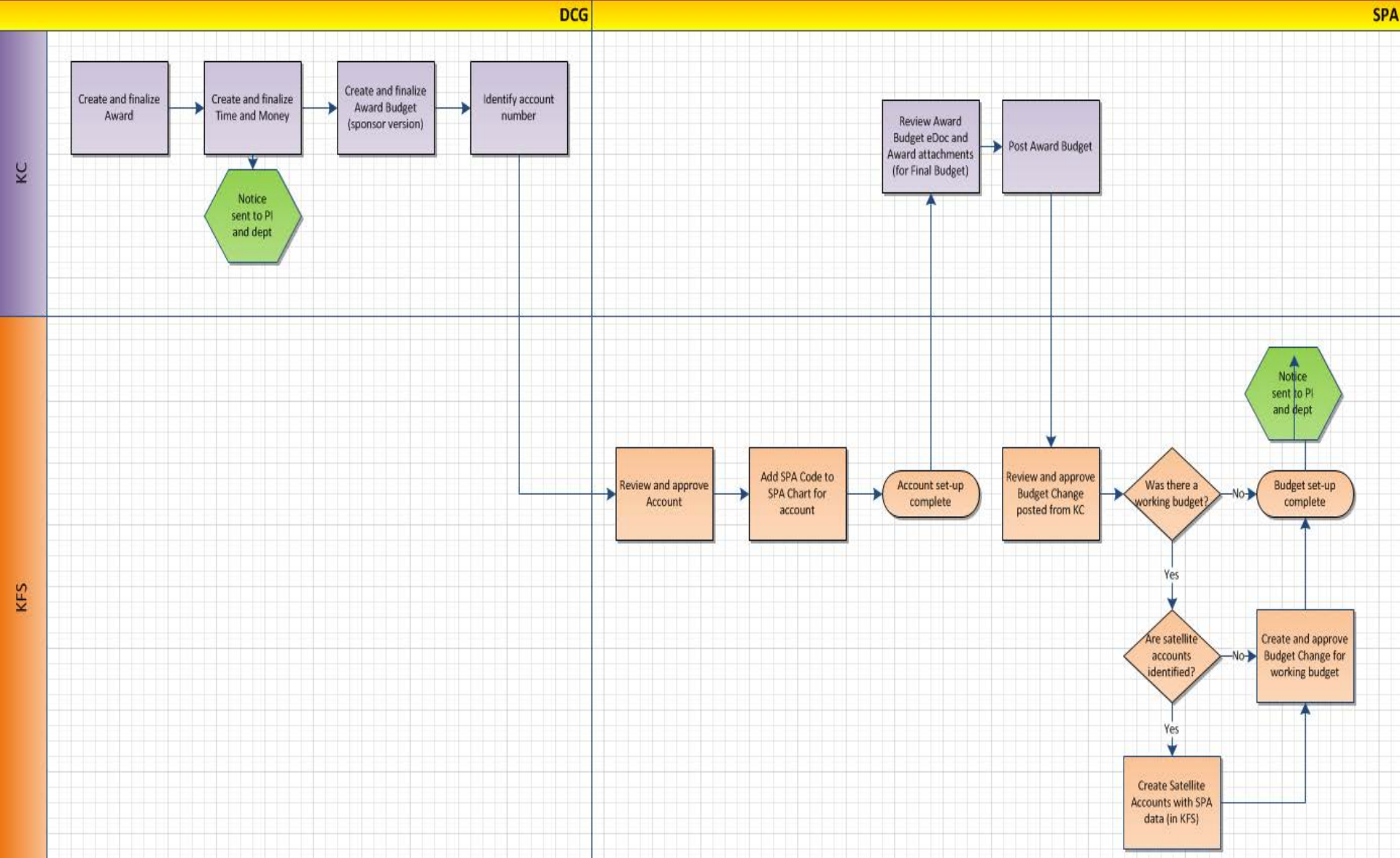
BUSINESS PROCESSES

AWARD AND ACCOUNT CREATION

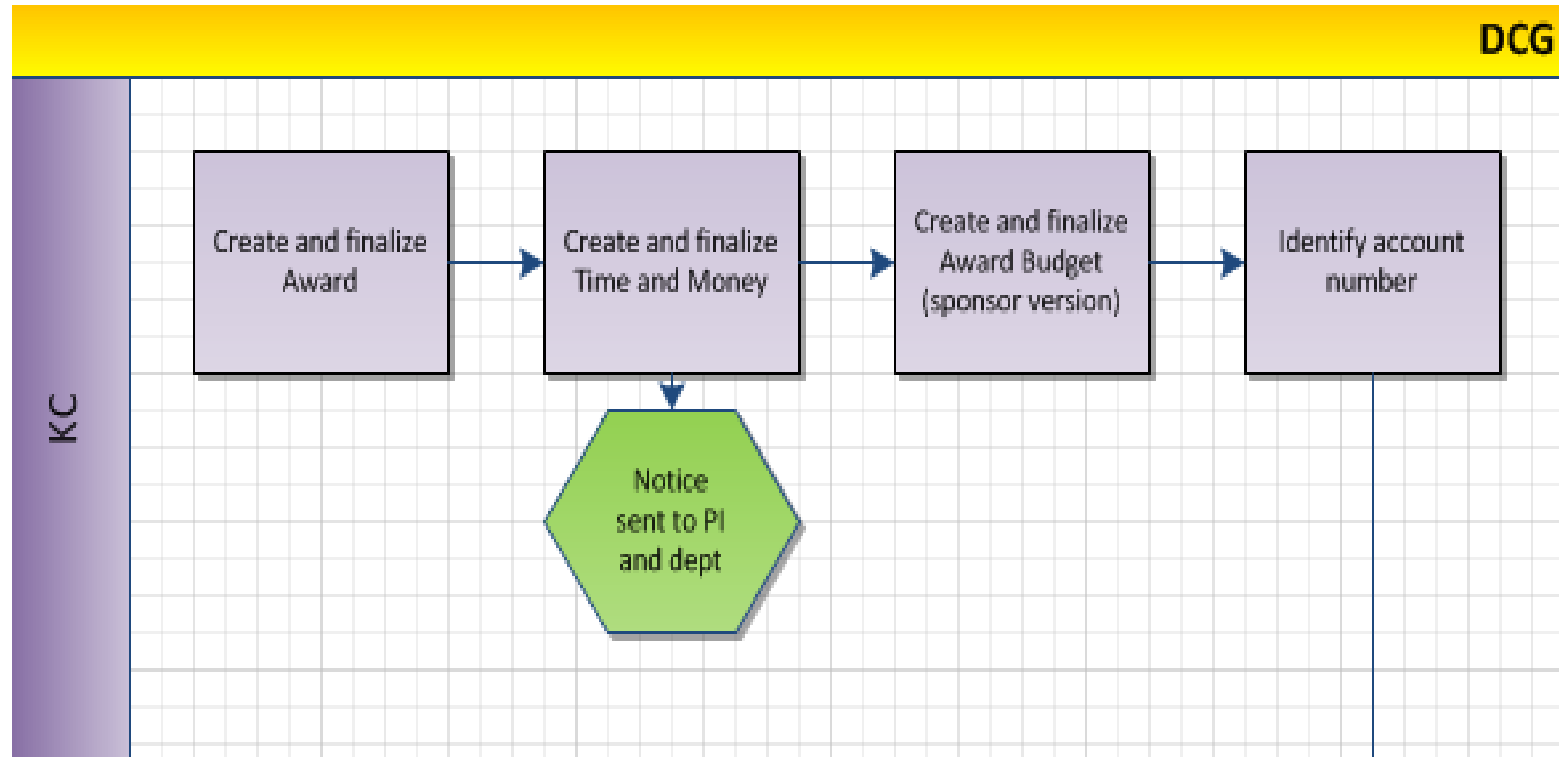


Process Overview

Award Account & Budget Set-Up Workflow



DCG Steps

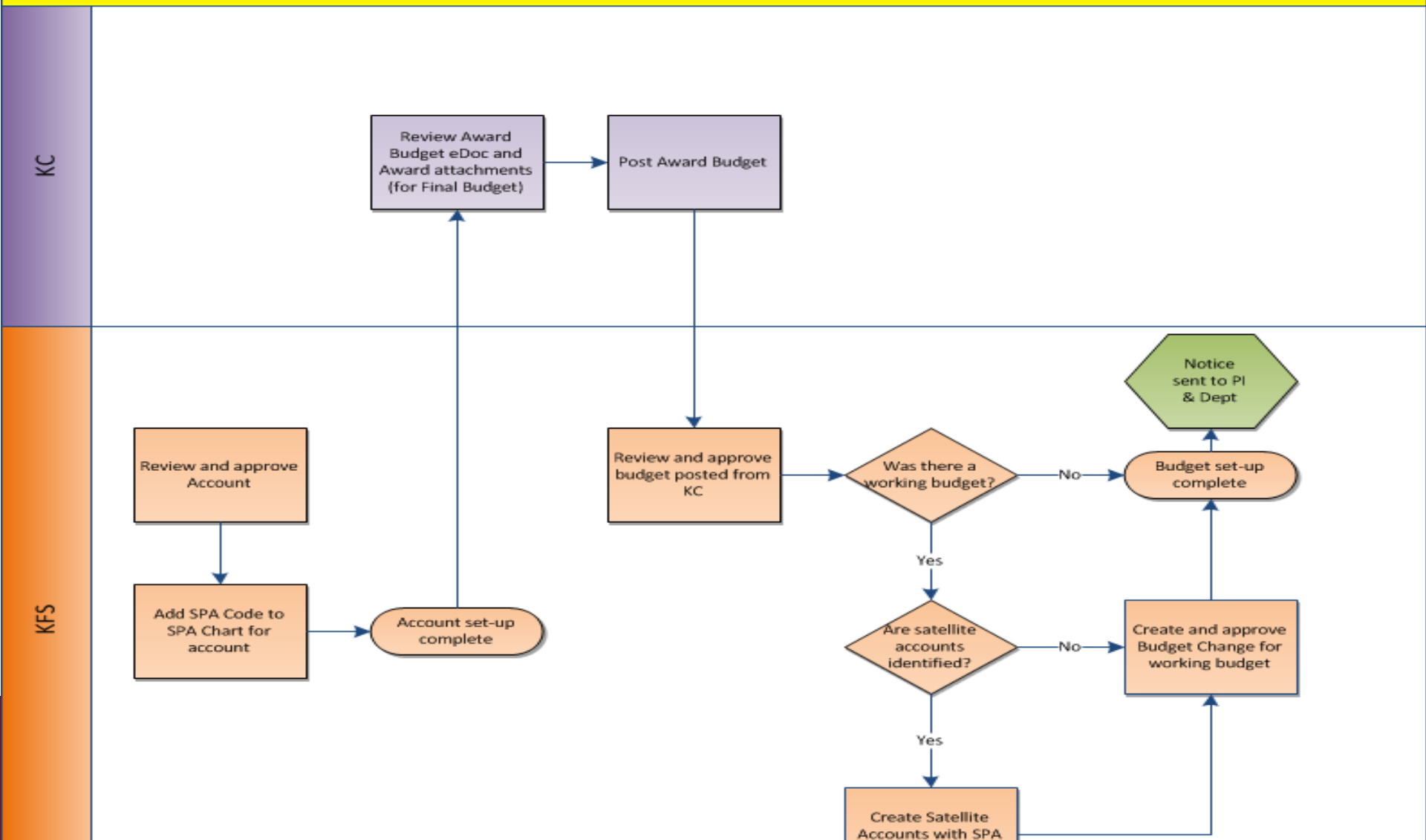


- Set up award in KC
- Link detailed budgets submitted prior to award to KC award record
- Enter award budget as received from sponsor
- Enter additional budget(s) if required by sponsor to segregate funds
- Determine account number(s)
- Handoff account creation process to SPA
- Notify PI and department for all actions affecting Time and Money



Award Account & Budget Set-Up Workflow

SPA



Sponsored Projects Accounting

- Create account in Quali Financial System
- Post award budget into account
- Modify budget based on detailed budgets submitted to DCG or SPA
- Establish satellite accounts and budgets as requested
- Notify PI and department when accounts are established and available for spending



