ARC FAQs for Sponsored Projects

1) How will I know what the new Project number will be?

You can view how the previous GL account numbers in FAS have converted into the new PeopleSoft Project numbers in ARC by using the PeopleSoft Crosswalk. When logging into the ARC Portal, a PeopleSoft Crosswalk is available. This will provide the entire new Chartstring of converted General Ledger accounts (GLs) and Subledgers (SLs). The path in ARC is Columbia Specific/General Ledger/COA Cross Walk/FAS Account Map. Enter FAS Account, then click Search.

2) When will budget accounts (categories) be distributed?

They will be available on the SPA website and will also be in SPARC for use in award setup.

3) What type of projects would require a manual Facilities & Administrative (F&A) base adjustment (as opposed to those accounts where the F&A is automatically calculated)?

A “Manual” F&A base (F&A base is the ARC equivalent of what was historically the option code) will be applied to projects by SPA when the sponsor has very specific and atypical guidelines on what charges can and cannot incur F&A fees. When a project is assigned the “Manual” F&A base, system-generated F&A charges will not be triggered, and an automatic adjustment to apply the appropriate F&A charges must be done. SPF will complete an F&A reconciliation and apply, by manual entry, the appropriate charges in the first two weeks of each month following the end of a calendar quarter. For example, if a sponsor requires that F&A can be collected on all direct costs with the exception of fringe benefits, that would require a manual adjustment of F&A. This would only be done in rare circumstances. During the ARC conversion, there were only about thirty active accounts that required a manual F&A adjustment.

4) Who decides whether billing will become the department’s responsibility (for non-CTO sponsored projects)?

The “Department” bill type, which indicates that the department is responsible for preparing invoices due to the sponsor, may be applied to Projects when the sponsor requires substantial detail that is maintained by the department with each invoice. For example, if a sponsor wants the department to bill based on scientific milestones, the bill type may be “Department,” indicating that the Department must prepare invoice. Or, if reimbursement is based on the number of patients enrolled in a study, the department would have to invoice as the data on enrolled patients is maintained by the department. Once the department prepares the invoice, they should submit it along with any backup to their Sponsored Projects Finance (SPF) Project Manager for review. If there are no concerns with the invoice, the PM will obtain SPF Management’s signature, and return to the department to be sent to the sponsor, after which SPF will book a journal entry to record the receivable on the project.
5) Will CU offices still be able to override freeze codes to charge interdepartmental invoices (IDI’s) or journal entries after project end dates?

It depends on the status of the project. The following is a breakdown of statuses:

- **Open** – anything can go through
- **Ended** – can’t set up new Purchase Orders because the award has ended. You will not be able to encumber new expenses.
- **Closeout** – New voucher payments will be stopped, but other expenses from integrating systems can go through (for example, Telecomm and Student Information Systems). Recharge Centers and other IDIs, such as animal care, will not be able to put charges through.

The following chart is a summary of the different project statuses, maintained by SPF:

<table>
<thead>
<tr>
<th>Project Status</th>
<th>Open</th>
<th>Ended</th>
<th>Closeout</th>
<th>Closed</th>
<th>Hold</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition</td>
<td>OK</td>
<td>Reject</td>
<td>Reject</td>
<td>Reject</td>
<td>Reject</td>
<td>Reject</td>
</tr>
<tr>
<td>PO</td>
<td>OK</td>
<td>Reject</td>
<td>Reject</td>
<td>Reject</td>
<td>Reject</td>
<td>Reject</td>
</tr>
<tr>
<td>Voucher</td>
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<td>Warning</td>
<td>Reject</td>
<td>Reject</td>
<td>Reject</td>
<td>Reject</td>
</tr>
<tr>
<td>PO Close</td>
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<td>Warning</td>
<td>Warning</td>
<td>Reject</td>
<td>Reject</td>
<td>Reject</td>
</tr>
<tr>
<td>Journal Entry</td>
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<td>Warning</td>
<td>Warning</td>
<td>Reject</td>
<td>Reject</td>
<td>Reject</td>
</tr>
</tbody>
</table>

**Processing Status**

- **Active**
- **Inactive**

6) Can you explain how multiple subawards can be tracked separately in one project, now that multiple subawards are included in one budget account (65000 – SUBCONTRACTS)?

The new Project Information Notification (PIN) report will reflect each subaward with detailed amounts in the comments section of the report. There are various queries available to view in ARC to view the details of the subawards:

- **CU_PO_SAPO_BUDGET**: Budget snapshot info for Subaward POs
- **CU_PO_SAPO_PO**: PO chartfield and expended amount charged to a Subaward PO
- **CU_PO_SAPO_VOUCHERS**: Voucher and payment info for a Subaward PO
In addition, the new Sponsored Project Financial Report can be used to identify all open POs, including the subawards.

7) Will the new cost share project be able to have A1 salary charged to it? Or, will we have to increase regular earnings/base salary (RG) to cover both direct salary charges and cost share?

Cost share projects will be general, unrestricted projects. The same criteria can be applied in terms of allowable charges on unrestricted accounts.

8) Will government clinical trials have GG or IN in the new ARC Project ID?

