Research Enterprise System (RES) Program:

Financial Compliance Training

June 29, 2023

SFU

SFU

→ **Key Roles and Responsibilities**

→ **Implications of the Transition**
  → Pilot Period

→ **What does approval entail?**

→ **Project Setup**
  → Future State Process

→ **Process Workflow**

→ **Questions**
→ **Appendices**

Key Roles and Responsibilities

PI

Responsible for ensuring expenditures meet all requirements for processing before submission to Faculty Admin
- Funds are available
- Complies with SFU policies
- Complies with sponsor requirements

Faculty Admin

Review to ensure that funding is available, and that expenditure complies with SFU policy and sponsor requirement. Indicates that they have completed those checks before sending to Central Processing
- Returns the item to the PI if the compliance checks fail

VPFA Central Processing

Verifies that appropriate approvals are in place (PI is authorized via SAM) and that Faculty Admin confirmed compliance check was performed before processing the items

Maintains the central records for paid items
Responds to inquiries and provides information to PIs and Faculty Admin
Responds to requests from external auditors on paid items

Implications of the Transition

	Current State: Prior to July 1	During the Pilot Period: July 1 to October 31	After the Pilot Period: November 1 onward
PI	Primary Responsibility for ensuring that research expenditures are refundable: • Ensure funds are available • Ensure compliance with SFU policy • Ensure compliance with sponsor requirements	No change	No change
Faculty Administration	Jointly accountable (with Research Accounting) for internal controls over research expenditures • Ensuring that expenditures submitted qualify for reimbursement	Full accountability for internal controls over research expenditures • Ensuring that expenditures submitted qualify for reimbursement	No change (same as during Pilot Period)
Research Accounting	Jointly accountable (with Faculty Administration) for internal controls over research expenditures • Ensuring that research expenditures submitted qualify for reimbursement Available for consultation to assist in the review of research expenditures	Act as second set of eyes on research expenditures and provide feedback to Faculty Administration Available for consultation to assist in the review of research expenditures	Available for consultation to assist in the review of research expenditures Spot audits on processed transactions
VPFA Central Processing (Payroll, Procurement, Payment Services, Banking)	Reviews expenditures to ensure that they are approved by individual with appropriate Signing Authority (SAM) and looks for evidence of compliance review for research projects	No change	No change

What is the Pilot Period July 1 to Oct 31?

SFU

→ A Trial Run of the Future State to enable Faculties to assess the impact on processes and workloads

→ Faculties would begin to operate as though RA was not part of the approval process. (pretend it is Future State)

  → If Faculty Admin have questions about eligibility, they can contact RA for consultation

  → Once Faculty Admin approves, the expense would still go to RA before it goes to Central Processing for approval

  → RA would hold and discuss the expense with Faculty Admin for discussion and training purposes

→ We can use this period to determine key metrics

  → How often do Faculty Admin reach out to RA for consultation?

  → How often does RA holdback claims that should not have been approved by Faculty Administrators?

Research Enterprise System (RES) Program:

What does approval entail?

What does approval entail?

→ **Research expenditures must meet 3 requirements**
- ❑ Funding availability
- ❑ Compliance with SFU Policy
- ❑ Compliance with sponsor requirements

→ **Confirming availability of funding is based on FAST**

→ Refresher training has been provided on FAST Award List May 31 and is available at [Enhanced Project Costing](#)

→ **Confirming compliance with SFU policy requires a working knowledge of SFU policies**

→ Tri-Agency projects will follow the SFU policy framework

→ Training on how to apply these principles was provided as part of RES and is available at [Tri-Agency Guide on Fin Admin](#)

→ **Compliance with additional sponsor requirements is the focus of this presentation**

# Research Enterprise System (RES) Program:

Project Setup

Project Setup

→ **The key to ensuring compliance is identifying the unique sponsor requirements at project setup**

→ Project expenditures must **comply with SFU policy** to be eligible to charge to a research project

→ Some sponsors have additional requirements which should be identified when the project is activated

→ Currently, Research Accounting works with ORS/ISA to identify key financial terms in research agreements

→ ORS/ISA identifies points for consideration during the project setup phase and passes them to RA

→ RA uses that information to prepare notes **about limits on specific budget line items** for expenditure review and attaches them to the project in PS