New Awards – What to Expect

- DCG and SPA notifications to PI and department contact
- Award Synopsis in KC replaces sponsor NOA
- Detailed budgets submitted to DCG or SPA will be loaded automatically, including creation of satellites
- Sponsor budget will be released as active budget if no detailed budget



Sponsor Award Budget

- DCG enters award budget with as much detail as sponsor provides
- DCG assigns a KC code to detailed Budget Categories to the extent possible
- On/Off-Campus flag is set
- When the budget is pulled from KC into KFS, the KC codes are translated to USC object codes



KC-KFS Object Code Table

Object Code Name	Budget Category	Description	On/Off Campus Flag	Active	Financial Object Code
1.6100	Calculated Costs	Sales and Services	Yes	Yes	02200
1.6500	Calculated Costs	Other Sources Income	Yes	Yes	08100
2.1101	Senior Personnel	Faculty Core Salary (IBS)	Yes	Yes	11200
2.1102	Senior Personnel	Special Faculty	Yes	Yes	11205
2.1103	Senior Personnel	Librarians	Yes	Yes	11300
2.1104	Senior Personnel	Ksom Tt Clinical Fac Academic Core Pay	Yes	Yes	11900
2.1105	Senior Personnel	Ksom NTT Clinical Fac Academic Core Pay	Yes	Yes	11905
2.1300	Senior Personnel	Part Time Faculty	Yes	Yes	11260
2.1301	Senior Personnel	Part Time Hourly Faculty	Yes	Yes	12770
2.1501	Senior Personnel	Faculty Summer Supplement	Yes	Yes	11220
2.1502	Senior Personnel	Faculty Administrative Supplement	Yes	Yes	11230
2.1503	Senior Personnel	Summer Administrative Stipends	Yes	Yes	11231
2.1504	Senior Personnel	Ksom Clin Fac Academic Admin Stipend	Yes	Yes	11930
2.1505	Senior Personnel	Ksom Clinical Faculty Supplement	Yes	Yes	11933
2.1901	Senior Personnel	Sr Admin Salary	Yes	Yes	11000
2.1902	Senior Personnel	Exempt Staff	Yes	Yes	11800
2.2101	Senior Personnel	Non-Exempt Staff Wages	Yes	Yes	12700
2.2102	Other Personnel	Overtime Non-Exempt Wages	Yes	Yes	12713
2.2301	Undergraduate Students	Non Enrolled Non CWSP Student Wages	Yes	Yes	12740
2.2302	Undergraduate Students	Non Enrolled CWSP Student Wages	Yes	Yes	12744
2.2500	Other Personnel	Other Compensation	Yes	Yes	14242
2.2502	Postdoctoral	Postdoctoral Fellow Teaching Associate	Yes	Yes	14470
2.2503	Postdoctoral	Postdoctoral Fellow Research Assistant	Yes	Yes	14480



Detailed Budgets

- Not required to establish account
- Can be submitted to SPA any time
- Submitted to DCG before award is received → SPA will retrieve from DCG Laserfiche repository
- DCG no longer accepts after award is received

