

College/Division Administrator Meeting Minutes  
July 12<sup>th</sup>, 2018

Pam Muscarello, Executive Director Business Operations Division of Research

- DOR Personnel Changes
  - Elyse Davis is the Division Administrator for Division of Research. She heads up the accounting team, research investments, and internal awards.
  - Nancy Ward will be retiring the end of July. Her responsibilities will remain with the Division of Research's Data, Assessment, and IT department, under the leadership of their new Executive Director, Mohammad Saklayen.
- PeopleSoft Grants implementation for Internal Awards and Research Investments
  - The implementation is in the final stages of testing
  - The planned go live is for August 6<sup>th</sup>, if testing is successful
  - If the decision is to go live on August 6<sup>th</sup>, all new Faculty Startup distributions will be done via PS Grants
  - If the decision is to not go live on August 6<sup>th</sup>, all new Faculty Startup distributions will be done via RD2K
  - Existing (years 2 and beyond) Faculty Startup distributions will be processed via RD2K and eventually rolled over to PS Grants as future distributions take place
- Early Release Requests for Faculty Startup distributions: if Colleges and Divisions have faculty members with purchases that require a long lead time, send an email request that includes documentation of hiring and system identification numbers (CougarNet, PeopleSoft) to [dorbizop@central.uh.edu](mailto:dorbizop@central.uh.edu) and copy Pam Muscarello.
- Procurement changes for Research Investments and Internal Awards
  - Research Investment cost centers have Rxxxxxx project ID's
    - If a Purchase Requisition is executed or submitted to Purchasing by the end date of the project, Division of Research will honor the PO even if the invoice and payment occur after the end date of the award.
    - If a Purchase Requisition is executed or submitted to Purchasing after the end date of the project, the College/Division will have to submit an extension request. There is no guarantee of approval of these requests.
  - Cost Sharing cost centers also have Rxxxxxx project ID's but will have "CS" in the project description, and may have a program code of B0416
    - Cost sharing cost centers are tied to an external award, and so are required to follow the same rules as the external award.
    - Dates and purchasing requirements can only be extended or modified if acceptable by the external award.
  - Internal Award cost centers have Ixxxxxx project IDs
    - Equipment must be purchased in the first three months of the award. For the purposes of this requirement, equipment is considered purchased if a Purchase Requisition is executed or submitted to Purchasing within the first three months.
    - This requirement does not apply to Technology Gap Funds
- Compliance requirements for internal awards

- All internal awards must have all research compliance required approvals (human subjects, animal care) completed within three months of receipt of the award letter.
- This has been added to the award letters in FY2018.
- Awards where compliance required approvals are not obtained within three months will be canceled.

Karin Livingston, AVP for Finance & Controller

- Senator Boris Miles HUB Spot Bid Fair September 20<sup>th</sup>
  - UH will participate in the HUB Spot Bid Fair on September 20<sup>th</sup>
  - This spot fair has a minimum threshold of \$1,000 per bid
  - We are asking for 3 purchases from each College/Division
  - Due to the timing of the fair, we will look for FY2019 requisitions
  - HUB and Purchasing are developing the dates from which procurements will be selected for participation, and information on how to identify specific procurements, for distribution next week
  - If specific procurements are not identified, HUB and Purchasing will select from FY19 requisitions submitted
- Sales Tax
  - Due to a recent Supreme Court ruling, UHS will start researching sales occurring in other states where sales tax may be applicable and methods of collecting information for reporting and remitting such tax.
  - Accounting Services will be contacting departments that pay Texas sales tax to ask for information on sales in other states.
  - This may be a cumbersome process, as we will need to charge different rates and have a means of identifying the sales tax for different states in our General Ledger.

Misc Discussion Items

- No Boycott Israel Form is being updated to include a required vendor signature where the vendor can select that they are not providing a good or a service, or do not meet the criteria for a business. This will simplify processing for Purchasing, and document that the vendor has responded.
- Departments with questions on whether specific types of agreements, particularly zero dollar agreements, are for a good or service, should email Karin Livingston who request input from General Counsel.
- Karin Livingston will check on getting a frequently asked questions page for the No Boycott Israel rules.
- If people need to be added to or removed from distribution lists in RD2K, email Pam Muscarello.
- Karin Livingston will determine the current Purchasing turn around time.