RDF Closeout
RDF Closeout Process

• Motivation
  – RDF funding (1099 fund code) expires must be spent or encumbered or they will be returned to the state on 8/31/15.
  – There are 45 RDF accounts at UH to coordinate.

• DOR is coordinating use to ensure that UH loses no funding.

• DOR does not have the resources to full sweep and trade funding.
RDF Closeout Process

• If you feel that the expiration of the commitment is later than 8/31/15
  – Send an email with the cost center information, the reason you feel the expiration date is incorrect, and proof of the correct expiration date to dorbizop@central.uh.edu.
  – We may have provided the funds to utilize them, and once we verify, we will make a trade.
  – If we provided you two sources for the same commitment, use RDF first.
RDF Closeout: Estimated Timeline

- Completed: Lists distributed for college review
- 7/24/15: Response from college to DOR required
- 7/31/15: Decisions made for potential trades
- 8/7/15: Swipes completed for RDF indicated as returned
- 8/14/15: New accounts setup for trades
Faculty Startup Closeout
• 7/15/15: Faculty Startup Closeout Lists sent to CDA’s, Asst. Deans for Research, DBA’s, and PI’s
  – The lists will be in a similar format to the RDF lists previously provided.
  – The list in this case is informational and a response is only required for change requests
  – Send responses to dorbizop@central.uh.edu
Overall FY End Closeout Process

• 8/14/15: Unallowables on DOR funding sent to CDA’s
  – Reallocations should be processed to clear unallowables on DOR-provided funding by FY end deadlines.
  – DOR Business Operations does not need to see reallocations on NA, R, or I project ID’s
Faculty Startup Distribution
Faculty Startup Distribution Process

• We will send a list to colleges of hires we are aware of (and their acceptance status), asking for additional information:
  – Faculty member’s empl ID
  – Faculty member’s UH email address
  – Department ID for the startup funding
• We cannot process setups without this information
• An ePOI can be used to obtain empl ID/email
Faculty Startup Distribution Process

• On those listed as accepted, we should already have the required documentation.
  – Approved Costing Form
  – Offer letter with acceptance

• For new faculty noted as pending on our list, we will need their offer letter and acceptance in addition to the above information.

• Documentation may be requested otherwise if missing.
What is DOR’s next step for distribution?

- We will match the documentation to our:
  - Approved itemization
  - VC/VP approval email and other correspondence
  - Available funding

- We use this information to:
  - Determine the most appropriate fund source based on available funds, itemization, etc.
  - Establish an account with a project ID and fund it
When are the funds provided?

• We will honor early release requests on a case by case basis.
• To request an early release, we still need all of the information, including Empl ID and UH email address. ePOI processing will work.
• Email dorbizop@central.uh.edu for requesting early release of funding, separate to the full listing.
Fall ‘15 Faculty Startup Distribution Timeline

- 7/22/15: Lists distributed for college review and submission of information required
- 7/31/15: Deadline for college response to request for information/status
  - Situations that are still outstanding/in negotiations can be noted as such. Please email us when an acceptance decision is final.
- 8/14/15: Distributions made (CC snapshots).
- 8/21/15: All Mods should be approved.
• RDF funding has been merged with TCKF funding into a new CRS Fund: Core Research Support Fund effective 9/1/15.
• As such, distributions using CRS funding will not be available for use until 9/1/15, although we will process the setup within the timeframe we have noted.
• The fund code for CRS is 1124.
Original vs. Adjustment Budget Change

- Effective immediately, new R or I project ID’s will be setup with adjustment budget only.
- This will not affect any business.
- This is only for awareness, as your 1074 look will change due to the missing original budget.
Any Questions?