

Irving K. Barber Faculty of Arts and Social Sciences

Financial Administration Support for Worktags

Last Updated:

9-Aug-2024

While our dedicated staff are here to support with the financial administration of various worktag types, it is important to remember that the **oversight and responsibility for these worktags falls on the designated managers**. This includes the Program Manager, Project Manager, Gift Manager, Gift Initiative Manager, or Principal Investigator. These individuals are accountable for ensuring compliance with all financial policies and procedures.




Worktag Type	How to Identify	Scope of Responsibility	Responsible to Support Financial Administration
Program	Begins with "PM"	Department	Senior Department Administrators
		Dean's Office (except ADR)	FASS Research Finance Assistants
		ADR program PM009070	Office of the Associate Dean, Research (ADR)
Project	Begins with "PJ"	Department	Senior Department Administrators
Gift	Begins with "GF"	Department	Senior Department Administrators
		Dean's Office	FASS Research Finance Assistants
Gift Initiative	Begins with "IN"	Adjudicated by ADR ¹	Office of the Associate Dean, Research (ADR)
		All other Gift Initiatives	FASS Research Finance Assistants
Grant	Begins with "GR" <i>(may also have 4 character speedchart)</i>	All grants	See "Grant Responsibilities" guide <i>(next 2 pages)</i>

Worktag Type	Worktag Examples
Program	PM003854 Canadian Journal of Latin American and Caribbean Studies (CJLACS)
Project	PJ900351 Aspire-2040 Learning Transformations (ALT-2040) Fund - Nsyilxcn 351 Textbook Creation
Gift	GF002381 Roger W. Gale Symposium in Philosophy, Politics and Economics
Gift Initiative	IN000605 Undergraduate Research Award
Grant	GF027948 Michael Smith (MSHRBC) 2023 Lougheed (speedchart = PWED)

Note 1: The following Gift Initiatives are adjudicated by the Associate Dean, Research. This list is not exhaustive. If a Gift Initiative is not listed here, it may fall to the FASS Research Finance Assistants to provide support.

Gift Initiative ID	Gift Initiative Name	Responsible to Support Financial Administration
IN000604	Undergraduate Travel Awards	Office of the Associate Dean, Research (ADR)
IN000605	Undergraduate Research Awards	Office of the Associate Dean, Research (ADR)
IN000607	Graduate Entrance Awards	Office of the Associate Dean, Research (ADR)
IN000613	Graduate Student Workshop Travel	Office of the Associate Dean, Research (ADR)
IN000616	Graduate Student Travel	Office of the Associate Dean, Research (ADR)
Various	Educational Leadership Research Grants <i>(formerly: Professor of Teaching Research Awards)</i>	Office of the Associate Dean, Research (ADR)

Contacts

 Senior Department Administrators	 FASS Research Finance Assistants
CCGS Maria Jose Beltran Santos (ART 261) mariajose.beltransantos@ubc.ca	Barbara Stein-Zarchikoff & Jane Fedyk (ASC 453) FASS.Finance.UBCO@ubc.ca
EPP Jacqui Brown (ART 260) jacqui.brown@ubc.ca	 Office of the Associate Dean, Research (ADR)
HISO Barbara Wilke (ART 331) barbara.wilke@ubc.ca	Colin McKay, Manager of Research (Landmark) colin.mckay@ubc.ca
PSYO Marla MacDonald (ART 321) marla.macdonald@ubc.ca	Kayla Jakuboski, Research Admin Assistant (Landmark) kayla.jakuboski@ubc.ca








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Grant Responsibilities

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Task	Responsible Party
<u>Pre-Award</u>	
Providing information regarding research project/funding opportunities	ORS or UILO
Facilitating interdisciplinary/multidisciplinary collaborations among researchers	ORS or UILO
Proofreading, troubleshooting and guidance in the preparation of research grant proposals	ORS or UILO
Ensuring grant proposals comply with internal and external regulations and/or policies	ORS or UILO
Advise and review budgets for grant applications	ORS or UILO
Providing information on the research ethics approval process	ORS
<u>Grant Set Up</u>	
Completing RPG forms (Heads, Associate Heads and Associate Deans research allowances)	Faculty Manager
Completing RPG forms and RPIF forms (all other grants)	Principal Investigator
Approval of RPG forms and RPIF forms	Associate Dean, Research
Issuing Grant worktags for accessing and managing research funding	ORS or UILO
<u>Security Roles</u>	
Requesting Grant Manager & Grant Financial Analyst security role changes via Workday	Principal Investigator
Updating Grant Manager security role changes	Research Finance
Updating all other security role changes	Faculty administration
<u>Advising</u>	
Respond to queries regarding expense eligibility	Research Finance
Respond to administrative queries regarding Workday processes	Research Finance
Respond to administrative queries regarding general procurement activities (e.g. help with quotes)	Research Finance
Respond to queries regarding procurement impact on grants (e.g. commitments, expenses)	Research Finance
Respond to administrative queries regarding invoicing and financial reports	Research Finance
Respond to queries from Research Finance and faculty administration on a timely basis	Principal Investigator
Set up Delegations in Workday as appropriate	Principal Investigator
Provide advice on set up Delegations task	Research Finance
Provide advice on UBC Finance policies and procedures	Research Finance
<u>Training & Education</u>	
Support training for PI and faculty admin staff on Workday Grants, University and Agency policies	Research Finance
Provide training to administrative staff to understand grant functionality in Workday	Research Finance
Provide training to PI to understand Workday business processes to process grant transactions	FASS Research Finance Assistants
<u>Financial information & reports</u>	
Provide financial position of grants	Research Finance
Provide variance analysis of grants	Research Finance
Identify areas of concern and support resolution	Research Finance
Identification of grants expiring in 90 days	Research Finance
Identification of grant funds over- and under-expended	Research Finance
Review quarterly financial information for accuracy & contact RF as needed	Principal Investigator
Review Grants Dashboard in Workday on at least a monthly basis & contact RF with questions	Principal Investigator
Prepare and submit all financial reports required by granting/sponsor agencies	Research Finance
Reporting (external): reporting to granting/sponsor agencies	Research Finance
<u>Accounts Receivable</u>	
Prepare and send invoices to sponsors	Research Finance
Ensure timely collection of grant funds	Research Finance
Process deposit of cheques - from sponsors	Research Finance
Process deposit of cheques - from PI (Spend Authorizations reimbursements)	FASS Research Finance Assistants

