COMING SOON - ONE IACUC PROTOCOL CAN HAVE MULTIPLE FUNDING SOURCES

We are pleased to announce that University Laboratory Animal Resources (ULAR) will be rolling out the latest version of POLARIS (version 5.0) and the Office of Animal Welfare (OAW) will be rolling out revisions to ARIES in late summer 2015. The purpose of these upgrades will be to reduce the administrative burden on faculty. This will enable a PI to assign multiple grant proposals and fund numbers to a new or currently approved IACUC protocol. This change will also reduce the need to transfer animals between IACUC protocols. The overall goal of this project is to increase the efficiency and flexibility in administering research protocols involving live vertebrate animals by changing the method of cost allocation for animal research protocols within POLARIS for animal purchasing, per diems, and services.

Key Features and Benefits of the Upgrade

- ARIES will soon allow addition of multiple funding sources to a single protocol.
- POLARIS will soon allow the use of a “Nickname” to assist with the identifying of proposals, projects and funds.
- POLARIS will soon allow multiple grant proposals to be used to support animals and animal-related charges associated with a single IACUC protocol.
- Grant fund numbers will automatically be downloaded from PennERA directly into POLARIS.
- The research community will be able to spend more time conducting scientific research and less time on tasks to fulfill regulatory requirements.

Training Requirements and Recommendations

Please note that all researchers & BAs who utilize POLARIS will be impacted by this change.

- Training for current users to learn about “what’s new” will be optional but is recommended for all staff with access to Animal Requisitions, ACCR Requestors, and Business Office Approvers.
- Training for new users will be required (as currently). More details will be issued shortly regarding how to prepare for this implementation as well as when the training will be accessible.

Questions

If you have any questions, comments or suggestions, please send an e-mail to Polarishelp@lists.upenn.edu.

FISCAL YEAR 2015 FINANCIAL CLOSING INSTRUCTIONS

- Detailed Financial Closing Instructions
- Closing Calendar Quick Reference Guide

Please review the detailed Fiscal Year 2015 Financial Closing Instructions and ensure that appropriate plans and actions are implemented within your respective School/Center to meet respective deadlines. For your convenience, there is a Quick Reference Guide (QRG) which is a single page, high level list of key dates. Please note that the QRG is not meant to replace the more comprehensive Instructions. Please find this information and more…

Closing Calendar by Functional Group:

- Payroll (see also Page 2 of this issue)
- Accounts Payable (see also Page 2 of this issue)
- Purchasing Card
- Investment Services/GAA
- Student Financial Services
- Cashier’s Office
- BEN Assets
- BEN Financials Closing

In This Issue...

BEN Knows – Rejected POs………………. Page 6
Comptrollers
Year-End Closing Schedule ………. Page 1-2
Did You Know …………………………. Page 13
Gifts Acct & Admin Deadlines……….. Page 8
Human Resources
  Clean Address ……………………. Page 5
  Change to FMLA/STD Policies …. Page 6
  Sick Leave Accrual and Use……….. Page 7
Penn TEM……………………………………. Page 11
Purchasing Services…………………… Page 12
Office of Research Services
  Invoice Detail from BBR .......... Page 8
  NSF Compliance Checking……….. Page 9
  NIH Application Compliance …… Page 10
Quarterly Quiz ……………………. Page 10
Tax and International Operations
  Grad Prizes and Awards …………. Page 4
**Fiscal Year 2015 Closing Instructions**

**FY2015 Closing Dates - Payroll**

Refer to [FY 2015 Faculty/Staff Salary Increase Program Guidelines](#) for detailed instructions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 20th, 12:00 a.m.</td>
<td>Merit Increase via PennWorks opens.</td>
</tr>
<tr>
<td>Wednesday, June 10th, 11:59 p.m.</td>
<td>Merit Increase via PennWorks closes.</td>
</tr>
</tbody>
</table>

**FY 2015 Payroll**

First weekly payroll for FY 2016 will be for the week ending June 28, 2015, and payable on **July 2, 2015**. Annual increases for weekly paid personnel will be effective for the week ending July 5, 2015 and payable on **July 10, 2015**.

