

Research Workday Town Hall

September 21, 2023

Research Workday Town Hall Agenda

September 21, 2023



- Welcome
- Effort Certification
- Reports
- Conversion Update
- Supply Chain Update
- Q&A

Effort Certification

Overview

Effort Reporting and Certification in Workday

- Compliance & Policy Update
- Timing
- Process in Workday
- Roles & Responsibilities
- Actions Needed to Prepare
- Resources & Training



Compliance – Federal Regulations and Institutional Practices

Effort Reporting and Certification in Workday

Although it feels like everything has changed, compliance remains the same...

In accepting a federally-sponsored grant or contract, VUMC agrees to abide by certain federal rules and regulations regarding the use of the funds.

VUMC Effort Reporting and Certification Policy excerpt:

VUMC maintains systems and procedures documenting the distribution of activity to individual sponsored agreements in compliance with federal regulations as defined by 2 CFR Part 200. Any individual who performed work on a federally funded project or the project's principal investigator must certify their effort, unless in their absence, this task is reassigned to a designee who must have suitable means of verification of the distribution of effort.

Acceptance of federal funding by VUMC requires the institution to adhere to the effort reporting requirements prescribed by UG Standards for Documentation of Personnel Expenses in 2 CFR Part 200.430 (i).



Institutional practice and expectation:

Regular effort conversations on a monthly, no less than quarterly, basis for all individuals with federal funding sources.

Timing

Effort Reporting and Certification in Workday

First Certification will be generated after September close, no earlier than the week of October 16th

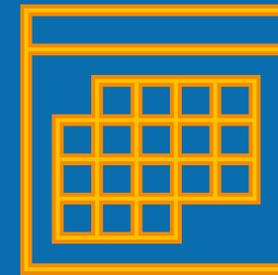
First two effort certification periods will be 6 months each:

- March 26, 2023 – September 30, 2023
- October 1, 2023 – March 31, 2024

Effort certification will occur once a quarter NEXT YEAR – FY25 

Take a deep breath... as we get started with Effort in Workday, we are going to:

- Extend our initial review period
- Allow for adequate time to learn the system and the review process
- Provide daily support and assist with changes as needed
- Recognize the importance of reviewing and ensuring effort is correct prior to certification
- Evaluate our processes and timeline as we go, document challenges and obstacles



GOAL:

Successful,
Compliant, and
Not Traumatic!

Process Overview

Effort Reporting and Certification in Workday

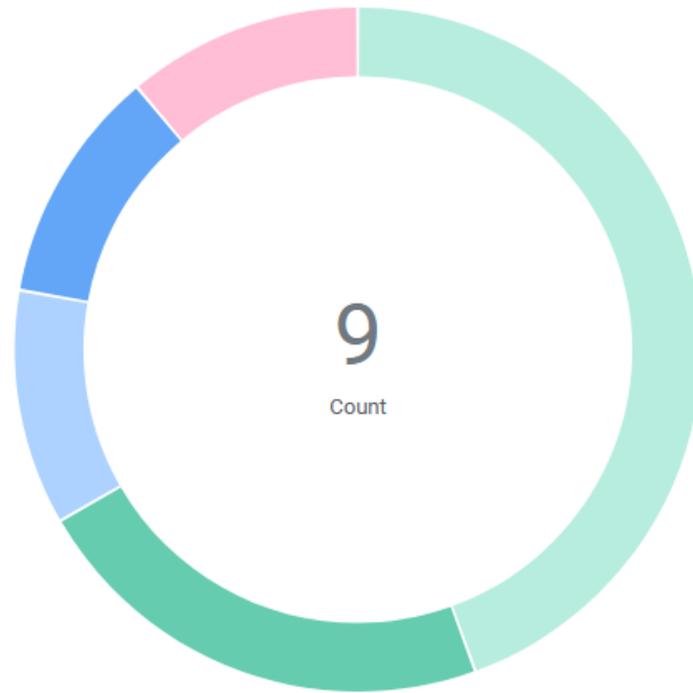
- Review period will have structure with support and flexibility in timing
- Review Steps –
 - 1) Required Administrative Review of the Effort Report by Effort Certification Reviewer – Agree or Change
 - 2) Certifier Review – Change or Certify
- Approval - If Changes at either Review Step, Grant Manager Approval Required
- If no changes, Certification is complete at Certifier
- If changes approved, Payroll Costing Initiator receives populated Payroll Accounting Adjustment to submit.



Effort Certification Work Area

as the Effort Certification Reviewer

Overview My Work Queue



■ Administrative Review
 ■ (Blank)
 ■ Approval by Grant Manager
 ■ Approval by Grant Manager, Approval by Grant Manager, Approval by Grant Manager
 ■ Certify Effort Certification

6 items

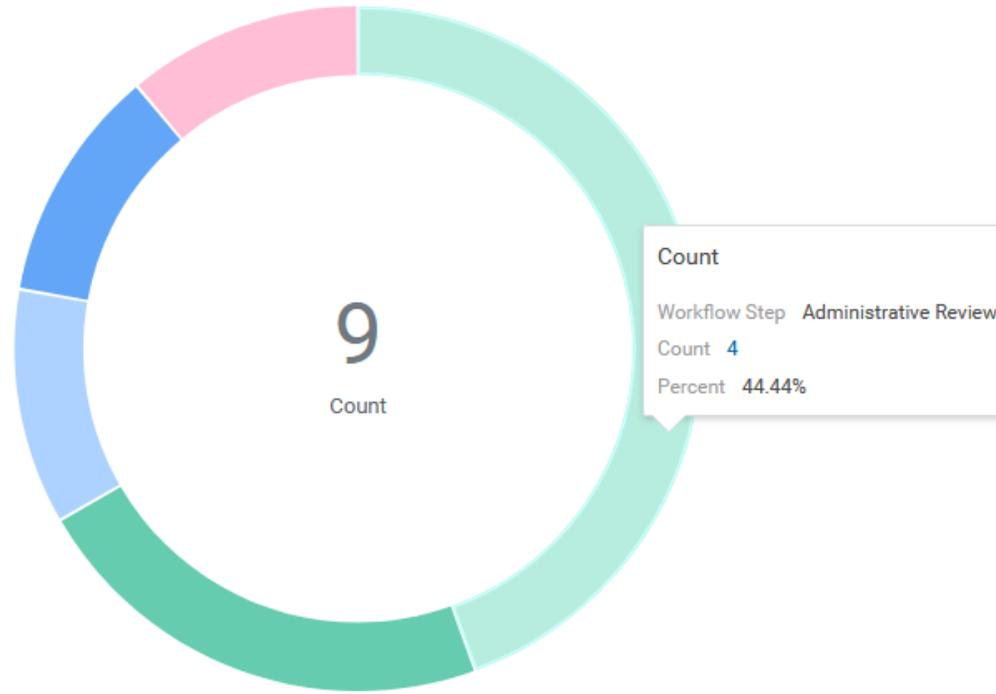
Workflow Step	Count
Administrative Review	

Effort Certification Work Area

as the Effort Certification Reviewer

Overview

My Work Queue



■ Administrative Review
 ■ (Blank)
 ■ Approval by Grant Manager
 ■ Approval by Grant Manager, Approval by Grant Manager, Approval by Grant Manager
 ■ Certify Effort Certification

