



# Memo

**To:** All Concordia Researchers

**cc:** Faculty Financial Officers, Associate Deans of Research, Assoc VP Fin & Controller, Chief Financial Officer, Director VPRGS Sector, VP Research and Grad Studies, Faculty Deans, Deputy Provost and Vice-Provost, Faculty Development and Inclusion.

**From:** Angela Luciano, Director Research and Restricted Financial Management (RRFM)

**Date:** February 28th, 2024

**Re:** **Research Funds - Year End Update & Timelines for March 31<sup>st</sup>, 2024**

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The following pages summarize the timelines and activities necessary to ensure the close of the March 31<sup>st</sup>, 2024, research year end.

## **ON-SITE SERVICES AT YOUR FACULTY – EVERY WEDNESDAY**

A member of my RRFM team is available in each of the four faculties to help researchers with any questions on their grants. We encourage researchers to make an appointment to avoid any waiting periods.

[FAS - RRFM On Site: LOYOLA AD-528 & AD-532.02 / SGW GM 1040.09 \(office365.com\)](#)

[GCS Research & Restricted Financial Management – ROOM EV 2.286 \(office365.com\)](#)

[FOFA Research & Restricted Financial Management ROOM EV.2773 \(office365.com\)](#)

[JMSB Research & Restricted Financial Management MB 11-215 \(office365.com\)](#)

## **OTHER CONTACT INFORMATION:**

|  |  |
|--|--|
| <a href="mailto:accountopening@concordia.ca">accountopening@concordia.ca</a>     | New Account Opening (example, NSERC, FQRNT, Seed funding...) |
| <a href="mailto:rr.dataintegrity@concordia.ca">rr.dataintegrity@concordia.ca</a> | Posting Errors with Concur/Ariba                             |

|   |   |
|---|---|
| <a href="mailto:researchcompliance@concordia.ca">researchcompliance@concordia.ca</a>  | Questions on Expense Eligibility  |
| <a href="https://www.concordia.ca/financial-services/departments/restricted-funds/contacts-area.html">https://www.concordia.ca/financial-services/departments/restricted-funds/contacts-area.html</a> | For all other inquiries – This link will take you to your Financial Officer (by department/faculty) |

**NEW GRANT (ACCOUNT) OPENINGS: GRANTS WITH AN APRIL 1<sup>ST</sup> START DATE:**

|       |       |      |       |       |
|-------|-------|------|-------|-------|
| NSERC | SSHRC | CIHR | FQRNT | FQRSC |
|-------|-------|------|-------|-------|

- ✓ New grants require presentation of **an approved compliance condition (HREC, AREC, Biohazards, etc.,** if applicable), to be presented to the Office of Research (OOR).
- ✓ Once OOR is satisfied that all compliance requirements are met, a **Notice of Award** will be issued by OOR to RRFM.
- ✓ The grant will be opened only once the NOA is received by OOR.

**March 31st Journals Entries:**

Journals must be completed and received by RRFM **by April 5th** to be included in the March 31,2024 financial reports.

**2024-2025 April 1<sup>st</sup> Installments:**

- ✓ The Tri Agencies, (NSERC, SSHRC, CIHR) and FRQ 2024-2025 approved installments will be reflected in your grant by **May 15th**.
- ✓ Spending can continue while the installments are being set up in your accounts.
  - Your expenses will not be rejected or blocked while the installments are being finalized.

**Financial Reports Production**

- ✓ RRFM will begin to prepare these in late April/early May.
  - We always begin with the **inter-university reports** due to other institutions (Tri Agency and FRQ grants).
- ✓ For all other grants, our preparations will begin in May.

- ✓ Your Financial Officer will reach out to you between June and September 30 to invite you to review and approve your financial reports.

### **Financial Statement Deadlines**

| <b>Sponsor/Agency</b>                | <b>Inter University</b>      | <b>Concordia is Lead Investigator</b> |
|--------------------------------------|------------------------------|---------------------------------------|
| Tri-Agency (NSERC, SSHRC, CIHR, CRC) | May 31 <sup>st</sup> 2024    | September 30 <sup>th</sup> 2024 *     |
| FRQ (FQRSC, FQRNT, FRSQ)             | June 30 <sup>th</sup> , 2024 | September 30,2024                     |

\*The granting agencies have already communicated an extension to these dates.

### **Outstanding Cash Advances in Your Unity Expense Report**

Cash advances are issued on rare occasions and usually involving the payment of subject fees. Please be advised that cash advances are only charged to your grant when you create and submit an expense report to reconcile the advance and post the amounts to the Research Subject Fees expense type. Once this expense report is fully approved, it will post to the grant the expenses were allocated to. For support on reconciling your cash advance in Unity – My Expense Reports, please contact our [CommUnity Support Center](#) to book a virtual or in person session or contact the Accounts Payable Manager, Frederick Clayman , at [frederick.clayman@concordia.ca](mailto:frederick.clayman@concordia.ca).

### **Researcher Dashboard:**

Significant improvements to the My Grants tile on the researcher dashboard were made during the winter months. More specifically on, performance improvements, additional description on transactions and improved references to reconcile to Concur and Ariba transactions.

We encourage you to visit the My Reports tile when verifying the March 31<sup>st</sup> reports as the information is presented in the report format to ease reconciliation.

As always please feel free to reach out to me if there are any questions, [angela.luciano@concordia.ca](mailto:angela.luciano@concordia.ca)

In case you need resolutions for any urgent matter, please do not hesitate to reach out to my leadership team:

|                 |                                       |  |
|-----------------|---------------------------------------|--|
| Umar Khan       | Associate Director, RRFM              | <a href="mailto:umar.khan@concordia.ca">umar.khan@concordia.ca</a>             |
| Rosa Verdecampo | Manager, RRFM                         | <a href="mailto:rosa.verdecampo@concordia.ca">rosa.verdecampo@concordia.ca</a> |
| Sophie Lin      | Manager of CFREF and Capital Projects | <a href="mailto:sophie.lin@concordia.ca">sophie.lin@concordia.ca</a>           |
| Carmen Taranto  | Team Lead, RRFM                       | <a href="mailto:carmen.taranto@concordia.ca">carmen.taranto@concordia.ca</a>   |

I wish you continued success with your research objectives.

Thank you,

*Angela Luciano*

Angela Luciano, CPA, CMA  
Director, Research and Restricted Financial Management, Financial Services