→ **RA doesn't review each research agreement in full**

Project Setup Considerations
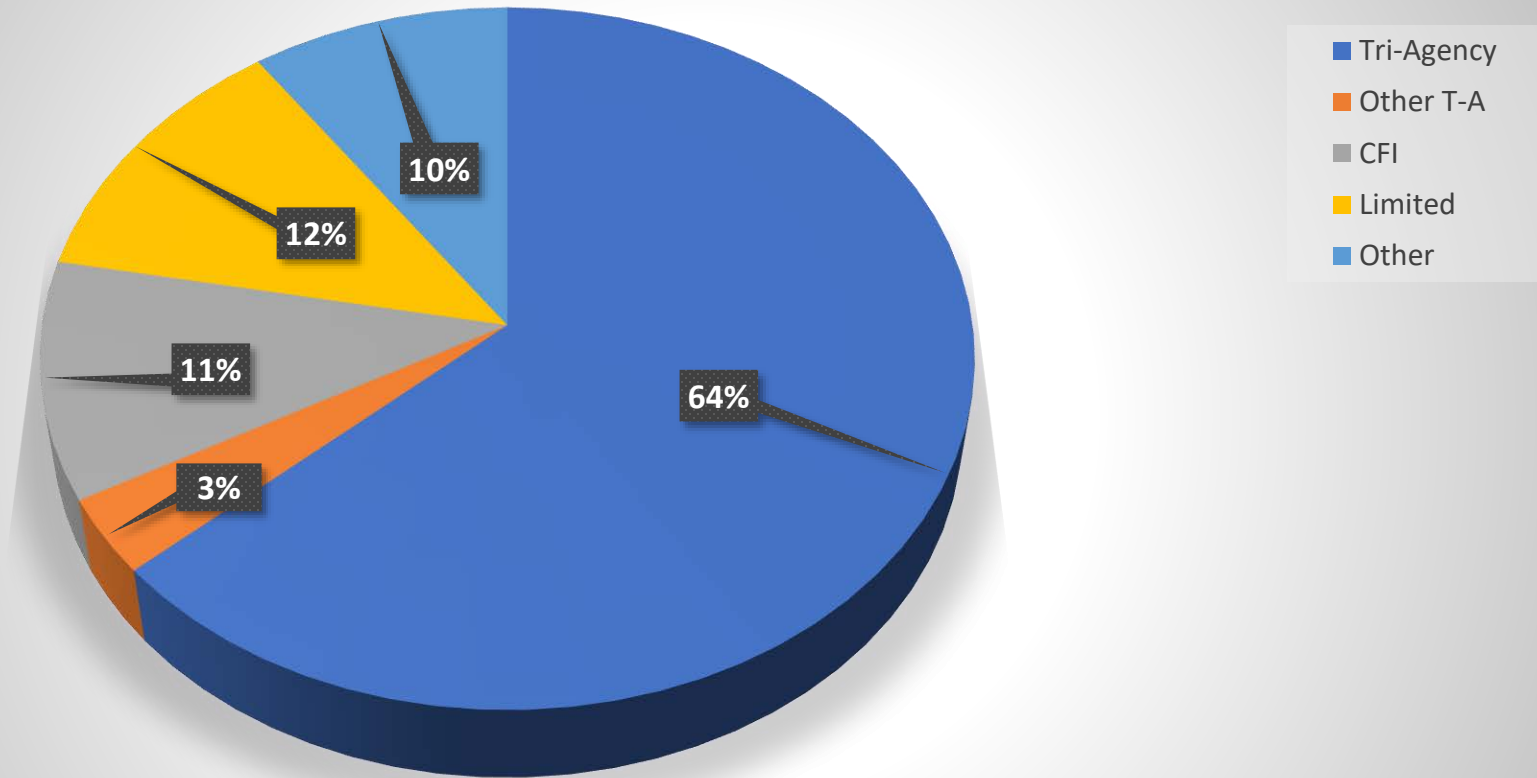
	Tri-Agency	Other T-A	CFI	Limited	Other	Total
Total ($000)	260,990	14,394	44,954	50,202	40,287	410,827
%	64	3	11	12	10	100

Notes

Tri-Agency: Tri-Agency direct awards
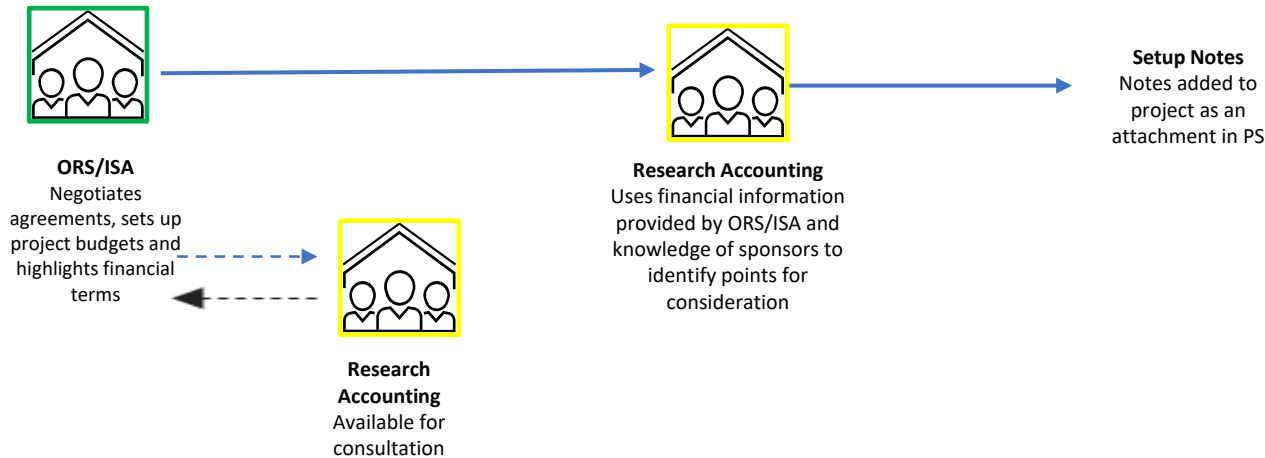Other T-A: Organizations that follow Tri-Agency
CFI: Follow CFI Policy
Limited: Limited to specific budget line except 1 project Public Safety Canada ($495K) in which benefits are disallowed
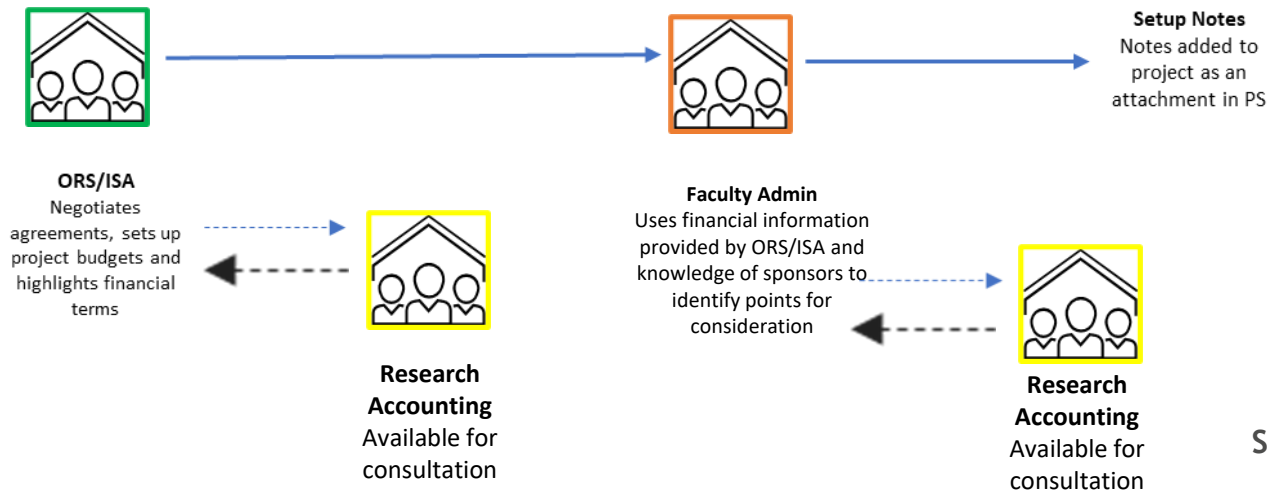Other: Similar to SFU policy

Project Setup Considerations

Current State Setup Process

Note: Research Accounting does not review each agreement in full. They use the information provided by ORS/ISA to identify items that require attention when reviewing expenditures.

