

Most Federal and Provincial grants and sub-grants have a financial reporting period ending March 31st. This includes grants funded by CIHR, NSERC, SSHRC, Environment Canada, Health Canada, Ministry of Health & Long Term Care, Ontario Ministry of Health and Ontario Ministry of Natural Resources in addition to many others. **The Research & Trust Accounting Department reports on your financial activities for the period April 1, 2023 to March 31, 2024.**

Please assist in preparing for this by doing the following as early as possible:

1. **Review the Romeo file** for your research project(s)
 - a. Does the end date on the Project Information tab include all the extensions that you have received?
 - b. Has your end date expired, or will it expire soon, and you need to request a time extension? If yes, please do so ASAP and notify the Research Office.
 - c. Review your delegation of signing authority if you have authorized others to approve on your grant. This information can be found under the Attachments tab as part of your RPAF declaration or as a separate file.
2. **Review the financial activity** in your grant accounts using MyBudgets or eFIN. You can access MyBudgets through the Myinfo portal by using the Finance Query report [Do not use the Budget to Actual report](#). You can also access your financial information through Romeo. (See below for the link to the Romeo eFIN instructions) If you are not seeing an account, it may be because there is no activity in the account. If you are missing an account and feel it should be displayed, please contact the Research Accounting team.
3. **Review your grant end date** to ensure all your eligible expenses are claimed against the grant before the funding period is over.
4. **Request any transfers or adjustments** that you will need for your grants. You can do this by submitting a departmental transfer form. All forms can be found on the LU Website under the Faculty & Staff => Forms Database.
5. **Submit any reimbursement requests** that are outstanding such as travel claims, reimbursement of supplies, etc.
6. **Submit any purchase order requisitions** for goods and services required. Keep in mind that the goods need to be physically on campus by March 31st for inclusion in the 2023/24 grant period.
7. Ensure your **Purchasing card statements** have been submitted along with the detailed receipts. The March card statements will include posted transactions for the period ending Wednesday March 27, 2024. There is often a delay in posting by the vendor so have your purchases completed by March 20, 2024 to ensure inclusion in the March statement. Transactions posted on the April credit card statement will be processed as April 2024 activity. If March 31, 2024 is your grant end date and you have March transactions posted in April, you will need to request the transaction be manually

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recorded against the March 2024 period by providing the supporting documents to the Research Accounting team.

8. If you have approved others to have Purchasing Cards charged to your grant, review to ensure they are still active on your research grant. If not active, please return the cards so they can be cancelled.

To assist in the preparation of the Statement of Accounts to the Tri-Agencies, the Research & Trust Accounting Department has set submission deadlines to ensure the timely recording and reporting of financial information for the year end report. The Year End Submission Deadlines can be found at

<https://www.lakeheadu.ca/faculty-and-staff/departments/services/finance/research-trust-accounting>

Emails regarding your Statement of Account information will be coming from the **resacctg@lakeheadu.ca** email address so please ensure your email setting will not block this user.

Thank you,

Research Accounting Team

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Romeo eFIN instructions and video can be found at

<https://www.lakeheadu.ca/faculty-and-staff/departments/services/finance/research-trust-accounting>