**BEN BILLING AND RECEIVABLES NOW LIVE**

On May 12, 2014, the new BEN Billing and Receivables modules went live in BEN Financials. The new modules (Grants/Projects and Accounts Receivable) will only be used by staff in the Office of Research Services and the Office of Research Support Services involved in sponsored projects billing, receivables, and collections-related operations. BEN Billing and Receivables links PennERA with BEN Financials, and replaces Penn’s Billing and Receivables Information Management (BRIM) system.

**Reminders**

With the implementation of BEN Billing and Receivables, we wanted to remind you of the following:

- Final posting of all Special Budget Balances (PBUD, PBIL, PTCS, PIND, FSRI, and FSRD) to GL was at APR-14 month-end close.
- In May, the G&C receivable balance (object code 1220) and Special Budget Balances (PBUD, PBIL, PTCS, PIND, FSRI, and FSRD) in each enabled grant fund was cleared to $0 in the General Ledger. These balances as of May-14 and going forward are available through the Data Warehouse and on BEN Financials 115.NEW and 301.NEW reports, but are no longer in the General Ledger. The balances as of 30-Apr-14 will remain in the General Ledger.
- Mapped COA combination/account mapping: Sponsored programs-related (5-Fund) transactions that are generated in the new Grants/Projects module (4600 - Grant & Contract Revenue and 5282 - Grant & Contract Overhead F&A) will post only to mapped chart of accounts (COA) combinations. If other, unmapped combinations are used for expense transactions, the corresponding Revenue and Overhead transactions (in Object Codes 4600 and 5282) will post to CNAC-Org-4-5xxxx-xxxx-0000-0000.

**FISCAL YEAR 2014 FINANCIAL CLOSING INSTRUCTIONS**

**New Closing Calendar Quick Reference Guide**

**Overview**

The FY 2014 year-end closing schedule and deadlines are largely consistent with prior year.

However, there have been additions or significant changes to the schedule as highlighted below:

- Last day to submit manual buys or liquidations of Investments to be processed in FY14 is Friday, May 30th. **FY15 manual buys or liquidations will not be posted until September (Effective July 1st)**
- Last day for approved Concur Expense reports to be posted to FY14 is Friday, June 27th at 5:00 p.m.

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  - Onboarding/Termination Checklist........ Page 4
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Accounting Periods

- The concept of a 12th month, 13th month and 14th month will remain.
  - The 12th month will be open June 2nd to June 30th. All 12th month entries will be recorded in period JUN-14.
  - The 13th month will run from July 1st to July 15th. However, end users will only have direct access to 13th month from July 1st to July 8th. All 13th month entries will be recorded in period ADJ-14. The batch naming convention for manual journal entries for ADJ-14 only will be ADJ14.xxxx.zzz.mm/dd/yy.nn, where xxxx is the user’s org, zzz is the user’s initials, mm/dd/yy is the date the batch was created and nn is the user’s sequential batch number for the day.
  - The 14th month will begin on July 16th and end when the annual audit is complete. As in the past, the 14th month period will be utilized for the purpose of recording any audit adjustments and the final Comptroller's closing entries. Transactions for the 14th month will also be entered in the period ADJ-14.

More Info...

There is much more information regarding the Closing Schedule. Be sure to go to the link below: http://www.finance.upenn.edu/comptroller/accounting/closing_instruct.shtml

- BEN Financials Availability
- Uninvoiced Receipts and the Receipt Accrual Process
- Salary/Bonus Accrual Process

Closing Calendar by Functional Group:

- Payroll (see also Page 3 of this issue)
- Accounts Payable (see also Page 3 of this issue)
- Purchasing Card
- Investment Services/GAA
- Student Financial Services
- Feeders
- Cashier’s Office
- BEN Assets
- General
- BEN Financials Closing
FY2014 Closing Dates - Payroll

Merit Increase via Penn Works

Refer to FY 2015 Faculty/Staff Salary Increase Program Guidelines for detailed instructions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 21st, 12:00 a.m.</td>
<td>Merit Increase via Penn Works opens.</td>
</tr>
<tr>
<td>Wednesday, June 11th, 11:59 p.m.</td>
<td>Merit Increase via Penn Works closes.</td>
</tr>
</tbody>
</table>

**FY 2015 Payroll**
First weekly payroll for FY 2015 will be for the week ending June 29, 2014, and payable on **July 3, 2014**. Annual increases for weekly paid personnel will be effective for the week ending July 6, 2014 and payable on **July 11, 2014**.