6 items

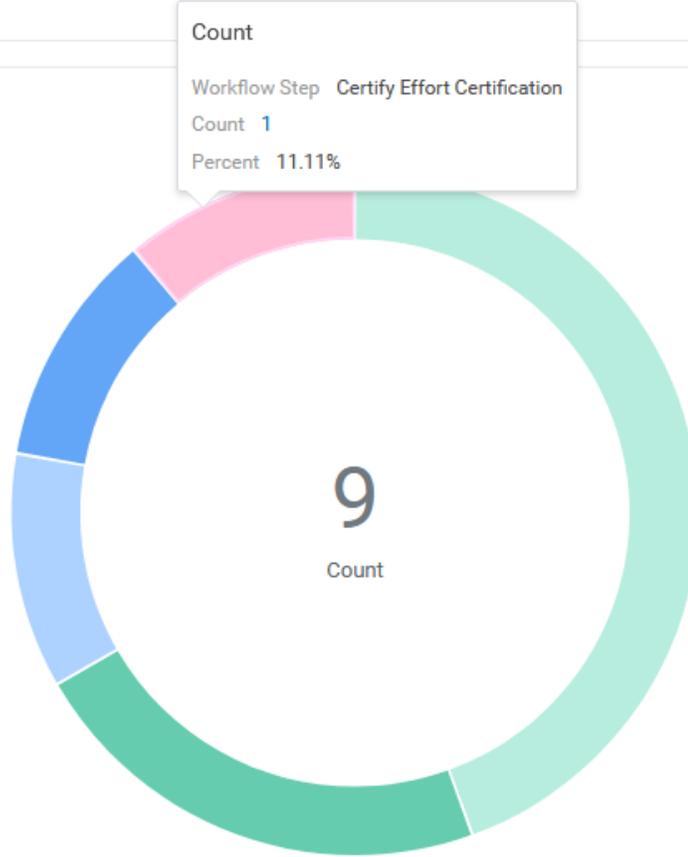
Workflow Step	Count
Administrative Review	4

Effort Certification Work Area

as the Effort Certification Reviewer

Overview

My Work Queue

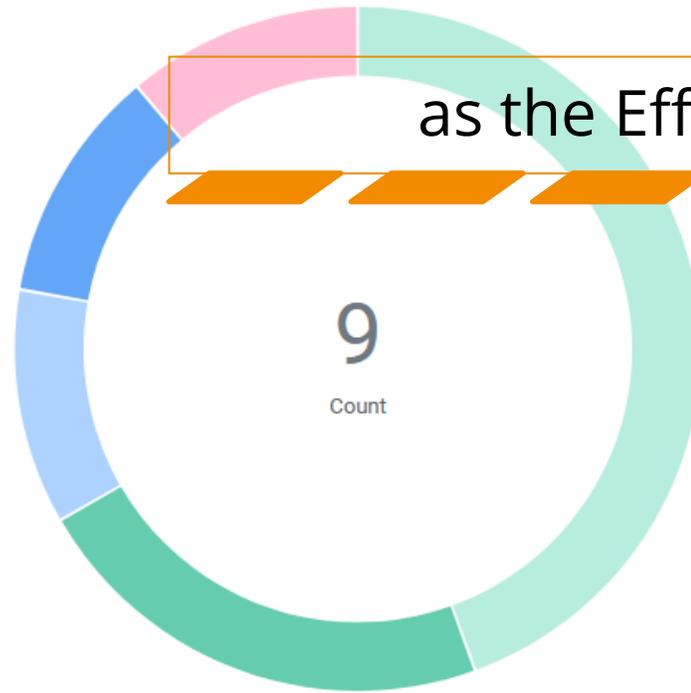


■ Administrative Review
 ■ (Blank)
 ■ Approval by Grant Manager
 ■ Approval by Grant Manager, Approval by Grant Manager, Approval by Grant Manager
 ■ Certify Effort Certification

6 items

Workflow Step	Count
Administrative Review	4

as the Effort Certification Reviewer



Administrative Review (Blank) Approval by Grant Manager Approval by Grant Manager, Approval by Grant Manager, Approval by Grant Manager Certify Effort Certification

6 items

Workflow Step	Count
Administrative Review	4
(Blank)	2
Approval by Grant Manager	1
Approval by Grant Manager, Approval by Grant Manager, Approval by Grant Manager	1
Certify Effort Certification	1
Total	9



Criteria View by: Select a Field...

and then by: Select a Field...

Refresh

as the Effort Certification Reviewer

4 items

Effort Certification	Employee	Effort Certification Date From	Effort Certification Date To	Cost Center for Primary Position	Effort Certification Awaiting Persons	Organization Assignments for Primary Position
Federally Funded for Caroline Rice (Terminated) (0180860) for 03/26/2023 - 06/30/2023	Caroline Rice (Terminated) (0180860)	03/26/2023	06/30/2023	CC03020 Pediatrics - Infectious Diseases Div - CD Clin Research Admin	Hanna Hoover	CC03020 Pediatrics - Infectious Diseases Div - CD Clin Research Admin CTAAC Administrative - Administrative - Academic FC18018 Instruction and Departmental Research FD001 General Fund OEClin_RA Clinical Department Research and Administration
Federally Funded for Emma Sabbaghzadeh (Terminated) (0172363) for 03/26/2023 - 06/30/2023	Emma Sabbaghzadeh (Terminated) (0172363)	03/26/2023	06/30/2023	CC03020 Pediatrics - Infectious Diseases Div - CD Clin Research Admin	Hanna Hoover	CC03020 Pediatrics - Infectious Diseases Div - CD Clin Research Admin CTAAC Administrative - Administrative - Academic FC18018 Instruction and Departmental Research FD001 General Fund OEClin_RA Clinical Department Research and Administration
Federally Funded for Mark Denison (0005744) for 03/26/2023 - 06/30/2023	Mark Denison (0005744)	03/26/2023	06/30/2023	CC03020 Pediatrics - Infectious Diseases Div - CD Clin Research Admin	Hanna Hoover	CC03020 Pediatrics - Infectious Diseases Div - CD Clin Research Admin CTAAC Administrative - Administrative - Academic FC18018 Instruction and Departmental Research FD001 General Fund OEClin_RA Clinical Department Research and Administration
Federally Funded for Ritu Banerjee (0140494) for 03/26/2023 - 06/30/2023	Ritu Banerjee (0140494)	03/26/2023	06/30/2023	CC03020 Pediatrics - Infectious Diseases Div - CD Clin Research Admin	Hanna Hoover	CC03020 Pediatrics - Infectious Diseases Div - CD Clin Research Admin CTAAC Administrative -

Count
4
2
1
1
1
9

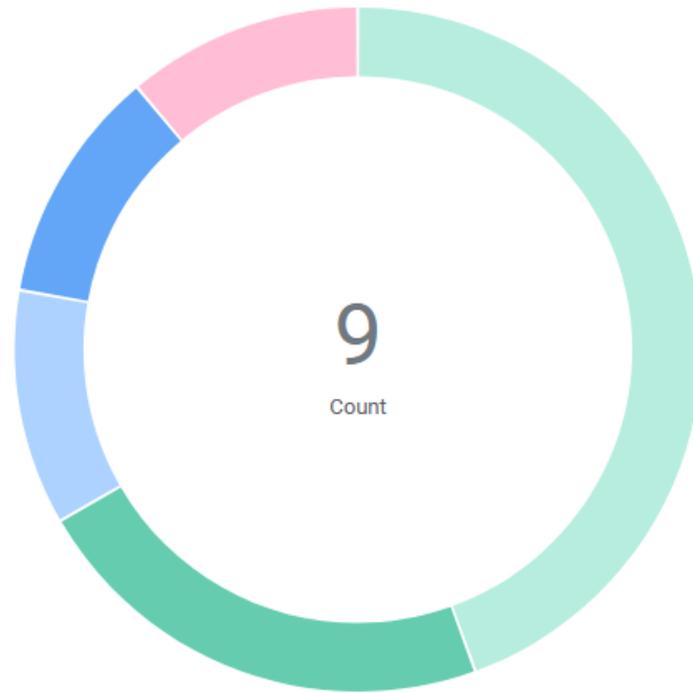
WalkMe Menu:



Effort Certification Work Area

as the Effort Certification Reviewer

Overview My Work Queue



■ Administrative Review
 ■ (Blank)
 ■ Approval by Grant Manager
 ■ Approval by Grant Manager, Approval by Grant Manager, Approval by Grant Manager
 ■ Certify Effort Certification

