



FST ROUND TABLE

October 26, 2016

9:00am to 10:30am

Strathcona Anatomy & Dentistry Building,
Room M/48



Agenda

1. Announcements, Updates & Reminders
2. Finance Info Session at BioEngineering
3. 2016 TAFAG Summary of Changes
4. Tri-Agency Monitoring Visit Results - Recap
5. Compliance Results
6. Open Dialogue / Q & A / Closing Comments

New FST Members



- Nivethika Kandasamy – DAR02
- Daniel Baril – MED08
- Duy Bach Nguyen – MED30
- Mark Groot – MUS01
- Carol Gaug – SCI08

RFMS Staff Announcements

Fund Administrator	Portfolio
Mohamad Kaddoura	Brain Canada, MAPAQ, NCIC, Terry Fox
Luisa Meo	Misc. Grants, US Army, Clinical Trail, Medicine Allocations
Emily Yang	CIHR Grants/Inter-Institutional
Marina Dimova	CFI, Genome, MDEIE, Nano Quebec

RFMS Help Desk: Rfmshelpdesk.finserv@mcgill.ca

Finance Info Session at BioEngineering



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2016 TAFAG Summary of Changes

- 2016 TAFAG was released by Tri-Agency
- Effective date: October 1, 2016
 - Refers to the date where service/good was rendered/purchased
- Summary of Changes was distributed on the FST and RAN Listserv
- The complete TAFAG can be found at:
http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp





2016 TAFAG Summary of Changes

Use of Grant Funds	Nature of changes
General Principles	Clarification on indirect and overhead costs
Compensation Related Expenses	Exception for Postdoctoral researchers (SSHRC only)
Travel and Subsistence Costs	CIHR has removed its limit on childcare expenses
Sabbatical /Research Leaves	Clarifications to Living expenses (subsistence and accommodation costs).
Computer and Electronic Communication	Clarification on adequate justification Home internet costs is now an non-eligible expense

2016 TAFAG Summary of Changes

Reporting & Supporting Evidence	Nature of changes
Supporting Evidence	<p>More specification was added:</p> <ul style="list-style-type: none">• Demonstrates expenditure is a direct cost of the funded research• Purpose of trip including the link to the funded research• Original receipts, such as hotel invoices and car rental agreements (credit cards slips or confirmation of reservation are not valid receipts)

Eligibility of Relocation Costs

TAFAG Excerpt: Travel and Subsistence	Eligible/ Ineligible	Clarification
<u>Relocation costs</u> for eligible research personnel and their immediate family members: <ul style="list-style-type: none">economy airfare; orcost of land travel, up to the equivalent of economy airfare.		The travel cost for new post doc coming to the lab to work with the researcher
		Postdoc travels with the grantee for a field work of a prolong duration
		Postdoc follows the grantee that has decided to change university
		Travel costs of belongings/pets/mobile homes/etc.

Tri-Agency Monitoring Visit Results - Recap

Seven Overarching Theme Areas requiring improvements

- Authorization of expenditures
- Review of compliance and eligibility of expenses
- Adequate justification
- Delegation of signing authorities
- Ownership and disposal of assets
- Eligibility Status
- CIHR Research Allowances – Ethics Renewals



Compliance Results FY16

Overall University Totals (Includes Other Research)

PROGRAM	Annual FY16	Annual FY15	FY16 (Q4)	FY16 (Q3)
PCard	9%	9%	9%	NA
Expense Reports	20%	26%	16%	18%
POPS	14%	24%	13%	19%
BSA	12%	12%	13%	12%