ORS/ISA
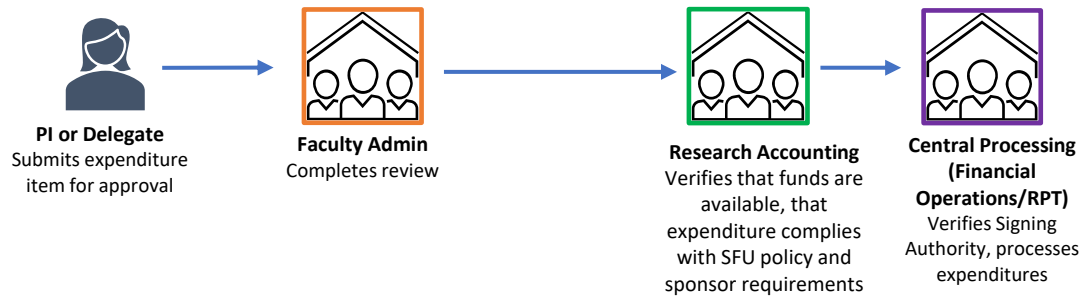Negotiates agreements, sets up project budgets and highlights financial terms

Research Accounting
Available for consultation

Research Accounting
Uses financial information provided by ORS/ISA and knowledge of sponsors to identify points for consideration

Setup Notes
Notes added to project as an attachment in PS

Future State Setup Process

ORS/ISA
Negotiates agreements, sets up project budgets and highlights financial terms

Research Accounting
Available for consultation

Faculty Admin
Uses financial information provided by ORS/ISA and knowledge of sponsors to identify points for consideration

Research Accounting
Available for consultation

Setup Notes
Notes added to project as an attachment in PS

Research Enterprise System (RES) Program:

Process Workflows

SFU

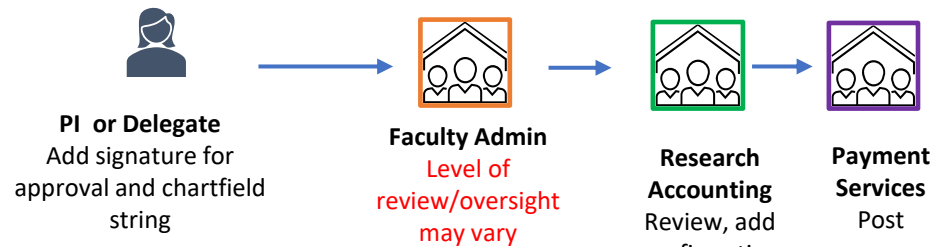# Process Workflow Overview

Current State Submission Process

PI or Delegate
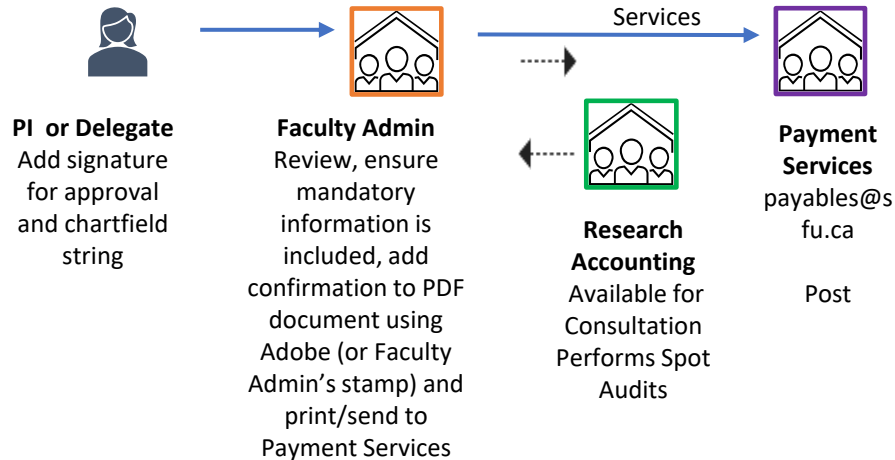Submits expenditure item for approval

Faculty Admin
Completes review

Research Accounting
Verifies that funds are available, that expenditure complies with SFU policy and sponsor requirements

Central Processing (Financial Operations/RPT)
Verifies Signing Authority, processes expenditures

Future State Submission Process

PI or Delegate
Submits expenditure item for approval

Faculty Admin
Verifies that funds are available, that expenditure complies with SFU policy and sponsor requirements

Research Accounting
Available for Consultation
Performs Spot Audits

Financial Operations
Verifies Signing Authority, ensures Faculty Admin has verified item, processes expenditures
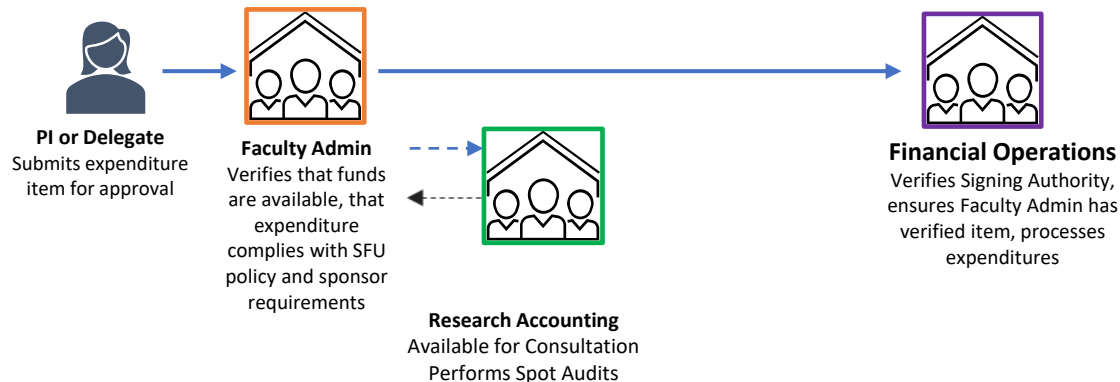
Manual Workflows