6 items

Workflow Step	Count
Administrative Review	

Effort Certification Work Area

as the Effort Certification Reviewer

Overview My Work Queue

Search Refresh

5 items



<input type="checkbox"/>	Effort Certificat	Worker	Modified	Start Date	End Date	Effort Certification Type	Step	Awaiting Me
<input type="checkbox"/>	🔍	Caroline Rice (Terminated) (0180860)	No	03/26/2023	06/30/2023	Federally Funded	Administrative Review	<input type="button" value="Review"/>
<input type="checkbox"/>	🔍	Emma Sabbaghzadeh (Terminated) (0172363)	No	03/26/2023	06/30/2023	Federally Funded	Administrative Review	<input type="button" value="Review"/>
<input type="checkbox"/>	🔍	Jessica Villarreal (0166618)	Yes	03/26/2023	06/30/2023	Federally Funded	Approve	Awaiting Me <input type="button" value="Approve"/> <input type="button" value="Approve"/>
<input type="checkbox"/>	🔍	Mark Denison (0005744)	No	03/26/2023	06/30/2023	Federally Funded	Administrative Review	<input type="button" value="Review"/>
<input type="checkbox"/>	🔍	Ritu Banerjee (0140494)	No	03/26/2023	06/30/2023	Federally Funded	Administrative Review	<input type="button" value="Review"/>

Mass Submit

WalkMe Menu:



Administrative Review

as the Effort Certification Reviewer

Details

Effort Certification Status In Progress Changed Status Unchanged

- Summary Aggregate Details Positions Organizations Process History

Summary 1 item



Effort Certification Summary

Costing Company	Worktags	Certified Amount Estimated	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated
Regular (Salary) (REGSAL)				

enter your comment

Comment input field

Process History

Tesha Garcia-Taylor (0066409) 1 week ago Effort Certification- Step Completed

Hanna Hoover (0131423) Due 09/15/2023

- Submit Change Effort Add Approvers Save for Later



Administrative Review

as the Effort Certification Reviewer



Details

Effort Certification Status
In Progress

Changed Status
Unchanged

Summary

Aggregate

Details

Positions

Organizations

Process History

9 items



Award	Sponsor Award Reference Number	Sponsor	Grant	Fund	04/01/2023 - 04/30/2023 (US Monthly)		05/01/2023 - 05/31/2023 (US Monthly)		06/01/2023 - 06/30/2023 (US Monthly)		Total Certified Percentage Estimated	Total Certified Amount Estimated
					Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated		
AWD000096: Pathogenesis, Targeted Therapeutics, and New Vaccines 04/01/2021 (version 2)	5K12HDC	National Institute of Child Health and Human Development	GR014972 Webber,Steven A; Pathogenesis, Targeted Therapeutics, and New Vaccines for Ch COST SHARE (2021-04-01)	FD005 Cost Share Fund	10.00%		10.00%		10.00%		10.00%	
AWD000202: Determinants of Coronavirus Fidelity in Replication 03/01/2018 (version 0)	3R01A11	National Institute of Allergy and Infectious Diseases	GR006501 4046060431 RAI108197-09 DETERMINANTS OF CORONAVIRUS FIDELITY IN REPLICATION	FD004 Sponsored Program Fund	25.00%		25.00%		25.00%		25.00%	
AWD000612: Childhood Infections Research Program (08/01/2023)	5T32AI0	National Institute of Allergy and Infectious Diseases	GR013450 4046061591 T AI095202-13:CHILDHOOD INFECTIONS RESEARCH PROGRAM- PRIME	FD004 Sponsored Program Fund	10.00%		10.00%		10.00%		10.00%	

Submit

Change Effort

Add Approvers

Save for Later

WalkMe Menu:





Summary

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Process History

as the Effort Certification Reviewer

9 items

Award	Sponsor Award Reference Number	Sponsor	Grant	Fund	04/01/2023 - 04/30/2023 (US Monthly)		05/01/2023 - 05/31/2023 (US Monthly)		06/01/2023 - 06/30/2023 (US Monthly)		Total Certified Percentage Estimated	Total Certified Amount Estimated
					Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated		
AWD001473: E.C. STAHLMAN CHAIR IN PEDIATRIC PHYSIOLOGY 04/30/2016 (version 0)	GE_1023	Vanderbilt University	GR004723 4045757929 EC STAHLMAN CHAIR IN PEDIATRIC PHYSIOLOGY	FD004 Sponsored Program Fund	17.50%		17.50%		15.50%		16.83%	
AWD001698: Broad-spectrum antiviral GS-5734 to treat MERS-CoV 08/09/2017 (version 0)	R01 AI132178	University of North Carolina-Chapel Hill	GR006524 4046060213 R AI132178-02:BROAD-SPECTRUM ANTIVIRAL GS-5734 TO	FD004 Sponsored Program Fund	16.00%		16.00%		16.00%		16.00%	
AWD002113: Development of EIDD-2749 and Supplemental Candidat 07/09/2020 (version 0)	VUMC88 438(000 005852 1)	Emory University	GR009652 4046063773 W 15QKN-16-9-1002:DEVELOPMENT OF EIDD-2749 AND SUPPLEMENTAL C	FD004 Sponsored Program Fund	5.00%		5.00%		5.00%		5.00%	
AWD006495: Rapidly Emerging Antiviral Drug Discovery Initiati 05/16/2022 (version 0)	VUMC10 3994(U1 9AI1712 92)	University of North Carolina	GR011197 4046060593 UAI171292-01:RAPIDLY EMERGING ANTIVIRAL DRUG DISCOVERY INITI	FD004 Sponsored Program Fund	10.00%		10.00%		0.00%		6.67%	
(Blank)			(Blank)		6.50%		6.50%		18.50%		10.50%	
Total					100.00%		100.00%		100.00%		100.00%	

Submit

Change Effort

Add Approvers

Save for Later

? WalkMe Menu:



as the Effort Certification Reviewer

9 items

Award	Sponsor Award Reference Number	Sponsor	Grant	Fund	04/01/2023 - 04/30/2023 (US Monthly)		05/01/2023 - 05/31/2023 (US Monthly)		06/01/2023 - 06/30/2023 (US Monthly)		Total Certified Percentage Estimated	Total Certified Amount Estimated
					Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated		
0)												
AWD001473: E.C. STAHLMAN CHAIR IN PEDIATRIC PHYSIOLOGY 04/30/2016 (version 0)	GE_1023	Vanderbilt University						275.70	15.50%	4,672.76	16.83%	15,224.17
AWD001698: Broad-spectrum antiviral GS-5734 to treat MERS-CoV 08/09/2017 (version 0)	R01 AI13217	University of North Carolina-Chapel Hill					823.49	16.00%	4,823.49	16.00%	14,470.47	
AWD002113: Development of EIDD-2749 and Supplemental Candidat 07/09/2020 (version 0)	VUMC88 438(000 005852 1)	Emory University					507.34	5.00%	1,507.34	5.00%	4,522.02	
AWD006495: Rapidly Emerging Antiviral Drug Discovery Initiati 05/16/2022 (version 0)	VUMC10 3994(U1 9AI1712 92)	University of North Carolina	GR011197 4046060593 UAI171292-01:RAPIDLY EMERGING ANTIVIRAL DRUG DISCOVERY INITI	FD004 Sponsored Program Fund	10.00%	3,014.68	10.00%	3,014.68	0.00%		6.67%	6,029.36
(Blank)			(Blank)		6.50%	1,959.54	6.50%	1,959.54	18.50%	5,577.16	10.50%	9,496.24
Total					100.00%	30,146.83	100.00%	30,146.83	100.00%	30,146.83	100.00%	90,440.49

Add Approvers

The next step in the process will not happen until the additional approvals are done.

