# Sponsored Program Setup in Oracle Fusion Cloud

## 1. Overview

Timely and accurate award setup in the University's financial system (Oracle Fusion Cloud) is foundational to award management and enables the University to accurately track activities and support appropriate accounting, invoicing, financial and management reporting, and tracking of other deliverables.

Award setup has multiple phases and responsibilities span several departments. Research and Sponsored Projects and Research Contract Services work with the Principal Investigators (PIs) to ensure that all award negotiation and acceptance procedures are complete, and that all compliance requirements have been met. Research Financial Services (RFS) then creates and maintains an accurate sponsored record in Oracle.

## 2. Purpose

To provide guidance to the Rutgers community on the establishment of sponsored programs in Oracle Fusion Cloud.

## 3. Who Must Comply

Department Personnel
Research Financial Services
Research Contract Services
Principal Investigators
Research and Sponsored Programs

## 4. Definitions

**Advance Account**: A financial record in Oracle that tracks spending incurred prior to the official start date of the sponsored program.

**Amendment:** (also known as a modification) Any change to the terms and conditions of a sponsored program agreement.

**Compliance Elements:** Specific items that are required before the recipient can implement compliance-related activities. Examples of compliance elements include but are not limited to: Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Rutgers Environmental Health and Safety (REHS) and Institutional Biosafety Committee (IBC) congruency review, export control review, Conflict of Interest (COI) Disclosure review, and completion of coverage analysis.

**Continuation:** A type of amendment where the sponsor extends the period of the award activities under an existing sponsored program agreement. Continuations may or may not increase the sponsored budget and/or scope of work.

**Non-Competing Continuation:**  A financial assistance request (in the form of an application or progress report) or resulting award for a subsequent budget period within a previously approved project period for which a recipient does not have to compete with other applicants.

**Competing Continuation:** (also known as a renewal application) A type of application requesting additional funding for a period subsequent to that provided by a current award. Renewal applications compete for funds with all other peer reviewed applications and must be developed as fully as though the applicant is applying for the first time.

**Streamlined Non-Competing Award Process (SNAP):** Streamlined process that includes a number of provisions that modify annual progress reports, Notice of Awards, and financial reports. Funds are automatically carried over and are available for expenditure during the entire project period.

5.  **Procedures**

**Pre-Award Activities**
As noted above, Research and Sponsored Programs and Research Contract Services complete all award receipt and negotiation procedures and confirm that all compliance elements align with University, Federal and sponsor requirements.  Once they have completed their activities, Research and Sponsored Programs transmits a sponsored program setup request to RFS to trigger establishment within Oracle.  The request includes the following:

- Project Fund Source/Index Request and Modification Form *(if applicable)*;
- Fully executed sponsor agreement;
- Sponsored program budget in the Rutgers format*;
- Backup data related to invoicing, financial reporting or other deliverables *(if applicable).*

*\*Please note that the sponsored program budget submitted to RFS in the Rutgers format must reflect the budget as documented in the final sponsored program agreement.  In cases where the awarded budget does not align with the proposed budget, PI must work with their departmental personnel and Research and Sponsored Programs staff to revise their proposal budget prior to the submission of the request to RFS.*

**Post-Award Activities**
RFS reviews the award setup request package to confirm that the University has sufficient documentation to establish the award in Oracle.  RFS shall create the sponsored program and project record in Oracle within five (5) business days of receipt of all required documentation.

RFS creates sponsored project records that accurately reflect the award terms and conditions, position the University to accurately track sponsored program activities, and submit compliant invoices, financial reports and other deliverables.  Within the Oracle system, RFS shall create an award record for each sponsored agreement.  Dependent upon the terms and conditions and reporting requirements of the award, there may be one or many projects associated with the Oracle award.  For example, multiple projects will be established in instances of collaboration between investigators in multiple units within the University where budgets and expenses need to be separately tracked. In these cases, the F&A recovery will flow to the unit where the direct expense was incurred, also supporting the need for separate projects for cross decanal collaborations.