Task	Responsible Party
<u>Accounts Payable</u>	
Set up new suppliers and submit supplier invoice requests or request assistance	Principal Investigator
Set up new suppliers and submit supplier invoice requests if requested by PI	FASS Research Finance Assistants
Initiate purchase requisitions in Workday or request assistance	Principal Investigator
Initiate purchase requisitions in Workday if requested by PI	FASS Research Finance Assistants
Processing receipt of goods or services in Workday or request assistance	Principal Investigator
Processing receipt of goods or services in Workday if requested by PI	FASS Research Finance Assistants
Close purchase orders in Workday or request assistance	Principal Investigator
Close purchase orders in Workday if requested by PI	FASS Research Finance Assistants
<u>Expense Reports and UBC Credit Cards</u>	
Reconcile credit card transactions within 30 days of charge to the UBC credit card	Principal Investigator
Processing expense reports in Workday or requesting assistance	Principal Investigator
Processing expense reports in Workday upon receiving receipts or documentation from PI	FASS Research Finance Assistants
<u>Accounting Adjustments and Journals</u>	
Process accounting adjustments	FASS Research Finance Assistants
Prepare accounting journal template on behalf of PI and submit to Finance for processing	FASS Research Finance Assistants
Process accounting journals for grants that are past the end date	Research Finance
Approve accounting adjustments and accounting journals in Workday	Principal Investigator
<u>Employee HR Type Transactions</u>	
Provide hire information and changes to employee employment data in a timely manner	Principal Investigator
Process new hires charged to grants - student positions (e.g. GRAs)	FASS Research Finance Assistants
Process changes to employee salaries & benefits charged to grants - student positions (e.g. GRAs)	FASS Research Finance Assistants
Process termination of employees charged to grants - student positions (e.g. GRAs)	FASS Research Finance Assistants
Process new hires charged to grants - faculty positions (e.g. postdocs)	Strategic Personnel Plan. & Dvlpmt
Process changes to employee salaries & benefits charged to grants - faculty positions (e.g. postdocs)	Strategic Personnel Plan. & Dvlpmt
Process termination of employees charged to grants - faculty positions (e.g. postdocs)	Strategic Personnel Plan. & Dvlpmt
Approve transactions in Workday ASAP to ensure employee is paid accurately and on time	Principal Investigator
Approve timesheets to meet payroll cut-off dates	Principal Investigator
<u>Costing Allocations</u>	
Provide direction and advice to faculty administration when costing allocations need to be modified	Research Finance
Initiate & modify costing allocations in Workday - student positions (e.g. GRAs)	FASS Research Finance Assistants
Initiate & modify costing allocations in Workday - faculty positions (e.g. postdocs)	Strategic Personnel Plan. & Dvlpmt
Approve costing allocations in Workday	Principal Investigator
<u>Close and Extend Grants</u>	
Notify ORS or UILO to request extension	Principal Investigator
Process extension to grant end date	ORS or UILO
Close grants when fully expended	Research Finance

Contacts

 Faculty Manager Michele Bjornson (ASC 449) michele.bjornson@ubc.ca	 Associate Dean, Research Alison Conway (Landmark) alison.conway@ubc.ca	 Office of Research Services or University-Industry Liaison Office ORS (ADM 006) ResearchOffice.UBCO@ubc.ca	 UILO (ADM 006) UILO.UBCO@ubc.ca
 Research Finance Liliana Renteria Martinez fass.researchfinanceubco@ubc.ca	 FASS Research Finance Assistants Barbara Stein-Zarchikoff & Jane Fedyk (ASC 453) FASS.Finance.UBCO@ubc.ca	 Strategic Personnel Plan. & Dvlpmt Jody Ainley (ASC 455) jody.ainley@ubc.ca	