Additional Approvers *

Search

Effort Certification Reviewer >

Grant Manager >

Comment

Approve and Send to Approvers

Cancel

Submit

Change Effort

Add Approvers

Save for Later

? WalkMe Menu:



as the Effort Certification Reviewer

Viewing:   

Click here to sort

04/01/2023 - 04/30/2023 (US Monthly)

05/01/2023 - 05/31/2023 (US Monthly)

06/01/2023 - 06/30/2023 (US Monthly)

Effort Certification Lines

Period 04/01/2023 - 04/30/2023 (US Monthly)

13 items



Grant	Costing Company	Worktags		Original Percent	Change Reason
		Payroll	Costing		
GR004723 4045757929 EC STAHLMAN CHAIR IN PEDIATRIC PHYSIOLOGY	Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: [REDACTED] Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: Professor + More (2)	CARTS: CTRVG Research - VU - Grant Cost Center: CC02988 Pediatrics - Chairman's Office Div - CD Acad Grants Gifts Function Code: FC18018 Instruction and Departmental Research Fund: FD004 Sponsored Program Fund Grant: GR004723 4045757929 EC STAHLMAN CHAIR IN PEDIATRIC PHYSIOLOGY + More (2)	17.5%	
GR006524 4046060213 RAI132 178-02:BROAD-SPECTRUM ANTIVIRAL GS-5734 TO	Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: [REDACTED] Job Profile: 2120 - Professor Pay Group: Medical Center Monthly	CARTS: CTRFC Research - Federal - Contract Cost Center: CC03018 Pediatrics - Infectious Diseases Div - CD Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR006524 4046060213 RAI132178-02:BROAD-SPECTRUM ANTIVIRAL GS-5734	9.4%	

Submit

Change Effort

Add Approvers

Save for Later

WalkMe Menu: 

Effort Certification Lines

04/01/2023 - 04/30/2023 (US Monthly)

05/01/2023 - 05/31/2023 (US Monthly)

06/01/2023 - 06/30/2023 (US Monthly)

Period 04/01/2023 - 04/30/2023 (US Monthly)

as the Effort Certification Reviewer

13 items

+	Grant	Costing Company	Worktags	Original Percent	Change Percent
+		Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: [REDACTED] Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: [REDACTED] + More (2)	6.5%	<input type="text"/>
+	GR004723 4045757929 EC STAHLMAN CHAIR IN PEDIATRIC PHYSIOLOGY	Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: [REDACTED] Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: [REDACTED] + More (2)	17.5%	<input type="text"/>
+	GR006524 4046060213 RAI132178-02: BROAD-SPECTRUM ANTIVIRAL GS-5734 TO	Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: [REDACTED] Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: [REDACTED] + More (2)	9.4%	<input type="text"/>
+	GR006524 4046060213 RAI132178-02: BROAD-SPECTRUM ANTIVIRAL GS-5734 TO	Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: [REDACTED] Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: [REDACTED]	6.6%	<input type="text"/>



Effort Certification Lines

04/01/2023 - 04/30/2023 (US Monthly)

05/01/2023 - 05/31/2023 (US Monthly)

06/01/2023 - 06/30/2023 (US Monthly)

Period 04/01/2023 - 04/30/2023 (US Monthly)

13 items

Employing Company	Payroll	Worktags	Costing	Effort Certification	Effort Certification
derbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: [REDACTED] Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: [REDACTED] + More (2)	CARTS: CTCCC Clinical - Clinical RVU Generating - Clinical RVU Generating Cost Center: CC01556 Pediatrics - Infectious Diseases Div - CD Clin VMG Function Code: FC20545 VMG Fund: FD001 General Fund Location: MEDICAL CENTER NORTH (LOC00023) + More (2)	6.5%	<input type="text" value="0"/> <input type="button" value="x Effort Adjustment"/>	▼
derbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: [REDACTED] Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: [REDACTED] + More (2)	CARTS: CTRVG Research - VU - Grant Cost Center: CC02988 Pediatrics - Chairman's Office Div - CD Acad Grants Gifts Function Code: FC18018 Instruction and Departmental Research Fund: FD004 Sponsored Program Fund Grant: GR004723 4045757929 EC STAHLMAN CHAIR IN PEDIATRIC PHYSIOLOGY + More (2)	17.5%	<input type="text" value="24"/> <input type="button" value="x Effort Adjustment"/>	▲ ▼
derbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: [REDACTED] Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: [REDACTED] + More (2)	CARTS: CTRFC Research - Federal - Contract Cost Center: CC03018 Pediatrics - Infectious Diseases Div - CD Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR006524 4046060213 RAI132178-02:BROAD-SPECTRUM ANTIVIRAL GS-5734 TO + More (2)	9.4%	<input type="text" value="9.4"/> <input type="button" value="x Effort Adjustment"/>	▲ ▼
derbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: [REDACTED] Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: [REDACTED]	CARTS: CTRFC Research - Federal - Contract Cost Center: CC03018 Pediatrics - Infectious Diseases Div - CD Acad Grants Gifts	6.6%	<input type="text" value="6.6"/> <input type="button" value="x Effort Adjustment"/>	▲ ▼

as the Effort Certification Reviewer



Administrative Review

as the Effort Certification Reviewer

Details

Effort Certification Status In Progress Changed Status Changed

- Summary Aggregate Details Positions Organizations Process History

Summary 1 item



Effort Certification Summary

Table with columns: Costing Company, Worktags, Certified Amount Estimated, Certified Percentage of Group Estimated, Certified Percentage of Total Estimated. Row 1: Regular (Salary) (REGSAL)

enter your comment

Moved 6.5% from CC01556 to GR004723

Process History

Tesha Garcia-Taylor (0066409) 1 week ago Effort Certification- Step Completed

Hanna Hoover (0131423) Due 09/15/2023

- Submit Change Effort Add Approvers Save for Later



← Item 1

as the Certifier

Certify Effort Certification

47 second(s) ago - Due 09/27/2023

Effort Certification Federally Funded for [redacted] for 03/26/2023 - 06/30/2023

Effort Certification for 03/26/2023 - 06/30/2023

Total Certified Percentage Estimated 100.0%

Effort Certification Status In Progress

Changed Status Changed

To view the effort certification lines, please click 'Details' below

"I certify that I have first-hand knowledge of (or have used suitable means of verifying) work performed by this individual and the actual salary distribution is reasonable in relation to the work performed."

- If correct, click **Submit** to complete your certification.
- If incorrect, click **Exit** and discuss with your departmental administrator.

Summary Aggregate Details Positions Organizations Process History

Summary 1 item

		Effort Certification Summary			
Costing Company		Worktags	Certified Amount Estimated	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated
	Regular (Salary) (REGSAL)				

Submit

Change Effort

Send Back

...

WalkMe Menu:



To view the effort certification lines, please click 'Details' below

"I certify that I have first-hand knowledge of (or have used suitable means of verifying) work performed by this individual and the actual salary distribution is reasonable in relation to the work performed."

