

MEMORANDUM

To: Researchers, Executive Officers, Administrators, Financial Officers
 From: Angela Zeno, Manager, Research Accounting
 Cc: Sanish Samuel, Comptroller
 Judy Wu, Assistant Comptroller
 Paula Perri, Manager, General Accounting
 Rachelle Marfa-Surco, Manager, Procure to Pay
 Date: **Monday, February 7, 2022**
 Subject: **March 31, 2022 Financial Reporting for Research Grants**

**DIVISION OF
 FINANCE
 & ADMINISTRATION**

Angela Zeno
 Research Accounting

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If you are a Researcher or an Administrator of a CIHR, SSHRC, Canada Research Chair (CRC) or NSERC Grant, this memorandum contains important information.

At this time Research Accounting is planning its process for financial reporting for the period ending **March 31, 2022**, for all CIHR, SSHRC, Canada Research Chair (CRC) and NSERC grants (other funding agencies may also have March 31st end dates).

Key Dates to Remember	
	Deadline
Research reports updated on eReports	Daily
Submit correcting upload journal entries to Research Accounting	Friday, March 11, 2022
Submit supplier original invoices (including payment via cheque, EFT & Wire)	Friday, March 18, 2022
Submit Claims for Reimbursement (use Concur)	Friday, March 11, 2022
2021-2022 grant installments added to cost centre by	Week of April 11, 2022
Researchers receive statement (Form 300) as of March 31, 2022	Friday, April 29, 2022
Researchers return signed statement (Form 300) to Research Accounting	Friday, May 13, 2022

CIHR, SSHRC, CRC and NSERC Grants

The Annual Statement of Account (Form 300) for grants will be sent to Researchers by Friday, April 29, 2022. As in the past, Researchers will be required to approve these statements and return them to Research Accounting by **Friday, May 13, 2022** to meet the Tri-Council submission deadlines.

In order to ensure the Annual Form is correct, Researchers and Research Administrators are required to do the following in **February 2022**:

1. Access your cost centres by logging into eReports <https://ereports.uit.yorku.ca/ereports> and review your transactions for accuracy, completeness, and eligibility with agency rules. It is important that only transactions/expenditures related to your grant are processed to your cost centre. If you discover any transactions that do not relate to your research, please notify either your Administrator or Research Accounting. Prepare any correcting upload journal entries and submit them to Research Accounting at resjrnl@yorku.ca no later than **Friday, March 11, 2022** to ensure they are processed in time for March 2022 month end.

2. Clear outstanding personal advances by submitting a claim for reimbursement through CONCUR no later than **Friday, March 11, 2022**.
3. Submit outstanding approved supplier invoices (originals) to Accounts Payable no later than **Friday, March 18, 2022**.
4. Review all cost centres to ensure that all outstanding commitments for purchase orders (P.O.) are updated. A purchase order is cleared by making payment. If you have a copy of the P.O. and you are satisfied with receipt of goods, sign this document, and forward the related invoice to Accounts Payable for payment. If you wish to cancel a purchase order, please contact Rachelle Marfa-Surco at rmarfa@yorku.ca.
5. Review all cost centres to ensure that all outstanding salary commitments terminate on or before the expiry date of your grant(s).
6. Ensure you resolve any over expenditures by making appropriate transfers/journal entries.

Note that expenses incurred outside of the period specified in your Grant Agreement are normally not eligible.

Should your grant or contract end on or before **March 31, 2022 with no approved extension** it is important to determine whether you have funds remaining and whether you wish to spend those funds on eligible expenditures before the grant ends. Note all salary, advances and P.O. commitments must be cleared before the end date of grant as required for reporting to Tri-Council.

Once the final cut off for processing accounts payable invoices, travel and expense claims and payroll have passed, we cannot guarantee inclusion of those expenses in financial statements we prepare for grants and contracts ending March 31, 2022.

A final schedule for March 2022 Month End will be released in a few weeks by Financial Reporting.

Grant Installments for the 2022/2023 Year

If applicable, grant installments for continuing grants for the **2022/2023 year** will appear in your cost centre by the week of **April 11, 2022**.

If applicable with your research award, you are required to renew your Ethics Certificate on an annual basis. Kindly reach out to Alison Collins at acollins@yorku.ca Senior Policy Advisor, Office of Research Ethics.

New Research Awards

Once Research Accounting receives notices of award (NOA) for new research grants, an accountability document (AD) will be sent to Researchers for signature. Upon its return and upon approval by Ethics, a new cost centre will be created and you will be notified via email.

Narrative/Progress reports

Where applicable, and to ensure prompt receipt of current and future funding installments, send all progress reports, technical reports, and other deliverables to the funding agency on time and as specified in your funding agreements.

Institutional Advances

If an installment is due to a sub grantee institution it will be processed once Research Accounting receives a Form 300 (financial statement) from the sub grantee institution.

Overspends

Overspends in your cost centres must be resolved by **February 28, 2022** by sending JE's to resjrnsi@yorku.ca.

General Research Fund (NSERC and SSHRC only)

Some grants can be extended beyond the official end date of the grant, provided at least 50% of the funds of the entire grant have been expended. In the event that more than 50% of the funds remain unspent at the official end date of the grant, the grant will not be eligible for an extension and the remaining funds must be returned to the funding agency. Requests to extend grants beyond the official end date must be directed to Research Accounting.

Principal Investigators are encouraged to contact Research Accounting at resacct@yorku.ca if an additional 1-year extension is required for grants ending March 31, 2022.

Should you have any questions with respect to the above information, contact your Research Administrator (see list below) or feel free to call me at extension 55668. Also, review below a list of other Finance contacts.

Your effort in ensuring a successful Tri-Council reporting year end is greatly appreciated.

Regards,

Angela Zeno, CPA, CGA
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York University – Key Contacts – Post Award Administration

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Institution for Social Research	Maria Sorgini	Budget Officer	(416)736-2100 x 20301 (Voicemail)	maria078@yorku.ca

Other Resources

Department	Name	Title	Phone #	E-mail
Research Accounting	Angela Zeno	Manager, Research Accounting	(416)736-5668 (Voicemail)	azeno@yorku.ca
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	Cristina Cismaru	Accounts Administrator (CFI; FED DEV; ORF; QES; GAC; CODE; ERA; IOF; OCE; ORF; Provincial; Municipal)	(416)736-2100 x 33239 (Voicemail)	ccismaru@yorku.ca
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	Marta Feret	Research Accounting Clerk (Fund 400; Generic; PER)	(416)736-2100 x 33262 (Voicemail)	feretm@yorku.ca
		Research Accounting	General Enquiries	
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