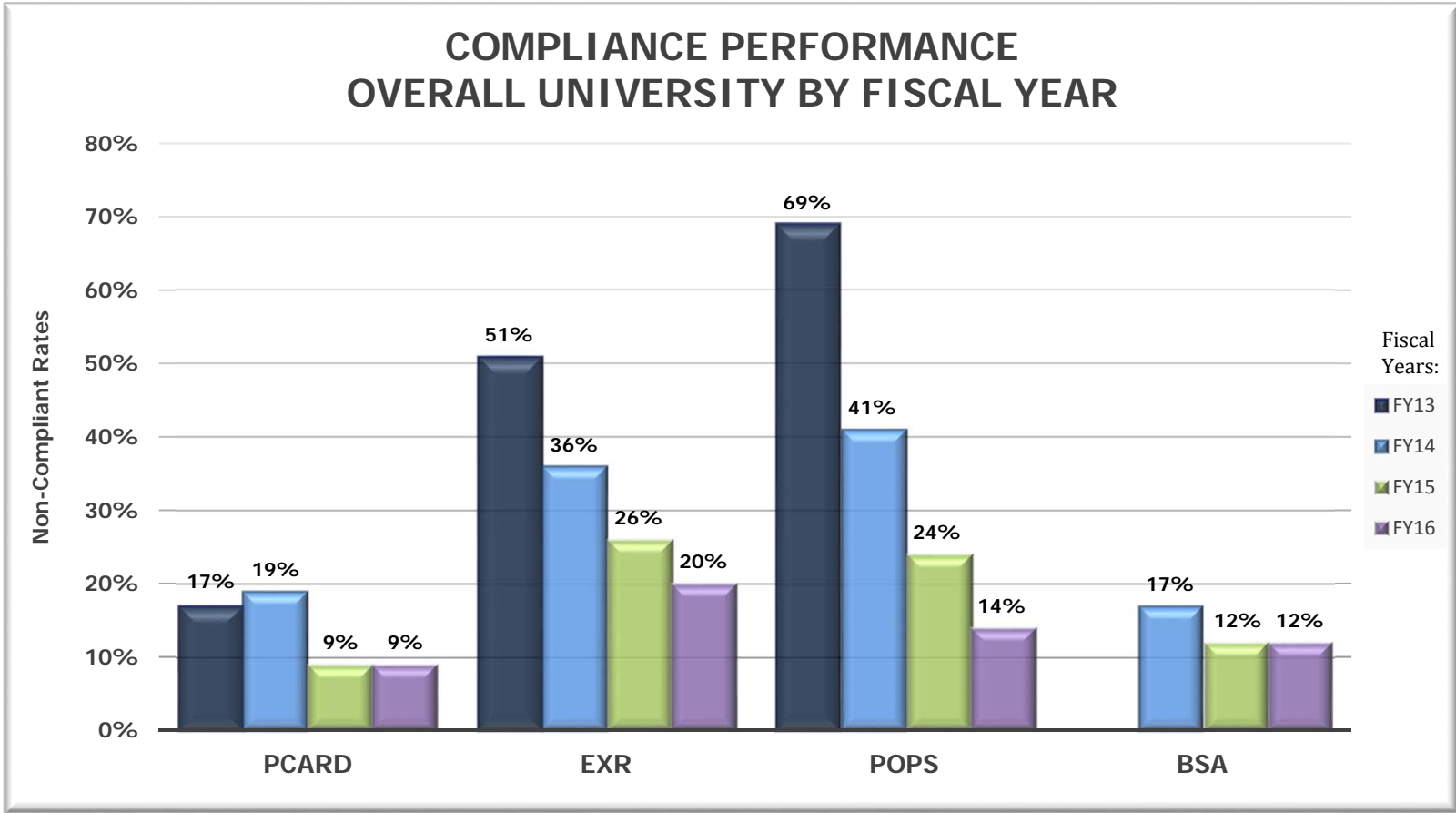
Compliance Results FY16

University Totals TRI-AGENCY SPECIFIC

PROGRAM	Annual FY16	Annual FY15	FY16 (Q4)	FY16 (Q3)
PCard	10%	11%	10%	NA
Expense Reports	23%	29%	19%	20%
POPS	13%	22%	13%	16%
BSA	12%	12%	15%	10%

