

**IOWA**

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# Quarterly Business Officers Meeting

**September 12, 2024**

# Today's Agenda

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- Change Management 5 Minute Tip
  - Blair Wagner
- Commitment Tracking Project Overview
  - Sujatha Shetty
- Updates on Uniform Guidance
  - Maria Soliman
- Financial Sub-Certification & TDR Reconciliations
  - Rachel McGuire



# COMMITMENT TRACKING PROJECT OVERVIEW

SUJATHA SHETTY, BUDGET OFFICE



# AGENDA

- Purpose
- Project Team
- System Overview
- Request Access

# PURPOSE

- **Implement a Centralized Tool:** Provide central tool to track internal commitments that is consistent, yet flexible for the varying needs of campus
- **Modernize Tracking Methods:** Replace old tracking mechanisms – MS Access databases, Excel spreadsheets & web-based application
- **Automate journal Processes:** Automated journal entries from Commitment Tracking to General Ledger

# PROJECT TEAM

## ITS Team

- Jason Heath
- Tim Smith
- Brendan Hanks

## Budget Office

- Audra Haddy
- Sujatha Shetty

## Focus/Pilot Group

- April Tippet
- Emily Campbell
- Suzanne Stratton
- Lori Cranston
- Kristen Wolf
- Sarah Tallman

# SYSTEM OVERVIEW

Web-based application created for Org units to:

- Establish & monitor Org Unit commitment source funding
- Manage & track financial commitments to units within or outside Org unit
  - Set commitment status (in progress, approved, cancelled, completed)
  - Allows multi-year commitments (up to six years)
  - Stores related files & documents related to the commitment
  - Ability to assign commitment categories (salary, fringe, other)
  - Create and send journal transactions directly to the General Ledger to allocate the funding
- Reporting
  - Summary of Commitments by Source Name or WhoKey for multiple Fiscal Year
  - Summary of Allocation journals and Budget by Source Name or WhoKey for a Fiscal Year
  - Summary of Org Unit Source Funding & Commitments by a Fiscal Year
  - Summary of Commitments to a Dept by a Fiscal Year
  - Listing of All Source Names - WhoKeys

# SYSTEM OVERVIEW

Available in Self Service > Business & Financial Systems section

- Select “Commitment Tracking System.”
- Use HawkID and password for single sign-on



## REQUEST ACCESS

- Direct link here: <https://fmb.fo.uiowa.edu/budget-planning-applications-and-data>

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# Grant Accounting Office Updates

**Maria Soliman, Director**

September 12, 2024



# Updates to Uniform Guidance

# **What is Uniform Guidance**

Uniform Guidance is a government-wide framework for grants management and provides an authoritative set of rules and requirements for federal awards. It is the foundation on which federal agencies develop their policies for grants and cooperative agreements.

# **2024 Revisions to Uniform Guidance**

2024 version of Guidance for Federal Financial Assistance can be found [here](#).

## **Sections of Guidance for Federal Financial Assistance**

- Preamble - OMB detailed responses to public comments. This is an important read as it also explains the rationale and intent behind changes, as well as for changes not made.
- Chapter 1, Parts 25, 175, 180, 182, 183
- Chapter 2, Part 200 (i.e., Uniform Guidance)

# Office of Management and Budget Implementation

- Federal agencies must take appropriate steps to ensure the 2024 Revisions are effective for all Federal awards entered into on or after October 1, 2024.
- Federal agencies are strongly encouraged to apply the 2024 Revisions to any amendments agencies enter on or after October 1, 2024 that provide additional funds.
  - 2024 Revisions will generally apply prospectively to activities on or after the date of the amendment

# **Federal Agencies and Uniform Guidance**

Each of the federal agencies is responsible for incorporating Uniform Guidance into their grant terms and conditions.

Implementation plans to date:

**National Science Foundation** - guidance posted in PAPPG

**NASA** – will be included in all new awards and funded amendments

**US Dept of Education** - will be included in all new awards and continuation amendments

# **Key Points**

## **Subawards**

F&A may be applied up to the first \$50,000 of each subaward

If a Federal agency has not applied the 2024 Revisions to an existing award, the passthrough entity must not apply the 2024 Revisions to a subaward issued under that Federal award—even if the subaward itself is executed on or after October 1, 2024.

**Key Personnel** – Includes employees and contractors that are identified by name or position in the Federal award



# Key Points

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**Participant** is defined as an individual participating in or attending program activities under a Federal award, such as trainings or conferences, but who is not responsible for implementation of the Federal award. Individuals committing effort to the development or delivery of program activities under a Federal award (such as consultants, project personnel, or staff members for a recipient or subrecipient) are not participants. Participants cannot be employees of the recipient or subrecipient.

**Participant Support Costs** are direct costs that support participants (not employees) and their involvement in a Federal award, such as stipends, subsistence allowances, travel allowances, registration fees, temporary dependent care, and per diem paid directly to or on behalf of participants. (NOTE: participants support costs do not apply to NIH training grants). Sponsor prior approval may be required to charge participant support costs on sponsored awards.

# **Key Points**

## **Close-out**

The following administrative costs associated with closeout may be allowable, provided they meet specific criteria:

- Publication and printing costs
- Costs related to the disposition of federally titled equipment and property

Closeout costs must be incurred and submitted to Grant Accounting (GAO) within 60 days after the end of the performance period. All incurred costs must be liquidated before the submission of the final report(s).

# **Key Points**

## **Equipment (200.313)**

- There are two changes of note in this section - the increase of the threshold from \$5,000 to \$10,000 and the need for recipients to report certain circumstances to the sponsor:

*Equipment means ... a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or \$10,000.*

**and**

*...(d)(3)...The recipient or subrecipient must notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.*

# **Training**

GAO will be providing training via multiple channels

**On-demand Video-** Short video clips dedicated to individual areas

**Office Hours** – open drop-in zoom sessions throughout October and November.

**FAQs** – a rolling list of FAQs will be available on our website

**Individual sessions**

**Website** – ongoing updates to relevant areas

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# Questions?

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# Resources

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- **Uniform Guidance 2024 Revisions**  
<https://www.federalregister.gov/documents/2024/04/22/2024-07496/guidance-for-federal-financial-assistance>
- **Office of Management and Budget Implementation Guidance**  
<https://www.whitehouse.gov/wp-content/uploads/2024/04/M-24-11-Revisions-to-2-CFR.pdf>
- **Council on Federal Financial Assistance**  
[cfo.gov/coffa/](https://cfo.gov/coffa/)
- **NSF Summary of changes to General Conditions**  
[www.nsf.gov/awards/managing/general\\_conditions.jsp](https://www.nsf.gov/awards/managing/general_conditions.jsp)

# Financial Sub-Certification

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- Due Date: **September 13, 2024**
- Required Certifiers:
  - Deans/VP's
    - Deans are automatically assigned to the Workflow path
  - Business Officers
    - Initiating the form or will be automatically assigned to the Workflow path
  - Senior HR Reps
    - Automatically assigned to the Workflow path
  - Directors (only for central units)

**IOWA**

Quarterly Business Officers Meeting

**Thank you**

→ [controller.fo.uiowa.edu](https://controller.fo.uiowa.edu)

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AVP & University Controller

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