



WEBINARS

NAVIGATING RESEARCH ADMINISTRATION AT THE UNIVERSITY OF MICHIGAN

SUBRECIPIENT INVOICE APPROVALS IN M-PATHWAYS WEBINAR

October 29, 2020

Navigate Team: navigate-research@umich.edu

Welcome and Agenda

Agenda

1. Background information
2. Implementation specifics
3. Approval Process
4. System Demonstration
5. Preparation / Best Practices
6. Q&A



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Research Administration Advisory Council ([RAAC](#))
cdevrie@umich.edu

Background Information

History

- In August 2018, a RAAC Process work group suggested the following enhancements to the Office of Contract Administration (OCA) workflow:
 - “Automate electronic routing of invoices to research team for approvals.”
 - “Automate invoice approval through M-Pathways.”
- In October 2019, another work group was created to design a process that fulfills the two recommendations above.
- The project is a joint effort between OCA and Information and Technology Services (ITS), with project management support and input from the RAAC.

When Will the Change Occur?

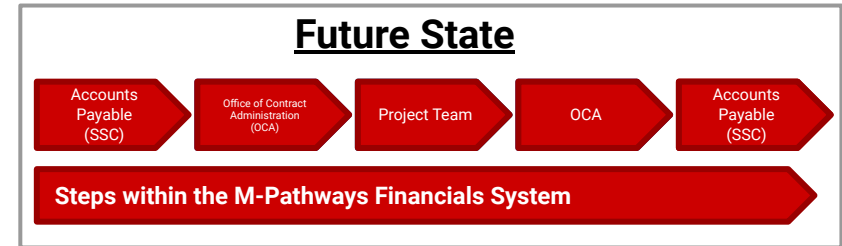
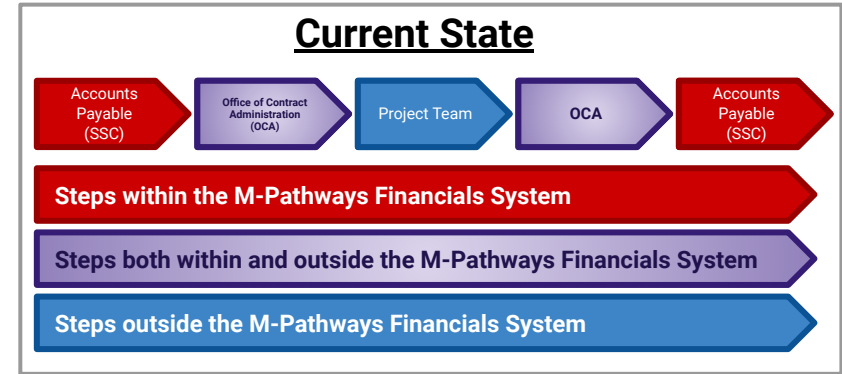
When is this happening?

- Beginning **November 10, 2020**, subrecipient invoices will be subject to the new approval process in M-Pathways.
 - All invoices processed prior to November 10, 2020 will be subject to the current process.
- Remember, under Uniform Guidance (UG), subrecipient invoices should be paid within 30 days.
 - This means that not all PIs and SAPOCs will need to take action on November 10, 2020.

Why Is the Change Being Made?

Reasons for the Change

- In the **current state**, some of the steps are completed **within** the M-Pathways Financials System, and some steps are completed **outside** of M-Pathways.
- In the **future state**, all of the steps will be completed **within** the M-Pathways Financials System.
- **Result:** Increased efficiency realized by not having to work both within and outside the M-Pathways Financials System.



Why Is the Change Being Made?

Reasons for the Change

- All approvals and documentation (e.g., invoices) are contained in one location.
- Brings the invoice approval process in compliance with SPG 500.01 and the attestation in the system.
- Result: Increases compliance and record keeping for audit purposes, meaning that auditors may not need additional information from the project team to verify the expenditures are appropriate.

SPG U-M Standard Practice Guide

“The PI is the individual with the ultimate responsibility for the administrative and programmatic aspects of the project including ensuring funds are spent in accordance with University and sponsor guidelines.”

Approval Framework - Vouchers

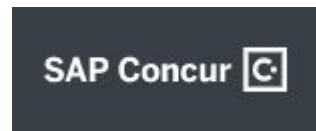
I agree

By signing the concurrence receipt, the individual is certifying that he/she is authorized on the Chartfield combination, that the charges are appropriate to the Chartfield combination being charged, and that the charges are a legitimate expense within the University and Sponsor Guidelines. This also certifies that the programmatic and financial aspects of the work are being monitored by, and are acceptable to, the Principal Investigator.