**Weekly Payroll for the Period Ending June 21, 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 15th, 5:00 p.m.</td>
<td>Supporting documents for new appointments to Personnel Records.</td>
</tr>
<tr>
<td>Friday, June 19th, 5:00 p.m.</td>
<td>Additional pay on-line forms to Payroll.</td>
</tr>
<tr>
<td>Monday, June 22nd, 3:00 p.m.</td>
<td>Time reporting data entry of positive/exception employees.</td>
</tr>
<tr>
<td>Monday, June 22nd, 3:00 p.m.</td>
<td>Payroll reallocations must be performed to be effective at FY 2015 EB rates.</td>
</tr>
<tr>
<td>Monday, June 22nd, 5:00 p.m.</td>
<td>On-line changes to the database for existing employees.</td>
</tr>
</tbody>
</table>

**Monthly Payroll for the Period Ending June 30, 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 18th, 5:00 p.m.</td>
<td>Supporting documents for new appointments to Personnel Records.</td>
</tr>
<tr>
<td>Monday, June 22nd, 5:00 p.m.</td>
<td>Additional pay on-line forms to Payroll.</td>
</tr>
<tr>
<td>Tuesday, June 23rd, 4:00 p.m.</td>
<td>Time reporting data entry for late pay, reduction in pay, and late pay approval.</td>
</tr>
<tr>
<td>Wednesday, June 24th, 5:00 p.m.</td>
<td>On-line changes to the database for existing employees.</td>
</tr>
<tr>
<td>Monday, June 22nd, 3:00 p.m.</td>
<td>Payroll reallocations must be performed to be effective at FY 2015 EB rates.</td>
</tr>
</tbody>
</table>

**FY2015 Closing Dates: Accounts Payable**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 15th, 5:00 p.m.*</td>
<td>Final day to request Final Closing of Purchase Orders in FY 2015</td>
</tr>
<tr>
<td>Monday, June 15th, 5:00 p.m.*</td>
<td>PDA Forms to be processed in FY 2015</td>
</tr>
<tr>
<td>Monday, June 22nd, 5:00 p.m.*</td>
<td>Purchase Order invoices to be processed in FY2015</td>
</tr>
<tr>
<td>Monday, June 22nd, 5:00 p.m.*</td>
<td>Requests to correct and reverse receipts for FY2015</td>
</tr>
<tr>
<td>Wednesday, June 24th, 5:00 p.m.*</td>
<td>Will Call Checks</td>
</tr>
<tr>
<td>Friday, June 27th, 5:00 p.m.*</td>
<td>Final day for approved Concur Expense reports to be posted in FY15</td>
</tr>
</tbody>
</table>

*The dates listed above are the year-end processing cut-off dates for the Accounts Payable Office. In order to ensure that your requests are processed before the end of the Fiscal Year we are requesting you submit all forms by the dates listed. Requests submitted after these dates may still be processed before the end of the Fiscal Year however due to the increased volume of requests we receive during this time we cannot guarantee they will be processed.*
As we approach fiscal year-end, please be advised of the following closing guidelines for gifts.

Also, please remember that People Supporting Penn (PSP) recognizes gifts made within the fiscal year. FY15 PSP will include gifts made between 7/1/14-6/30/15.

June 30 Gift Date end of year processing:
- **June 30**: Adjustments - Submit all adjustments for gifts recorded prior to June 30th.
  - **Special Note**: Contact Cassie Bartelme if an adjustment request is needed between July 1st and July 10th.
- **July 7** by Noon: Deliver to Gifts Accounting & Administration FY15 gifts (needs June 30th postmark).
  - **Special Note**: Contact Cassie Bartelme or your team representative if a gift is received during this time requires immediate attention.
- **July 10**: Last day of Gifts close-out.
- **July 13**: Gifts Office will reopen for deliveries. Begin preliminary reporting.

Given a movement to more corporate standards of reporting timeliness as required by Penn Trustees, the ‘mailbox rule*’ will apply to GIFT DATE recording for June 30th gift date processing during the month of July.

