April 27th, 2021 - 17th Edition

Budget & Finance Weekly Digest

Tips & Tricks

- Information System and Support Departments' Success in Managing Their Fiscal Responsibilities:
  - They go to act as your delegate. Refer to our Expense Reports. Without this access, they will only see a Blank screen when the boxes to give your delegate full access to your Concur Requests and Concur Travel & Expense.

- When assigning delegates to your Concur profile, please be sure to check all of the boxes to give your delegate full access to your Concur Requests and Concur Travel & Expense.

- You may reduce the PO to what has been invoiced via a change order. This can be done in the event that additional time is needed to complete the aims of the project or fulfill the closeout requirements at the end of the project period.

- Per NIH guidance, it is suggested that a No Cost Extension (NCE) be requested.

- Reminders of NIH Policies Related to Closeout:
  - The Authorized Organizational Representative must notify the Grants Management Specialist listed in the Notice of Award for additional instructions.
  - Extensions are needed, please contact your OCGA Officer for specific instructions.

- Grants must be processed in the event that additional time is needed to complete the aims of the project or fulfill the closeout requirements at the end of the project period.

- Fund Management Post-Training Survey:
  - The report can be filtered by column: Click Select your Department > Click on Waiting: Department.

- The first NCE request for an award should include the completed, signed FDP form (https://blink.ucsd.edu/sponsor/ocga/forms.html#Award-Forms).

- Use the report that lists all financial reports due that have ended and use the report that lists all financial reports due that have ended.

- Departments are encouraged to work with the Office of Contracts and Grants Administration and the Office of Research Administration to ensure all funds have been spent.

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