- If correct, click **Submit** to complete your certification.
- If incorrect, click **Exit** and discuss with your departmental administrator.

as the Certifier

Summary **Aggregate** Details Positions Organizations Process History

9 items



Award	Sponsor Award Reference Number	Sponsor	Grant	Fund	04/01/2023 - 04/30/2023 (US Monthly)		05/01/2023 - 05/31/2023 (US Monthly)		06/01/2023 - 06/30/2023 (US Monthly)		Total Certified Percentage Estimated
					Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated	
AWD000096: Pathogenesis, Targeted Therapeutics, and New Vacci 04/01/2021 (version 2)	5K12HD	National Institute of Child Health and Human Development	GR014972 Webber,Steven A; Pathogenesis, Targeted Therapeutics, and New Vaccines for Ch COST SHARE (2021-04-01)	FD005 Cost Share Fund	10.00%		10.00%		10.00%		10.00%
AWD000202: Determinants of Coronavirus Fidelity in Replicatio 03/01/2018 (version 0)	3R01AI1	National Institute of Allergy and Infectious Diseases	GR006501 4046060431 RAI108197-09 DETERMINANTS OF CORONAVIRUS FIDELITY IN REPLICA	FD004 Sponsored Program Fund	25.00%		25.00%		25.00%		25.00%
AWD000612: Childhood Infections Research Program (08/01/2023) 08/01/2021 (version 0)	5T32AI0	National Institute of Allergy and Infectious Diseases	GR013450 4046061591 T AI095202-13:CHILDHOOD INFECTIONS RESEARCH PROGRAM- PRIME	FD004 Sponsored Program Fund	10.00%		10.00%		10.00%		10.00%
AWD001473: E.C. STAHLMAN CHAIR IN PEDIATRIC PHYSIOLOGY 04/30/2016 (version 0)	GE_1023	Vanderbilt University	GR004723 4045757929 EC STAHLMAN CHAIR IN PEDIATRIC PHYSIOLOGY	FD004 Sponsored Program Fund	24.00%		17.50%		15.50%		19.00%

Submit Change Effort Send Back



WalkMe Menu:



08/01/2021 (version 0)												
AWD001473: E.C. STAHLMAN CHAIR IN PEDIATRIC PHYSIOLOGY 04/30/2016 (version 0)	GE_1023	Vanderbilt University	GR004723 4045757929 EC STAHLMAN CHAIR IN PEDIATRIC PHYSIOLOGY	FD004 Sponsored Program Fund	24.00%	7,235.25	17.50%	5,275.70	15.50%	4,672.76	19.00%	
AWD001698: Broad-spectrum antiviral GS-5734 to treat MERS-CoV	R01 AI132178	University of North Carolina-Chapel Hill	GR006524 4046060213 R AI132178-02:BROAD-SPECTRUM ANTIVIRAL GS-5734 TO	Program Fund								

as the Certifier

enter your comment

View Comments (1)

Tesha Garcia-Taylor (0066409) on behalf of Just now
 Moved 6.5% from CC01556 to GR004723

Process History

- Tesha Garcia-Taylor (0066409)** 1 week ago
 Effort Certification- Step Completed
- Due 09/15/2023
 says, "Moved 6.5% from CC01556 to GR004723"
 Administrative Review- Submitted
- Due 09/27/2023
 Certify Effort Certification- Awaiting Action

Submit

Change Effort

Send Back

...

WalkMe Menu:



Approve Effort Certification

1 minute(s) ago

as the Grant Manager

> Details

Effort Certification Status Submitted

Changed Status Changed

Summary **Aggregate** Details Positions Organizations Process History

9 items



Award	Sponsor Award Reference Number	Sponsor	Grant	Fund	04/01/2023 - 04/30/2023 (US Monthly)		05/01/2023 - 05/31/2023 (US Monthly)		06/01/2023 - 06/30/2023 (US Monthly)		Total Certified Percentage Estimated
					Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated	
AWD000096: Pathogenesis, Targeted Therapeutics, and New Vaccines 04/01/2021 (version 2)	5K12HD	National Institute of Child Health and Human Development	GR014972 Webber, Steven A; Pathogenesis, Targeted Therapeutics, and New Vaccines for Child Health and Human Development (2021-04-01)	FD005 Cost Share Fund	10.00%		10.00%		10.00%		10.00%
AWD000202: Determinants of Coronavirus Fidelity in Replication 03/01/2018 (version 0)	3R01AI11	National Institute of Allergy and Infectious Diseases	GR006501 4046060431 RAI108197-09 DETERMINANTS OF CORONAVIRUS FIDELITY IN REPLICATION	FD004 Sponsored Program Fund	25.00%		25.00%		25.00%		25.00%
AWD000612: Childhood Infections Research Program (08/01/2023) 08/01/2021 (version 0)	5T32AI01	National Institute of Allergy and Infectious Diseases	GR013450 4046061591 T AI095202-13: CHILDHOOD INFECTIONS RESEARCH PROGRAM- PRIME	FD004 Sponsored Program Fund	10.00%		10.00%		10.00%		10.00%
AWD001473: E.C. STAHLMAN CHAIR	GE_1023	Vanderbilt University	GR004723 4045757929 EC STAHLMAN CHAIR IN PEDIATRIC PHYSIOLOGY	FD004 Sponsored Program Fund	24.00%		17.50%		15.50%		19.00%

Approve Send Back Add Approvers

? WalkMe Menu:



1 minute(s) ago

as the Grant Manager

> Details

Effort Certification Status Submitted

Changed Status Changed

Summary

Aggregate

Details

Positions

Organizations

Process History

Viewing: [Grid] [List]

Click here to sort

04/01/2023 - 04/30/2023 (US Monthly)

05/01/2023 - 05/31/2023 (US Monthly)

06/01/2023 - 06/30/2023 (US Monthly)

Effort Certification Lines

Period 04/01/2023 - 04/30/2023 (US Monthly)

13 items



Grant	Costing Company	Worktags		Original Percent	Change Re
		Payroll	Costing		
	Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: [Redacted] Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: Professor + More (2)	CARTS: CTCCC Clinical - Clinical RVU Generating - Clinical RVU Generating Cost Center: CC01556 Pediatrics - Infectious Diseases Div - CD Clin VMG Function Code: FC20545 VMG Fund: FD001 General Fund Location: MEDICAL CENTER NORTH (LOC00023) + More (2)	6.5%	Effort Adju

Approve

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04/01/2023 - 04/30/2023 (US Monthly)

05/01/2023 - 05/31/2023 (US Monthly)

06/01/2023 - 06/30/2023 (US Monthly)

Effort Certification Lines

Period 04/01/2023 - 04/30/2023 (US Monthly)

13 items

as the Grant Manager

Reporting Company	Payroll	Costing	Original Percent	Change Reason	Adjusted Percent Estimated
Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: [REDACTED] Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: Professor + More (2)	CARTS: CTCCC Clinical - Clinical RVU Generating - Clinical RVU Generating Cost Center: CC01556 Pediatrics - Infectious Diseases Div - CD Clin VMG Function Code: FC20545 VMG Fund: FD001 General Fund Location: MEDICAL CENTER NORTH (LOC00023) + More (2)	6.5%	Effort Adjustment	0.0%
Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: [REDACTED] Job Profile: 2120 - Professor Pay Group: Medical Center Monthly Position: Professor + More (2)	CARTS: CTRVG Research - VU - Grant Cost Center: CC02988 Pediatrics - Chairman's Office Div - CD Acad Grants Gifts Function Code: FC18018 Instruction and Departmental Research Fund: FD004 Sponsored Program Fund Grant: GR004723 4045757929 EC STAHLMAN CHAIR IN PEDIATRIC PHYSIOLOGY + More (2)	17.5%	Effort Adjustment	24.0%
Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL)	CARTS: CTRFC Research - Federal Contract	9.4%		9.4%



Approve

Send Back

Add Approvers

WalkMe Menu:





View Event

Effort Certification: Federally Funded for [redacted]

as the Payroll Costing Initiator

For Federally Funded for [redacted] for 03/26/2023 - 06/30/2023

Overall Process Effort Certification: Federally Funded for [redacted] for 03/26/2023 - 06/30/2023

Overall Status Successfully Completed

Calendars In Use Consecutive Days (No Calendars Selected)

My Actions Details Process

My Actions 1 item



Awaiting Me	Due Date	Business Process	Subject
<div data-bbox="216 763 356 806" data-label="Text"><p>Open</p></div>	09/22/2023	Payroll Accounting Adjustment: [redacted] - [redacted] 04/01/2023 - 04/30/2023	[redacted]



