# Division of Research Business Operations Updates 7/12/18

**Staffing Changes in DOR Impacting the UH Business World**

- Introducing Elyse Davis, Research Division Administrator.  Elyse leads the Business Operations Accounting team (Sharon Kuang and Mila Bautista), handling Research Investments and Internal Awards.
- Nancy Ward is retiring, last day of 7/31/18.

**PS Grants Implementation for Research Investments and Internal Awards**

- Conducting final tests, with an anticipated PS Grants go-live of 8/6/18.
- Currently distributing year 2+ startup (rolling startup) in the RD2K system.
- Plan to distribute new faculty startup in August within the PS system.
- Contingency plan if go-live is disrupted:  distribute faculty startup in August with RD2K.

**Early Release Requests**

- Email dorbizop@central.uh.edu, cc Pam Muscarello.
- Please restrict to rare cases.
- We will need the following documentation for the new faculty hire:
    - Hiring documentation (E.g., offer letter with acceptance, equipment list, and costing sheet).
    - Empl ID
    - Cougarnet ID

**Research Investments**

- Research Investments are all cost centers with a project ID beginning with an R.
- Cost Share investments (project ID name includes "CS" and/or program code is B0416)
    - Must follow the requirements of the external sponsored project with which it is associated.  E.g., if a charge is unallowable or not allocable to the external cost center, then it cannot go on the internal cost sharing account, either.
    - Purchases on a PO for cost sharing must also follow the purchase timeline requirements associated to the sponsored project.
- Faculty startup, match investments, core facilities, and equipment investments:
    - We have discovered that requisitions are able to be routed, approved, and ordered in the accounting end date time span, although ordering actions past the end of the project should be unallowable.  We are clarifying what is acceptable and what needs a request for extension here.
    - If the requisition is executed (i.e., started and through to purchasing) by the end date of the project, then it is an acceptable purchase.  If need be, we will extend the award to allow it.
    - If the requisition is not submitted to purchasing before the end date of the project, then an extension request needs to be in place, or the order may need to be moved to another funding source.

**Internal Awards**

- All cost centers with a project ID beginning with an I.
- For all internal awards (except Technology Gap Funds), regardless of source or type:  all equipment purchases should be made within the first three months of the award.
- For ALL internal awards, regardless of source or type: any compliance-related approvals associated with the internal award (human and animal protocol approval, biological/radiation safety reviews) must be setup and congruent with the proposed research project within three (3) months of the award letter, or the internal award will be cancelled.