Sponsored Programs Administration

Main Office

Location:	545 First Avenue, Greenberg Hall SC1-81
Telephone:	212-263-8822
Fax:	212-263-8201
E-mail:	grants.office@med.nyu.edu
Office Hours:	Monday - Friday, 8:30 am - 5:00 pm

SENIOR ASSOCIATE DEAN

Tom Marcussen
email: thomas.marcussen@nyumc.org
212-263-8822

ASSISTANT DIRECTOR

Farooq Niazi
email: farooq.niazi@nyumc.org
212-263-3546

GRANT SPECIALISTS

Grant specialists are assigned to the community by department and division. They serve as the primary points of contact for grant application review, award acceptance and administration, expert resource for application and award strategies, sponsor relations and inter-institutional administrative arrangements related to governmental, foundation, and other non-profit sources of funding.

TBA
Senior Grants Specialist
email: tba
212-263-8822

- Anesthesiology
- Biochemistry
- Emergency Medicine
- Administration
- Skirball Institute
- Urology
- OB/GYN

Sue Seecharran
Senior Grants Specialist
email:
subhadra.seecharran@nyumc.org
212-263-2810

- Child Study Center
- Library
- Neurology
- Otolaryngology
- Ophthalmology
- Physiology
- Psychiatry

Orlando Green

Karen Hurdle

Tools & Resources

> Division of Laboratory Animal Resources
> Institutional Review Board
> Clinical Trials Office
> Clinical Trial Forms
> Sitemap
> InfoEd
> NIH Commons

E-mail Page
Print Page
Calendars

Grants Specialist email: orlando.green@nyumc.org 212-263-6707 • Cell Biology • Medicine/Clinical Pharmacology • Medicine/Gastroenterology • Medicine/Hematology • Medicine/Infectious Disease • Pathology • Surgery	**Grants Specialist** email: karen.hurdle@nyumc.org 212-263-6693 • Medicine/Pulmonary • Medicine/Endocrinology • Medicine/Cardiology • Dermatology • Radiology • Radiation Oncology • Pharmacology
TBA **Grants Specialist** email: tba 212-263-8822 • Cancer Center • Medicine/General • Medicine/Internal • Medicine/Nephrology • Medicine/Primary Care • Medicine/Rheumatology • Microbiology Medicine/CFAR	**Serena Konduru** **Grants Specialist** email: serena.konduru@nyumc.org 212-263-6696 • Cardiothoracic Surgery • Environmental Medicine • Neurosurgery • Orthopedic Surgery • Parasitology • Pediatrics • Rehabilitation Medicine
Zsolt Horvath **Grants Assistant** email: zsolt.horvath@nyumc.org 212-263-8045	**ShellyAnn Godfrey** **Grants Assistant** email: shellyann.godfrey@nyumc.org 212-263-6560

SPA SPECIALISTS
Saadia Malik **IT/Database Manager** email: saadia.malik@nyumc.org 212-263-8151
Christine Lee **Contracts Specialist** email: christine.lee@nyumc.org 212-263-6702

Frequently Asked Questions

For eReports FAQs, please Click here.

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Accounting

Q: I need to deposit a check. What do I do?
A: Obtain a "Transmittal for Funds to be Deposited" form. Complete the form, attach the checks, an adding machine tape and bring to the Treasury department in SC1-129, either to Alan Wagschal (3-5305) or Luz Ibanez (3-2664).

Q: Where do I find an A/P check being held for pickup?
A: Gladys Johnson (3-5300) in the Cashier's Office. She will call you when she receives the check from Accounts Payable. Please make sure you bring proper ID when picking up these checks.

Q: How do I make a journal entry?
A: If you wish to make a journal to a non-grant fund, contact Willie Williams (3-8529) in the Accounting department.
He will send you a journal template and instructions; fill it out and e-mail back to Willie. The journal will not be posted until you send him the hard copy backup and a journal form with appropriate approvals.

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Plant Funds

Q: Do I need to report donated or transferred capital assets?
A: All assets donated must be reported to both the Development Office (for the donation acknowledgement) and Plant Fund Accounting. All assets purchased on grants or contracts and transferred to the School must be reported to the Restricted Fund and Plant Fund Accounting departments. The location, utilization, descriptive and estimated asset value information will be included in the General Ledger and Property System for insurance coverage and grant/contract reporting and expense recovery.

Q: How can I get rid of a piece of equipment?
A: First, get approval for removal or disposing of the equipment from the chairman/department head responsible for the asset. If you don't know who is responsible for the equipment, get the tag #, model, serial number, name of manufacturer and contact Plant Fund Accounting and they will research the system to determine the contact person. Second, complete a Property Relocation/Disposal form describing the asset, reason for relocation or disposal and appropriate account information for processing transaction. Third, forward completed form to Plant Fund department for determining if there are any restrictions on the disposition of the asset based on funding source. Once approved by Property Manager, the form will be forwarded to the Move

Coordinator for processing. Finally, schedule the removal of the asset with the Move Coordinator and notify Plant & Maintenance of any electrical or plumbing involved with the removal of the asset. If item is to be sold or traded in for a new asset, please follow the same steps prior to generating the sale or purchase requisition and attached when processing the order.