They are considered GG.

9) How far back can I see PIN information?

You can see PIN information from July 1, 2012 and after. For projects prior to that date, you will have to use the FFE Account Inquiry Screen to obtain information.

10) Journal entries can be done/moved once in FFE. In ARC, can we move expenses more than once?

Yes, however AP journal vouchers will be routed to SPF for review and approval if the transaction is initiated more than 90 days after the end of the month in which the expenses were originally applied. For more information about this policy, go to: http://policylibrary.columbia.edu/sponsored-project-cost-transfers

11) Traditionally industry projects are set up without budgets and budgets are loaded based on the grant revenue received. Will that change? If not, how will budget checks work in ARC?

P&S Industry Clinical Trials will be budgeted as funds are received. This will not change from present day. The same applies to other types of non-government scheduled/advance pay awards. The budget will be set up as funds are received.

12) Will the guidelines presented today on department billing (Method of Funding 24 & 25) be available for reference?

Yes, they will be available on the SPF website.

13) You mentioned that the Competitive Award Issue Date (CAID) isn’t important for non-federal grants since there are no GRA caps involved. Are nonfederal grants still coded such that the correct nonfederal GRA tuition will be deducted?
Yes, the GRA process looks to the sponsor and CAID to determine what the correct GRA tuition charged should be.

14) Converted awards – example, had two years pre-ARC, how is this possible if only one previous years data fed into ARC?

The delete status of the pre-ARC FAS Account will drive whether it was converted into ARC. There will be many instances where the prior years are not converted.

15) Advance Accounts – will we need to provide a budget for a three month advance period, or for the entire projected activity period?

SPA will require an estimated three month budget

16) Is it correct that the ARC activity date will extend past FY end date and can have payroll encumbered to activity date past the FY end date?

The Activity End Date can be past the FY end date but not past the Project End Date. In addition, Salary Encumbrances can be beyond the FY end date but not beyond the Activity End Date.

17) Do we need to provide % effort for Voluntary Uncommitted Cost Share? What would be the minimum effort allowed?

Voluntary Committed Cost Sharing is not required by a sponsor or by the terms of the award, but is nevertheless promised in the proposal or in subsequent communication with the sponsor.

Uncommitted Cost Sharing is that which is neither required by the sponsor nor committed by the Principal Investigator (i.e. Voluntary Committed Cost Sharing), but nevertheless is provided during the course of the sponsored project. Uncommitted cost sharing is not separately reportable, nor is it considered cost sharing on the project to which it was devoted. Therefore, there is no minimum % effort required for uncommitted cost sharing.

18) Is there a glossary of terms for ARC?

Yes, on the FIN ERP website:


19) How will an administrator who manages two separate departments be converted in ARC? Specifically, an administrator who has two distinct sub-departments.
All transactions in ARC happen at the Level 8 department level, based on the new department tree. The conversion of FAS departments to ARC departments is not a one to one match. However, you should be able to access the same departments in ARC that you were able to previously access. If you are having trouble post go-live, you should contact Service Now.

20) What is a competitive segment?

The competitive segment is the period of an award that has been competitively reviewed. For example, for an NIH award, the five year award of a competing renewal (Type 2) is considered the competitive segment.

21) What is an example of a Level 6 vs. Level 8 department?

Level 6 usually represents the main academic/business unit department. Examples include Medicine, Epidemiology, and Economics. The seven-digit department number will always have an X as the last digit for Level 6.

Level 8 usually represents the financial, PeopleSoft department value. It is defined by the individual department. It could include an investigator’s lab. Level 8 departments always have a number as the last digit (no ‘X’).

22) Who do we contact to add project or activity access for someone, or to request it?

There are different types of access to ARC. If you think you need to transact directly in ARC (such as journal entries, initiating vouchers, etc.) you need to work with your direct supervisor in obtaining that security. A Security Application Request Form will be available in Service Now. Only your supervisor can determine if you need to complete financial transactions, or only view and access reports for sponsored projects.

SPA provides access to specific sponsored projects. Whether you transact in ARC, or only view and/or pull reports on sponsored projects is determined by your supervisor in the security process stated above. SPA provides access to specific sponsored projects by assigning roles as part of the Sponsored Project Team. The Project Team is made up of the PI, Co-I’s, Fellows, Scope-I (if needed), Other Key Personnel, the SPA Financial Analyst, and a Report Access role (only given in those circumstances where an individual needs to view activities for a specific project, but doesn’t have access to the whole department and isn’t the PI or Co-I).

SPA will request the names of the individuals to be part of the Project Team in ARC at the time of award. SPA will request that this information be provided in SPARC:

http://columbia.force.com/SparcForm
23) Is it the department’s responsibility to collect payment for invoices sent to the sponsor?

No. However, SPF may request assistance from departments if the departments have a relationship with the sponsor.

24) Who does the setup at award time in SPARC, the PI or the department administrator administering the grant? Is it set up at a Level 6 or a Level 8?

Usually, a department administrator will provide the information SPA needs to set up a project via SPARC. All awards must be set up using a Level 8 department level. SPA will verify with the department the appropriate level 8 at award time.