



CAYUSE to FAME Integration Project

RA Forum # 3

OSP and SPA

Joanne Goldstein, Assistant Controller, SPA

Kimberly Schulman, Assistant Director, OSP RBI

March 23, 2017



Q & As



Q&A - RISK ACCOUNTS

- **Q: Will the School need to put up an SP number in order to request a risk?**
 - Yes, SPA will not process a Risk (Advance) Account request without a Cayuse SP proposal number



Q&A - RISK ACCOUNTS

- **Q: Can we have an updated Risk Request Form that includes the SP Proposal number?**
 - Yes.
 - SPA will update the Request for Risk Project Form to include the SP Proposal Number since this will be required to establish a risk project.
 - <http://www.nyu.edu/content/dam/nyu/sponsoredPrgrmsAdmin/documents/SPAHdbk-RequestforRiskProject.pdf>



Q&A - RISK ACCOUNTS

•Q: When a NCE is added to a project as a risk bc the Department put in a proposal to extend funds - this will generate a new proposal number. If approved, a new project will be set up with the approved funding. How can you transfer the risk funding over if the funds are approved for a new proposal but part of the original authorized amount from the prior award?

–A No-Cost Extension does not result in a new Cayuse or FAME project. The existing FAME project can be placed on Risk until approval is obtained for the NCE.



Q&A - Continued

- **Q: When will project numbers with multiple chartfields be validated at setup? Each activity period?**
 - If multiple projects are created, SPA will send a request for FSM to *validate* the chartfields at time of setup. This happens concurrently when the Authorization Form is issued.
 - However, projects are only *valid* for the designated project start and end dates. This means transactions can only post to the project if journal date coincides with the FAME project period.
 - Example:
 - *Fame Project:* F1234
 - *Project Period:* 7/1/17-6/30/18
 - *Journal Date:* 3/23/17 will fail --falls outside the project period
 - *Journal Date:* 8/1/17 will post provided there is an available budget balance



Q&A - Continued

- Q: How will reporting work when a single project has 2 chartfields? Who has reporting responsibility? Will the Lead PI have access to the second chartfield? What if the Lead PI is spending on target but the Co-PI triggers the > 25% unobligated rule (for an NIH grant)?**



Q&A - Continued

- The Lead PI has ultimate responsibility for approving the submission of the financial report to the sponsor.
- SPA will provide the financial reports / cost analysis for all chartfields to the Lead PI's DA for review and approval prior to submission to the sponsor.
- To provide access across multiple chartfields, SPA is willing to provide the Lead PI's DA with access to all chartfields (*show of hands...*) → iBuy requests **and** WSQ Authorizations will route to that DA.
- The Lead PI is responsible for ensuring compliance with award terms and conditions, including compliance with the 25% unobligated balance, for all chartfields pertaining to the award.



Q&A - Continued

•Q: Is there a change post-integration if one PI is charging to Tandon and FAS as related to the F&A rate?

- Effective February 14, 2017, NYU has approval to apply multiple F&A rates, one for Tandon and one for FAS (as in this example).
- Cayuse captures multiple F&A rates on the budget section.
- SPA captures separate rates using a program code OR creating separate FAME projects.



Q&A - F&A Rates and Project Set-up

Q: We have a cross school collaboration for a NSF proposal with a Lead PI in Tandon, a Co-PI in Steinhardt, and a Co-PI in Abu Dhabi. How do we prepare the budget - i.e. what are the correct applicable F&A rate(s)? Once NYU receives the award, will OSP and SPA set up three chartfields?

- NYU is limited to applying either the on-campus or off-campus F&A rate (cannot be split)
- Three internal budgets (work is on-campus)
 - Tandon at 38.5% MTDC
 - Steinhardt at 58.5% MTDC
 - Abu Dhabi 26% MTDC



Q&A - F&A Rates and Project Set-up Con'd

- Yes, in this scenario, SPA will set up three chartfields, one for Tandon, one for Steinhardt, and one for Abu Dhabi.
- The Admin Award Unit at the proposal stage = the ORG code for the chartfield of the Lead PI.
- The Unit identified on the Investigators / Research Tab for the Co-PIs = the ORG code for the Co-PI's chartfield



Q&A - F&A Rates and Project Set-up Con'd

Q: In the previous scenario, does anything change if the sponsor is *non-federal*?