Current – Invoices Submission

PI or Delegate
Add signature for approval and chartfield string

Faculty Admin
Level of review/oversight may vary

Research Accounting
Review, add confirmation to PDF using Adobe and print for Payment Services

Payment Services
Post

Future – Invoices Submission

PI or Delegate
Add signature for approval and chartfield string

Faculty Admin
Review, ensure mandatory information is included, add confirmation to PDF document using Adobe (or Faculty Admin's stamp) and print/send to Payment Services

Research Accounting
Available for Consultation
Performs Spot Audits

Payment Services
payables@sfu.ca

Post

Mandatory Fields required for processing by Payment Services

- Accounting String _____
- Print Name and Signature of authorized account holder _____
- Date of signature _____
- Grant compliance verified by: _____ (Print name of Faculty Admin)
- Date of verification: _____

Manual Workflows

Current - Payroll Appointment Form (PAF) Submission

PI
Identifies project resource need

Faculty Admin
Fills out PAF on behalf of PI

Research Accounting
Determines eligibility of funding and forwards

RPT
Enters **appointment** details in HR

Payroll
Enters **funding** details in HR, processes payroll bi-weekly

Future - Payroll Appointment Form (PAF) Submission

PI
Identifies project resource need

Faculty Admin
Determines eligibility of funding and fills out PAF on behalf of PI and emails to RPT or Payroll

Research Accounting
Available for consultation
Performs Spot Audits

RPT
Enters **appointment** details in HR
rp_info@sfu.ca

Payroll
If scholarship income, send to Payroll at payroll_services@sfu.ca

Payroll
Enters **funding** details in HR, processes payroll bi-weekly

Manual Workflows

JVs may be used for expense reallocation, salary corrections, internal billings, correcting data entry errors, etc.

Current - Journal Voucher (JV) Submission

PI or Delegate
- Prepare JV form
- Authorized account holder signs JV form
- Attach supporting documentation, printing name and signature

Faculty Admin
- Level of review/oversight may vary

Research Accounting
- Review JV
- Check authorization against SAM

Banking
- Post JV

Future - Journal Voucher (JV) Submission

PI or Delegate
- Prepare JV form
- Authorized account holder signs JV form
- Attach supporting documentation, printing name and signature

Faculty Admin
- Review and approve JV form and supporting documentation
- Include "certification" on supporting documentation (Note 1)
- Electronic JV: Upload JV form and certified supporting documentation to PeopleSoft
- Manual JV: E-mail JV and certified supporting documentation to Banking (E-mail: jrnl_help@sfu.ca)

Research Accounting
Available for Consultation Performs Spot Audits

Banking
- Check authorization against SAM
- Review certification is complete
- Post JV

Certification Details

Note 1: The Faculty Admin is certifying that the transaction is in compliance with SFU policy, sponsor eligibility, and funding availability.

Please ensure the following is included underlined directly on the supporting documentation to indicate the transaction has been reviewed:

1) Printed name and signature of account holder (added by account holder)

2) Printed name and email address of Faculty Administrator

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Manual Workflows

Current - Journal Voucher (JV) Submission – Science/Technical Centres

PI or Delegate

- Prepare pre-authorized JV form to create account
- Authorized account holder charges purchases to PI's account in 3rd party system

Science/Technical Centres

- Upload JV file from third-party system to PeopleSoft (PS)

Research Accounting

- Review for compliance and certify JV
- Check authorization against SAM

Banking

- Make necessary changes based on RA's feedback
- Post JV

Future - Journal Voucher (JV) Submission – Science/Technical Centres

PI or Delegate

- Prepare JV form
- Authorized account holder signs JV form
- Attach supporting documentation, printing name and signature

Science/Technical Centres

- Upload JV file from third-party system to PeopleSoft (PS)

Research Accounting

- Distributes JV files to Faculties for compliance review
- Available for consultation throughout compliance review process
- Notify Banking if there are any changes to the JV based on faculty admin's review
- Perform spot audits

Faculty Admin

- Review JV form and supporting documentation
- Include "certification" on supporting documentation
- Email JV with certification to Research Accounting who will coordinate the files to send to Banking

Banking

- Check authorization against SAM
- Review certification is complete
- Post JV

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Automated Approval Workflow
Current State

Automated Approval Workflow
Future State

Compliance Review

RA only reviews CFI funds for compliance

1. Initiator (Requestor)	**2. Pre-Reviewer**	**3. Department Reviewer**	**4. Executive Reviewer**	**5. Budget Approver**	**6. Fund Compliance Audit** Financial Services	**7. Finance Compliance** Payment Services Procurement Services (reqs)	**8. Payment Processing**

Optional
At discretion of faculty/dept

Optional
At discretion of faculty/dept

Recommended best practice:
- Verify transaction is properly coded
- Validate supporting documentation are accounted for
- Validate receipt dates have been inputted correctly

Faculties & Departments:
- **Determines eligibility of funding**
- They must ensure that submissions are **complete** with the required supporting documentation

Automated Workflow:
- Business and Travel Expense Claims
- Purchase Requisitions– *All faculties will be required to perform this in the future state*

⭐ **Recommend appointing two people for each box**

Questions?

Appendices

Apendix 1: Verifying Sponsor Compliance Detailed Steps

Compliance With Sponsor Requirements

→ **Here is an example of how to view an agreement and make notes about limits on specific budget line items**

→ 1. Faculty Admin will receive an email from Research Accounting to let you know that a new project has been activated.

