

Policy

POLICY TITLE: Operational Processes for Special Projects and Research Projects
CATEGORY: Academic
RESPONSIBILITY: Academic
OWNER: Associate Dean Academic
APPROVED BY: Academic Council
APPROVED DATE: December 8, 2022
LAST REVIEWED: December, 2022, Academic Policies Sub-Committee

Introduction

SPECIAL PROJECTS AND RESEARCH PROJECTS

PROJECT SET UP:

1. Project manager has submitted a completed Special or Research Project Request form to Finance, which includes the following information:
 - Manager
 - Faculty/Department
 - Responsible Person(s)
 - Project Name
 - Project commencement date
 - Term of Project
 - Amount of Funding
 - Funding agreement must be submitted
 - Source of Funding (may be multiple) – ex. Indigenous Services Canada (Federal Funding), Government of Saskatchewan (Provincial Funding) Private Funding (Native Heritage Foundation, Inspirit Foundation, etc.)
 - Invoicing required (Y/N)
 - Invoicing contact information
2. Finance to set up the project based on the above parameters and assign the project a number.
3. Finance provides the Project Manager and Responsible Person(s) with a communication indicating the Project Number and associated budget codes and guidance on how to submit expenses for the project.
4. **RESEARCH PROJECTS ONLY** à Over budget expenditures become the personal responsibility of the responsible person(s) and are recovered through payroll deductions if necessary (this is included in the communication letter)

SPECIAL PROJECTS AND RESEARCH PROJECTS

PROJECT MANAGEMENT:

1. When a project is first initiated, contract request forms need to be submitted to the Contracts Committee and the Contracts Approval Committee to create employment or service contracts for special projects and research projects. Policies regarding contracts need to be reviewed:
 - a. Academic Staff (Non-Faculty) Contracts Development
 - b. Execution of Contracts
2. Project reports are released monthly to Project Manager and Responsible person(s). Project Manager must approve expenditures that have been recorded to the project
 - a. Expense claims, invoices, and honorariums have to be thoroughly reviewed and approved by the Project Manager before being submitted to the Associate Dean, the Research Facilitator and Funding Officer, and the Research Office Administrative Assistant. Relevant policies, such as the FNUUniv travel policy, need to be reviewed in order to effectively manage expenses.
 - b. Expense claims, invoices, and honorariums will then be reviewed by the Research Office team and signed off on by the Associate Dean. All receipts must be submitted with expense claims. Correct budget codes must also be included when submitting expense claims, invoices, and honorariums to the Research Office team. POs have to be submitted for invoices and entered into Acumatica.
 - c. If there are questions or missing or miscoded expenditures, missing receipts, and missing budget codes, the Project Manager will coordinate with Finance to correct the entries.
 - d. Reports will be resubmitted to Project Manager and Responsible person(s) for approval.
 - e. Employees hired by a Special Project or Research Project must sign a release of information form. Some projects require copies of payroll stubs.
3. Project Manager must answer (Y/N) to a question indicating whether or not invoicing is required for the project period.
 - a. If Y, Project Manager will coordinate with Finance.
 - b. Invoice (draft) will be released to Project Manager for review and approval.
 - c. Upon approval, Finance will issue the invoice to the appropriate external party.
4. Project Manager will be notified of any upcoming reports that are due to external funders through reminders.
 - a. If interim reports are due, Project Manager will coordinate with Finance to prepare those interim reports according to the external funders reporting framework/guidelines.
 - b. Finance will submit the report to Project Manager for review and approval along with any and all supporting documentation as required
5. Project managers will be trained on where to access monthly variance reports and how to review these monthly variance reports to ensure expenses are being properly coded.
6. **SPECIAL PROJECTS ONLY** à All Special Projects are subject to an adjustment at the end of each period to defer unspent funds – this should be a reversing entry.

PROJECT CLOSE:

1. Project Manager to submit request to Finance to close the project.
2. If there are remaining funds, Project Manager to provide direction over how those funds will be treated:
 - a. Return to funder Y/N – if Y, Finance to issue refund to funder, if N, then;
 - b. Retain for operations – this selection must have written approval from the funder.
3. Once project funds have been zeroed out, Finance to submit final report to Project Manager and Responsible person(s) for review and approval.
4. Finance to coordinate with Project Manager that final report has been submitted to external funder.
5. Upon confirmation of the above, Finance will close the project.

INTERNAL OPERATING PROJECTS AND CAPITAL PROJECTS

PROJECT SET UP:

1. Project manager has submitted a request for new project with appropriate executive level approval, which includes the following information:
 - Manager
 - Faculty/Department
 - Responsible Person(s)
 - Project Name
 - Project commencement date
 - Term of Project (if applicable – optional)
 - Total project budget
 - Funding source for Operational Projects will be internal (Contingency Fund) and Capital Projects may be from Net Assets or Operating Funds
2. Finance to set up the project based on the above and assign the project a number.
3. Finance provides the Project Manager and Responsible Person(s) with a communication indicating the Project Number and associated budget codes and guidance on how to submit expenses for the project.

PROJECT MANAGEMENT:

1. Project Reports are released monthly to Project Manager and Responsible person(s).
2. Project Manager must approve expenditures that have been recorded to the project.

PROJECT CLOSE:

1. Project Manager to submit request to Finance to close the project,
2. Once project funds have been zeroed out, Finance to submit final report to Project Manager and Responsible person(s) for review and approval,
3. Upon confirmation of the above, Finance will close the project.