

# GCA NEWS

Grants and Contracts Accounting Updates

August 2017

## Epaf Start Dates

There continues to be some confusion on whether chartfields can be changed in the middle of a pay period. The only change that cannot be made in the middle of a pay period is from exempt to non-exempt or vice versa. Please make sure that epafs are effective dated for the first date of the project period to avoid the need for cost transfers. There were over 150 payroll errors in the last pay period due to epafs either not being completed or not being effective dated the first day of the new grant period. Also, please remember that if you are changing project numbers and you intend to cost share, you must contact Kristin Evans in GCA to set up the cost share chartfields.

## Cost Transfers - PHI

Please do not send in protected health information or social security numbers in your cost transfer backup information. If your only backup documentation contains PHI, please take a moment to redact any identifying information prior to sending. We are receiving a larger than usual amount of PHI lately and it is important as a University to limit this to the amount needed to perform our jobs.

## Program Codes

Please remember that grant chartfields are program specific. All expenditures should be applied to the same program code that the award is assigned under. Please also note that program code 00011 should not be used when charging expenditures to the project. You must use a sub-program 00111, 00211 or 00411. Program code 00311 should not be used for direct charged grant expenditures.

## Off-Campus Definition

The federally approved off-campus definition for OUHSC is as follows: For all activities performed in facilities not owned by OUHSC and to which rent is directly allocated to the project(s), the off-campus rate will apply. Grants or contracts will not be subject to more than one F&A cost rate. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project. OUHSC seeks to recover all facilities costs either through direct charging rent or through F&A.

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*The Grants 101 training will be held on September 13<sup>th</sup>. If you have new staff that handle grants and contracts, please have them attend.*

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Meet Caitlyn Walker. Caitlyn is the new Senior Account Clerk for GCA. Caitlyn handles the daily deposit, clinical trial floats and budgets, payroll edits, Service Unit edits, and pcard edits.