→ 2. Log on to FAST and enter the Project Account number provided and select Award List for Desired Option.

Please enter desired report parameters:

Fund (2 digits)	
Dept (4 digits)	
Program (5 digits)	
Project (6-8 characters)	R831502
Object (4 digits)	
Fiscal Period	Sep-2022
Desired Option	Award List (Fund 30s)

Compliance With Sponsor Requirements

→ 3. Click on the 'attachments are available to view' of the Supporting Documents

Period:	All Dates
Project ID:	R831502
PI:	Farzan,Faranak
Sponsor:	Center for Addiction & Mental Health
Program:	Not Applicable
Project Title:	Biological Targets of Response to Electroconvulsive Ther
Award Start Date:	2022/01/10
Award End Date:	2023/01/14
Auto-Extension Date:	

Supporting Documents: 2 attachment(s) are available to view
Payroll Expenses: Click to view
All Expenses: Click to view
Future Payroll Encumbrances: Click to view

→ 4. At the supporting document view, click on the attachment to open document indicating the description 'Contract' or 'Agreement':

Project ID:	R831502
PI:	Farzan,Faranak
Sponsor:	Center for Addiction & Mental Health
Program:	Not Applicable
Project Title:	Biological Targets of Response to Electroconvulsive Ther
Award Start Date:	2022/01/10
Award End Date:	2023/01/14
Auto-Extension Date:	
Total:	50,445.00

Project	Attachment	Description
R831502	26952_CAM_FE.pdf	CAM
R831502	26952_CAMH_File_No._20-308_FE_HL.pdf	Contract

Compliance With Sponsor Requirements

$\longrightarrow$ 5. Scroll through the agreement to review the highlighted sections to consider the sections on limits of specific budget items.

$\longrightarrow$ **In this example, the sponsor indicates that the budget is for salary support of a postdoctoral fellow and PhD student.**

Compliance With Sponsor Requirements

→ 6. When limits of budget items are specified, document it into a Word file and save into your computer

Summary Sheet on Eligible/Ineligible Expenses	
SFU Project No:	R831502
Principal Investigator:	Farzan, Faranak
Legal Sponsor:	Center for Addiction & Mental Health
Eligible/Ineligible Expenses	Limited to research personnel cost: Postdoctoral Fellow and PhD student:

7. The Word file can be uploaded and saved in PS. As a result, it can viewed in New FAST Views in the project account. Log into FINS.

8. Using NavBar

go to Grants->Awards->Maintain Attachments
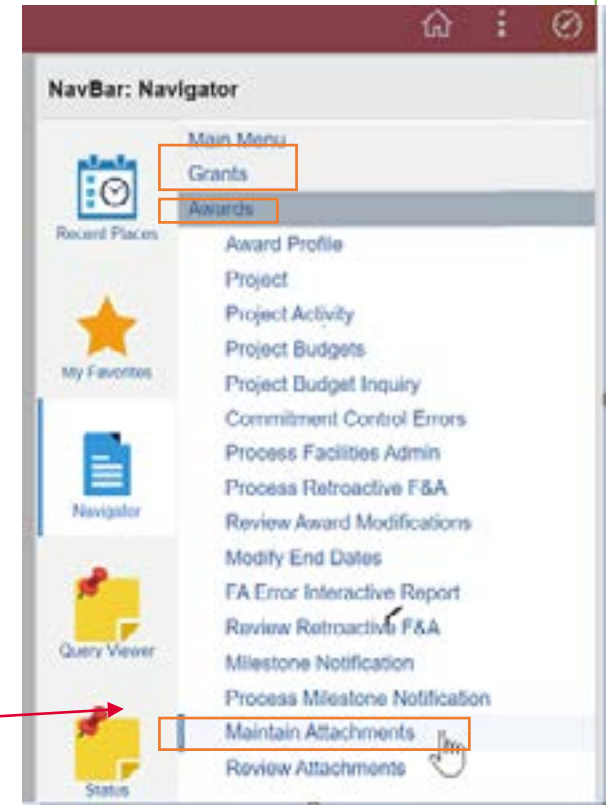
Compliance With Sponsor Requirements

→ 9. With Business Unit = SFU30, enter the project account number at Project field:

Maintain Attachments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Business Unit	= ∨	SFU30 🔍
Award ID	begins with ∨	
Project	begins with ∨	R831502 🔍
Description	begins with ∨	
PI ID	begins with ∨	
Proposal ID	begins with ∨	
Reference Award Number	begins with ∨	

☐ **Case Sensitive**

Search   Clear   Basic Search 🖳 Save Search Criteria

Compliance With Sponsor Requirements

→ 10. Click on Add Attachment

Caution: Please note do not select '-' as a document can be deleted.

→ 11. At File Attachment, click on Choose File
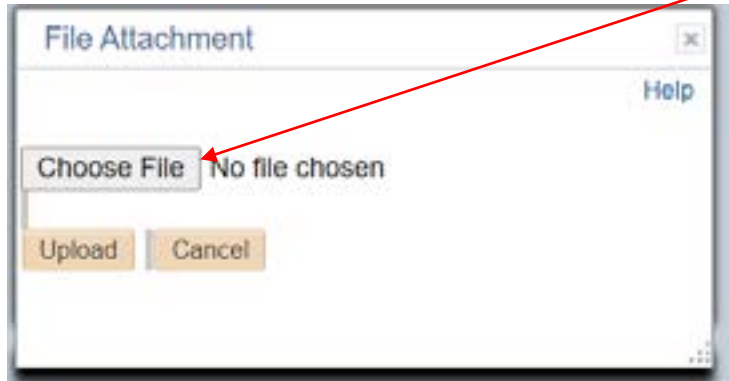
Find the document saved earlier from your computer and select Upload
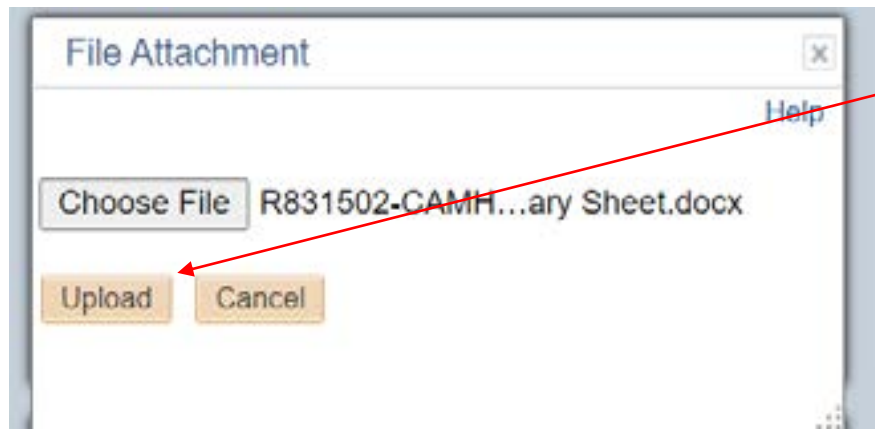
→ 12. Once uploaded the result will appear with the new file added:

Enter 'Summary Sheet' to indicate the type of file added and click Save

Compliance With Sponsor Requirements

→ 13. The next business day, log into the project account in New FAST Views, and the document will be available to view

Period:	All Dates
Project ID:	R831502
PI:	Farzan,Faranak
Sponsor:	Center for Addiction & Mental Health
Program:	Not Applicable
Project Title:	Biological Targets of Response to Electroconvulsive Ther
Award Start Date:	2022/01/10
Award End Date:	2023/01/14
Auto-Extension Date:	
Total:	50,445.00

Project	Attachment	Description
R831502	26952_CAM_FE.pdf	CAM
R831502	26952_CAMH_File_No._20-308_FE_HL.pdf	Contract
R831502	R831502-CAMH-Farzan,F_Summary_Sheet.docx	Summary Sheet

How to Determine if Expense is Eligible?

- **Must have funding availability**
    - Refer to the Award List on Current Balance Available

- **Meet SFU Policy**
    - ❏ The expenses must be direct research costs that are:
        - ❏ Reasonable/economical and effective (i.e. achieve intended outcome) and
        - ❏ Free of any personal benefit or conflict of interest
    - ❏ Have PI approval (and one-up approvals where applicable)
    - ❏ Contain supporting evidence (i.e. self-evident as to purpose of expense; or additional explanation/documents provided)

- **Meet Sponsor requirements**
    - ❏ Meet the **category of expenditures** (if sponsor allows salary, lab supplies, etc.) by referring to the your notes/summary sheets or notice of award, highlighted agreements, and Tri-Agency guidelines
    - ❏ Be incurred/received within **project term including auto-extension dates**

How to Determine if Expense is Eligible (cont'd)?

- **Common sources for reference:**
  - The University's business and travel policy and procedures (AD 3.02)
  - The sponsor's terms and conditions and budget outline the restrictions on purchase of goods and services (refer to Supporting Documents)
  - Tri-Agency guidelines and programs
    - NSERC, SSHRC and CIHR
    - Michael Smith for Health Research (MSFHR)
    - MITACS: limited to named interns; and material/research expenses
    - Note: NSERC Research Tools & Instruments (RTI) programs: only purchases matching named vendor and cost are eligible - pre-approved by agency in RTI application

  Research Accounting is also available at res-acct@sfu.ca for consult

PI Authority and One-Up Approvals

- PI can authorize invoice charges, payroll, journal vouchers, employees' expense claims, and purchase requisitions (provided it is free of perceived conflict of interest/personal gain)

- For expense (reimbursement) claims, where the claimant is the PI:
  - The Chair must approve the claim

- If the PI is also the:
  - **Chair**, the Dean must approve the claim
  - **Dean**, the VPA must approve the claim

- Where the claimant is:
  - A **visiting researcher** or a **peer of the PI**, the one-up authority (such as the Department Chair/Director or Dean) must approve the claim
  - A **delegate**, the PI must approve the claim

- Please attach the document containing the one-up approval, if the claim cannot be re-routed to the one-up authority.

Future Spending Balance

- **Future-dated payroll appointments may be submitted if Future Spending Balance is available**

  ✓NSERC, SSHRC and CIHR

Appendix 2: Reviewing Types of Submission

Invoice

Review:

- **Project account information (and Source Type for CFI projects)**

- **Authorized by PI**

- **Invoice date is within eligible project term**
  - Goods or service must be completed/delivered
  - Period of expense incurred also meets eligible project term

- **Amount does not exceed Current Balance Available**
  - Amount expressed in CDN or CDN-equivalent (e.g. US X SFU house rate for expenses)
  - Amount includes 7% PST + 1.65% net of GST not exceed Direct

- **Type of expense is permitted by sponsor**

Invoice: Example

Review:

- **Project account R831999, no Source Type**

- **Authorized by PI: yes, Dr. Vin**

- **Invoice date: December 31, 2021**
  - Period of expense incurred: Oct 1 2021 – Dec 31, 2021 and thus, service was delivered

- **Amount (Cdn or US): $5,000 CDN multiplied by 1.0865 = $5,432.50**

- **Type of expense eligible by sponsor: consulting**

- **Account info provided: yes**

Invoice: Expense Eligible?