**Weekly Payroll for the Period Ending June 22, 2014**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 16th, 5:00 p.m.</td>
<td>Supporting documents for new appointments to Personnel Records.</td>
</tr>
<tr>
<td>Friday, June 20th, 5:00 p.m.</td>
<td>Additional pay on-line forms to Payroll.</td>
</tr>
<tr>
<td>Monday, June 23rd, 3:00 p.m.</td>
<td>Time reporting data entry of positive/exception employees.</td>
</tr>
<tr>
<td>Monday, June 23rd, 3:00 p.m.</td>
<td>Payroll reallocations must be performed to be effective at FY 2014 Employee Benefit (EB) rates. Any reallocations after this date will be at the FY 2015 EB rates.</td>
</tr>
<tr>
<td>Monday, June 23rd, 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, 2014**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 16th, 5:00 p.m.</td>
<td>Supporting documents for new appointments to Personnel Records.</td>
</tr>
<tr>
<td>Wednesday, June 18th, 5:00 p.m.</td>
<td>Additional pay on-line forms to Payroll.</td>
</tr>
<tr>
<td>Thursday, June 19th, 4:00 p.m.</td>
<td>Time reporting data entry for late pay, reduction in pay, and late pay approval.</td>
</tr>
<tr>
<td>Friday, June 20th, 5:00 p.m.</td>
<td>On-line changes to the database for existing employees.</td>
</tr>
<tr>
<td>Monday, June 23rd, 3:00 p.m.</td>
<td>Payroll reallocations must be performed to be effective at FY 2014 EB rates. Any reallocations after this date will be at the FY 2015 EB rates.</td>
</tr>
</tbody>
</table>

**FY2014 Closing Dates: Accounts Payable**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, June 13th, 5:00 p.m.*</td>
<td>Final day to request Final Closing of Purchase Orders in FY 2014</td>
</tr>
<tr>
<td>Friday, June 13th, 5:00 p.m.*</td>
<td>PDA Forms and C-1 Travel Reimbursements to be processed in FY 2014</td>
</tr>
<tr>
<td>Friday, June 20th, 5:00 p.m.*</td>
<td>Purchase Order invoices to be processed in FY2014</td>
</tr>
<tr>
<td>Friday, June 20th, 5:00 p.m.*</td>
<td>Requests to correct and reverse receipts for FY2014</td>
</tr>
<tr>
<td>Friday, June 20th, 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 FY14</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.
If you have been using unmapped CNAC-ORG-PROG-CREF combinations to track specific grant and contract activity, you will need to request COA mappings using the “Sponsored Programs Subaccount Worksheet” form and associated instructions at http://www.upenn.edu/researchservices/Forms%20and%20Agreements.html.

Please note: The revenue on grants with milestone billing (e.g., Clinical Trial Agreements) will always post to CNAC-RespOrg-4-5xxxxx-4600-0000-0000 regardless of whether the expenses are charged to mapped account combinations or not. This update is a result of the change issued by Financial Accounting Standards Board (FASB) Revenue Recognition – Milestone Method (Topic 605).

Resources
For more detailed information about how BEN Billing and Receivables affects BEN Financials, see the following documents:

- BEN Financials – What’s Changing (Billing and Receivables)
- BEN Financials Noted Differences – Reporting
  http://www.finance.upenn.edu/ben/benhelps/BBR_Noted_Differences.pdf
- BEN Financials – New Object Codes to Record Cost Sharing

Questions
Please address any questions about the project to the project team at BillingAR@lists.upenn.edu. For BEN Financials questions, contact 6-HELP (215-746-4357) and select Option 1.