Gifts will be processed with a June 30th gift date, so long as they are postmarked on or before June 30, 2015. Therefore, it is imperative for you to send fully completed gift transmittals and backup information, including postmarked envelopes, to Gifts Accounting and Administration (GAA) for June 30 gift date processing as quickly as possible.

Notify Jean Suta or Irma Lerma in Securities Gifts (jeanie@upenn.edu) or 8-7254 of any securities gifts as soon as you are made aware of them. Securities gifts must be transferred into a Penn brokerage account by close of business on June 28, 2015 in order to ensure they will be counted on the FY13 financials.

Should you have any questions on this information, contact:

Maria Perkins @ 8-8687
Cassie Bartelme @ 8-3104 or
Jean Suta @ 8-7254

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*This means the postmark on the donor’s envelope (rather than the date of receipt) determines the date of the gift.

It is crucial to retain all envelopes with any gift correspondence, which are submitted to the Office of Gifts Accounting & Administration, particularly at the approach of fiscal year-end and calendar year-end.
Tax and International Operations would like to remind you of IRS and University requirements regarding prizes and awards. Object Code **5344 Prizes and Awards** has been created to separately identify payments made for prizes and awards to Penn-affiliated and non-affiliated individuals (other than employees) to better facilitate proper IRS reporting for these payments. Payments made to **employees** connected to their employment should be made in accordance with HR Policy #305 Extra Compensation.

Prizes and awards are amounts received primarily in recognition of religious, charitable, scientific, educational, artistic, literary, civic achievement, or as the result of entering a contest. All prizes and awards (with the exception of qualified scholarships) are includible in gross income (Code Sec. 74 (a); Reg. § 1.74-1(b)) unless all of the following conditions are met:

a) The recipient was selected without any action on his or her part to enter the contest.
b) The recipient is not required to render substantial future services as a condition to receive the prize or award.
c) The prize or award is transferred by the payer to a government unit or tax-exempt charitable organization as designated by the recipient.

All three of the above conditions must be met in order to exempt the prize from taxation.

**IRS Reporting Requirements**

For **US and resident alien individuals**, all prizes in the amount of $600 or greater must be reported by the University to the IRS on form 1099-MISC. It is the responsibility of all prize recipients, regardless of the amount of the prize, to report the taxable prize received to the IRS on their personal income tax returns.

For **non-resident aliens**, the University is required to withhold 30% tax on the full amount of the prize unless the individual is exempt from taxation under a tax treaty. To determine treaty eligibility, contact Tax and International Operations at tax@exchange.upenn.edu or Room 308 Franklin Building.

**Department Reporting Responsibilities**

For prizes of $600 or more issued to US and resident alien individuals, the following documentation must be forwarded to Accounts Payable:

a) The individual’s name and address
b) A W-9 with the individual’s social security number
c) Value of the prize

For all prizes issued to non-resident alien individuals, the following documentation must be forward to Accounts Payable:

a) The individual’s name and address
b) Value of the prize
c) University of Pennsylvania Foreign National Information Form: [http://www.finance.upenn.edu/forms/fniform.pdf](http://www.finance.upenn.edu/forms/fniform.pdf)
d) A copy of the individual’s I-94 Card, Visa, Passport and I-20 / DS 2019 or I-797

**Note - If the non-resident alien is an employee of the University, only the individual’s name, address, and prize value is required to be forwarded to Accounts Payable.**

It is important to inform the recipients of the income tax consequences of their winnings. Even in situations where the University is not required to report winnings, the recipients are responsible for reporting such payments on their individual tax returns.

The University is not in the position to offer specific tax advice. It is recommended that the individual consult with a tax professional.

Additional information on prizes and awards is set forth below and is also available by clicking on the Topic “Student Prizes” on the Comptroller’s website at:


If you have any additional questions, please contact Tax and International Operations Helpdesk at tax@exchange.upenn.edu.
Effective April 18, 2015, an application called Clean Address was implemented to verify, standardize, and enhance postal addresses in the University’s PennWorks/Personnel/Payroll System. Clean Address does this by checking to ensure that all addresses follow U.S. Post Office address standards.

In preparation for this implementation, Clean Address testing initially identified approximately 6,100 employee records (faculty, staff, and student employees) whose residential addresses do not meet these U.S. Post Office standards. Generally, issues are related to an incorrect apartment or room number/symbol, a missing house number, or an incorrect street name. All addresses have been updated and/or corrected.

