

# Sponsored Projects Accounting

*A Division of Finance and Administration*

## CAMPUS QUESTION CORNER

### How do I identify the SPA Accountant assigned to specific sponsors?

On the Sponsored Projects Accounting Website, you can find a listing of the accountants and the sponsors they are assigned. This page is located under the “People” section of the site. Once you open the “People” page, you will find a link near the top of the page that states “Sponsored Projects Contact List.” This link will give you the information you are needing.

*Here is a direct link!*

<http://spa.utk.edu/wp-content/uploads/sites/39/2016/01/Sponsored-Project-Contact-List-010116.pdf>

You can also find the accountant who is specifically assigned to a particular WBS Element using IRIS Transaction CJ20N. Once you type in the WBS Element, use the customer enhancement tab to locate the accountant assigned to the sponsored project.



*Wishing you a Happy New Year!*



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## CONGRATULATIONS ~ ~ ~ ~ SUSAN JOINER!!!



SPA Accountant III, Susan Joiner, will be taking on a new role beginning in 2016. Susan has accepted a new position working with the IACMI project. While she will still be a member of the SPA team, she will no longer be working in her normal SPA Accountant capacity.

We are truly excited about Susan’s move into this new position. We know she will be a tremendous asset for this wonderful research initiative!

## COMPLIANCE CHANGES ARE COMING TO SPA!

The New Year will bring compliance changes to SPA that will affect those of you on campus regarding Cost Transfers and Effort Certification.

In order to improve compliance, Cost Transfers and Effort Certification will now be monitored by Jay Taylor, Compliance Officer, SPA. The policy processes in place will stay the same, just look for future communication regarding these activities to come from Jay instead of one of the SPA accountants. Also, The Cost Transfer Explanation forms needing CBO approval and requests for effort resets should also be directed to Jay Taylor.



*SPA has 2 open accountant positions!!!*

## SPA POSITION OPPORTUNITIES!!!

SPA is currently hiring for 2 Sponsored Projects Accountant positions. You can find additional information and apply online on UTK's Employment site.

<http://hr.utk.edu/recruitment/>

The principle responsibilities are as follows:

Provide accurate and timely financial reports and invoices to sponsors.

- Ensure the rapid collection of all monies owed to the University under these awards.
- Provide regulatory guidance to faculty, department heads, and departmental accounting staff.
- Provide training to university personnel on accounting procedures for sponsored projects.
- Review grant and contract activity to ensure financial compliance.

Annual salary will range from \$40,000 and up depending on prior experience and qualifications. Additional information regarding the department may be viewed at <http://spa.utk.edu/>.

If you know of someone who would be great for these positions, please encourage them to apply!



## SPA CERTIFICATION

We are pleased to announce that we have 20 people who have completed all the training modules required and earned the SPA Certification during 2015!

Certificates will be issued in January 2016.



## SPA CERTIFICATION TRAININGS 2016

Beginning January 2016, the SPA Certification trainings will no longer be offered in Blount Hall. The trainings will be offered through Employee and Organizational Development (EOD).

Jay Taylor, SPA, will be presenting these courses; however, you will need to register through the EOD training link. A tentative schedule has been developed for all 12 of the modules required for the SPA Certification. You will find the schedule and link for registration on the next page.

One concern that SPA has regarding moving these trainings to EOD is the limited amount of space available for each class. We have requested that each class be offered in the largest room available. This room will comfortably hold 25 people. We have discussed this concern with EOD and agreed to hold at least the first several classes in the Conference Center Building; however, if we routinely have classes that fill up we will then move the remaining classes for the year back to Blount Hall. There is also the option to just offer a second class that month in Blount Hall. We will address this issue if it occurs, so be sure to read the SPA Newsletter each month as we will be continuing to highlight the trainings and the locations for upcoming training opportunities!

Now for the good news in moving these classes to EOD! You will now be able to achieve a total of 4.0 HR 128 hours for almost all of the training classes taken. Because we are now only offering in-class trainings through EOD you will get the training hours through EOD and will also get an additional 1.0 hour if you choose to take the required certification quiz on Blackboard.

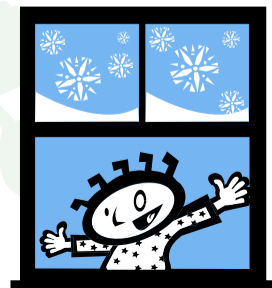
Also, look for changes coming to the Blackboard site. Where you are normally use to logging in and seeing just the “Trainings” link in the legend, you will soon see a “SPA Certification” and a “Trainings” link.

We are responding to requests for additional trainings and plan to create these within the next several months. Once these trainings are created, they will be available on the Blackboard site as additional trainings, under the “Trainings” tab, but will not be additional trainings added as requirements for the SPA Certification.

The SPA Training program had a very successful year because of your participation. We can't thank you enough. We want to ensure we are addressing all your sponsored projects needs, so please send us your training suggestions!

Thank you,

SPA



## TENTATIVE UPCOMING SPA CERTIFICATION TRAININGS

### [Business Ethics for Sponsored Projects](#)

January 28, 8:30-11:30

238 Conference Center Building

### [Effort Certification Reports](#)

February 24, 9-11

150 Conference Center Building

### [Cost Sharing](#)

March 29, 8:30-11:30

238 Conference Center Building

### [Direct Costing](#)

April 26, 8:30-11:30

238 Conference Center Building

### [Invoicing, Reporting, and Cash Receipts](#)

May 11, 8:30-11:30

238 Conference Center Building

### [OMB Circulars and Cost Accounting Standards](#)

June 21, 8:30-11:30

238 Conference Center Building

### [Overview of Accounting for Sponsored Projects](#)

July 26, 8:30-11:30

238 Conference Center Building

### [Understanding F&A Costs](#)

August 30, 8:30-11:30

238 Conference Center Building

### [Cost Transfers](#)

September 27, 8:30-11:30

238 Conference Center Building

### [Advanced Topics and Subcontract Monitoring](#)

October 25, 8:30-11:30

238 Conference Center Building

### [IRIS Reports for Sponsored Projects](#)

November 10, 8:30-11:30

238 Conference Center Building

### [Schedule of Final Charges \(Closeout\)](#)

December 8, 8:30-11:30

238 Conference Center Building

Registration Link!

[http://uthr.admin.utk.edu/TandD/Management\\_Supervision.shtml](http://uthr.admin.utk.edu/TandD/Management_Supervision.shtml)



Funny Pictures on [www.Lefunny.net](http://www.Lefunny.net)