Key Features and Benefits
BEN Billing and Receivables streamlines and improves invoice creation and billing, and automates reconciliation and collections activities. The new functionality reduces the number of shadow processes and duplicative data entry, as well as reduces overall processing time. The system features automatic notifications and logging of collection activities, better tracking and processing of outstanding receivables, and more flexibility to meet sponsors’ evolving requirements. There is also the capability to handle other University receivables processing (non-grant related), which will be addressed in Phase II of the project. If you are interested in discussing how the system could be adapted for your receivables processing, please contact the project team at BillingAR@lists.upenn.edu.

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All Payroll Administrators
New Onboarding and Termination Checklists

As announced in January, the Onboarding and Termination Checklists, currently used as resource documents in the PennWorks/Payroll/Personnel training course, are available at:

- **Onboarding:**
- **Termination:**

To better aid Payroll Administrators, these new checklists were developed from the existing checklists together with support and feedback from many of you. We hope these generic checklists, which have been incorporated into PennWorks/Payroll/Personnel training, will be of assistance to you and your departments. As the disclaimer at the top of each checklist indicates, these are intended to be a helpful tool to assist with the general tasks associated with onboarding new or transferring employees and/or terminating employees. You may want to add you own School/Center/Department/Office specific requirements as needed.

Thank you, in advance, for integrating these documents into your payroll activities going forward. Please send any comments, feedback, or suggestions for these checklists to training@exchange.upenn.edu.

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The Financial Training Department Has Moved!

**Come Visit Us at Our New Location**

**Room 220**

Franklin Building/6205

Paul Weidner
Jim Horstmann
Joe Mullock
Barbara Murray

The Bottom Line June 2014
New Object Code 5344 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. Beginning immediately any payments for prizes or awards should be made using this object code on the appropriate PDA form and submitted with the necessary supporting documentation. Additional information on prizes and awards is set forth below and is also available on the following Comptroller’s website by clicking on the topic “Student Prizes”:

Prizes and Awards to employees connected to their employment should be made in accordance with HR Policy #305 Extra Compensation.

If you have any additional questions, please contact Tax and International Operations at:
tax@exchange.upenn.edu.

PRIZES & AWARDS

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 payee 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. Contact Tax and International Operations at tax@exchange.upenn.edu or Room 308 Franklin Building (between 10 am and 2 pm) to determine treaty eligibility.

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:

- The individual’s name and address
- A W-9 with the individual’s social security #
- Value of the prize

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

- The individual’s name and address
- Value of the prize
- University of Pennsylvania Foreign National Information Form (see Comptroller’s webpage, payroll forms section)
  http://www.finance.upenn.edu/forms/fniform.pdf
- 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.

The Bottom Line  June 2014
**BEN Financials Employee/Student Supplier Deactivation**

With the transition of employee/student reimbursements to Concur (3-4k/month) and our efforts to keep the BEN Suppliers clean and current (employees/students make up more than 40% of BEN active suppliers), plans were made to systematically deactivate employee/student suppliers in BEN Financials.

Starting April 16th to reactivate an employee or student supplier for a payment (see below) we will be requiring a W-9 with the PDA-ES Form. Additionally, the payment method will be a manual check. This affects payments from BEN only and does not have any impact on the electronic payment setup in Payroll and Concur.

Future BEN payments (estimated 100/month) to employees or students should be limited mostly to tax reportable transactions (using the PDA-ES Form):
- Royalties
- Rents
- Student awards
- Vendor type services (e.g. photography, musician)
- Human subject (direct payments)
- Legal settlements

Other payments would include (W-9 not required):
- Advances for human subject payments
- Refunds

Should you have any questions please contact Mike Popko at 215-898-1443 or mpopko@upenn.edu.