This effort was required as part of a broader University effort to ensure our payroll process is compliant with State and Local income tax withholding requirements. It was critical that these corrections were addressed, in order to keep the broader project on-track.

Going forward Clean Address will help ensure your department’s personnel/payroll records are accurate. Here are some changes you may notice:

- New addresses entered will be verified as they are entered. That means, when you enter information for new hires, PennWorks will verify that the addresses meet the standard. If there are issues with an address, you will receive an alert message when you attempt to exit.
- When making changes to an existing record, you will receive an alert message if there are issues in the local or permanent address fields that are not corrected.
- The new user-friendly software will suggest correct spellings for street and city names.
- Some address fields have been expanded to accommodate longer addresses.

If you encounter problems or have questions, please call PennWorks at 6-HELP (215-746-4357).

Thank you for your continued assistance with this effort.

**Coming August 19th 2015!**

**Payroll/Tax/Accounts Payable Q & A Session**

This session is to provide an opportunity for University Business Administrators to ask questions of the following departments: Payroll, Tax and International Operations, and Accounts Payable. Topics included will be new hires, time reporting, monthly payroll calendar, Foreign National payments and required documents, Non-Resident Alien process improvements, Honorariums, tips on resolving Holds, 1099s, etc.

To better serve your needs, feel free to send any questions you may have in advance to training@exchange.upenn.edu by August 1st and we will incorporate them into the discussion.

To register, go to http://knowledgelink.upenn.edu and search using the word ‘Payroll’. We look forward to seeing you in August!
For approved medical and pregnancy leaves beginning on or after July 1, 2015, Penn staff members will no longer be required to exhaust all of their Paid Time Off (PTO) before using their Short-Term Disability (STD) time*. Instead, staff will be able to retain 50% of their PTO balance available as of their leave start date.

Currently, the policy requires use of sick time, then 100% of PTO time before allowing the use of accrued STD time. For new leaves that begin July 1, 2015 or after staff will use all of their sick time, then half of their PTO balance, before they will be able to use the STD time. This change will permit Penn staff to have PTO time available for use upon returning to work.

For more information about this important change, please send an email to fmla@hr.upenn.edu or contact your business administrator.

*Staff members whose leaves began prior to 7/1/15 and extend into the new fiscal year may retain 50% of their PTO balance provided that they have not yet exhausted their sick time.

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**Regulatory Update – Temporary and Student Workers**

**Affordable Care Act**

A reminder that the Affordable Care Act (ACA) requires that any Temporary employee or Student Worker who works an average of 30 or more hours during a measurement period become eligible for medical plan coverage. *(Federal work study students are exempted from the Affordable Care Act.)*

The April-June time period will be the first measurement period used to determine eligibility for these weekly paid employees beginning July 1. Thereafter, a new average work effort will be calculated on a rolling basis as each week is completed.

If a Temporary employee or Student Worker is determined to be eligible under the ACA they will be offered medical coverage and the department will be charged the full time E.B. rate.

So be sure to monitor the hours worked, consider the duration of the job assignment and promptly terminate the employee when the work is completed.

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**BEN Knows**

[http://www.finance.upenn.edu/benknows/](http://www.finance.upenn.edu/benknows/)

**Browse by Topic – Rejected PO’s**

As of May 15, 2015, an additional step (see #4) is required for PO’s that have been rejected. The Buyer must now click on ‘Tools>Unreserve’ prior to either making changes to the PO and/or deleting the PO if it is no longer needed. Click here for the full list of steps: [http://www.finance.upenn.edu/benknows/browse_topics/purchase_order_definitions/po_rejected.shtml](http://www.finance.upenn.edu/benknows/browse_topics/purchase_order_definitions/po_rejected.shtml)
In February 2015, Philadelphia passed the Promoting Healthy Families and Workplaces law, also known as the Philadelphia Sick Leave law. This law went into effect on Wednesday, May 13, 2015, and requires that employers provide one (1) hour of paid sick leave for every 40 hours an employee works in Philadelphia. As a result, we have updated the Sick Leave, Sick Leave and Short Term Disability for Employees at or Above Position Grade 29 or Grades E, F, G, H, Domestic and Sexual Violence Leave, and Temporary Extra Persons policies. These changes and how they may affect your School or Center are summarized below.