Why Is the Change Being Made?

Reasons for the Change

- Brings the process in line with **other electronic approvals**.
- Allows for **remote approvals** and for approvals that are, or will be available on a variety of types of devices.
- **Result:** Consistency in electronic approvals for faculty and staff and ability to access approvals in many situations.



Who Will Be Impacted By the Change?

Anyone currently approving subrecipient invoices

- Contact PI in eRPM
- Primary Post-Award Administrator in eRPM
- SUBK Managing Investigator in eRPM
- SUBK Managing Administrator in eRPM
- Single Administrative Point of Contact (SAPOC) in M-Pathways Financials

Anyone required to approve beginning November 10, 2020

- Principal Investigators (PIs) or Project Directors (PDs) on Project/Grants (P/Gs) with open purchase orders (POs) associated with subrecipient agreements on grants or contracts
- SAPOCs on the P/Gs detailed above
- Ad-hoc approvers and PI/PD or SAPOC alternate approvers

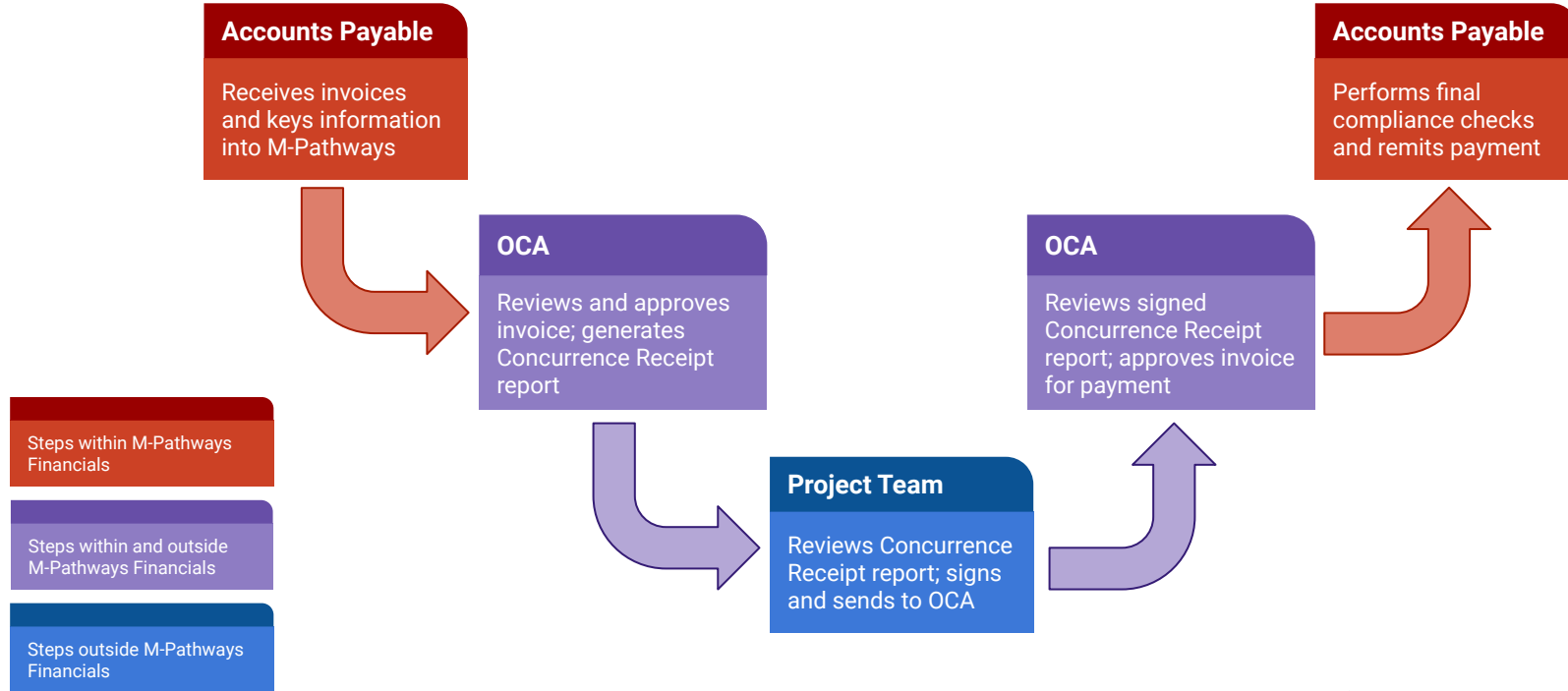
How Can We Help?