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**Office of the Treasurer**

**FY14 Final Manual Addition/Liquidation Requests for AIF Funds**

Dear Colleagues,

As you may be aware, the University has changed its process regarding finalizing the year-end market value of our Associated Investment Fund. With this process taking effect, a final market value true-up entry will occur during the final week in August 2014 in order to reflect any market value changes reported to our office by Penn’s investment managers. This market value change will be posted down to the fund level once the final AIF market value is calculated. This change will have no impact on income posted during the ADJ period, nor will it affect FY2015 AIF income distribution. **Please note that we expect this final market value true-up entry to occur in FY14 and in all future fiscal years going forward.**

In order to appropriately calculate the correct amount of additional unrealized gains/losses, we will need to change our procedures regarding year-end manual addition/liquidation requests to AIF funds. We will no longer be able to accommodate manual additions and/or liquidations to a fund during the ADJ period. **Final requests for additions and/or liquidations needed to be directed to Trust Administration by Friday, May 30, 2014.** These requests will be completed during the June 2014 accounting period. Please note that in all future fiscal years going forward, the cutoff date for year-end manual addition/liquidation requests to AIF funds will be the **final business day in May.**

Peg Heer, Associate Treasurer
heer@upenn.edu

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**The Bottom Line** June 2014
As we approach fiscal year-end, please be advised of the following closing guidelines for gifts. Also, please remember that People Supporting Penn recognizes gifts made within the fiscal year. FY14 PSP will include gifts made between 7/1/13-6/30/14.

June 30 Gift Date end of year processing:
- **June 30th**: Adjustments - Submit all adjustments for gifts recorded prior to June 30th.
  - **Special Note**: Contact Cassie Bartelme if an adjustment request is needed between July 1 and July 10.
- **July 8th by Noon**: Deliver to Gifts Accounting & Administration FY14 gifts by Noon (needs June 30th postmark)
- **July 8th at Noon**: Gifts Office will close for fiscal year end processing
  - **Special Note**: Contact Cassie Bartelme or your team representative if a gift is received during this time requires immediate attention.
- **July 10th**: Gifts Office will re-open for deliveries
- **July 11th**: Last day of Gifts close-out
- **July 14th**: 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 30 gift date processing during the month of July. Gifts will be processed with a June 30 gift date, so long as they are postmarked on or before June 30, 2014. 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.

**All June 30 postmarked donations must be received in Gifts Accounting and Administration by Noon, Tuesday, July 8, 2014 for inclusion in the gift date closing Friday, July 11, 2014.**

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 30, 2014 in order to ensure they will be counted on the FY14 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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**NEW PROCESS FOR REQUESTING A TEMPORARY VACATION RULE IN BEN BUYS**

Penn Purchasing Services has instituted a new form to be used to delegate Purchase Order and/or Requisition notifications during an absence. This new process is designed for PO Managers only who should complete the new online form. Once Purchasing Services receives the completed form, a temporary rule will be created in Ben Buys so that work may proceed as scheduled. You may access this new form by visiting http://www.purchasing.upenn.edu/forms/vacation_rule_delegation.php.
Since October 2012, Principal Investigators (PIs) have used Research.gov to successfully submit over 47,000 project reports to the National Science Foundation (NSF). Over that time, NSF has received feedback and suggestions from NSF awardees and Program Officers (POs) on how to further improve project reporting. The following enhancements, based on awardee and NSF staff feedback, were implemented on March 17th:

- POs will view project reports in HTML rather than PDF, which will allow POs and PIs to view the same layout for a project report.
- NSF will pre-populate the Products, Organization and Participants sections of a project report from information previously submitted in Research.gov. This will save awardees time and reduce redundant data entry.
- The progress report pages will be redesigned to optimize space, minimize scrolling efforts, and become more user-friendly. The default setting for non-critical sections will be "hidden", users will be able to click "Show Report and Progress Summary" to view sections as needed.
- PIs will be able to edit reporting periods for an Interim Project Report (IPR). This will allow PIs to accurately report specific dates applicable to the task(s) being reported upon.

