

**Detailed Assessment Report for
2005 - 2006 Contracts & Grants Accounting**

MISSION

The Contracts & Grants Accounting department in The Office of Associate Vice President of Finance and Controller supports the research activities of the University by providing financial and accounting infrastructure for the post-award administration of sponsored programs. This function contributes to advancing excellent educational and research programs. The department is responsible for providing the timely financial billing and reporting; determining the propriety of costing issues; capturing, analyzing and reporting pertinent costing data to administration; and developing and communicating to the university, policies and procedures consistent with cost-accounting standards.

OUTCOMES/OBJECTIVES

Outcome/Objective 1:

Timely submission of financial reports.

Full Description:

Most sponsored projects require the submission of financial reports. The timely and accurate submission of these reports is part of the sponsored programs administration process. Having a well designed infrastructure for financial reporting supports the university's strategic goal of increasing research funding.

A Student Learning Outcome? No

Strategic Plan Initiatives:

- **I-1:** Research Enterprise Initiative
- **III-1:** Dynamic Change Management

Institutional Priorities:

- **SP-3:** More than Double Research Funding

Accreditation Standards:

Two staff members in Contract and Grant Accounting hold Certified Public Accountant licenses. One of them is no longer active.

Related Measures:

- **M. 1:** Financial Status Reports due -Excel spreadsheet

Related Actions:

- [A. 1](#): Continue the current procedure & tracking

Outcome/Objective 2:

Increase cash available for investments.

Full Description:

Maximize the amount of daily cash available for investments through prudent sponsored programs accounts receivable collection practices.

A Student Learning Outcome? No

Institutional Priorities:

- [COM-4](#): Enhance research, graduate education and technology-driven economic development
- [SP-1](#): Double the Size of the Faculty
- [SP-3](#): More than Double Research Funding

Accreditation Standards:

One staff member in Contract and Grant Accounting holds an active Certified Public Accountant (CPA) license and one member is a CPA in a non-active status.

Related Measures:

- [M. 2](#): C&G Receivables Reconciliation.

Related Actions:

- [A. 2](#): No changes to existing procedures are needed.

Outcome/Objective 3:

Timely submission of effort certifications.

Full Description:

UTD is committed to ensuring that effort reports are completed on a timely basis for all state and federal sponsored programs. Its current policy provides for quarterly certifications for the monthly employees and monthly certifications for semi-monthly employees. Procedures are in place to ensure that all certifications are processed on a timely basis.

A Student Learning Outcome? No

Strategic Plan Initiatives:

- [I-1](#): Research Enterprise Initiative

Institutional Priorities:

- [SP-8](#): Reduce Costs

Related Measures:

- [M. 3](#): Time and Effort Certification log

Related Actions:

- [A. 3](#): No changes in the current procedures are needed

Outcome/Objective 4:

Continuous improvement of training programs.

Full Description:

C&G Accounting's responsibility is to provide post award administration training programs to faculty and staff. This includes administration of already developed programs which are provided via the University's Training Post, UT System initiated programs and internally developed programs which target specific audiences depending on their needs.

A Student Learning Outcome? No

Strategic Plan Initiatives:

- [I-1](#): Research Enterprise Initiative

Institutional Priorities:

- [COM-4](#): Enhance research, graduate education and technology-driven economic development
- [SP-3](#): More than Double Research Funding

Related Measures:

- [M. 4](#): Number of training programs developed/updated.

Related Actions:

- [A. 4](#): Develop another training program

MEASURES

Measure 1:

Financial Status Reports due -Excel spreadsheet

Measure Full Description:

A perpetual spreadsheet is maintained that lists all reports due by account number and due date. Using this tool, the department will track how many submitted reports required corrections and how many reports were not

submitted on a timely basis. In case of late or incorrect reports, the department will analyze the contributing factors to determine if the problem was systemic or incidental.

Related Outcome(s)/Objective(s):

- [Obj. 1](#): Timely submission of financial reports.

Target Level:

No missed report deadlines and 100% accuracy of submitted reports.

Findings:

In FY06 525 reports were submitted on time and there were no instances of required corrections to previously submitted reports with the following exceptions: two reports could not be submitted on time because of delays in receiving expenditures information from a subcontractor. The other situation was caused by a delay in finalizing the reportable costs by the School responsible for the management of this contract. There was 100% accuracy on submitted reports.

Target Level Achievement: Met

Further Action Planned? No

Measure 2:

C&G Receivables Reconciliation.

Measure Full Description:

C&G will monitor the outstanding accounts receivable reconciliation and aging each quarter with the goal of minimizing the dollars that are outstanding longer than 91 days. C&GA maintains a spreadsheet by individual AR item that ties to each grants receivable and ties in total to the GL.

Related Outcome(s)/Objective(s):

- [Obj. 2](#): Increase cash available for investments.

Target Level:

Outstanding accounts receivable 91 days or longer should be less than 3.5%.

Findings:

The outstanding C&G accounts receivable 91 days or older for the last quarter of FY06 was 2.9%.

Target Level Achievement: Met

Further Action Planned? No

Measure 3:

Time and Effort Certification log

Measure Full Description:

C&G Accounting maintains a database of all reports sent out to school effort report coordinators. The effort report coordinators are responsible for ensuring that the reports are accurately certified by the Principal Investigators and returning them to C&G Accounting. C&G Accounting updates the database and generates a listing of outstanding reports. Reports outstanding over 90 days are then reported to the University Compliance Committee for the appropriate action.