Change Management

- Providing a **list of mismatches** terms of the two affected groups.
 - This list was provided to the RAAC Committee-at-Large, but may be shared with those who are impacted.
- Developing **resources** to assist faculty and staff in the process.
 - Concurrence Receipt / Voucher Approval Framework Crosswalk.
 - Overview of Changes for SAPOCs and PIs.
- **Consultations** with project teams as needed.
 - How to prepare for the change.
 - Support both during and after the implementation.

What Is Changing?

Current State



What Is Changing

Future State

System Access

Access is granted on a nightly basis to the SAPOC and PI on any P/G with an open PO with an origin of OCA.

Accounts Payable

Performs final compliance checks and remits payment

Accounts Payable

Receives invoices and keys information into M-Pathways

OCA

Reviews and approves invoice; approval email sent to SAPOC

PI

Reviews and approves invoice; adds additional approver(s) as needed

SAPOC

Reviews and approves invoice; adds additional approver(s) as needed; approval email sent to PI

Reminders

System reminders will go to the step currently needing approval at 14 and 28 days.

Steps within M-Pathways
Financials

What Is Changing

Key Change – Duo Two-Factor Authentication

- SAPOCs and PIs/PDs will need to use Duo Two-Factor Authentication **to log into M-Pathways** and approve invoices.
 - Duo Two-Factor Authentication has been required for faculty, staff, and student employees since **January 23, 2019**.
- More information about Duo and two-factor authentication may be found here:
<https://safecomputing.umich.edu/two-factor-authentication>



What Is Changing

Key Change – Approval Routing – Current State

- Currently, the recipients of the **concurrence receipt reports** are those listed in the following roles:
 - Contact PI in eResearch Proposal Management (eRPM)
 - Unless there is a SUBK Managing Investigator
 - Primary Post-Award Administrator in eRPM
 - Unless there is a SUBK Managing Administrator
 - P/G Administrator in M-Pathways Financials

INFORMATION AND TECHNOLOGY SERVICES UNIVERSITY OF MICHIGAN		eRESEARCH PROPOSAL MANAGEMENT	
SUBK Managing Department: Population Studies Center, 587000			
SUBK Managing Investigator: John Smith, 734-763-1111, johnsmith@umich.edu		SUBK Managing Administrator: Chris DeVries, 734-763-2222, cdevrie@umich.edu	
Contact PI: Larry Jones, 734-615-1111, larryjones@umich.edu		Primary Post-Award Administrator: Julie Adams, 734-615-2222, julieadams@umich.edu	
Project Administrative Home: G. Ford Sc Pub Pol, 464000			

UNIVERSITY OF MICHIGAN		Financials Homepage					
The University of Michigan STATEMENT OF ACTIVITY BY PROJECT/GRANT							
Report ID:	MGL00158	Page No.:	1				
Bus. Unit:	UMIC0--The University of Michigan	Run Date:	10/09/2020				
Monthly Rpt Period:	OCT-2020	Run Time:	08:54:01				
P/G:	M02441-201430-Sub of M02436-Mobility from Poverty Center and National OI	Fin Ops Coordinator:	GEORGE,ALICIA 768-6247 georgea@umich.edu				
P/G Eff. Status:	Active	P/G Status:	Approved				
P/G Director:	SMITH,JOHN	P/G Start/End:	20-NOV-2018 to 30-SEP-2021				
P/G Administrator:	ADAMS,JULIE	P/G Department:	587000-Pop Studies-Research				
Adm Address:	150 ADMINISTRATIVE HALL 6120 150 UNIVERSITY 48106-1388	Sponsor/Donor:	Bill and Melinda Gates Foundation				
Journal ID	Jrnl Dt	TransRef	Ln Journal Line Description	Jrnl Ln Ref Fund Dept Prgn Class Acct Account Descr	Amount	Fiscal YTD	Rec?

What Is Changing

Key Change – Approval Routing – Future State

- Under the new process, **only those in the following roles** will receive the email notifications to approve a subrecipient invoice:
 - P/G Director in M-Pathways Financials
 - Unless the P/G Director has assigned an alternate approver.
 - P/G Administrator in M-Pathways Financials
 - Unless the P/G Administrator has assigned an alternate approver.
- P/G Administrators and Directors **may include** additional approvers as needed.



