

Breakout Room 2

Research Financial Reporting & Audit (RFRA)

Research Oversight & Compliance Office (ROCO)

Presented by Donna Walker & Olga Ledeneva
Wednesday, January 26, 2021

Agenda

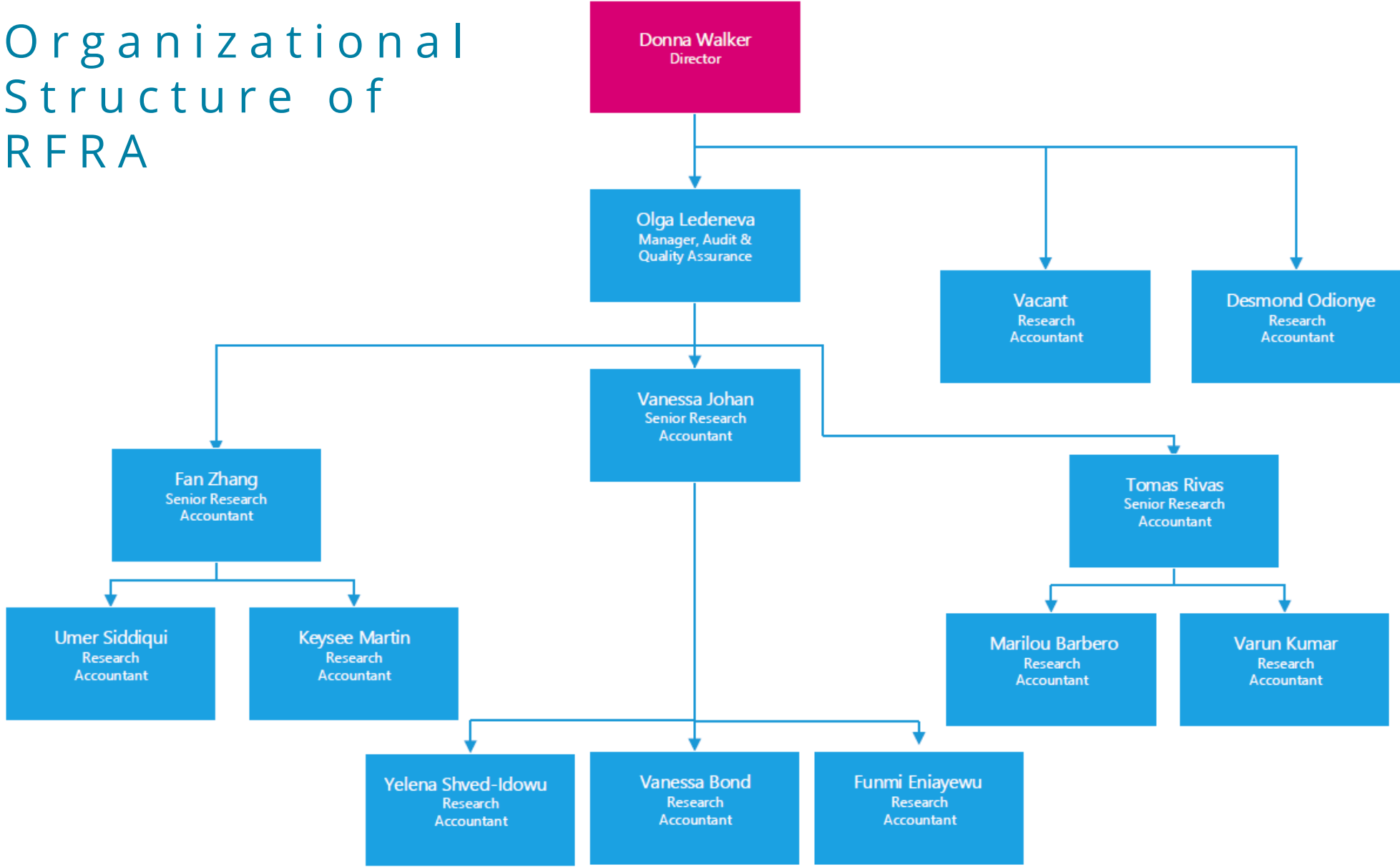
- Role of Research Financial Accounting & Audit (RFRA), ROCO
- Organizational Structure of Research Financial Accounting & Audit, ROCO
- Key services/functions offered by Research Accountants
- Common issues/FAQs
- Why/when to contact and main contacts

Role of Research Financial Reporting & Audit, ROCO

The 4 main functions of the Research Financial Reporting & Audit, ROCO, are:

1. Preparation of Financial Reports for Restricted Research Sponsors
2. Preparation and Collection of Research Revenue – which can include Invoicing
3. Coordination of external Audits required by Sponsor
4. Collection and Distribution of Invention and Royalty Revenue

Organizational Structure of RFRA



Key Services of RFRA, ROCO – Financial Reports

- Financial Reports are prepared according to the schedule outlined within the Sponsored Research Agreement – can be monthly, quarterly, semi-annually, annually or for the entire project.
- Templates can be provided or use of U of T Standard Format
- Research Accountants will prepare the report, and then send to project team for approval and sign off before submission to Sponsor
- Important for Project Teams to enter costs related to the project on a timely basis so that financial reports accurately reflect the financial position of the project at a specific point in time

Key Services of RFRA, ROCO – Invoices

- Invoices are prepared according to the schedule outlined within the Sponsored Research Agreement – can be monthly, quarterly, semi-annually, annually or for the entire project.
- Templates can be provided or use of U of T Standard Format
- Invoices can be prepared on an instalment or cost recovery basis
- If the invoice is completed on a cost recovery basis, Research Accountants will prepare the invoice, and then send to project team for approval and sign off before submission to Sponsor
- Important for Project Teams to enter costs related to the project on a timely basis so that invoices accurately reflect the expenses incurred for the period that is being invoiced

Key Services of RFRA, ROCO – Audit

- The need for an external audit is typically outlined within the Sponsored Research Agreement – The audit can cover an invoice, a financial report or the entire project.
- Our office will coordinate the external audit with the audit firm
- Work in conjunction with the project team, to collect supporting documentation and organize salary confirmations required by the audit firm

Key Services of RFRA,ROCO – Invention & Royalty Revenue

- Our office coordinates the following:
 - Patent Invoice Payment Processing
 - Collection of Royalty Revenue – which may include invoicing
 - Collection of Invention Revenue
 - Distribution of Royalty & Invention Revenue to Inventors based on Disclosure Agreements

Common Issues and FAQs

All Financial Reports and Invoices should be prepared by Research Financial Accounting & Audit, ROCO, even if Sponsor contacts the Project Team directly

All funding received either by cheque or Wire Transfer should be deposited through the Research Accounting & Audit office to ensure it is applied correctly against the project Fund

Common Issues and FAQs

- Budget Adjustments and Extension of Funds after Fund End date
 - Budget Adjustments are the responsibility of Research Services Office – please contact the “Authorized by” Representative on the FReD to determine whether budget adjustments require Sponsor approval
 - Extension of Fund End Dates are the responsibility of Research Services Office – please contact the “Authorized by” Representative on the FReD to coordinate extension of the Fund end date – however please coordinate with the Research Accountant responsible for the Fund so that it can be determined if there is any impact on financial reporting and audit that may have already occurred

Who to Contact:

- For any questions related to the financial administration of a Research Grant, please contact the Research Accountant noted on the FReD
- For any questions related to expense eligibility or compliance matters, please contact the Research Services Representative noted as the “Authorized by” named on the FReD

Questions?