

March 8, 2024



Overview

- •Brief Introduction to Terms, Types of Transactions and Financial Systems
- •Introduction About us
- Types of Funding
- Budget Considerations
- Planning Research Activities
- Setting up and Using your Research Funds
- Questions



Brief Introduction to Terms, Types of Transactions and Financial Systems

- FOAPAL or Fund
- •FAST
- Journal Voucher or JV
- •Reimbursement Claim
- •Invoice
- Purchase Card or Pcard



Who we are

•Three of the financial analysts for Research & Special Projects:

Krysten Forbes, CPA	Bob Gilongos, CPA, CMA	Tammy Rupchan, CPA
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- Service portfolios split by faculty/internal organization
- •Listing of portfolio split is at:

https://ursource.uregina.ca/fs/apea-researchspecproj/research-funds/responsibility-split.html



About Us – What we do for You

- Planning and budgeting questions;
- •Set up individual system accounts (FOAPALs) to manage your research funds;
- Respond to queries about the use of FAST to view your FOAPALs;



About Us – What we do for You

- Respond to your questions about financial processes and policies;
- Guide you through processes
- Coordinate deposits into your research FOAPALs;
- Financial reporting, invoicing and compliance on research funding



Types of Funding

- Grants:
 - Tri-Agency Grants (NSERC, SSHRC & CIHR)
 - SHRF Grants
 - Mitacs
 - CFI
- Contracts
 - Contribution Agreement
 - Fee For service



Budgeting Considerations

- •Flexibility or lack there of between categories and scaling
- Payroll
- Sales taxes
- Indirect Costs of Research



Budgeting Considerations - Flexibility

- •The degree to which the type of funding has flexibility to move spending between categories can vary based on the funder and type of funding
- •Try to ensure that you are not under budgeting it is easier to deal with excess funds later on than to manage an overspent amount
- •Consider other sources of funding and coordinating your spending across categories



Budgeting Considerations - Payroll

- The rates of pay are governed by several collective agreements;
- •The University is required to pay an employer portion of payroll taxes (CPP, EI,WCB) in addition to the pay rates in the collective agreements;
- •These taxes are charged to the same source of funds (same internal fund) as the base payroll amount;
- •The amount can vary depending on circumstances, but a planning percentage you can use is 15% for students and 20% for other support staff.



Budgeting Considerations – Sales Taxes

- Purchases of goods and services provided in Saskatchewan are typically subject to GST and PST;
- •GST is 5%, there is a rebate of 2/3 this amount due to the University's status (net GST will be 1.67%);
- •PST is 6% and will be added to expenses where the vendor has not charged them;
- •The University is required to collect these (total 7.67%) and remit them even if the vendor has not included them on an invoice.



Budgeting Considerations – Indirect Costs of Research

- The University's Research Cost Recovery Policy dictates that a minimum indirect cost rate of 25% of direct costs
- This indirect cost rate should be built into every budget except for: Tri-Agency, SHRF, Mitacs and CFI grants



Planning Research Activities

If any of the following apply to your planned activities, you may want to reach out to us in advance of the award:

- •Do you have collaborators at other institutions/organizations who will be receiving funds from your research funds?
- •Are there expenses that will be shared between your research funds and another researcher, institution, or organization?
- •Are you providing participant incentive payments? These may need a cash advance and we can describe the procedures around those to ensure they align with your plans.



Planning Research Activities

A few notes about payments to individuals:

- •Gift cards are considered cash equivalent for University processes
- •Maximum of \$75 for payments in cash/cash equivalents. Payments above this are typically through Payroll.
- •Payments to U of R employees of any amount, including incentive payments, MUST be made through payroll;
- •We need sufficient information in our financial systems to show who received payments (including participant incentives).



Planning Research Activities

- Payments for goods or services over \$5,000 will need to comply with University procurement policies (https://ursource.uregina.ca/sms/index.html);
 - •\$5,000 \$19,999.99 2 informal quotes
 - •\$20,000 and above will need competitive bids
- •If you are working with a specific partner or vendor that is unique and required for your project, you must complete a competitive bid exemption form and submit it for approval to Supply Management Services.