Regular Full-Time and Part-Time Staff and Full-time Faculty

As a best employer, the University has long provided generous time-off benefits for regular full-time and part-time staff and full-time faculty, which far exceed the provisions of this new law.

Although the new law has little impact on the benefits regular faculty and staff already enjoy, the Sick Leave, Sick Leave and Short Term Disability for Employees at or Above Position Grade 29 or Grades E, F, G, H, and Domestic and Sexual Violence Leave Policies have been updated to better align with the law’s provisions. This has also allowed us to further strengthen our support of regular faculty and staff in caring for their families and themselves.

The changes include:

- Increasing the number of **sick days** in a calendar year that regular faculty and staff may **take to care for family members** from 3 days to 5 days.
- Ability to take **sick days to care for an expanded category of relatives**. The expanded definition of family member can be found in the Sick Leave policies referenced above.
- Ability to use **sick time, if eligible, in cases of domestic abuse, sexual assault, or stalking issues** experienced by the faculty/staff member or to support a family member addressing such an issue.

Temporary Staff

Effective as of May 13, 2015 temporary workers who are appointed to work or who do work for the University of Pennsylvania in Philadelphia or the surrounding area (e.g., New Bolton Center, Glenolden) for six (6) or more months in a calendar year will accrue paid sick leave. Temporary staff who perform work for the University but are employed by an outside agency (e.g., Unique Advantage) are covered by that organization’s programs and are not covered by this policy.

The following changes relating to temporary staff **(as defined in the Temporary Extra Persons policy)** will take effect:

- Sick time began accruing on May 13, 2015 or on the date of hire for those hired after May 13, 2015.
  - For those who have at least six (6) months of University service as of May 13, sick leave is available for use as it is accrued.
  - Staff members who are appointed to work as a temporary worker for less than six (6) months in a calendar year, are not eligible for paid sick leave.
  - Staff members who are appointed as of May 13 or thereafter for six (6) or more months of service as a temporary worker begin accruing sick leave upon hire. These staff members are able to use accrued sick leave beginning on the 90th calendar day after hire.

- Temporary staff may accrue a maximum of 40 hours of paid sick leave in a calendar year.
- Unused sick leave may be carried over into the next calendar year, but a temporary worker may not use more than 40 hours of sick leave in a calendar year.
- Sick leave may be used in situations of domestic abuse, sexual assault, or stalking experienced by the temporary staff member or to support a relative with such an issue.
- Temporary workers eligible for sick leave accrual cannot be retaliated or discriminated against for requesting and taking accrued sick time.

Penn began accruing and tracking use of sick leave for temporary staff in the Payroll System as of May 13. Sick leave used by the temporary worker must be reflected on the worker’s timesheet and entered into the Payroll System as used.

- Earned sick leave is reflected on pay advices beginning with the May 17 paycheck.
- Eligible temporary staff may view sick leave accruals on their pay advices via the U@Penn portal. This site requires a PennKey and password. If a temporary staff person does not have a PennKey and password, visit the PennKey support webpage.

Please note that sick leave is a cost to the department, not the Employee Benefit pool. In addition, these sick leave provisions apply only to temporary staff as defined in the Temporary Extra Persons policy and do not apply to part-time faculty or student workers, or Penn staff members covered by collective bargaining agreements.

Also the Temporary Worker Hire Letter has been revised and is available on the Human Resources website. Please use this updated version and not past versions you may have previously downloaded to your computer.

If you have questions about these policy changes and how they may affect your staff, please contact your School/Center Human Resources representative, or the Human Resources Staff and Labor Relations department at 215-898-6093.
As of March 31, 2015, detail information from the BEN Billings and Receivable system (BBR) has been available in the data warehouse. The BusinessObjects universe used to access this data is called BEN Billings and Receivables. Any staff member currently with access to the General Ledger data collection (via the FINQUERY universe) has been granted access to the BEN Billing and Receivables Universe as well. ORS and ORSS have updated the fundsummary (w date range) report in the Multiple Data Sources public folder / Grants Management category to include the BBR invoice detail. A separate tab identifies Invoices and Payments. An update to the Aged Receivables - Resp Org report will be updated ASAP. An additional notification will be sent out once these reports have been updated.