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Sponsored Programs

Q: Is my account number set up?
A: Once the award notification is received and all compliance issues satisfied in OGARS (Office of Grants Administration & Research Services), an account number will be established.

Q: What do I do with a check received by our department?
A: Forward the check along with all supporting documentation to Angela Wallace (3-6604) in Sponsored Programs.

Q: What is an A-133 Audit?
A: All institutions that receive outside funding over 300K are required to have an outside public accounting firm perform an audit of all sponsored programs as well as internal controls, including processes and procedures that manage the funds.

Q: What is our current Fringe Benefit and O/H rates?
A: Feel free to contact Gideon Ben-David (3-6738) or Carl Bergamini (3-3267) in the costing area for the current rates.

Q: If a PI has a payroll account change/cost sharing, how do I report it on their time and effort?
A: A payroll allocation change or cost sharing should be recorded directly on the effort report. Utilize the comments section to explain what and why.

Q: What is the current annual salary and % distribution of an employee?
A: If you require the latest salary distribution information, please contact Ken Nditsi (3-3036) in Sponsored Programs located in Greenberg Hall, SC1-129.

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Financial Services

Q: How can I obtain an update on my grants and contracts?
A: The eReports Grant Summary Report provides the budget, expenses and projections. For additional information, please contact your Sponsored Program Financial Analyst.

Q: Where can I obtain detail information about charges to my grants/contracts?
A: The eReport Detail Report lists all revenue and expenses charged to the chart string for the requested time period. Special Detail Report is YTD.

Q: Can I re-budget my balance from laboratory supplies to equipment?
A: Since this is specific to the agencies rules and regulations, please contact your Sponsored Program Financial Analyst.

Q: How much money do I have left?

A: The eReport Grant Trial Balance will summarize ending balances per chart string (reports one line per chart string).
For further information, please contact your Sponsored Program Financial Analyst.

Q: Can I carryover my projected balance into the next budget year?
A: Since this is specific to the agencies rules and regulations, please contact your Sponsored Program Financial Analyst.

Q: Can I see a list of who was charged to each grant/contract?
A: The eReport Payroll Distribution Report lists the employees and amounts that were expensed against the requested chart string. For further information, please contact your Sponsored Program Financial Analyst.

Q: How long do I have to keep my files/reports?
A: According to OMB Circular A-110, Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final
expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Federal awarding agency.

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Financial Support

Q: What does FAME stand for?
A: FAME is an acronym for Financial Accounting Made Easier. This was a name established for the NYU version
of the People Soft accounting system.

Q: What is CUFS?
A: CUFS is an acronym for the College and University Financial System. This accounting system predates the FAME
and GEAC systems currently being used. When the NYUHC and SOM officially divested from one another, the
financial systems were split. NYUHC joined Mt. Sinai's GEAC system and SOM joined the NYU Downtown Campus'
FAME system.

Q: What is a Chart field?
A: A chart field is a People Soft convention for determining the specific cost center for charges to it's ledger. There are primarily 5 components to a chart field: Fund, Organization (Dept. ID), Program, Project/Grant and Account. Any
valid combination of these 5 chart fields can be used to record revenue and expenses.

Q: How do I request a new Chart field?
A: Once you have determined the need to establish a new (non-grant) Chart field, please submit a Chart field
Request Form to Steve McClendon (3-6939). Steve will process the request and, within two business days,
create a new chart field.

Q: How can I establish eReports security for my employees and myself?
A: The eReports security system is based on both individual and combinations of chart fields. Based on your position,
you may automatically have certain rights to chart fields. Determination of such security is the discretion of
the Department's Administrator. If you are the Administrator, feel free to

email Steve McClendon when you would
like to grant/limit access to a member of your staff based on changes in an employee's function.

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1. **Institutional policy for unpaid vendor invoices older than one year.**

    a. What is the policy for invoices received requesting payment for goods ordered on a past fiscal year or past grant budget period? (Our Department recently received an invoice sent from Washington Square via SoM Finance requesting payment for an invoice 4.5 years old.)
    b. What is the policy if a vendor sends an invoice for payment for goods ordered on a fund that is no longer active?
    c. What is the policy if a lab head is no longer employed by NYU and left invoices unpaid unknown to Department Administration, the grant fund has ended or transferred to another institution, etc.?
    d. Grants and budgets are projected on a yearly basis and once the books are closed and the FSR sent to the NIH how are vendors to be paid on invoices that were to be charged to a prior fiscal year or budget period?

From the University AP Policy

Approval/Authorization The University has designated certain individuals with the authority to approve financial transactions in specific areas, or to approve the charging of expenses to specific funds/accounts. Their names and samples of their signatures are maintained in Accounts Payable. All requests for reimbursements must bear the signature of the appropriate "Approver."