–No, unless the Sponsor's policy on F&A precludes us from charging our negotiated rates



REVIEW

Key Points to Remember



Admin Award Dept and ORG Code

- **ORG Code**
 - 5 digit code where your sponsored projects are “housed”
- **CAYUSE SP Admin Award Dept**
 - Is comprised of the ORG code and a description
 - Drives routing and stores system approvals
 - **Is used to create the Cayuse SP Award RESULTING in the SPA Project chartfield**
- **Units MUST**
 - Ensure information is accurate
 - Periodically review pending proposal records in CAYUSE SP (status = Submitted to Sponsor) to ensure the appropriate ORG is selected
- **** Any changes** (including establishment of new org codes for new units) must be communicated to **both** OSP and SPA immediately **
 - Osp.agency@nyu.edu
 - Cdv.spa@nyu.edu

A picture is worth all these words...



In CAYUSE SP Proposal Record (15-1665)

General Proposal Information

* Short Project Name: (internal reference name)

* Project Start Date:

* Project End Date:

* Activity Code: [Click Here to Choose Activity Code](#)
Equipment (OR-E)

Proposal Type:

Instrument Type:

* How will this proposal be submitted?

Select Submission Method:

* Award Admin Dept:

* Primary Administrative Contact:

Affiliated Dept (if applicable): [Click Here to Choose Affiliated Dept](#)

* Sponsor Deadline: Time:

Postmark: Receipt

* Title of Project:

A Multichamber Deposition and Surface Analysis System for Quantum Materials and Device Research

Department Search

EvisionsU Department Listing (choose the department by clicking the name)

Dept No	Department
91521	FAS - Linguistics
90261	FAS - Medieval and Renaissance Center (MARC)
90570	FAS - Middle Eastern and Islamic Studies
90610	FAS - Music
95130	FAS - NY Institute for the Humanities
91564	FAS - NYU Population Center
90621	FAS - Philosophy
92331	FAS - Physics
91541	FAS - Politics
90213	FAS - Program in Poetics and Theory
91551	FAS - Psychology
90310	FAS - Religious Studies
95104	FAS - Remarque Institute
90550	FAS - Russian and Slavic Studies
90401	FAS - Social and Cultural Analysis
91562	FAS - Sociology
90540	FAS - Spanish and Portuguese Languages and Literature

View 1 - 318 of 318

Page 1 of 1

Print

View All

Save



In CAYUSE SP Award Record (A17-0002-001)

Award Administration

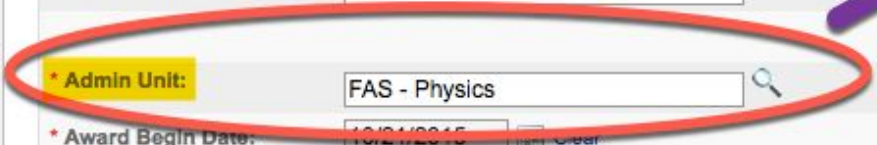
[Back To Search Results](#)

Award No: [A17-0002-001](#) Amount: \$2,185,000.00 (Obligated) Prime Acct: 25-92331-WSQPG-S3708 (Active)
Project No: [A17-0002](#)
Sponsor Award No: 4838 Last Update: 2/10/2017 01:59 PM (by [Kimberly Schulman](#)) Primary Admin Contact: [Carole-Anne K Ishimine O'Neill](#)
Project Title: The Construction of a Novel Thin Film Deposition, Surface Preparation and Analysis System to Advance the Understanding of Quantum Materials

- General
- People
- Events
- Budget
- Distributions
- Proposals
-
-

Sponsor Award No:	4838	Type:	New
Document No:		* Award Status:	Active
* Admin Unit:	FAS - Physics	* Reporting Designation:	Obligated
* Award Begin Date:	10/21/2015	Official Report Date:	10/30/2015
* Award End Date:	10/20/2018	* Award Notice Received:	11/02/2015
ARRA (Stimulus) Funding:	<input type="checkbox"/>	Prime Account Begin Date:	10/21/2015
Award Remarks:		Prime Account End Date:	10/20/2018
		Legacy Award No:	

[Save Award Details](#) [Delete Award](#) [Cancel](#)





In CAYUSE SP Project Record (A17-0002)