Create Payroll Accounting Adjustments for Effort Certification

Employee [redacted]
Pay Groups Medical Center Monthly
Company Vanderbilt University Medical Center
Effort Certification Federally Funded for [redacted] for 03/26/2023 - 06/30/2023
Effort Certification Attachments (empty)

as the Payroll Costing Initiator

Mark Denison (0005744): 04/30/2023 (Regular) - Complete

> Attachments

∨ Adjustments

Pay Period 04/01/2023 - 04/30/2023 (US Monthly)

Payroll Result * [redacted] 04/30/2023 (Regular) - Complete

Position(s) * [redacted] Professor - [redacted]

Pay Component(s) * Regular (Salary) (REGSAL)

Change Reason * Effort Adjustment

Refresh Journal Lines

Submit

Save for Later

Cancel

? WalkMe Menu:



Pay Period 04/01/2023 - 04/30/2023 (US Monthly)

Payroll Result

* x [blurred] : ... [blurred]
04/30/2023 (Regular) - Complete

Position(s)

* x [blurred] Professor - [blurred]

Pay Component(s)

* x Regular (Salary) (REGSAL)

Change Reason

* x Effort Adjustment

Refresh Journal Lines

as the Payroll Costing Initiator

Current Journal Lines 2 items



	Debit Amount	Position	Pay Component	Costing Company	Worktags	Budget Date	Hours
⊖	1,959.54	[blurred] Professor - [blurred]	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	CARTS: CTCCC Clinical - Clinical RVU Generating - Clinical RVU Generating Cost Center: CC01556 Pediatrics - Infectious Diseases Div - CD Clin VMG Function Code: FC20545 VMG Fund: FD001 General Fund Location: MEDICAL CENTER NORTH (LOC00023) More (2)	04/30/2023	10.4
⊖	5,275.71	[blurred] Professor - [blurred]	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	CARTS: CTRVG Research - VU - Grant Cost Center: CC02988 Pediatrics - Chairman's Office Div - CD Acad Grants Gifts Function Code: FC18018 Instruction and Departmental Research Fund: FD004 Sponsored Program Fund Grant: GR004723 4045757929 EC STAHLMAN CHAIR IN PEDIATRIC PHYSIOLOGY More (2)	04/30/2023	28

Submit

Save for Later

Cancel

? WalkMe Menu



Proposed Adjustments 1 item

as the Payroll Costing Initiator

+	*Debit Amount	*Position	*Pay Component				
-	7,235.25	x [redacted] Professor - [redacted]	x Regular (Salary) (REGSAL)	x Vanderbilt University Medical Center	x CARTS: CTRVG Research - VU - Grant x Cost Center: CC02988 Pediatrics - Chairman's Office Div - CD Acad Grants Gifts x Function Code: FC18018 Instruction and Departmental Research x Fund: FD004 Sponsored Program Fund x Grant: GR004723 4045757929 EC STAHLMAN CHAIR IN PEDIATRIC PHYSIOLOGY MORE (1)	04/30/2023	38.4

Summary Totals

Pay Components

Worktags

Update Amounts Current Total Amount 7,235.25 Proposed Total Amount 7,235.25 Difference 0.00 Percent of Proposed 100.00%

Submit Save for Later Cancel

> Details

Effort Certification Status Report

50 of 50 items

Effort Certification	Employee	Type	Start Date	End Date	Status	Awaiting Persons 	Due Date	Days Past Due	Has Costed Changes	Is Effort Certification Change Multi-Company
Federally Funded for Sandra Simmons (0070944) for 03/26/2023 - 06/30/2023	Sandra Simmons (0070944)	Federally Funded	03/26/2023	06/30/2023	In Progress	Jamie McAdams			No	No
Federally Funded for Daniel Barry (0077343) for 03/26/2023 - 06/30/2023	Daniel Barry (0077343)	Federally Funded	03/26/2023	06/30/2023	In Progress	Jamie McAdams Myra Harris			No	No
Federally Funded for Frank Revetta (0061525) for 03/26/2023 - 06/30/2023	Frank Revetta (0061525)	Federally Funded	03/26/2023	06/30/2023	Certified	KS CostCenterManager Sara Jo Tomasek Theresa Sberna			Yes	No
Federally Funded for Tia Hughes (0089242) for 03/26/2023 - 06/30/2023	Tia Hughes (0089242)	Federally Funded	03/26/2023	06/30/2023	Submitted	KS GrantManager Sara Jo Tomasek Theresa Sberna			Yes	No
Federally Funded for Laura Reinert (0010636) for 03/26/2023 - 06/30/2023	Laura Reinert (0010636)	Federally Funded	03/26/2023	06/30/2023	In Progress	Lauren Milam			No	No
Federally Funded for Natasha Halasa (0039990) for 03/26/2023 - 06/30/2023	Natasha Halasa (0039990)	Federally Funded	03/26/2023	06/30/2023	In Progress	Natasha Halasa			No	No
Federally Funded for Shinieka Wilson (Terminated) (0069511) for 03/26/2023 - 06/30/2023	Shinieka Wilson (Terminated) (0069511)	Federally Funded	03/26/2023	06/30/2023	Certified	Rachael Pompura			Yes	No
Federally Funded for Laura Dugan (0119562) for 03/26/2023 - 06/30/2023	Laura Dugan (0119562)	Federally Funded	03/26/2023	06/30/2023	Certified	Shanti Venkatraman			Yes	No

Roles & Responsibilities

Effort Reporting and Certification in Workday

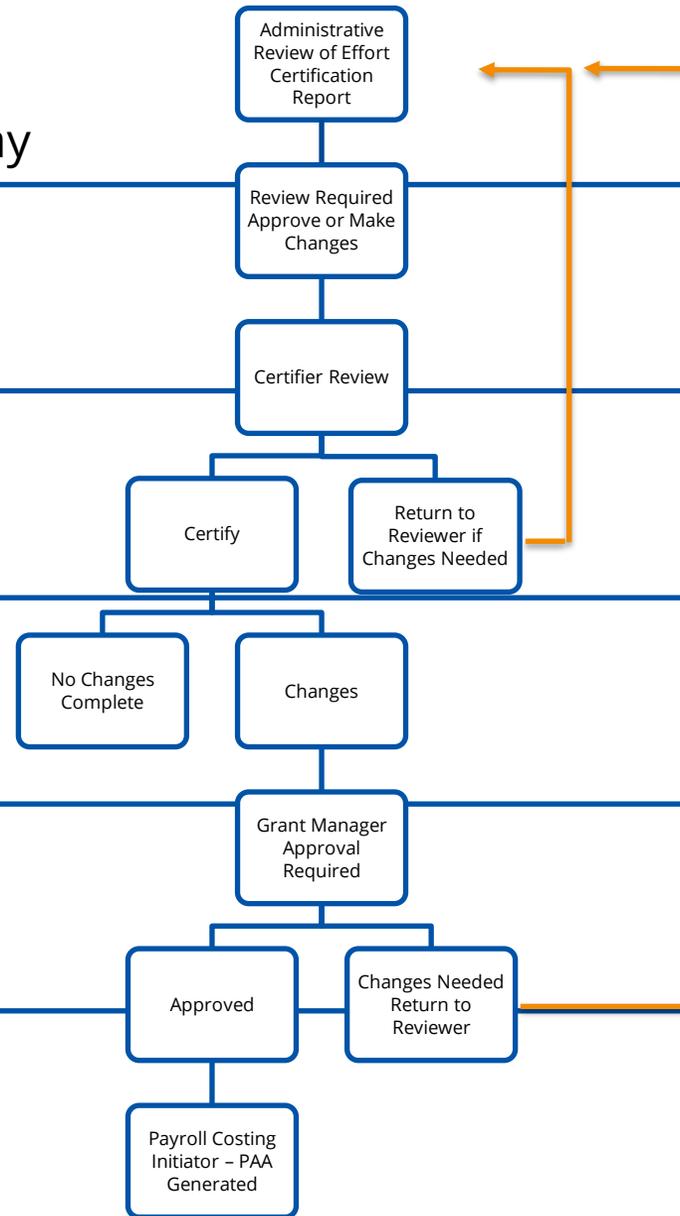
Effort Certification Reviewer –

Employee as Self

Principal Investigator

Grant Manager

Payroll Costing Initiator



Prepare for Effort Certification – Actions Needed Now

Effort Reporting and Certification in Workday

Check and Update Default Org Assignment Cost Centers

The screenshot displays the Workday interface for a 'Research Specialist Sr' user. The main content area shows 'Default Organizational Assignments' with the following details:

- CARTS: CTAAC Administrative - Administrative - Academic
- Company: Vanderbilt University Medical Center
- Cost Center: CC03020 Pediatrics - Infectious Diseases Div - CD Clin Res**
- Function Code: FC18018 Instruction and Departmental Research
- Fund: FD001 General Fund
- Operating Entity: OECLin_RA Clinical Department Research and Administ

Below this information, there is a section for 'Current and Future Costing Allocations' with 2 items. A table is partially visible with a column labeled 'End'.