Related Outcome(s)/Objective(s):

- [Obj. 3](#): Timely submission of effort certifications.

Target Level:

No time and effort reports outstanding 90 days or greater.

Findings:

There were no reports late 90 days or greater and no material chronic non-compliance issues. Occasionally a small number of reports are not received by the designated deadline, but upon subsequent follow up by C&G Accounting they are received. The results of this process are reported to the UTD Compliance Committee on a quarterly basis.

Target Level Achievement: Met

Further Action Planned? No

Measure 4:

Number of training programs developed/updated.

Measure Full Description:

The training coordinator is in the process of developing three customized training programs. One for school management, one for principal investigators and one for support staff. In addition the training coordinator was customizing the UT System provided Effort Certification Training which will be offered to faculty and staff in FY07. This training is located at <http://finance.utdallas.edu/effortcert/>.

Related Outcome(s)/Objective(s):

- [Obj. 4](#): Continuous improvement of training programs.

Target Level:

One new training developed or updated.

Findings:

The UT System effort certification training is ready to launch. The UTD PI training on the Training Post was updated and given to all faculty who were required to take it.

Target Level Achievement: Met

Further Action Planned? Yes

ACTIONS

Action 1:

Continue the current procedure & tracking

Full Description

The existing infrastructure is working as planned. The department will continue tracking the missed reports and corrections to previously submitted reports.

Related Objectives:

- [Obj. 1](#): Timely submission of financial reports.

Related Measures:

- [M. 1](#): Financial Status Reports due -Excel spreadsheet

Person/group responsible for the action Paula Gosling

Target date to implement the action N/A

Priority High

Additional resources

Need replacement of one full time accountant we lost Jan 1, 2007.

Action 2:

No changes to existing procedures are needed.

Full Description

The existing procedures are working as planned and no further changes are required.

Related Objectives:

- [Obj. 2](#): Increase cash available for investments.

Related Measures:

- [M. 2](#): C&G Receivables Reconciliation.

Person/group responsible for the action Mary Carter

Priority High

Additional resources

We need replacement of the full time accountant we lost Jan 1, 2007.

Action 3:

No changes in the current procedures are needed

Full Description

The existing infrastructure is working as planned, the department will continue monitoring for late time and effort reports.

Related Objectives:

- [Obj. 3](#): Timely submission of effort certifications.

Related Measures:

- [M. 3](#): Time and Effort Certification log

Priority Low

Action 4:

Develop another training program

Full Description

We will develop a training program for the Principal Investigators administrative support staff.

Related Objectives:

- [Obj. 4](#): Continuous improvement of training programs.

Related Measures:

- [M. 4](#): Number of training programs developed/updated.

Person/group responsible for the action	Merrie Tabbert
Target date to implement the action	By Sept. 1, 2007
Priority	High

ANALYSIS

Strength

The assessment revealed that our procedures were effective in meeting our target goals for this reporting cycle. The remaining Contract and Grant Staff is very accurate and strives to stay on top of all the essential day to day work. At this time, financial reporting is current, Accounts Receivable Reconciliations are current.

Attention Needed

Contract and Grant Accounting is short one full-time accountant as of January 1, 2007. To be able to keep up the accuracy level and compliance work this person needs to be replaced.

ANNUAL REPORT

Executive Summary

Contract and Grant Accounting Department contributes to the university's mission of doubling its research funding by providing cost effective and professionally delivered post award contract and grant administration services. Its main improvements include: maximizing the available cash resources through the timely collection of accounts receivable, maintaining professional relationships with sponsors by providing accurate and timely sponsor required financial reports and avoiding potentially disallowed expenditures by implementing and delivering training programs to faculty and staff. During this assessment period the department was able to achieve all of its target goals.

Contributions to the Institution

Contract and Grant Accounting contributes to the university's mission of doubling its research funding by providing cost effective and professionally delivered post award contract and grant administrative services. The collection effort continues to be very successful. Although a minor portion of accounts receivable was older than 91 days, the overall collections are close to 100%. Expedited collections increased the amounts of invested cash, contributing to the increase in investment earnings. UTD's relationship with sponsors was aided by the timely filing of required financial reports. The continuous improvement and development of new training programs such as the Effort Reporting training, strengthened the university's future internal controls and will minimize university's exposure to disallowed costs.

Highlights

Financial reports filed on time - two exceptions that were out of our control.

Accounts Receivable reconciled monthly.

Number and amount of overruns remain low.

Invoicing, collections and letter of credit draws continue to be processed in a timely fashion.

Edited and launched the on-line Effort Certification Training.

Wrote Business Procedures Memorandum Policy #76-07-06 that covers Sponsored Programs Administration.

Teaching Activities

Contract and Grant Accounting edited and implemented the Time Certification Training . This training applies to Principal Investigators that have federal and state grants.

Research and Scholarly Activities

N/A

Public/Community Service

One of our accountants participated in a tutoring/mentoring program for the Plano Independent School District. Once per week, after school, low income hispanic children were assisted with their english and/or their homework.

International Activities

N/A

Challenges

The achievement of this reporting cycle's target goals was largely aided by one additional accountant. This accountant's appointment will expire in December 2006. The continuation of the current level of progress will be greatly impacted in the future years if this position is not extended and filled.