Planning Research Activities—Assets

- •Purchases of assets made from funds held at the University of Regina are considered to be owned by the U of R, with a few exceptions
- •This involves labelling and periodic verification by the U of R Fixed Assets team within Financial Services
- •Fixed assets \$2,000 or over and computer equipment (including smartphones) over \$500 are barcoded for inventory
- •A U of R employee must be assigned as the custodian of these items.



Insurance

- •Trip cancellation insurance
- Travel Authorization be completed and approved prior to travel
- •Car rental insurance Canada and USA
- •Insurance certificate requirements may be present on agreements;
 - •Contact Barbara Pidkowich, CPA, CMA Director, Budget Administration and Research Reporting Services Barbara.Pidkowich@uregina.ca
- Limited coverage for research samples



Starting your Funded Research

- •Access to funds, through a University system account (FOAPAL) can be provided after the award is confirmed
- •Compliance clearances (Ethics, Animal Care, etc.) must be in place prior to the release of funds
- •You can request access to funds prior to the completion of ethics review.

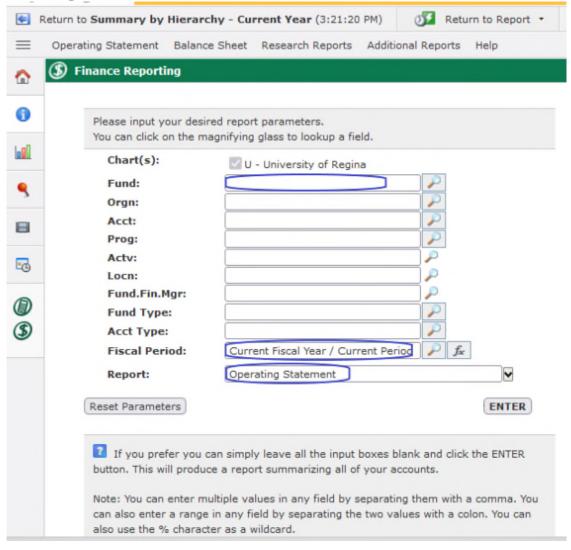


- Your role is to authorize the spending from your research funds
- Your faculty or department administration will set up payroll and invoice payments upon authorization from you
- •We in Financial Services will prepare any required financial reporting or external invoicing for funds that will be received by the University

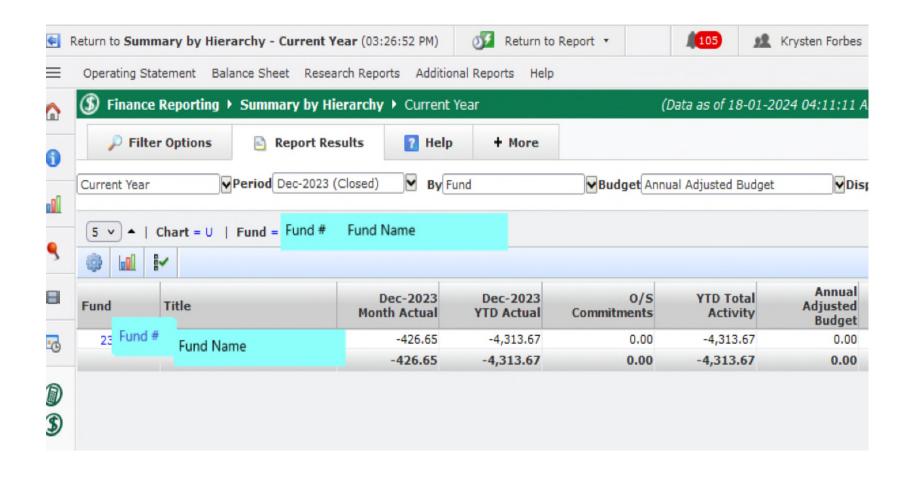


- •After the FOAPAL is set up, you will receive access to view the information in our financial reporting system (FAST)
- •The Technology, Training & Support: offer a FAST training course
- •Financial Services: you can always reach out to your Financial Analyst for a training session

