





Effortless Facts: November 2017 Edition

From Financial Compliance for Research!

 Please remember to modify all September-December SPARs for **Cap Eligible faculty with DHHS sponsored activity** in your area to properly reflect Mandatory Cost Sharing (MCS) for the retroactive salary increases. SPARs not modified according to the **Retroactive Salary Increase Instructions** will be noncompliant.

 “**PLDR831 Department Security Access Report for RC Admins**” is a new SPAR Report that can be run by RC level SPAR users beginning November 3, 2017. For more information on this report click [here](#).

 Deans/Directors and Chairs will be **notified of uncertified effort on November 21**. The **write-off of uncertified effort will take place on December 1**. Five working days are allowed to facilitate certification. Due to the timing of the Thanksgiving holiday, there are a greater number of calendar days between the two dates. This has the effect of elongating the period of time when **Effort Coordinators must be most alert to SPAR modifications that could affect previously certified effort statements and cause them to be in Recertification Required status**. Please be vigilant during this period to quickly apply PAR tasks and notify PIs of the tight certification/write-off deadline. **May-August SPARs modified on November 30 will not allow time for the Recertification to take place.**

 **REMINDER – you have until December 31, 2018 to complete mandatory training**. We appreciate your patience over the next **14 months**, as we secure additional facilities to meet the demand.

November 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Introduction to SPAR Workshop 9:00 – 11:00 a.m.	2 Advanced SPAR Workshop 9:00 – 11:00 a.m. SPAR in query-only mode at 5:00 p.m. for month-end closing	3 SPAR in query-only mode for month-end closing	4
5	6 SPAR in query-only mode for month-end closing	7 SPAR becomes available for update at 6:00 am	8	9 ECRT Workshop 9:00 – 11:00 a.m.	10	11
12	13	14 Introduction to SPAR Workshop 9:00 – 11:00 a.m.	15	16 Last day for PIs to respond to 100% effort surveys	17 SPAR in query-only mode from Midnight - 11:00 am for payroll processing	18
19 Deadline for PI Certification of Effort	20	21 Deans/Chairs notified of uncertified effort	22	23 Thanksgiving Holiday Recess	24	25
26	27	28	29 Last date to modify May-Aug SPARs without 90-Day exception approval and allow one business day for certification before Write-Off Date	30 Last Date to modify May-Aug SPAR without 90-Day exception approval, but CAUTION – will not allow time for certification of federal effort*	DEC 1 Write-Off of Uncertified Effort at 7:00 am	

*Be certain no federal effort is involved in the modification