If you would like to stay up-to-date on upcoming events or future enhancements to Research.gov and/or FastLane, subscribe to our new System Updates NSF listserv. This listserv is available to both NSF staff and awardees. To subscribe, simply email the following and you will be enrolled:

```
    system_updates-subscribe-request@listserv.nsf.gov
```

Where should PIs go for help with project reports?

- **Online Help:**

- **Project Report Informational Page:**

- **NSF Help Desk:**
  [http://www.research.gov/research-portal/appmanager/base/desktop/?_nfpb=true&_pageLabel=research_contact_us](http://www.research.gov/research-portal/appmanager/base/desktop/?_nfpb=true&_pageLabel=research_contact_us)

If you have any additional feedback on project reporting, please email feedback@research.gov.

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**REORGANIZATION OF ORS, OCR AND PCI/CTT**

New mailboxes have been set up for emails requesting parallel review of corporate-funded research agreements and account extension requests. Effective as of Tuesday, May 6, 2014, please forward these requests as follows:

**Office of Clinical Research:**
Corporate-sponsored clinical trial agreements (*research requiring informed consent*) and related enabling agreements:

```
    Email: ctcu-ocr@mail.med.upenn.edu  Phone: 215 746 8913
```

**Center for Technology Transfer:**
All other corporate-sponsored research and related enabling agreements:

```
    Email: corpcont@ctt.upenn.edu  Phone: 215 573 6709
```

There will be a transitional period during which messages forwarded to the old corporate contracts mailbox, orscorp@exchange.upenn.edu, will be forwarded to the new mailboxes.
NIH has announced a major change in its resubmission policy. **NIH will now allow an unsuccessful resubmission to be submitted as a new grant without having to substantially revise the project.** Please refer to the notice below. If you have any questions about this change please contact your Pre-Award Representative. 


**PURPOSE**

The National Institutes of Health (NIH) and the Agency for Healthcare Research and Quality (AHRQ) announce a change in policy on application submissions. Effective immediately, for application due dates after April 16, 2014, following an unsuccessful resubmission (A1) application, applicants may submit the same idea as a new (A0) application for the next appropriate due date. The NIH and AHRQ will not assess the similarity of the science in the new (A0) application to any previously reviewed submission when accepting an application for review. Although a new (A0) application does not allow an introduction or responses to the previous reviews, the NIH and AHRQ encourage applicants to refine and strengthen all application submissions.

**BACKGROUND**

During the Enhancing Peer Review initiative, the NIH and AHRQ reduced the number of allowable resubmission applications from two to one (NOT-OD-09-003; NOT-HS-10-002), and stipulated that any subsequent submission for that project must demonstrate significant changes in scientific direction compared to the previous submissions. Those policies were implemented to address the growing trend for resubmission applications to be scored more favorably, which in essence created a queue for meritorious applications before success in funding.

In this extended period of tight funding, this approach resulted in many meritorious research applications being deemed ineligible for additional submissions, and many investigators having to propose substantial changes to productive research programs. New Investigators may have been significantly affected because new research directions may be quite difficult during this phase in their careers.

**POLICY**

Effective immediately, the NIH and AHRQ will accept a new (A0) application following an unsuccessful resubmission (A1) application. The subsequent new application need not demonstrate substantial changes in scientific direction compared to previously reviewed submissions, and must not contain an introduction to respond to the critiques from the previous review.

NIH's policy for accepting overlapping applications remains in effect (see NOT-OD-09-100). The NIH will not accept duplicate or highly overlapping applications under review at the same time. This means that the NIH will not accept:

- a new (A0) application that is submitted before issuance of the summary statement from the review of an overlapping resubmission (A1) application.
- a resubmission (A1) application that is submitted before issuance of the summary statement from the review of the previous new (A0) application.
- an application that has substantial overlap with another application pending appeal of initial peer review (see NOT-OD-11-101).

