



What's New in Research Administration

Closing Out the Close-Out System

By Tim Reuter

So long, farewell, auf wiedersehen, adieu. The times, they are a changin', and in the OSR Post-Award world, that means saying goodbye to **COFR**, OSR's Close Out and Financial Reporting database, and welcoming in **ARC**, SeRA's Award Reporting and Closeout application.

ARC's features will enhance the efficiency of the close-out process, which will help you when the time comes to close out your research project. Here are a few of the changes you will see.

- Close-out notification emails will now be from "**OSR Closeout**" for clear and easy identification.
- The close-out checklist will be easily accessible from a link in the email rather than an attachment that needs to be downloaded.
- Most close-out notifications will be sent on the 9th day of each month. **Manual closeouts** can happen any time during the month.
- Advance and final close-out notifications will no longer be sent for the original end date if an **extend PTA request has been baselined**. Instead, they will be sent at the appropriate time based on your OSR accountant's follow-up with your department.

If you have questions, please contact your [OSR accountant](#). As always, the OSR team is at your disposal to help you navigate the sponsored research process from start to finish.

Curious About Marie Curie? Read On!

By Nicole Pobuta

Marie Curie Fellowships are research grants funded by the European Commission ("EC") that give scientists experience and training abroad during a project's "outgoing" phase (i.e., at Stanford). By nature, they have specialized terms and conditions, but here are the top six things you should know.

1. Effective June 26, 2013, the DoR's Office has granted an ongoing **F&A waiver on the grants to 10% TDC**.
 2. Most awards are not paid in US\$, which creates currency conversion discrepancies. If, as a result, Stanford receives less money than estimated and expended **the department must cover the difference with an unrestricted PTA**.
 3. While the funding is generalized for *contributions to training expenses*, **you must still provide to OSR an internal budget of how you will use the funds**. This budget must be in US\$ based on the **current** conversion rate.
 4. **Sales tax is not allowed**. The flow-down terms and conditions from the EC do not classify sales tax as an allowable cost, so it must be covered by an unrestricted PTA. Failure to ensure this is mitigated throughout the life of the award could make for a tedious cleanup during closeout.
 5. **The SeRA PDRF = Subcontract, not Fellowship**. While the overall program idea is geared toward a fellowship, because Stanford is a host institution receiving funding from the beneficiary of an award from the EC, the funding mechanism is technically a subcontract.
 6. For tracking purposes, new procedures require the **SeRA Project Title to include "Marie Curie Fellowship."**
- Want to know more? Just contact your [OSR Pre- or Post-Award representative](#).

OFFICE OF SPONSORED RESEARCH

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SUMMER 2013

Of Special Interest:

- Close out the close-out? Yep – out with the old, in with the new!
- Marie Curie and sponsored research? What's the connection?
- Meet Your Peeps in the OSR Spotlight!
- **Game Time! R U synonym-ble? Then you'll have a leg up!** \$5 Coupa Café gift cards to the 5 people who win our word game ... Email your winning answers to aileent@stanford.edu.

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Check us out!!

Here's Team OSR about to enter "the arena" at the **Cardinal Walk**. We had a blast and learned a few things along the way. First, we had no idea this was such a **BIG DEAL!** Second, we'll be ready next year, with pompoms and our own cheer and dance routine! So to all you other Walkers out there ... be afraid. Be very afraid.

P.S. Check out our cool trophy! There are only 20 or so more like it on campus!



April through June 2013:

- ✓ New accounts opened = 1,994
- ✓ Proposals submitted = 340
- ✓ Awards processed = 750
- ✓ Number of closeouts = 345

OSR Stats

A smile for your day... ☺

The brain is a wonderful organ. It starts working the moment you get up and does not stop until you get to the office.

-Robert Frost

Where would men be without women? Scarce, sir ... mighty scarce.

-Mark Twain

They've finally come up with the perfect office computer. If it makes a mistake, it blames another computer.

-Milton Berle

It matters not whether you win or lose; what matters is whether I win or lose. - Steven Weinberg

We ♥ Brown Bags!

COMING ATTRACTIONS
Upcoming OSR Events

Nuts & Bolts of Research Administration

OSR Brown Bags!