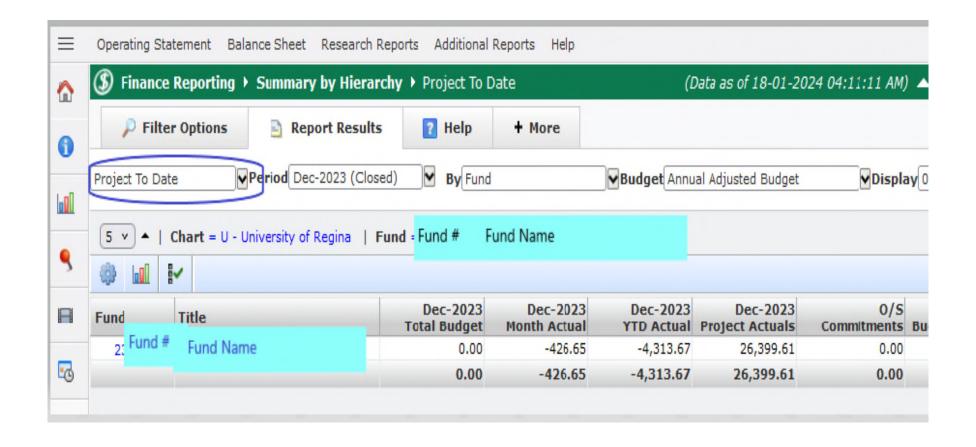




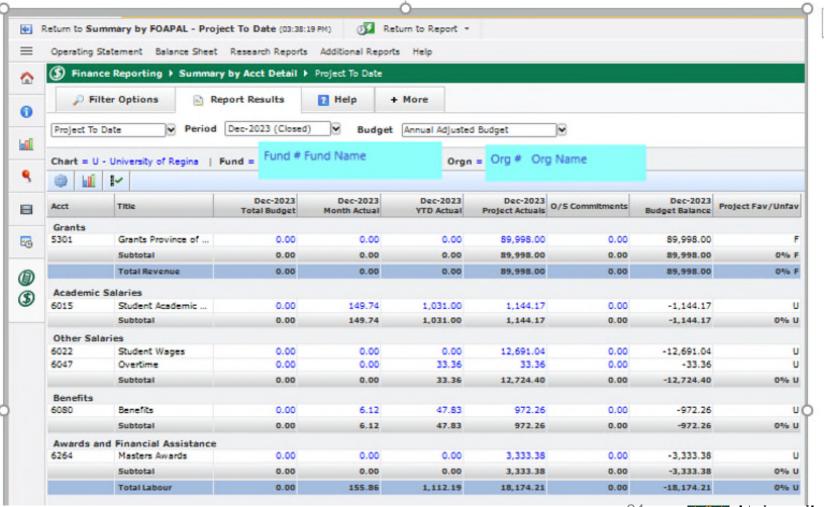


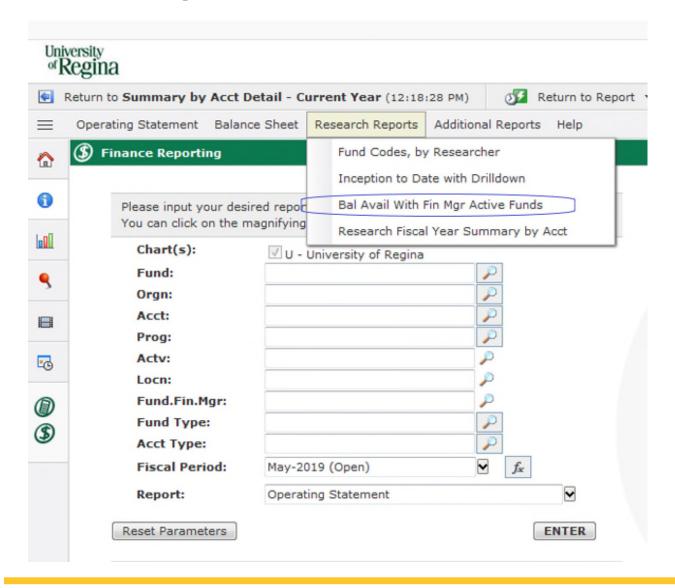




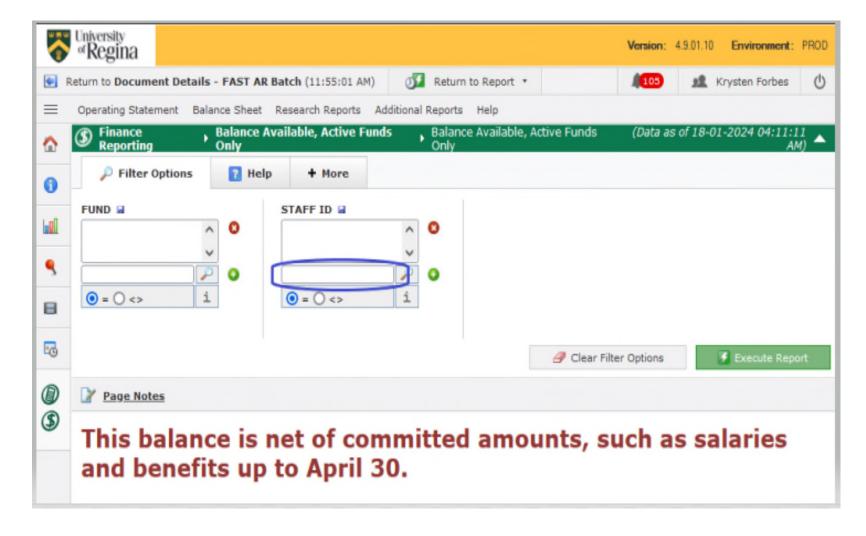














Conclusion - Summary

- •What we in Financial Services can do for you
- Types of funding you may get
- Budgeting considerations
- Planning considerations to discuss with us
- Setting up your research fund (FOAPAL)
- Ongoing use of your FOAPAL and financial reporting
- •Questions?



Questions?



Conclusion

•Please reach out to us with any questions or if you want to discuss anything about your projects.

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Thank You!



Reference Slides



2023 Winter Workshop Series Schedule and Links to Prior Presentations

https://www.uregina.ca/research/for-faculty-staff/research-workshops.html



Employment and Compensation

- •Collective Agreements (URFA, APT, CUPE 2419, CUPE 5791 & CUPE 5791 Research Employees)
- •<u>https://ursource.uregina.ca/hr/forms-docs/collective-agreements.html</u>



Goods and Services Expenditures

- •GOV-010-035-Purchasing Goods and Services
- •GOV-010-005-Approval Authorities and Execution of Documents (incl Appendix I)
- •EMP-010-050-Employment vs Contracted Services