The NIH time limit for accepting resubmission (A1) applications remains in effect (see NOT-OD-12-128 and NOT-OD-10-140). The NIH will not accept a resubmission (A1) application that is submitted later than 37 months after submission of the new (A0) application that it follows.

See more information at: 

IACUC Announcement – Collaborations, Subcontracts, and Custom Antibodies

If your research involves any of the following scenarios, then please continue to read on. If not, then you may disregard this message.

- Collaborations with other academic institutions
- Custom antibodies generated off-site
- Contract labs performing your research
- Off-site animal housing

It has recently come to our (the Office of Animal Welfare, OAW) attention that there may be a great deal of confusion in the research community about live animal work performed at off-site locations, but funded by grants awarded to Penn. In fact, we are currently working through *TWO* non-compliance cases regarding this very topic and which may result in a pay-back of well over $100,000.

For years, we have required submission and approval of the Form-D protocol, which covers collaborations and subcontracts using “Penn money” to perform animal work at other institutions. It is one a 1-2 page form and includes little more than basic regulatory information, a list of species and number of animals associated with the off-site work, and the approval of the off-site IACUC protocol (their final protocol and approval letter). OLAW requires confirmation of this regulatory information (OLAW). It is currently still a paper form, but we will be releasing it in ARIES later this spring. Here is a direct link to the paper form; ARIES will have much of the same information.

http://www.upenn.edu/regulatoryaffairs/Documents/Form-D.doc

Below is a brief summary of the scenarios that may require additional oversight than you may have been used to in the past.

**COLLABORATIONS WITH OTHER ACADEMIC INSTITUTIONS**

If Penn is the primary awardee of a grant and you subcontract a collaborator at another institution to perform a portion of the “live” animal work, then we need a Form-D protocol. The Research Inventory System (RIS) has recently been modified by the Office of Research Services (ORS) to help guide you in the direction of OAW, so that we may help with completing a Form-D. We will also agree upon an IACUC-to-IACUC memorandum of understanding (MOU) to clarify the regulatory aspects of the collaboration. We have general MOUs with CHOP and the VAMC because we have so many collaborations between these institutions, but we would need individual MOUs for other institutions. The MOU is a new requirement stipulated in the new Guide (p. 15). In most cases, the MOU process will be completed by OAW with little or no effort of the PI.

If Penn is the subcontracted institution and you are receiving money from a collaborator to perform animal work here at Penn, then you will complete a Form-A protocol within ARIES. I believe everyone is aware of that. However, we do still require that we have an IACUC-to-IACUC MOU in place, so we must be made aware that this subcontract exists to enable OAW to create an MOU on your behalf. The ARIES Funding tab will be modified in the near future to address this.

**CUSTOM ANTIBODIES**

If you only purchase “off-the-shelf” antibodies (e.g. anti-IgG, anti-ACTH, etc.) then you may continue to order these through Ben Buys, just as you have been. If you are or will be contracting a vendor to produce “custom antibodies” (produced using antigens provided by or at the request of the investigator), then we must assure that certain regulatory requirements (OLAW and AAALAC) are met—including confirming that the vendor’s IACUC has an approved protocol in place and clarifying “animal ownership”. If custom antibodies are to be purchased, this transaction will now be coordinated via RIS and ORS and will no longer be coordinated via Ben Buys and Purchasing. We will need a Form-D protocol submitted and approved.

**CONTRACT LABS PERFORMING YOUR RESEARCH**

For whatever reason (e.g. access to different technology, space limitation here at Penn, etc.), you may contract the services of CROs to perform parts or all of your research project. In these cases, contracts will certainly be negotiated with ORS and/or CTT, but the IACUC must assure that certain

*Continued on page 11*
regulatory requirements are met and questions about animal ownership (different from intellectual property) must be answered. If any “live” animal work will be performed by the CRO on Penn’s behalf and using “Penn money”, then we need a Form-D protocol.