Note: In no case should any individual request a subordinate to approve his/her request for reimbursement. Also, in no case should the Approver and the Payee be the same individual.

Rubber stamp signatures and proxy signatures are not acceptable. Proxy signatures are usually executed by "unofficial" designees, who write an Approver's name then affix their own initials to indicate that the signature is executed on behalf or in the absence of the Approver.

Approver Responsibilities

The "Approver" is responsible for verifying the following:

- that the expense is permitted under the Business Expenses Policy of the University, and that no non-reimbursable expenses are included (see "General Reimbursement Guidelines" section for examples of non-reimbursable expenses);
- that funds to which the expense is charged are sufficient;
- that documentation is adequate and correct (In case of inadequate or missing documentation, the approver's signature signifies that he/she is aware of the fact, has verified the explanation, and deems the expense valid for reimbursement);
- that any exception to policy has been noted and found appropriate.

If an authorized approver in your department caused something to be bought, your department has a responsibility to pay for it. A vendor has a responsibility to deliver it and bill for it in a reasonable timeframe. If they 1st bill for it 4 years after delivery, they have not acted responsibly. If they invoiced and our institution, or your predecessor didn't handle it correctly, then we didn't act responsibly. If either party didn't act responsibly, it doesn't mean that we can totally reject their claim. They would have legal right, and they may be a vendor whom someone in the University or Medical Center relies upon. That being said, they should be negotiated with, "to feel your pain", and a discount achieved.

2. **Explanation for the additional line on the OBRs (E-Reports) listing "SOM – VACANCY SAVINGS."**
    a. Activity for the Original and Revised Budget lines on the OBR (Summary by Account) seem to have been changing from month to month for the past few months. An additional line appears to have been added called "53987 SOM-VACANCY SAVINGS" on the Salary Expenses Section that was not present prior to February 2006. Can Finance provide a background/an explanation on this VACANCY SAVINGS line item?

Vacancy Savings was implemented about 5 years ago, as a cost savings measure in the budget. If you are running a personnel vacancy in fund 11, you sacrifice the budget for that position, unless you indicate that you are covering it, and need the $ on some other line. Usually because of the budget cycle, it is sometime after the 1st quarter when the 1st analysis is done and put into the modified budget. The original budget should not change after it is reviewed with the Trustees.

3. **E-Reports**
    a. Would it be possible for Finance to post on their website when the current E-Reports are available for viewing?
        - Sometimes e-mails are received announcing the month's closing and sometimes they are not.
        - Having an automatic announcement on the website that we are able to access the monthly reports would be helpful.
        -

It won't be automatic, but we can post a note on our website. Assume the 12th of the month.

    b. Accessibility
        - The program is difficult to access at times.

What is the difficulty? Sign on's? System Conflicts?

        - The wait is very long to access reports, if at all.

Ereports is dependent on Washington Square's systems and communications between here and there. It is no longer supported to make enhancements or improvements. Brio reports are the current methodology for publishing reports to the Web. You will soon see some new reports there.

    c. Data Discrepancies — example
        - Reports do not agree with another (e.g., Figures on the Analysis Reports do not agree with figures on the Summary by Account Report, Payroll Reports do not agree with Summary by Account Reports, etc.)

Concrete examples (print outs) should be provided so that analysis can be performed on whether things which ought to tie aren't.

4. **What is the protocol for handling/processing CPPs on the Finance End?**
    a. What happens to the CPP when the Budget Analyst or Financial Analyst receives it for signature approval?
    b. What is the process once it leaves the analyst?
    c. How is it tracked?

d. How does it get to HR/Compensation/Payroll etc.?
e. How does Finance ensure that HR has received the CPP once it leaves their domain?

FA's and BA's have 2 days to turn around their CPP's. All are tracked in an access database in Budget. Rick and Suzanne review outstanding reports 1x per week.

A messenger personally delivers approved CPP's to HR daily.

Are there current examples of CPP's not being handled timely in Finance, or "lost" between Finance and HR?

5. How does Finance store Financial Data?
   a. Where are physical copies of documents kept?
   b. Is each analyst responsible for her/his own filing or is there a general Finance filing system?

6. Would it be possible for Finance to list their contact information sheet in alphabetical order?
   a. It does not seem to be as it appears on http://www.med.nyu.edu/finance/contact/

Yes, I had recently asked for other reasons (this list is outdated), that our monthly updated internal, alphabetical list be routinely posted to the Web.

   b. A listing of staff and contact information by Division would be helpful, as well as a synopsis of what they do and what sort of questions they can answer (e.g., "Call General Accounting if you have questions about: Proper use of account subcodes, wire transfers, policies and procedures related to endowments, etc.)

The list objected to above is by unit. We will post our "New Beginnings" Package which includes FAQ's.

   c. An organizational chart would also be helpful.

One will be posted. Please don't complain in the future, if it's not changed the day we make a change.