	Center for Research Compliance and Development (CRECED) MONTHLY NSF DRAWDOWNS FUNDS PROCEDURE
PROCESS: Post- Award Division Standard Procedures	
POLICY REFERENCE: SIA Prod (ORACLE) Manual	
PURPOSE: Utilize the SIA Prod (ORACLE) platform to create expenses reports.	

ISSUE DATE: January 2017	**LAST AMENDED DATE:**	**EFFECTIVE DATE:** 1/10/17
RELATED FORMS: N/A		
DIRECTOR APPROVAL:		**APPROVAL DATE:**

INTRODUCTION:

Since September 2016, the Center for Research Compliance and Development (CRECED) is in charge of all the research. CRECED has the commitment to enforce the regulations established by the University of Puerto Rico and in the same way continue to promote research in our institution. Also, the center will continue to promote a research culture by partnering with other programs/units to enhance research education across all MSC schools and aligning efforts to promote research.

PURPOSE:

- Establish the procedure to retrieve a monthly report of NSF drawdowns funds, using the SIA prod (ORACLE) platform.

PROCEDURE:

- **System Procedure**

1. Verify the final day of the last drawdown to avoid duplication of expenses in the petition.

2. After the confirmation of the last day of expenses requested in the past drawn down, access in Oracle accounting system, and select Discoverer View.

3. Select the report *Grant Cash Draw Request- RCM* and the option *Account by Project and Funds,* this report provides the net of debits and credits sorted by Project, agency, expense code and type of transaction.

4. Once we select the report we enter the values for Fund, Project and the start and end dates from which we are going to make the funds request.

5. After we have the *Grants Cash Draw Request* report we select the *UPR Available Funds-RCM* report. This report is necessary to corroborate that the previous cumulative cash disbursements and the amount in the *Cash Draw Request* match the total project expenses at that date.

6. Next step is to include the new expenses in the "working paper" by adding a new column and detailing the expenses in every category. After that, we calculate the indirect cost portion base on the allowable direct costs.

7. In the *Inquiry Funds* section on the Accounting system we must verify if the last (and every) drawdown it's in the account properly posted.

8. We repeat these processes with every NSF account.

- **ACM$ Procedure**

1. You must log in to **Research.gov** and select *Award Cash Management Service*. Then click "continue" in the *Submit New Transaction* section.

2. The system will take you to a window which has all the active Grant of our institution. You must verify that the *Previous Cumulative Cash Disbursement* match to your records. In the *Payment Amount Request Section* enter the new request for every account separately and click save.

3. If there is no adjustment continue to Step 3 to review your request and forward for certification.

4. The supervisor must approve the request for this to be valid.

- **Income Adjustment**

    1. In the days next to the drawdowns request, the CRECED accountant confirm the deposit in the "Banco Popular" account XXX-XXXXXX and prepare the document for the adjustment, to recognize the income in the pertinent project account.