University staff in the field will now have access to the information associated with the invoices that have been generated by ORS in the BEN Billing and Receivables system, including the original amount of the invoice, the amount of any adjustments, and the amount of the cash applied. This also includes the invoices/information recorded in BBR that was sent to GCINVOICING-L@lists.upenn.edu. Accounts Receivable collection information will be available in the future from BBR. In the meantime you can still see the collection effort detail for an award in the PennERA Activity log.

Any questions regarding this data should be directed to Keith Dixon (kdixon@upenn.edu 898-1966) or Bob Speakman (bspeakma@upenn.edu 898-2345).


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**Weekly-Paid Effort Report Forms**

Reminder: **Weekly-paid Effort Forms for Q3 FY2015 (033115 period)** were made available 4/27/15 and are due **Friday, June 26, 2015**.

Please make sure to complete any PreReview, PostReview or Certification responsibilities in a timely manner.

https://penners.isc-seo.upenn.edu/GenericERS/

Additionally, if you have any incomplete forms for prior periods, please complete them ASAP. Any questions/issues should be submitted through the ERS application (Remedy) under the Help menu from within ERS. Alternatively, email questions can be sent to ers_help@isc.upenn.edu.

Thank you,
Research Services
Important Information Regarding Automated Compliance Checking of NSF Proposals

Please see below from NSF. For clarification, please note, that proposals submitted S2S from PennERA through Grants.gov to FastLane undergo a separate set of automated compliance checks. You can view the warning and error messages at:


Contact the PennERA Help Desk if you have questions about the S2S submission process for NSF proposals.

As of April, 24, 2015, proposals submitted in response to Program Solicitations in FastLane will undergo a series of automated proposal compliance validation checks to ensure they comply with requirements outlined in the Proposal & Award Policies and Procedures Guide (PAPPG) (Chapter II.C.2. of the Grants Proposal Guide (GPG)). These checks will automatically validate a proposal for compliance against proposal sections per type of funding mechanism.

For example, an error message will appear if a project description or budget are not provided in proposals submitted in response to a Program Solicitation.

Checks will be triggered when proposers select the “Check Proposal,” “Forward to SPO,” or “Submit Proposal” functions. Depending on the rule being checked, a warning or error message will display when a proposal is found to be non-compliant. If an error message appears, the proposal cannot be submitted until it is compliant. Please note that these automated compliance checks will not be conducted on proposals submitted to NSF via Grants.gov.

To view a detailed list of all compliance checks, click here

Please direct any questions to the Policy Office in the Division of Institution & Award Support at policy@nsf.gov, or (703) 292-8243.

Quarterly Quiz

Instructions: To participate in the contest, please submit your answers to the questions at the right, found in this issue of The Bottom Line, via email to training@exchange.upenn.edu no later than August 1, 2015.

The Winner will receive a gift certificate for two for the University Club!

Last Quarter’s Winner - Congrats!
Dawn MacAdams-Mull
Cash Manager
Office of the Treasurer

1. What are the FY15 closing dates for PDA forms and Purchase Order Invoices?
2. Within how many days should a new person be entered into PennWorks?
3. What does Step #4 read (two) for a Rejected PO?
4. On the Closing Schedule QRG, what is the last day to process all ADJ-15 manual JE directly to the ADJ-15?
5. If you are a PO Manager who ‘approves’ PO’s what should you complete prior to vacation?
NIH Policy on Application Compliance  Notice Number: NOT-OD-15-095

Purpose
The purpose of this notice is to remind applicants, both investigators and grants office officials, that to be fair to all concerned the NIH needs to consistently apply standards for application compliance.

Policy
Be mindful that non-compliance can have serious consequences. NIH may withdraw any application identified during the receipt, referral and review process that is not compliant with the instructions in the SF424 (R&R) Application Guide, the Funding Opportunity Announcement, and relevant NIH Guide Notices.