Project Administration

[Back To Search Results](#)

Project No: **A17-0002 (Prime Acct: 25-92331-WSQPG-S3708)**

Lead PI: [Andy Kent](#)

Project Dates: 10/21/2015 - 10/20/2018

Account Manager: [Carole-Anne K Ishimine O'Neill](#)

Project Title: The Construction of a Novel Thin Film Deposition, Surface Preparation and Characterization of Quantum Materials

- General
- Awards
- Budget Overview
- Accounts
- Personnel
- Events

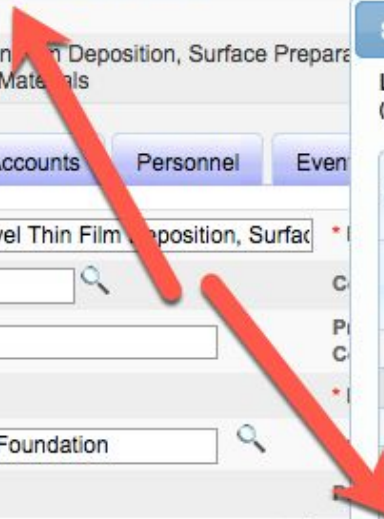
Select Admin Unit

List of available units at NYU - New York University (NYU)
(click the name to select a unit)

Unit Code Unit Name

Search x Search x

- 90570 [FAS - Middle Eastern and Islamic Studies](#)
- 90610 [FAS - Music](#)
- 95130 [FAS - NY Institute for the Humanities](#)
- 91564 [FAS - NYU Population Center](#)
- 90621 [FAS - Philosophy](#)
- 92331 [FAS - Physics](#)**
- 91541 [FAS - Politics](#)
- 90213 [FAS - Program in Poetics and Theory](#)
- 91551 [FAS - Psychology](#)



* Project Title: The Construction of a Novel Thin Film Deposition, Surface Preparation and Characterization of Quantum Materials

* Admin Unit: FAS - Physics

* PI: Andy Kent

* Project Begin Date: 10/21/2015 [Clear](#)

* Sponsor: Gordon and Betty Moore Foundation

CFDA No: 99.999

F&A Activity Type: Basic Research

Save Project Details



In SPA WSQ Authorization Email

Authorization for Project: S3708 Kent,Andrew D

01 SPA OPENING LTRS/WSQ Acct Auth x

osp.agency x



fsprod.psunx@nyu.edu

to osp.agency, sgu2, pc86, law13, jo234, cai210, adk1, finopr.helpdesk, cdv.spa

Please review the attached Authorization Form, which includes pertinent information related to your award.

Award Type: NEW Project Status: Approved

Award/Contract Number: 4838

Sponsor Name: GORDON AND BETTY MOORE FOUNDATION

Title: The Construction of a Novel Thin Film Deposition, Surface Preparation and Analysis System to Advance the Understanding of Quantum Materials

Project Chartfield:

Fund Org Program Project

25 92331 WSQPG S3708

Cost Share Required: Y Cost Share Chartfield(s):

Fund Org Program Project



In SPA NYU **WSQ Authorization**

NYU Authorization Form for Sponsored Programs

Run Date : 11/09/2015
 Run Time : 04:18:37 PM
 Report Id : NYUAUTHF
 Page : 1

Auth ID: 1	Project #	Fund #	Org #	Program #	Approved Budget	Acct.	Amount
Approved	S3708	25	92331	WSQPG	Total Personnel		0.00
PI Name	Andrew D Kent				Total OTPS		0.00
Department	FAS: Science- Physics General						0.00
Award/Contract #	4838				TOTAL DIRECT COST		0.00
Other Document #	15-1665						0.00
Sponsor Name	GORDON AND BETTY MOORE FOUNDATION						0.00
Funding Source	PRIV	Act Type	PRDOM	Project Type	GRANT	TOTAL F&A	0.00
Title	The Construction of a Novel Thin Film Deposition, Surface Preparation and Analysis System				TOTAL		0.00
Purpose Code	OSA	Cost Sharing Required	Y		Cost Share Required		505,104.00
Award Type	NEW		Status	Approved			
Budget Period	From : 10/21/2015		To : 10/20/2018				
Project Period	From : 10/21/2015		To : 10/20/2018				
Subcontractor			Amt			GRAND TOTAL	505,104.00
Compliance (Human Subjects, Animal Subjects, etc.)							