The 'Actions' menu is open, showing the following options:

- Actions
- Frequently Used
- Start Proxy
- Compensation >
- Job Change >
- Manage Work >
- Organization >**
- Payment >
- Payroll >
- Payroll Interface >
- Personal Data >
- Procurement >

The 'Organization' dropdown is expanded, showing the following options:

- Change Organization Assignments**
- View Roles for Worker Position

The 'Worker' card shows the following information:

- Worker**
- View Team**
- Contact**
- Email: [redacted]@vumc.org
- Work Address
- 61 21ST AVE S NASHVILLE, TN 37232 United States of America
- 1161 21st Ave S MCN A3206 Nashville, TN 37232 United States of America

The 'Job' section is partially visible at the bottom.



Prepare for Effort Certification – Actions Needed Now

Effort Reporting and Certification in Workday

- Review Payroll Costing Allocations now:
 - Is the plan as expected?
 - Are any grants expired?
 - Make corrections now – September payroll deadline is 9/26 for monthly
- On an ongoing basis, proactively communicate and update the individual's Payroll Costing Allocation when changes occur:
 - New awards begin
 - Existing awards close
 - Work increases, decreases across various awards

Institutional practice and expectation:

Regular effort conversations on a monthly, no less than quarterly, basis for all individuals with federal funding sources.

Resources and Training

Effort Reporting and Certification in Workday

- Quick Reference Guides for Effort Certification Reviewer, Grant Manager, and Certifiers
- Learning Exchange Modules
- Required training for Effort Certification Reviewers
- Required training for Certifiers
- Messaging and Support for Faculty from Research Compliance Experts
- Daily Office Hours during Review timeframe
- Effort Certification Reviewers Teams Channel
- Email hotline: vumc.effort@vumc.org
- New Reports are Coming Soon – Effort Trend!!!!!!!



Reports

CR Fin – Budget vs Actual for VU Grant

Who: Grants Managers and Grants Financial Analyst

What: This report provides FOR CURRENT FISCAL YEAR the award to date budget, actuals, commitments, obligations and remaining balance.

Why: To manage spend on VU Grants

When: Monthly or as needed to manage spend on VU Grants

Notes: This report is similar to the DMS Status Summary Report

Grant **GRO**

Period **FY24 - Jul**

10 items

Object Class	Grant	Award	Grant From Date	Grant To Date	Budget	Actuals	Remaining Balance	Commitments	Obligations	Remaining Balance After Encumbrances	Percentage Remaining
Salaries			09/01/2021	08/31/2023	0.00	\$88,198.62	(\$88,198.62)	0.00	\$7,332.54	(\$95,531.16)	0.00%
Fringe Benefits			09/01/2021	08/31/2023	0.00	\$20,298.76	(\$20,298.76)	0.00	\$1,262.63	(\$21,561.39)	0.00%
Materials & Supplies			09/01/2021	08/31/2023	\$29,578.00	(\$53,943.70)	\$83,521.70	0.00	0.00	\$83,521.70	282.38%
Other Direct Costs			09/01/2021	08/31/2023	\$220,100.00	\$58,437.50	\$161,662.50	0.00	0.00	\$161,662.50	73.45%
Subject Participation			09/01/2021	08/31/2023	\$12,000.00	0.00	\$12,000.00	0.00	0.00	\$12,000.00	100.00%
Subaward Costs			09/01/2021	08/31/2023	\$11,606.00	\$0.00	\$11,606.00	0.00	0.00	\$11,606.00	100.00%
Domestic Travel			09/01/2021	08/31/2023	\$6,000.00	\$163.17	\$5,836.83	0.00	0.00	\$5,836.83	97.28%
Total Direct Costs					\$279,284.00	\$113,154.35	\$166,129.65	0.00	\$8,595.17	\$157,534.48	56.41%
Indirect Costs			09/01/2021	08/31/2023	\$203,877.00	\$83,783.28	\$120,093.72	0.00	0.00	\$120,093.72	58.91%
Total Direct & Indirect Costs					\$483,161.00	\$196,937.63	\$286,223.37	0.00	\$8,595.17	\$277,628.20	57.46%

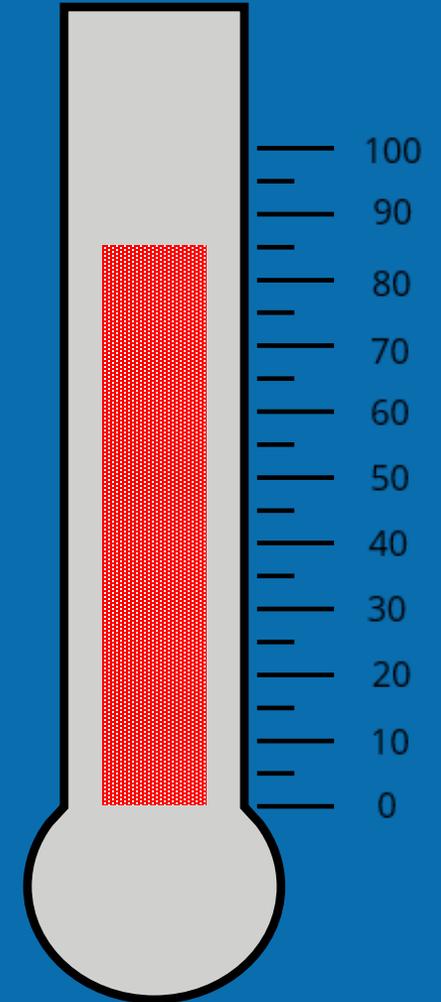


Conversion Update

Data Conversion Update

Correction Status for LTD balances

- Successfully completed testing of correction process on sample set of grants to include examples from each correction scenario
- Post Award Team reviewed and tested correction population LTD adjustment amounts
- Full population testing progressing well in our Test environment. We are working through natural issues that would occur when this type of change needs to be applied in a production environment with daily operations occurring. Identifying and accommodating for different scenarios before processing updates in production environment.
- Goal is to complete production corrections by next reporting cycle



Supply Chain Update

Miscellaneous Payment Request

Processing Update

- Beginning September 25th, the VUMC Disbursements Team will attach the supporting documentation after the EIB is uploaded to Workday
 - *The supporting documentation will be loaded as provided*

How to Submit Invoices for Processing

- Invoice Submission:
 - Mail Remit: 60 Athlete's Way N. Suite 200 Mt. Juliet, TN 37122
 - Email : vumc_electronic_invoice@vumc.org
- A valid Workday Purchase Order must be included on the invoice document (not in the email document)
- International Invoices:
 - Payments are via Wire (only)
 - International Wire (Bank Account) information required
 - W8 documents required (cannot be older than 3 years)
 - International Tax Office (ITO) review required for service-related invoices
 - ITO Location of Services form is required for each payment
 - Honoraria Statement, if applicable
- Invoices are not processed from the following:
 - Proforma Invoices
 - Statements
 - Packing Slips
 - Order Confirmations