Some examples of how this policy is applied to NIH applications include but are not limited to:

- Applications containing one or more biosketches that do not conform to the required format may be withdrawn (NOT-OD-15-032).
- Applications that do not conform to the page limit requirements because inappropriate materials have been included in other parts of the application may be withdrawn (NOT-OD-11-080).
- Applications submitted as new but containing elements of a resubmission or renewal application are noncompliant with the resubmission policy and may be withdrawn (NOT-OD-15-059).
- Applications submitted after 5 PM local (applicant organization) time on the application due date may be withdrawn (NOT-OD-15-039).

It is important to remember that these are just examples, and that all requirements specified in the SF424 (R&R) Application Guide, the Funding Opportunity Announcement, and relevant NIH Guide Notices are to be followed. When in doubt about compliance policy, contact NIH “Grants Info” or the Division of Receipt and Referral as listed below.

If an application is withdrawn because it does not conform to the application preparation and submission instructions, a letter will be placed in the eRA Commons Status page for that application. The PD/PI and the AOR from the applicant organization will be notified by eRA Commons to access their account and view the explanatory letter.

Inquiries
Please direct all inquiries to:

Grants Info
Office of Extramural Research (OER)
National Institutes of Health
Telephone: 301-435-0714
Email: grantsinfo@nih.gov

or

Division of Receipt and Referral
Center for Scientific Review (CSR)
National Institutes of Health
Telephone: 301-435-0715
Email: csrdrr@mail.nih.gov

The Bottom Line  June 2015
Effective April 1, 2015, Penn’s updated Travel & Entertainment Policy was officially posted. With considerable input and feedback from across the University, the updated document acknowledges Penn’s new online travel and expense management system while formally revising areas of the policy to reflect current practice and requirements.

Highlights of the policy updates include:

- Recognition of Penn’s new method of managing travel and business entertainment expenses within the Concur Travel and Expense Management (TEM) System;

- Modified language that addresses the Global Activities Registry, underscoring Penn’s commitment and requirement to support the safety of students, faculty, and staff traveling abroad;

- Updated language to reflect the University-sponsored Penn Travel Card Program, which is integrated with Concur. Revisions also have been made regarding responsibility for timeliness of payments and late fees associated with card usage;

- Clarification of the definition of reimbursable personal meals to better reflect IRS rules and guidance; and

- General addition, deletion and reorganization of policies so that the order of policies is more intuitive.

The Policy’s Table of Contents provides a complete list of the policies for easy reference and access.

If you have any questions, please contact us through our team-monitored e-mail address: travel@exchange.upenn.edu

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**IMPROVEMENTS TO PENN’S TEM WEBSITE**

Penn Travel and Expense Management Services has launched two new areas on its website. The Green Travel section was developed to help Penn travelers continue their sustainability efforts as part of the Green Campus Partnership. Topics include choosing your mode of transportation smartly, packing and carrying the green way, saving resources during your hotel stay, and recycling throughout your trip.

The Domestic Travel page provides information on trip planning, safety tips while traveling, rental cars and what to do in the event of a car accident. Prominent on the page is a grid with guidance on handling emergencies – including whom to contact, when to contact them and their contact information. This page is in support of the domestic duty-of-care effort to educate travelers before they travel, and provide resources while traveling.

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**New Penn Travel Credit Card Refund Requests Form**

Check out the new Penn Travel Card Credit Refund Request Form.

University-sponsored travel card cardholders may submit credit refund requests through this Credit Refund Request Form when an overpayment occurs on an individual corporate travel card account. Refund requests for both Bank of America and American Express corporate travel cards can be processed using this form.

Upon submitting the refund request, the School/Center Business Administrator will receive a copy of the request via e-mail. The Business Administrator will review the refund request and approve or reject via e-mail to Penn’s central card administrator.