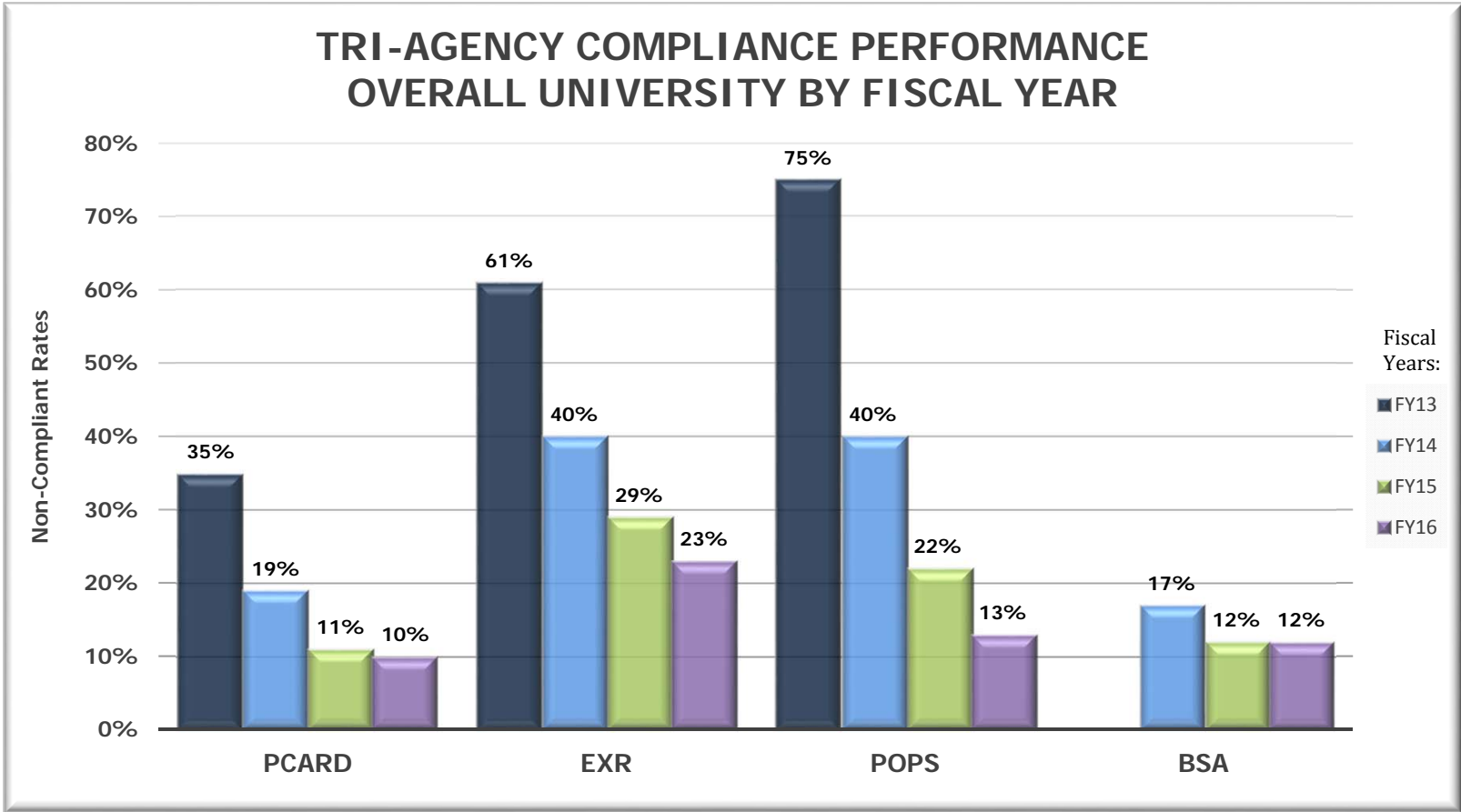
Comparative Results: FY13-FY16

Overall University



Comparative Results: FY13-FY16

Tri-Agency – University Totals



Review Findings and Observations

■ PCard

- ❖ Expense justification must be available at time of PI/delegate approval

■ Expense Report

- ❖ A quotation is required for airfares that include personal trips
- ❖ Chair paper delegation must be attached if the 1-up approver is not the chair

■ POPS

- ❖ Digital, electronic signatures are not permitted
- ❖ PI approval of offer letters cannot be delegated

■ BSA

- ❖ Student Stipend Authorization Forms must be signed by the PI before the 1st installment payment
 - ❖ PI approval is required prior to reassignments
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New Monitoring Programs

■ Appointment Forms (Minerva)

- ❖ Documentation requested: offer letter, labor distribution with PI approval
- ❖ Request sent to: processor as shown in Minerva

■ Payment Requests

- ❖ No email requests: Documentation and approval are centrally available

Questions from FST

- Praxair Incorrect pricing - Resolved
 - Questions: Nadia Raimondo x8635
- Fund Commitments Error in Banner
 - Split FOAPAL, Multiple Items, USD currency
 - Contact Procurement Services x2840
- Cheques Printing Outsourced
 - Will be discussed by our panel experts at the next RAN session (November 23)

Upcoming Meetings



Next RAN session:

Date	Time	Location	Room
Wednesday, November 23, 2016	9:00am – 10:30am	Carrefour Sherbrooke	2nd Floor Ballroom

Next FST round table meeting:

Date	Time	Location	Room
Wednesday, December 7, 2016	9:00am – 10:30am	Strathcona Anatomy & Dentistry	M/48

meeting schedule is posted on the RAN website

<http://www.mcgill.ca/research/ran/fst-meetings>