*Sub Award invoices are processed
by the Grants Finance Team
(vumc.finance.invoices@vumc.org)

How to Submit Invoices for Processing

Foreign Wire Summary Sheet

FOREIGN WIRE SUMMARY SHEET		
VANDERBILT UNIVERSITY MEDICAL CENTER		
WIRE FROM: BANK OF NEW YORK MELLON		
Payee Name	_____	
Invoice #	_____	PO/Check Request # _____
Vendor #	_____	Date: _____
Documentation		Comments
ITO Review		
Banking Info		
Location of Services		
OFAC Report		
WB		
Foreign Currency		
PO Match		
Account	Center	Amount
Total Foreign Currency	_____	Total USD\$ _____
<i>For Use By Disbursement Department Only</i>		
Voucher #	_____	
Processed by:	_____	Date: _____
Approved by:	_____	Date: _____

Foreign Wire Request Form

VANDERBILT UNIVERSITY
MEDICAL CENTER
Foreign Wire Payment Request Form

BENEFICIARY INFORMATION	
<i>(Must match exactly as it appears on bank account)</i>	
Beneficiary Name:	_____
Beneficiary Bank Name:	_____
Bank Address:	_____
Account/BAN Number:	_____
Swift Code:	_____
INTERMEDIARY BANK INFORMATION	
<i>(If an intermediary bank is required to transfer the funds to the beneficiary bank.)</i>	
Intermediary Bank Name:	_____
SWIFT or ABA # (11 digits):	_____
Please return this form to VUMC Disbursement Services at yumcdspayments@vanderbilt.edu .	
I hereby authorize initiation of direct deposits of accounts payable disbursements into the account specified above and agree to promptly return any funds that are submitted in error.	
Signature:	_____
Printed Name:	_____
Title:	_____
Date:	_____

ITO Template

International Tax Transmittal	
The attached information requires MR International Tax Office (ITO) review regarding a payment to a foreign vendor / supplier. All supporting documentation including a current WS should be attached.	
<i>Submission Details and Initial Review</i> Section to be completed by Procurement, Medical Sourcing, or Disbursement Services	
Document Number:	_____
Send to ITO for review:	YES <input checked="" type="checkbox"/> NO _____
Determining Reasons:	_____
Date:	_____
Preparer (email initiator is valid signature substitute)	_____
Date:	_____
Disbursement Services Authorized Reviewer	_____

<i>Payment Processing Direction</i> Section to be completed by ITO Authorized Reviewer	
Is this for or on behalf of a US Citizen / Permanent Resident / Resident Alien?	Yes _____ No _____
Payment Approved to be Issued by Disbursements	Yes _____ No _____
Vendor is Considered US Entity for Tax Purposes	Yes _____ No _____
Services Determined to be Foreign Sourced	Yes _____ No _____
1042 S. Reportable	Yes _____ No _____
Tax Withholding Required	Yes _____ No _____
Tax \$ Withheld to be Paid by ITO	\$ _____
Net \$ to be Paid by Disbursements	\$ _____
Comments:	_____
Date:	_____
ITO Authorized Reviewer	_____

How to Submit Invoices for Processing

W-8BEN

Form **W-8BEN** Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)
 (Rev. October 2021)
 Department of the Treasury Internal Revenue Service

OMB No. 1545-1001

Do NOT use this form if:
 • You are NOT an individual.
 • You are a U.S. citizen or other U.S. person, including a resident alien individual.
 • You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the United States (other than personal services).
 • You are a beneficial owner who is receiving compensation for personal services performed in the United States.
 • You are a person acting as an intermediary.

Instead, use Form:
 W-8BEN-E
 W-8ECI
 8233 or W-4
 W-8IMY

Note: If you are resident in a FATCA partner jurisdiction (that is, a Model 1 IGA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.

Part I Identification of Beneficial Owner (see instructions)

1 Name of individual who is the beneficial owner
 2 Country of citizenship

3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.
 City or town, state or province, include postal code where appropriate. Country

4 Mailing address (if different from above)
 City or town, state or province, include postal code where appropriate. Country

5 U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)

6a Foreign tax identifying number (see instructions) 6b Check if FTIN not legally required

7 Reference number(s) (see instructions) 8 Date of birth (MM-DD-YYYY) (see instructions)

Part II Claim of Tax Treaty Benefits (for chapter 3 purposes only) (see instructions)

9 I certify that the beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country.
 10 Special rates and conditions (if applicable—see instructions). The beneficial owner is claiming the provisions of Article and paragraph _____ of the treaty identified on line 9 above to claim a _____ % rate of withholding on (specify type of income):
 Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding: _____

Part III Certification

Under penalty of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalty of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income or proceeds to which this form relates or am using this form to document myself for chapter 4 purposes;
- The person named on line 1 of this form is not a U.S. person;
- This form relates to:
 - (a) income not effectively connected with the conduct of a trade or business in the United States;
 - (b) income effectively connected with the conduct of a trade or business in the United States but is not subject to tax under an applicable income tax treaty;
 - (c) the partner's share of a partnership's effectively connected taxable income; or
 - (d) the partner's amount realized from the transfer of a partnership interest subject to withholding under section 1445(f);
- The person named on line 1 of this form is a resident of the treaty country listed on line 9 (or line 10) at the time of the income tax treaty between the United States and that country; and
- For broker transactions or better exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.

Sign Here I certify that I have the capacity to sign for the person identified on line 1 of this form.

Signature of beneficial owner (or individual authorized to sign for beneficial owner) Date (MM-DD-YYYY)

Print name of signer

For Paperwork Reduction Act Notice, see separate instructions. Cat. No. 25041Z Form **W-8BEN** (Rev. 10/2021)

ITO Location of Services

VANDERBILT UNIVERSITY
 MEDICAL CENTER
 C/O Disbursements
 50 Andrew's Way North
 Suite 200
 Mt. Juliet, TN 37122

STATEMENT REGARDING LOCATION OF SERVICES TO BE PERFORMED
 (FOR INTERNATIONAL INDEPENDENT CONTRACTORS & SUPPLIERS ONLY)

I affirm or certify the following in my individual capacity or within my capacity as a bona fide representative of: _____
 [Business Entity Name]

1. I or the business entity I represent, am (is) not a U. S. Citizen or Permanent Resident, or Resident Alien for US TAX Purposes;
 2. The business entity named above is located in the country _____ and has a tax residence in the country _____
 3. The following services will be performed in the USA by myself or the business entity I represent:
 (Mark all that apply)

- Repair services
- Maintenance services
- Installation of equipment or software
- Attend professional meeting and conferences on behalf of Vanderbilt Medical Center
- Provide copyrights, licenses (including software licenses)
- Provide right of use of a product subject to royalty payments
- Independent personal services
- Services as an independent Artist or Performer
- Other services: _____
- None of the above

4. All of the services performed, or to be performed, on behalf of Vanderbilt Medical Center, as agreed upon under separate contract or other document, will be performed outside of the USA. All services will be conducted in the country _____

Signature _____ Date _____

Printed Name _____

(Send completed form to VUMCdisbursement@vumc.org)

Honoraria Statement

I, _____, certify that I have not received honoraria payments and associated expenses from more than five institutions in the previous six-month period.

I further certify that the honoraria payment and/or associated expenses I will receive from Vanderbilt University Medical Center are for usual academic activities and that those activities do not/will not last for more than nine days.

Signature _____

Printed Name _____

Date _____

Workday Poll: Research & Grants

I feel confident utilizing Workday for research and grants.



Additional Research & Grant Topics

What topics would you like to see in upcoming Research & Grants Town Hall sessions?



Questions?



workday



Demo