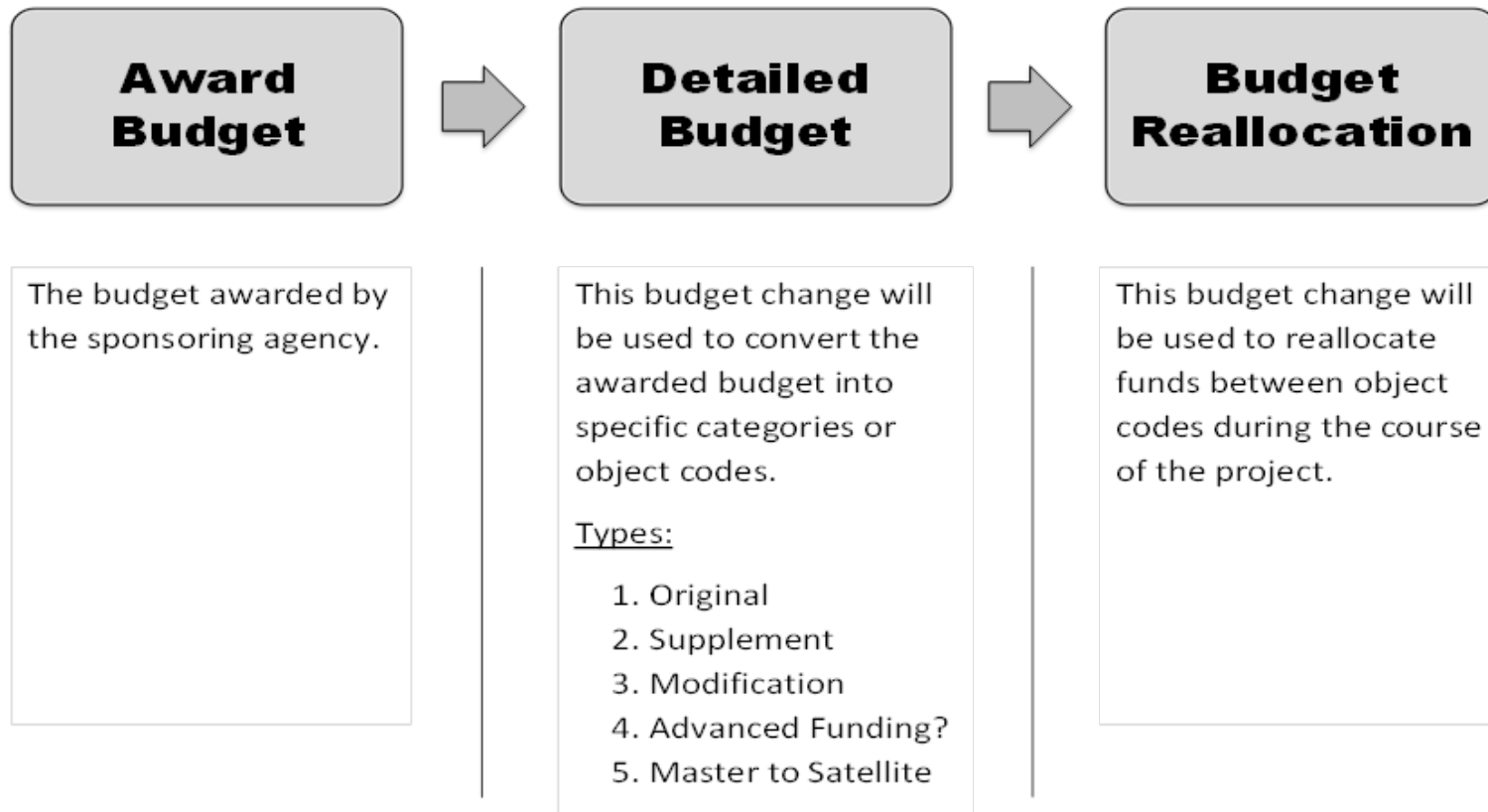


Budget Changes during Transition

- Automated processes for Award Changes and Budget Changes are in development
- The following addresses what we will do in the meantime



Terminology



Detailed Budget Submission

- Detailed budgets ultimately go to SPA
- If detailed budgets were submitted to DCG as part of the negotiating process, they will be included in the KC award record
- Submit budgets directly to SPA via KEW General Purpose eDoc
- See SPA website for details



Sponsored Projects Accounting

- Policies and Information
 - Budget Changes
 - Budget Change Information and Instructions
- Forms and Documents
 - Budget Change Forms



Sponsored Projects Accounting

- Home
- Policies & Information
- Training
- JV Deadlines
- Year-End Closing Procedures/Deadlines
- Forms & Documents
- Useful Links
- FAQ's
- Contact
- OMB Circulars

Policies & Information

Cost Transfers

- ▶ [Cost Transfer General Information](#)
- ▶ [Cost Transfer Procedures/Policy](#)
- ▶ [Understanding Cost Transfers](#)

The Cost Transfer Procedures document explain

A three-minute presentation from National Court of when dealing with cost transfers.

