

Dear Colleagues,

We are writing you to share upcoming changes being made to our post-award administrative processes. Over the course of this calendar year RGC and RAS leadership has been engaged in collaborative working groups to outline some necessary solutions to issues emerging from our HHS closeout cleanup effort.

These changes are needed in order to ensure proper award monitoring and to increase the internal review time of financial reports allowing them to be submitted accurately and on time to the sponsor.

Effective **Monday, October 3rd** the following jointly agreed upon changes will occur in Compass for all awards that have an award end date of 10/01/2022 or later:

1. All financial reports (FSRs) Compass milestone deadlines RAS to RGC will be updated to reflect 90 days from award end. There is no change to the existing RGC milestone due dates. They will remain the true sponsor's due date (defaulted to 120 days).
 - *Previous internal deadline of 5 business days before sponsor's due date did not allow sufficient time for all final transactions to post. This placed many final expenses at risk.*
2. A new internal review Compass FSR milestone requirement will be setup for all National Science Foundation (NSF) awards.

- RAS milestone comment: Z: Internal Review pkt to RGC
- RGC milestone comment: I: RGC Review

For consistency this milestone setup will mimic the new FSR milestone standard of 90 days from award end due date RAS to RGC and Sponsor end date +120 days for RGC.

- An approved ART package should be submitted by RAS in Salesforce under the new subcategory "Internal Review Submission Package".
 - When received RGC will review the general ledger and drawdowns to notify RAS of any variances to final expenditure total at time of package processing.
 - **Note RAS/department are still responsible for any discrepancies between the expenses claimed on the ART versus what is truly reflected in Compass at time of official draw closure.**
 - *Previously there was no review requirement for NSF awards leaving this population at risk of closing draws without any official fiscal review.*
3. A new internal review Compass FSR milestone requirement will all be setup for all NIH fellowships. This milestone and its requirements will be the same as the above-mentioned setup for NSF.
 - *This new milestone will facilitate a fiscal review of these awards to monitor for PMS draw closure deadline to ensure all expenses inclusive of any final adjustments have fully posted to the general ledger within 120 days of award end.*

4. Additionally, a new internal Termination Notice (TN) Compass milestone also be added for all NIH Fellowships. This RGC milestone will be set for 30 days after award end matching the Sponsor's due date for TNs per NIH Grant Policy.
 - RGC milestone comment: T2: Termination Notice Complete
 - If breached and RGC review determines no TN has been submitted in xTrain the assigned RGC analyst will contact their assigned post-award RAS contact to facilitate TN submission.

As we move forward into FY23 please stay tuned for more joint announcements. We appreciate everyone's feedback and cooperation in implementing these changes and are committed to creating greater transparency moving forward.

For any questions regarding these milestone changes please contact your RGC Operations Associate Director or brian.miller@emory.edu.

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