Once a request is fully approved and submitted to the card provider, a confirmation e-mail will be sent to the Business Administrator and the cardholder.
**NEW BEST PRACTICE FOR HANDLING AFTER-THE-FACT PURCHASES**

Purchases should be planned in advance, utilizing the Purchase Order (PO) process or a P-Card (for eligible purchases). As such, after-the-fact purchases should not occur and only happen as a rare exception. In those instances where a supplier invoice is issued before a PO has been approved, purchases should no longer be processed on a Procurement Disbursement Authorization (PDA) form. Instead, orders should be processed using either a PO or P-Card. A PO represents the best record of a purchase, and ensures that the purchase is routed through the correct approval workflows – even if the purchase is after-the-fact.

As we advise the community of this change in best practice, here are some tips to best manage orders:

1) Avoid after-the-fact purchases and directly address buyer behavior that leads to such transactions.

2) In establishing POs for after-the-fact orders, provide a clear description within the PO line that indicates that the goods or services have already been delivered or provided to prevent duplicate shipments.

3) Communicate with suppliers to ensure that they are not invoicing prematurely. Notify Purchasing Services of suppliers that do not comply.

4) If the Fund is frozen for new POs, use the PDA process for payment.

The central P2P team will continue to monitor purchase volumes and ask School/Center administrators to do everything they can to minimize the occurrence of these orders.

If you have any questions about this new approach to handling after-the-fact orders, please contact purchsup@exchange.upenn.edu.

**PURCHASING CARD SITES**

Here are some useful sites to reference when using the University Purchasing Card.

Managing University Purchases
Via Credit Card Portfolio

http://www.purchasing.upenn.edu/card-services/landing_page.php

To learn more about how to request single transaction increase so you don’t have to split your transaction, visit

http://www.purchasing.upenn.edu/forms/pcard-exception-form-single.php

Bookmark this site when you want to submit a request to cancel a card when someone is leaving the University

http://www.purchasing.upenn.edu/forms/pcard-delete-cardholder-account-form.php

**QUARTERLY QUOTE**

Life is a long, bumpy road, but that makes for an exciting ride. Choose a direction and if the road turns — turn! If there is a fork in the road — take it! It’s ok to map out your future — but do it in pencil.

From Jon Bon Jovi’s Commencement Speech
Rutgers University—Camden
May 21, 2015

The Bottom Line June 2015
The University has begun introducing eShip@Penn™, a new and enhanced express shipping process. While the primary goal of the new system is to minimize the University’s risk associated with moving hazardous or other regulated materials and to ensure compliance with safety and export regulations as well as other mandates, the online system also offers benefits to all University shippers. These include allowing users to:

- Choose from a variety of carriers (UPS, FedEx and DHL) to determine which one best meets their specific needs;
- Shop and compare costs to ensure that Schools and Centers receive the best price from available carriers;
- Track shipments from an integrated at-a-glance dashboard, regardless of the carrier used to ship the package; and
- Preprint shipping labels.

The phased roll-out of the system is underway to Authorized Business Shippers, beginning with administrative units and followed by Centers and then Schools. This schedule accommodates a succession of demonstrations as well as other training information to ensure that your transition is as seamless as possible. If you or a member of your team was unable to attend any of our sessions, the Penn Mail Website at www.upenn.edu/mail/eship offers training, comprised of a series of short videos that outline key processes and areas that will help users successfully ship their packages, as well as FAQs, updates and tips on the roll out. Regulated shipment training will be rolled out once we enter the next phase of the project. Throughout this period of transition, there will be minimal impact to shipping administrators and allocators.

This is a joint project of the Department of Environmental, Health and Radiation Safety, the Division of Business Services, International Student and Scholar Services, Information Systems and Computing; and the Office of Research Services. Questions about this project can be addressed to the project team at:

eShip@exchange.upenn.edu

eShip@Penn Project Team

... that Business Administrators/Payroll Coordinators should to enter PennWorks information for both Weekly and Monthly employees within 3 days of their hire date. This will give the new hire sufficient time to enter their direct deposit bank information online. In addition, the Personnel/Payroll System will have adequate time for the required pre note process prior to the initial payment.

If you have any questions, please contact the Payroll Help Desk at 215-898-6301 or Payroll@exchange.upenn.edu.

... Starting on July 1, 2015, if your cash is not in a sealed plastic bag the Cashier’s Office will not accept it. Thank you for your cooperation and compliance.