Travel and Travel-Related Subsistence Expenditures

- •EMP-050-005 Travel
- •OPS-060-005 Insurance Coverage



Gifts, Honoraria, Incentives

- •EMP-060-009-Gift Giving and Staff Functions
- •GOV-040-025-Respectful Engagement with Elders, Traditional Knowledge Keepers, and/or Old Ones
- •RCH-020-010 Ethics-Research with Humans



Hospitality Expenditures

- •EMP-060-009-Gift Giving and Staff Functions
- •EMP-050-005-Travel
- •GOV-040-025-Respectful Engagement with Elders, Traditional Knowledge Keepers, and/or Old Ones



General Policies

- •RCH-030-010 Budgetary Limits on Spending Research Funds
- •RCH-020-010 Ethics-Research with Humans
- •RCH-020-005 Care and Use of Animals
- •GOV-022-025 Research/ Scholarly Misconduct
- •GOV-022-010 Conflict of Interest and Conflict of Commitment
- •OPS-010-045 Management of Assets



 University of Regina Policies: (https://www.uregina.ca/policy/browse-policy/index.html#page=by-topic)

- Tri-agency financial administration guide:
 (https://www.nserc-crsng.gc.ca/InterAgency-
 Interorganismes/TAFA-AFTO/guide-guide_eng.asp)
- FAST Information: (https://ursource.uregina.ca/fs/financial-mgmt/fast/index.html)
- FAST Zoom Drop in Sessions for Researchers can be found at: (https://ursource.uregina.ca/fs/index.html)