Journal Vouchers (JV)

- ▶ JVs are used to record miscellaneous financial t
- ▶ View [Kuali Journal Vouchers](#) for more informatio

Budget Changes

- ▶ [Budget Change Information and Instructions](#)

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Forms

- ▶ **Payroll Expense Transfer**
Request a transfer of payroll expenses to or Please send the original completed form to P
 - ▶ [FORM w/Checklist \(2 pages\)](#)
 - ▶ [Checklist only](#)
 - ▶ [Procedures for processing Payroll Expe](#)
- ▶ **Non-Payroll Expense Transfer**
Request a transfer of non-payroll expenses t Please send the original completed form to S
 - ▶ [FORM w/Checklist \(2 pages\)](#)
 - ▶ [Checklist only](#)
 - ▶ [Procedures for processing Non-Payroll](#)
- ▶ **Budget Change Forms**
Detailed Budget Changes are used to convert [Budget Change Information and Instructions](#)
 - ▶ [Detailed Budget for Master Account \(.xl](#)
 - ▶ [Detailed Budget for Master and Satellit](#)
 - ▶ [Detailed Budget for Satellite Account\(s](#)
 - ▶ [Budget Reallocation for Single Account](#)
 - ▶ [Budget Reallocation for Multiple Accou](#)



Budget Submissions – General Purpose eDoc

General Purpose Workflow Document

KFS :: General Purpose Workflow Document

Page 1 of 1

General Purpose Workflow Document

Doc Nbr: 99946 Status: INITIATED
Initiator: cmlee Created: 11:59 AM 02/23/2013
[expand all](#) [collapse all](#)
* required field

Document Overview [hide](#)

Document Overview

* Description: Explanation:
Organization Document Number:

Message [hide](#)

New

* Message

Notes and Attachments (0) [hide](#)

Notes and Attachments					
	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:			<input type="text"/>	<input type="text"/> Browse... <input type="button" value="add"/>	<input type="button" value="cancel"/>

Ad Hoc Recipients [hide](#)

Ad Hoc Recipients

Person Requests:

* Action Requested	* Person	Actions
APPROVE	<input type="text"/>	<input type="button" value="add"/>

Ad Hoc Group Requests:

* Action Requested	Namespace Code	Name	Actions
APPROVE	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>

Route Log [show](#)

Description:

Principal Investigator's Last Name, First Name, Middle Initial – Award Amount

Ex: *Johnson, Rob V. – \$1 million*

Message:

Prior to account creation, must include:

- Primary Principal Investigator/Signer
- Sponsor/Agency Name
- Award Amount
- Project Title

If available, include:

- Account Number
- Award Number

After account creation, must include:

- Account Number

Attached File:

Must include:

- Rebudgeting request form (Excel), or
- Satellite account creation information

Note Text:

Briefly note a description of the corresponding Attached File.

Ex: *Detailed Budget for Master, or Satellite Establishment Form*

**After SPA has taken action, he or she will add a note stating the action type and the corresponding edoc#. Ex: Detailed Budget for Master has been processed under edoc#111111.*



- Structured by award/sponsor type (federal/non-federal)
- Budget Reallocation can be submitted via WebBA – changes will be effective the day after SPA processes request
- SPA Chart still available in WebBA; new SPA Account lookup in development



What Won't Change with This Rollout

- Procedures within the schools
- Requesting advance funding, award modifications, budget modifications
- Close out processes



FIPS, REPORTS AND CORES



- **FiPS**
 - Projection and scenario-testing tool for PI's and administrators
 - Quick FiPS beta testing group assembled
- **Reports**
 - Will be available through Cognos
 - ASSR – not a replacement for MyAccounts in SCera
 - Rolling Period Report – available in May



Replacing MyAccounts: PI Access to Account Balances

- Click “account balances” on a KC screen
- Links to KFS Available Balances for the account
- User must have KFS Inquiry access for the account
- If needed, submit KFS User Access request for Inquiries and Cognos (so PI can access reports via Cognos)



CORES

- Invoices for pilot group just released
- Office of Research taking over program management
- Rollout to all core labs over the next year



Clinical Trials

- Selection of Clinical Trials Management System in progress. Vendor visits scheduled for May.
- Iris and True will be supported until a new CTMS is implemented.
- All active clinical trial accounts will transition into university KFS accounts over the next two months.
- KC will be used to establish awards for all existing awards and future awards.
- More information can be found at: <https://research.usc.edu/clinical-trials-at-usc/>



Resources

- <http://research.usc.edu> – TARA
- Login help: x05857
- TARA project team
 - X15461
 - tarahelp@usc.edu



Q&A



ADJOURN