Monthly, Every 2nd Tues.,
11:30 am – 1:00 pm
-- August--no meeting
-- September 10
-- October 8

OSR Seminar Series!

11:00 am – 12:00 pm
-- Sept. 26, Pigott Hall 113
-- October 17, location TBD
-- November 14, location TBD
[CLICK HERE](#) for the topics!

OSR SPOTLIGHT



Meet our Awesome OSR VOLUNTEERS!

The best way to find yourself is to lose yourself in the service of others.
--Mahatma Gandhi

We in OSR love to help people (as we hope you've noticed!), and we recently implemented "Volunteer Day" to give us opportunities to help people in our community. For our kick-off event in June, we helped residents of Lytton Gardens, a low-income senior living facility in Palo Alto, find clothes and accessories, painted nails, made sure they had refreshments, and got to spend time talking with and getting to know our "buddies." Everyone had a great time and left our new friends feeling happy, enriched, and inspired! We'll have more of these days, fer shur! In the meantime, are you feeling as inspired as we are? Lytton Gardens needs individual volunteers to buddy up with their residents. Check out their website if the spirit moves you! [CLICK HERE!](#)



Our day at Lytton Gardens: L to R: Dell Sy, Nicole Pobuta, Robert Loreda, Zach Pahulu, Wenyi Christiansen, Lynora Luc, Patrice Burger, Uma Mulukutla, Tonya Jackson, Ann Cook, Pegah Parsi, Christina Ma, Tony Duong, Francine Davis, Gary Podesta

SeRA Enhancements Coming Up!!

Many exciting enhancements and upgrades are planned for SeRA over the next few months! Here's just a taste of what we're working on:

- Revamping the **attachments** functionality to allow for sorting, filtering, searching, and saving customized views;
- Ability to do a **quick search** in SeRA by Oracle Award;
- Revamping the **Advanced Search** functionality to provide some **basic level reporting** capabilities;
- Ability to **add/remove participating faculty** from the PDRF at any point in time; and
- Ongoing **performance improvements** ... quicker loading, less spinning.

Expect a release with new features every month or so. Our vision has always been for SeRA to be much more than just a transaction processing system. With the upcoming enhancements, we expect SeRA to be a more useful resource for sponsored projects management! Stay tuned!

SeRA's Corner

Game Time!



Synonym-ble!

How synonym-ble are YOU?

For each pair of words to your right, by moving a single letter from one word to the other, you can make a pair of synonyms. E.g., for Boast - Hip, move the "s" from Boast to Hip to create two synonyms: Boat - Ship!

1. Open - Cop
2. Cave - Curt
3. Cares - Pest
4. Salve - Savage
5. Whiled - Spurn

Be one of the first 5 people to email your right (i.e., correct) (i.e., accurate) answers to aileent@stanford.edu and win a prize!!!



The Last Word
A note from Russell Brewer
Assoc. Vice President, OSR

Where does the time go? Not only is it the end of July (wasn't it just the holiday shutdown??), we're nearing our **fiscal year end** on August 28! The FY end has a big impact on the Research Community. Let me take a minute to remind you of some **important award-related requirements that must be addressed before this date.**

First, all transactions in your suspense PTA must be cleared.

Second, be aware of PTA maintenance [blackout periods](#) during which PTA status will

not be closed, changed, or placed on hold to prevent journals or LDAs from being rejected.

Third, if your cost-sharing award is overdrawn, you must initiate a fund transfer journal to fund your cost-sharing PTA. Your OSR accountant can help you.

The **fourth** point concerns internally funded university awards. If your award is overdrawn, you must transfer off the overspent amount. If you expect further funding, please contact the funding office.

Finally, AP or Pcard transactions must be fully approved by scheduled dates to be included in August expenditures.

[Click here](#) for more important fiscal-year-end activities. Working together, we can ensure a smooth and easy close to FY 2013.

On another note, in the Spring *OSR Connect*, I talked about our idea for doing monthly seminars on "nuts and bolts" topics. Well, we launched the [OSR Seminar Series](#) in May and have now completed three seminars, to rave reviews I'm delighted to report!

Thanks for making this series such a success. As always, I welcome your continued ideas on how we can enhance our services to you.