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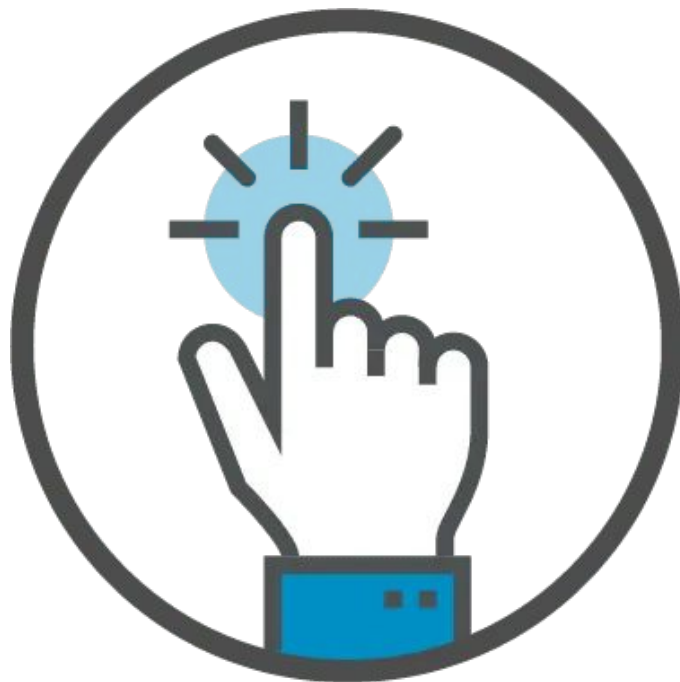
[Financials Homepage](#)

The University of Michigan
STATEMENT OF ACTIVITY BY PROJECT/GRANT

Report ID: MGL00158	Fin Ops Coordinator: JBRUNAL@UMICH.EDU	Page No. 1
Bus. Unit: UMICS--The University of Michigan	Fin Ops Coordinator Email: jbrunald@umich.edu	Run Date 10/08/2020
Monthly Rpt Period: OCT-2020	P/G Status: Approved	Run Time 08:54:01
P/C: MGL041-591430-Sub of MICHIGAN-Health Care Poverty Center and National OI	P/G Start/End: 20-NOV-2018 to 30-SEP-2021	
P/G Eff. Status: Active	P/G Department: 587060-Pop Studies-Research	
P/G Director: SMITH,JOHN	Sponsor/Donor: Bill and Melinda Gates Foundation	
P/G Administrator: ADAMS,JULIE		
Adm Address: 1228 ADMINISTRATIVE CORP		
1128 128 THOMSON		

Journal ID	Jrnl Dc	TransRef	Ln	Journal Line Description	Jrnl Ln Ref Fund Dept Prgs	Class	Acct	Account Descr	Amount	Fiscal YTD	Rec?
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System Demonstration



What Can I Do to Prepare?

Best Practices

- Make sure use **Duo Two-Factor Authentication** to access M-Pathways.
- **Align the PI and SAPOC** on the P/G in M-Pathways to those who should be approving subrecipient invoices.
 - Contact the Sponsored Programs Customer Service Coordinator to **change the contacts on a P/G.**
 - Contact the OCA Specialist on the subcontract to **change the P/G on the PO.**
 - **Set up sub-P/Gs** for subrecipient expenses if the PI approving invoices is different than the PI on the “parent” P/G.

What Can I Do to Prepare?

Best Practices

- Insert **ad-hoc approvers** into the workflow as needed.
 - The SAPOC and PI will still need to approve the the invoice.
 - Ad-hoc approvers will need one of the following roles, which may be requested through the [Online Access Request System \(OARS\)](#):
 - PR DEPARTMENT MANAGER USER
 - PR EPRO USER
 - PR BUYER USER
 - PR WF AP APPROVER
- Use **alternate approvers** as needed, but **use them wisely**:
 - Alternate approvers receive all delegated workflow in M-Pathways.
 - Alternate approvers are temporary and need to be assigned before the voucher routes.

Questions and Answers



Webinar materials will be available on the Navigate website

(announced in a RAPid newsletter)

- Access resources, slides, and the webinar recording on our Navigate website - available in a few days.
- Registered participants will also receive a post-webinar survey. Thanks in advance for completing it!

Thank you!

Contact the Navigate Team with
Questions and Comments
navigate-research@umich.edu