- **Review**
  - ❑ Source Type for CFI Project:
  - • Not required as not a CFI project
  - ❑ Authorized by PI
  - • YES, signed or emailed authorization by PI
  - ❑ Invoice date: Dec 31, 2021
  - • YES, within project term March 15, 2016 to Mar 31, 2022
  - • Period of expense incurred: Oct 1 2021 – Dec 31, 2021
    - • YES-within project term
  - ❑ Amount: $5000 *1.0865=$5432.50
  - • YES-sufficient funds, $12,892 balance
  - ❑ Type of expense: consulting
  - • YES, SSHRC allows, provided not payable to grant recipients or individuals conducting research independently, etc. (refer to T-A guide)

Payroll

- **Review:**

    - Project account information (and Source Type for CFI projects)
    - Authorized by PI
    - Payroll appointment period is within project's eligible term
    - Total payroll commitment ($) inclusive of estimated benefits does not exceed Current Balance Available unless Future Spending Balance is available
    - Payroll or intern is eligible on sponsor program (e.g. MITACS, but not eligible on NSERC RTI)

Journal Voucher

- **Review:**

    - Project account information (and Source Type for CFI projects)
    - Authorized by PI
    - Date of expense incurred originally is within project's eligible term period
        - Supporting document substantiates cost and period incurred (e.g. payroll records or general ledger records in original project account)
    - Cost transfer does not exceed Direct Spending Balance
    - Type of expense is eligible by sponsor program or terms/conditions
        - Payroll is not eligible for NSERC RTI

Purchase Requisition

- **Review:**

    - Project account information (and Source Type for CFI projects)
    - Authorized by PI
    - Expected delivery date of service or product will meet project's eligible term
    - Total value (CDN or CDN equivalent) inclusive of PST/net GST does not exceed the Current Balance Available
    - Type of expense eligible by sponsor program or terms/conditions
        - NSERC RTI: Confirm with PI equipment was approved by NSERC in PI's application

Expense Claim

- **Review:**

    - Purpose of expense/travel
    - Dates of expenses incurred
    - Total value of claim
    - Type of expense eligible by sponsor
    - Receipts supplied (if applicable)
    - Name of Claimant
        - If employee, PI would approve
        - If PI, or peer of PI/visiting researcher is the claimant, obtain Chair's authorization; or if PI is Chair, obtain Dean's authorization, etc.
        - If claimant is related to PI, Conflict of Interest Form pre-authorized by Dean and VP Research must be attached to claim.

Example #1

Expense Consideration by Budget Line Item

Example #1 – Expense Consideration by Budget Line Item

→ Sometimes, a sponsor's agreement may not allow an expense to be incurred when the sponsor has not approved a budget item (e.g. equipment)

→ The Faculty Admin reviews the sponsor's approved budget found in the research agreement to consider ineligible costs. The agreement is available as an attachment in New FAST Views

→ In Award List views, the Approved Total Spending Budget does not display by an approved budget line item

Activity	Description	Budget Period	Source type	Expense Rollup	Expense description	Approved Total Spending Budget	Actuals	Payroll Encumbrance	Non Payroll Encumbrance	Overhead Cost Remaining	Current Balance Available
SPN001	Dyadic care for maternal and s	YR01		DRCT	Direct Cost Exp	175,685.00	162,985.19	0.00	0.00	0.00	12,699.81
SPN002	Subout to BC Womens Hospital	YR01		DRCT	Direct Cost Exp	34,650.00	0.00	0.00	0.00	0.00	34,650.00
SPN003	Subout to FNHA	YR01		DRCT	Direct Cost Exp	42,000.00	42,000.00	0.00	0.00	0.00	0.00
SPN001	Dyadic care for maternal and s	YR01		OVHD	Overhead	25,629.00	25,629.00	0.00	0.00	0.00	0.00
Total						277,964.00	230,614.19	0.00	0.00	0.00	47,349.81

Compliance With Sponsor Requirements

→ Thus, it is important that the Faculty Admin determines whether an expense is an approved budget line

Compliance With Sponsor Requirements

$\longrightarrow$ Here is an example of how a Faculty Admin determines whether an expense is an approved budget line item

$\longrightarrow$ A Faculty Admin receives a $7,000 invoice for equipment (inclusive of PST and net GST) in FY 2022-2023

$\longrightarrow$ The sponsor's budget line shows that the Equipment budget line is zero.

Compliance With Sponsor Requirements

→ The Faculty Admin determines that the expense does not meet compliance

→ Thus, the Faculty Admin will discuss with the PI to provide an alternative eligible project to charge the invoice.

Example #2

Expense Consideration by Amount of Budget Line Item

Example #3 - Expense Consideration by Amount of Budget Line Item

$\longrightarrow$ **Sometimes, a sponsor's agreement may not allow an approved amount for a budget line item to be exceeded - without seeking sponsor's prior approval**

$\longrightarrow$ **In Award List views, the Approved Total Spending Budget does not display by an approved amount for a budget line item**

Activity	Description	Budget Period	Source type	Expense Rollup	Expense description	Approved Total Spending Budget	Actuals	Payroll Encumbrance	Non Payroll Encumbrance	Overhead Cost Remaining	Current Balance Available
SPN001	Dyadic care for maternal and s	YR01		DRCT	Direct Cost Exp	175,685.00	162,985.19	0.00	0.00	0.00	12,699.81
SPN002	Subout to BC Womens Hospital	YR01		DRCT	Direct Cost Exp	34,650.00	0.00	0.00	0.00	0.00	34,650.00
SPN003	Subout to FNHA	YR01		DRCT	Direct Cost Exp	42,000.00	42,000.00	0.00	0.00	0.00	0.00
SPN001	Dyadic care for maternal and s	YR01		OVHD	Overhead	25,629.00	25,629.00	0.00	0.00	0.00	0.00
Total						**277,964.00**	**230,614.19**	**0.00**	**0.00**	**0.00**	**47,349.81**

Compliance With Sponsor Requirements

→ **Thus, it would be important for the Faculty Admin to determine whether an expense will exceed the balance available for a budget line**

Compliance With Sponsor Requirements

$\longrightarrow$ Here is an example of how a Faculty Admin determines whether an expense exceeds the balance available for a budget line

$\longrightarrow$ A Faculty Admin receives a $3,000 invoice for materials & supplies (inclusive of PST and net GST) in FY 2022-2023

$\longrightarrow$ The amount of the sponsor's budget line item for Materials & Supplies is $3,600 for FY 2022-2023

Compliance With Sponsor Requirements

→ **The Faculty Admin calculates the balance available to spend for Material & Supplies budget line**

→ **The Faculty Admin searches in Award List views for prior expenses incurred for material & supplies in Actual Direct Expenditure and determines $2,451.20 has been incurred (Object Code 6199 for Materials and Supplies-Other)**

Activity	Source Type	Budget Period	Object Code	Description	Actuals
SPM001		1901	5400	Sals Non Students RA	850.00
SPM001		1901	5511	Welfare Benefits	18.75
SPM001		1901	6199	Materials and Supplies - Other	2,451.20

→ **The balance available is determined to be $1,148.80 (i.e. $3,600 less $2,451.20)**

→ **The Faculty Admin determines that the invoice of $3,000 exceeds the balance available $1,148.80 for Material & Supplies**

Compliance With Sponsor Requirements

→ **The Faculty Admin determines that the expense does not meet compliance**

→ **Thus, the Faculty Admin will discuss with the PI the following options where the PI may choose to**

→ Seek sponsor approval before incurring the invoice for $3,000 to the project account; or

→ Partially allocate an amount of $1,148.80 of the invoice to the project, so not to exceed the budget line; and charge the remainder to another eligible project.

