YEAR-END GUIDELINES  
RESEARCH GRANTS AND CONTRACTS

(Issued on 2018.02.16)

To allow for the prompt closing of the books as of March 31st, 2018 for Research Grants and Contracts whose funds lapse or whose fiscal year terminates on March 31st, 2018 the following procedure and time schedule have been approved.

1. **REQUISITIONS (SciQuest et WebReq)**
   Please ensure that all requisitions affecting the Research and Trust Funds are entered and approved in the system by March 2nd, 2018, this will allow Procurement Services sufficient time to approve and convert these requisitions into purchase orders. *The receipt of items is subject to the delivery time and delays of the suppliers.*

   Please note that any order with a value of over 100,000 $ cannot be received prior to March 31st, 2018 if the purchasing process has not started by now.

   If you have any questions, feel free to call the helpline at extension 1587 or send an email to bde-po@uOttawa.ca or sciquest@uOttawa.ca

2. **INVOICES**
   Only invoices entered in the BANNER system with an effective date no later than March 31st, 2018 will be claimed in 2017-2018. In order to do this, invoices must be entered prior to closing the General Ledger for the month of March 2018.

   **E-Travel:** Compliance Officers must ensure that all expense reports with a submit date (effective date) prior to March 31st are approved and processed in Concur in a timely manner to ensure they are reflected in the appropriate Financial Year.

   If you have any questions or need support pulling the report to determine outstanding expenses in Concur, feel free to send an email to e-travel@uOttawa.ca.

3. **PETTY CASH**
   Please, ensure that research expenses paid in March 2018 by the Petty Cash are registered in the BANNER system by March 31st, 2018.

4. **PURCHASING CARDS**
   You have until April 3rd, 2018 to reconcile your transactions in **FAST PCard.** For goods and services received on or before March 31st, 2018, that are not charged on the March 2018 statement, you have until April 10th, 2018 to post the transaction in the 2017-2018 financial year. You must then complete a journal entry to debit the appropriate expense account and credit an account payable. This journal entry will have to be reversed in the 2018-2019 financial year.

   If you have any questions, feel free to call the helpline at extension 1587 or send an email to pcard@uOttawa.ca.
5. TRAVEL ADVANCES
All outstanding travel advances at March 31st, MUST be analysed and transferred to one of the account receivable figuring on your FGR003G. As of May 1st, you will be able to transfer those advances back in research funds. You will therefore have to include those outstanding advances on your year-end reconciliations.

6. RECONCILIATION
If you submit a detailed list of expenditures to include in the financial report for the period ending March 31st, 2018, you must also submit a reconciliation of this listing to the General Ledger.

7. IN-KIND CONTRIBUTIONS
For research projects that have received in-kind contributions during the year, these must be included on the financial report. As such, you must ensure to provide the proper documentation for these contributions to be included on the financial report for the period ending March 31st, 2018. This documentation must include:

   i) In-kind contributions in the form of discounts: copy the quotation which clearly states the discount amount representing the in-kind contribution. You must also submit a copy of the invoice following the quotation which again states the discount amount as well as the net amount to be paid.

   ii) In-kind contributions of equipment: Document provided by the supplier which clearly states the name of the project to which the equipment is donated, the date of transfer of the equipment from the supplier to the University as well as the value of the donated equipment at the date of transfer.

   iii) In-kind contributions in the form of time (salaries): Document provided by the person donating their time to the research project which clearly states the name of the project which he/she has contributed to, the dates worked, the number of hours worked, the hourly rate used and the total amount contributed to the research project.

8. TRANSACTIONS
   i) You have until April 10th, 2018 to process journal entries with an effective date of March 31st, 2018.

   ii) Only transactions recorded into the BANNER system will be included on the financial report for the period ending March 31st, 2018 therefore please ensure to transfer all of the project's expenditures for the year into the appropriate fund before the closing of the General Ledger for the month of March 2018.

   iii) For all NSERC, SSHRC and CIHR grants whose grace period ends on March 31st, 2018, please ensure that all expenses are recorded before the month of March 2018 is closed. As it’s required by the Tri-Council, the unspent balances of these grants will be removed from the existing fund immediately after the month of March 2018 is closed and will no longer be available.
9. **SALARY REDISTRIBUTION**
You have until **March 19th, 2018** to electronically submit the requests for salary redistributions to payroll in order for the corrections to be done as of March 31st, 2018.

10. **FINANCIAL REPORTS**
An electronic copy of all financial reports at March 31st, 2018 for NSERC, SSHRC, CIHR, grants will be sent to the appropriate faculty Administrative Officers in order to obtain approval of these reports by the researchers. Researchers must then review the report(s) and approve them by signing each report. The signed reports must then be submitted to your financial officer, **before June 15th, 2018**.

11. **COMPLIANCE AND ELIGIBILITY**
Please ensure that all expenses incurred for the research project are compliant and eligible according to the funding organization's policies/procedures. When the research project is bound by a contract, the eligibility of expenditures should be stipulated in the body of the contract. When the research project is funded by a Government Agency, the eligibility of expenditures is stipulated in the funding agency's policies/procedures. You will find below the policies/procedures of the 4 primary federal agencies. Please consult these policies/procedures to confirm the eligibility of expenditures incurred in the research project.

SSRHC, NSERC and CIHR:

CFI:

Any questions you may have in this regard should be directed to:

- Nizar Ben Sedrine: Associate Director, Research, Trust and Endowment, Financial Ressources, ext. 1512 or nizar@uottawa.ca.

Thank you for your cooperation.