Off-site animal housing

In this case, there is no question about who owns the animals—Penn retains ownership. Off-site housing locations should be AAALAC-accredited. For non-accredited sites, it will be necessary for the Penn IACUC to conduct semiannual inspections of the off-site housing facility, which would include a “pre-housing” inspection to determine that the off-site facility meets Penn’s standards. Additionally, ULAR veterinarians will also review the site program of veterinary care.

Please keep in mind that these requirements are not new, they have always been in place, but unfortunately poorly communicated to you all. With the exception of custom antibodies now being handled by RIS, all the processes are the same as what they have always been. If you have any questions, please contact the following people for the following topics:

- Grants, subcontracts, and RIS: Missy Peloso (epeloso@upenn.edu) or Heather Lewis (heatherl@upenn.edu)
- Form-D, off-site animal work, and animal ownership: Troy Hallman (thallman@upenn.edu) or Julie Sharp (sharpjul@upenn.edu)

IACUC Announcement – Collaborations, Subcontracts, and Custom Antibodies

Continued from page 10

Still dialing 8-6423 to listen to your voice mail messages?

**REMINDER**

**Penn’s Legacy voice mail will be turned off on Friday, June 27, 2014 at 10:00 a.m.**

**FOR HELP OR TO ARRANGE AN UPGRADE**

Contact the ISC Service Desk at (215) 746-6000 or telephone@isc.upenn.edu

**SEE DETAILED INFORMATION ON PAGE 13 OF THIS ISSUE.**
Continued compliance with government provisions and increased scrutiny for the J-1 Exchange Visitor Program by the Department of State has necessitated the following fee schedule change for ISSS for FY15 (effective July 1, 2014):

- Initial and subsequent DS-2019 requests for J-1 Professors, J-1 Research Scholars, J-1 Short-Term Scholars, and J-1 Specialists will be increased from $125 to $150.

In addition, this announcement is to inform you that effective July 1, 2014, there will be a fee increase for the following service for FY15:

- Initial and subsequent H-1B (Temporary Worker) requests will be increased from $1,250 to $1,300.

As a reminder, this internal University processing fee requires a 26 digit budget code. UPHS units may submit 6-digit Cost Center Code, if applicable, or a check payable to "Trustees of the University of Pennsylvania."

These changes are being implemented in order to maintain the same level of responsive service and regulatory compliance in processing these immigration categories.

Please contact me at rudiea@upenn.edu should you have any questions.

Thank you,

Rodolfo R. Altamirano, Ph.D.
Director
International Student and Scholar Services
Penn Global

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**New Fee for J-1 Scholars and H-1B Requests**

**Did You Know...**

...as of March 24, 2014, PaymentNet has a new look and feel. All of PaymentNet’s functionality and navigation remains the same, but the site’s appearance has been updated and provide a better user interface. To view all the changes go to the following website:

http://www.purchasing.upenn.edu/buytools/PaymentNet_WhatsNew.pdf

...the Yellow Alcohol Exception Message in Concur will now only display if the amount of the Lunch, Dinner, Snacks or Business Meal w/ Attendees expense type is greater than or equal to $25.

... the Warehouse General Ledger collection (Balances and GL Detail) is now updated on Saturday nights in addition to the prior Monday-Friday schedule. So, activity that occurs in BEN during the day on Saturdays will now be available Sunday morning – no more waiting until Tuesday!

...in the March issue of The Bottom Line under ‘BEN Knows FastFacts’, it read the following “All purchases equal to or greater than $5,000.00, with the exception of purchases from Penn Marketplace suppliers, required competitive bids”. This statement should also include ‘Contract suppliers’. So it should read ‘...with the exception of purchases from Penn Marketplace and Contract suppliers.’