The guidance below is provided to assist in determining when RFS would create an additional projects or awards. This listing is not exhaustive and is only meant to serve as a guide; terms and conditions for each sponsored program will be reviewed in detail to determine the appropriate Oracle setup.

✓ **Annual Financial Reporting:** If a sponsored program requires annual financial reporting, RFS will establish a new project within the award record for each year of activity.  This enables the University to provide accurate financial reports to the sponsor.

✓ **NIH SNAP Awards:** If a sponsored program is subject to SNAP, RFS will establish only one award and one project record for the entire award period.  Since SNAP requires that financial reports are submitted at the end of the entire award period, the University does not need separate projects for each year to enable accurate annual financial reports.

✓ **No Automatic Carryover:** If an award does not have automatic carryover, RFS will issue a new project within the award record for each year of activity.  This enables the University to accurately track, maintain documentation, and submit financial reports for carryover funds.

✓ **Competing Continuation:** A new award and project will be created for every competitive segment to ensure that project financials are appropriately segregated.

✓ **Multiple Investigators**: If a sponsored program has multiple PIs, RFS will create one (1) project for each PI under the award to accurately track and manage each PI's activities.

✓ **Cost Share**: If a sponsored program has cost share, RFS will create an additional project under the award to track the activities.  This enables the University to provide accurate financial reports to the sponsor.

✓ **Program Income**: If a sponsored program has program income, RFS will create an additional project under the award to track activities.  This enables the University to provide accurate financial reports to the sponsor.

<u>**Advance Accounts**</u>
In some cases, PIs may have a need to begin award activities before the sponsored agreement has been finalized.  To decrease administrative burden and support sponsored program activities, the University encourages PIs to request and utilize advance accounts.  For further information, please refer to the Research and Sponsored Programs and RFS procedures on Advance Accounts.

<u>**Changes to Sponsored Programs: Renewals, Continuations, or Amendments**</u>
Sponsored programs may be subject to renewals, continuations, or amendments that require updates to the sponsored program records in Oracle.  As this occurs, Research and Sponsored Programs and Research Contract Services will complete any appropriate award negotiation and acceptance activities, confirm that all compliance requirements are in place, and submit the award amendment request to RFS to update or amend the Oracle record.

RFS will review the package to confirm that the University has sufficient documentation to renew / continue / amend the award and/or project, and then update the financial record to reflect the updated award terms and conditions.  This includes the award dates, budget and deliverables.

6. **Roles and Responsibilities**

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| **Department Personnel** | • Support the PI in responding to award setup requests from RFS, Research Contract Services and Research and Sponsored Programs |
| | • Support the PI in reviewing sponsored program records in Oracle |
| | • Confirm the setup of the award in Oracle is accurate prior to transacting on the project. |

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| **Research Financial Services** | • Review all award setup / amendment / continuation / renewal requests to ensure that the University has sufficient documentation to proceed<br><br>• Notify appropriate individuals and obtain any missing documentation prior to continuation with award setup / amendment / continuation / renewal in Oracle<br><br>• Complete all award setup / amendment / continuation / renewal requests in a timely manner |
| **Research Contract Services** | • Complete all award receipt and negotiation activities prior to submitting an award setup / amendment / continuation / amendment request to RSP for processing |
| **Principal Investigators** | • Respond to RFS, Research Contract Services and Research and Sponsored Programs award setup requests<br><br>• Confirm the setup of the award in Oracle is accurate prior to transacting on the project. |
| **Research and Sponsored Programs** | • Complete all award receipt and negotiation activities prior to submitting an award setup / amendment / continuation / renewal request to RFS<br><br>• Confirm all required compliance elements are in place prior to submitting an award setup / amendment / continuation / renewal request to RFS |

7. **Resources**

Research and Sponsored Programs Budget Template