Fundamental Rules

- There is a 1:1 relationship between a Cayuse SP Proposal and a Cayuse SP Award
- The first award type in a Cayuse SP Project (**-001 Award**)
 - Must = *New OR New with Carry Over Approval Required*
 - Cannot = *Renewal*
 - Obligated amount cannot = \$0
- Cayuse SP Award Type of *Continuation* or *No Cost Extension* does not overlap other award periods
- Award Type *NCA* or *Renewal* will result in multiple FAME projects
- *Admin Award Dept* in Cayuse SP = *ORG Code* in FAME Project
 - Changes must be communicated to osp.agency@nyu.edu and cdv.spa@nyu.edu
- Cayuse SP proposal number required for the establishment of a new FAME risk project
- Cayuse Lead PI = FAME PI (Project Manager)
- Cayuse Principal Investigator = FAME Co-PI



Fundamental Rules - Continued

- Cross-School/Dept Collaboration
 - Award Admin Unit \neq Co-PI org results in separate FAME projects for Lead PI & co-PI
 - Award Admin Unit $=$ Co-PI Org results in single FAME project



Project Setup Turnaround Time

- Integration will take place twice daily (AM & PM)
- Completion of setup takes 24-48 hours and entails the following:
- **Day 1:**
 - SPA will identify new projects created/updates on process log
 - Verify accuracy of mapping
 - Resolve warnings or error messages pertaining to project appearing on process log
 - Populate additional attributes
 - Overhead rate for future years
 - Deliverables/financial/progress reporting due date
 - Additional project team members mainly **Department Administrator (DA)** role



Project Setup Turnaround Time- Continued

- Distribute Authorization Form to project team (i.e. PI, co-PI and DAs, OSP, Gift Admin (where applicable))
 - Copy sent to FSM-Ops for assignment of chartfield security access for chartfield designated on Authorization Form.
 - FSM routes to Payroll for PD3 Salary Expense Report Access.
 - Authorization Form (PDF) includes Remarks requesting department submit budget via BudMod application for SPA approval.
- SPA emails FSM-Apps to activate chartfield which generally takes up to 24 hours (overnight process) to complete from time of request

Day 2:

- Budget cannot be approved by SPA until project chartfield has been validated by FSM.
- SPA approves budget submitted by department and budget journal is posted to project.
- Expenses cannot post to the project until budget has posted!!



Resources and Team Members

- Integration Project team members
 - Bhagirath Tanna, PSO - Project Manager
 - Saji Sebastian, IT – Lead Project Engineer
 - Dennis Rodriguez, OSP/SVPR - CAYUSE functionality and data analysis
 - Joanne Goldstein, SPA – Lead, SPA Business Process Team
 - Antoinette DeBique, SPA - Business Process Team
 - Idelsa Pena, SPA - Business Process Team
 - Damien Grose, SPA – FAME functionality and data analysis
 - Patrick Pan, SPA - FAME functionality and data analysis
 - Nancy Daneau, OSP - Business Process Team
 - Kim Schulman, OSP – Lead, OSP Business Process Team
 - Joseph Sierra, FSM – Lead, FAME Application
 - Michael Forte, FSM – FAME Business Process

- *Questions?*



iBuy Update



iBuy Approvals

Reminder: Approvals for transactions impacting Funds 24 / 25 use the Departmental Administrator (DA) / Principal Investigator (PI) data entered by SPA in FAME. There can only be one DA and one PI used for approvals per project.

Updates for Approvals:

1. i-Buy will *auto-approve requisitions* submitted by a DA that are < \$5k.
1. Requisitions submitted by a DA that are >\$5k will continue to route to PI for approval.
 - *If PI is traveling, DA can submit a comment to Procurement that includes PI email of approval.*
1. i-Buy will *auto-approve requisitions* submitted by a PI that are <\$10k.
 - *These will route to DA for approval, but will not route to PI for approval.*



iBuy Approvals - Continued

4. i-Buy will route requisitions submitted by a PI that are >\$10k to FO for approval.
5. i-Buy will route requisitions where a DA or PI is missing in FAME to the Fiscal Officer for approval.
6. With the exception of Subawards, invoice approval activity will be approved by DA only. PI's will only approve Subaward related invoices.

* * *