**Got Gym?**

Hey fellow staff members, check out the on-campus fitness facilities at Pottruck and Fox Fitness Center this summer. Great way to have fun & stay in shape too!

http://www.upenn.edu/recreation/

http://www.upenn.edu/recreation/programs/pdf/Group_Ex_Summer2014.pdf
Penn’s Legacy Phone Voice Mail (8-6423; V-OICE) Will Be Turned Off on June 27, 2014!

As Information Systems and Computing (ISC) completes transitioning the campus from analog to VoIP based service via PennNet Phone, we would like to remind you that traditional phone voice mail service will be turned off on Friday, June 27, 2014 at 10:00 a.m. Voice mailboxes accessed by dialing 8-6423; V-OICE will no longer be accessible. The legacy voice mail system is being retired because it is no longer supported by the vendor.

To avoid disruptions in service for any of your school or center’s remaining traditional voice mailboxes, please contact the ISC Service Desk as soon as possible (215) 746-6000 or telephone@isc.upenn.edu. Please have a list of any remaining traditional voice mailboxes available. If you are unsure whether a mailbox is traditional or VoIP, please contact us, and we can check for you.

For traditional voice mail service including any advanced features, such as Caller’s Menus (press 1 for …, press 2 for …, etc.), transfer mailboxes, listen only message mailboxes, etc., the ISC Service Desk will work with you to provide alternative applications.

ISC IS HERE TO HELP!

To start the process of switching from traditional phone voice mail service, contact the ISC Service Desk at (215) 746-6000 or telephone@isc.upenn.edu. We will review your existing voice mail with you and provide alternative solutions.

FTD Fishing for Feedback

Have you been to a BEN Financials or Payroll training class within the last 6 months? If so, we’re looking for feedback and suggestions.

Now that you’ve settled in and actually have had a chance to use what you learned, we’d like to know:

- Did the class you attended prepare you for your job?
- Looking back, do you wish you learned more about a particular subject and less of another?
- How could Financial Training have better prepared you for the “real world”?
- Do you think additional subject matter should be added to our course offerings? If so, what would the topic be you would like to see offered?

Send us an email with your thoughts, suggestions, and ideas: training@exchange.upenn.edu

Or call any one of the FTD staff members to discuss your ideas over the phone or to set up an in-person meeting:

- Jim Horstmann: 573-6717 jhorstma@upenn.edu
- Joe Mullock: 573-8988 jmullock@upenn.edu
- Barbara Murray: 898-1733 murrayb@upenn.edu
- Paul Weidner: 898-1447 weidnerp@upenn.edu
Object Codes Used in a BEN Financials Report

BEN Knows

http://www.finance.upenn.edu/ben/benfin/
documentation/reportdoc/

- Object Codes Used In A BEN Financials Report
- To find which object codes are used in a report, you must first determine which report template was used.
- To review the report documentation to determine which report template was used:
  - Click on the following URL: http://www.finance.upenn.edu/ben/benfin/documentation/reportdoc/
  - Scroll down and click on the "Quickview" link.
  - Select the report which you are inquiring about and review the report documentation to determine which template is used.
  - To review the report template:
  - Click on the following URL: http://www.finance.upenn.edu/ben/benfin/documentation/reportdoc/ and scroll down to Report Templates.
  - Click on the 7.0 General Information link. A table is shown which indicates which templates are used for each of the standard General Ledger reports.
  - For more information about a specific Report Template, click on the appropriate link.

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, 2014

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

Last Quarter’s Winner – Congrats!
LaRue Rainone-Bodek
Administrative Assistant
Prevention Research Division
Perelman School of Medicine

1. What is the closing date for PDA Forms and C-1 Travel Reimbursements to be processed in FY 2014?
2. What is the new fee for J-1 Scholars DS-2019 requests?
3. Where is the Financial Training Department moving?
4. Name three items on the ‘Onboarding’ Checklist?
5. Name three items on the ‘Termination’ Checklist?
6. What new form has Purchasing Services introduced?

Bonus: Who is the instructor for Body Pump on Friday at 5:15 p.m.? Hope to see you there!