Example #3

Expense Consideration by Specific Budget Cost

Example#3 – Expense Consideration by Specific Budget Cost

$\longrightarrow$ On seldom occasion, a sponsor's agreement may have a specific expense that cannot be incurred, contrary to SFU policy

$\longrightarrow$ For example, a sponsor may allow salary but not benefit costs of research personnel

$\longrightarrow$ The Faculty Admin allows the payroll appointment for a personnel to be charged both salary and benefits to the project; and pre-arranges with the PI an alternate eligible project to absorb the benefit cost

$\longrightarrow$ When the pay is incurred, the Faculty Admin reviews in the Awad List views and determines the benefit costs incurred (in object code 5911). They prepare a journal, requests the PI to authorize the transfer out the cost to the alternate project. The journal is submitted to Banking to process.

Appendix 3: Key Considerations by Sponsors

Sponsors

Federal Sponsors	Key Considerations	Contains requirements beyond SFU Policy?
Agriculture and Agri-Food Canada	Limited to specific budget line items	No
Canadian Space Agency	Limited to amount of specific budget line items	No
Canadian Foundation for Innovation (CFI)	Support costs for research infrastructure and related maintenance	No, but limits on specific budget line items
Department of National Defence	Limited to specific budget lines; some agreements may limit to 50% of cost to be incurred in Canada	No
Environment and Climate Change Canada	Limited to specific budget line items	No
Fisheries & Oceans Canada	Limited to specific budget line items	No
Global Affairs Canada	Limited to amount of specific budget line items	No
National Research Council Canada	Similar to SFU Policy	No
Public Health Agency of Canada	Limited to specific budget line items	No
Public Safety Canada	Limited to specific budget line items	No, though benefits may not be allowed; check highlighted agreement
Tri-Agency	Tri Agency guidelines are interpreted as following SFU policy	No
Tri-Agency – **RTI program**	Tri-Agency – Research Tools and Instruments program; limited to equipment in application	No

Sponsors listed is up to Aug 2022 and not exhaustive; for reference only

Sponsors

Foreign Sponsors	Key Considerations	Contains requirements beyond SFU Policy?
American Society of Hematology Inc.	Limited to amount of specific budget line items	No
Lincoln Institute of Land Policy	Limited to specific budget line items	No
Huawei Technologies	Follow SFU policies since terms do not contain restrictions	No
Michael J. Fox Foundation for Parkinson's Disease	Limited to amount of specific budget line items	No
National Institutes of Health	Limited to amount on specific budget line items; equipment requires pre-approval	No
Office of Naval Research	Similar to NIH, limited to specific budget items; equipment requires pre-approval	No
SRI International	Limited to specific budget line items	No

Sponsors

Other Sponsors	Key Considerations	Contains requirements beyond SFU Policy?
411 Seniors	Limited to specific budget line items	No
Age-Well NCE Inc	Limited to amount of specific budget line items	No
Alzheimer Society	Limited to specific budget line items	No
Banting Research Foundation	Limited to specific budget line items	No
BASF Canada	Tri-Agency collaboration	No
BC Hydro & Power Authority	Follow SFU policies since terms do not generally contain restrictions	No
BC Women's Hospital and Health Centre	Similar to SFU Policy	No
Canadian Institute of Actuaries	Similar to SFU Policy	No
Canadian Cancer Society	Similar to SFU Policy	No
Canadian Nuclear Laboratories	Limited to specific budget line items	No
CANARIE, Inc.	Limited to amount of specific budget line items	No
Canadian Glycomics Network	Limited to amount of specific budget line items	No
City of Surrey	Limited to specific budget line items	No
D-Pace Inc	Tri-Agency collaboration	No

Sponsors

Other Sponsors	Key Considerations	Contains requirements beyond SFU Policy?
Genome	Limited to specific budget line items	No
Gordon and Betty Moore Foundation	Limited to amount of specific budget line items	No
Hospital for Sick Children	Limited to specific budget line items	No
Lymphoma Canada	Limited to specific budget line items	No
Meta Platforms, Inc	Limited to amount of specific budget line items	No
Michael Smith (MSFHR) - Direct	Similar to SFU policy; expenses mostly incurred in BC	No, though majority of expenses should be incurred in BC; refer to program guide
MITACS	Funding primarily for named interns and expenditures generally follow Tri Agency guidelines	No, but limits on specific budget line items
Nature Trust of BC	Similar to SFU Policy	No
Pacific Salmon Foundation	Limited to specific budget line item	No

Sponsors

Other Sponsors	Key Considerations	Contains requirements beyond SFU Policy?
Scotts Canada Ltd	Tri-Agency - collaboration	No
Silicon Valley Community	Follow SFU policy –no cost restrictions imposed	No
SFU Endowment	Follow SFU policies to support Research Chair	No
Squamish-Lillooet Regional District	Similar to SFU Policy	No
Stika Foundation	Similar to SFU Policy	No
Waters Technologies Corp.	Similar to SFU Policy	No
Weston Brain Institute	Limited to specific line items	No
Weston Family Foundation	Similar to SFU Policy	No
Workers' Compensation Board of BC	Limited to amount of specific budget line items	No
Xanadu Auantum Technologies Inc.	Limited to specific budget line items	No
Yukon Department of Energy, Mines	Similar to SFU Policy	No