

# Annual Report

2023-2024

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## Message from the Director

The mission of the Research and Development Center (R&DC) of the University of Puerto Rico, Mayagüez Campus is to promote, develop and facilitate creative and research efforts that foster the technological, economic, and social well-being of Puerto Rico, in collaboration with the government, non-governmental organizations (NGOs) and the private sector. This is why during the fiscal year 2023-2024, the Center has undergone significant changes.

The Center managed a diversified research portfolio of approximately \$107M in external funds, distributed among 424 accounts within 215 projects from 99 sponsoring agencies. These funds are distributed in, 91% from federal agencies, 4% from to private sponsors, while the remaining 5% are state and institutional funds. For FY 2023-2024, the Center received \$24M in research funds from state, federal, and private sponsors, with most of the funds coming from federal agencies.

We have achieved important accomplishments that have contributed to the advancement of the center's objectives, driven by the constant activity and dedication of our researchers in the development of successful proposals that have expanded knowledge in various fields. This progress has been possible thanks to the commitment of the administrative staff, whose support has been essential for the daily operation of the center, and to the hiring of new personnel. Likewise, during this period, we have had the valuable collaboration of Mrs. Laura González, Associate Director, whose experience has been fundamental for the efficient development of the administration.

At the same time, the Center is working on the implementation of Streamlyne as the main research administration tool to replace the aging Quali Coeus system. This development, once completed, is expected to positively impact the processes of the pre- and post-award divisions.

Reading the different sections of this report will reveal the different fronts on which the center has continued to grow. The results achieved throughout this year were the dedication of a diverse work team where directors, supervisors and staff have given their best effort to continue improving the Center's operation.



Brunilda Negrón García

Director

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## **1. Center Organization and Personnel**

The current organization of the UPRM R&D Center incorporates the director's office, three divisions, and eight offices. The next subsections briefly describe each office.

### **1.1. Director's Office**

The Director's Office provides oversight, coordination, and steering for the center operation. This office is managed by the Center Director, a legal advisor, and the director's secretary. The Center Director reports directly to the UPRM Chancellor and the R&D Center Board of Directors.

The Director's duties include the Center's the oversight and steering and its day-to-day operation. These duties involve the attendance of meetings, talks, and presentations, committee participation, and compliance commitments, among other responsibilities. During the reported year, Laura González Salas has been incorporated as Associated Director.

Mrs. González brings with her many years of experience in the post-award area, which complements her leadership in the center in the implementation of various actions that have been of excellent value.

### **1.2. Proposal Services and Pre-Award Compliance Division**

The Proposal Services and Pre-Award Compliance Division deals with the submission of new proposals, compliance with state, federal, and institutional regulations to keep our institution eligible for soliciting external funds and supporting researcher's efforts in capturing external funds. It incorporates the following units: Proposal Submission Unit and the Pre-Award Compliance Unit.

#### **1.2.1. Proposal Submission Unit**

The main function of the Proposal Submission Unit (PSU) is to serve as the central pre-award point of contact for the management, budget review, and submission of requests for external funding to carry out sponsored projects. PSU also supports the UPRM Authorized Organizational Representative's pre-award actions to enable the submission of requests for external funding and other required documents or information prior to the sponsor's award issuance.

The services provided by the PSU include the submission of new proposals, researcher's notifications, submission of sub-awards, processing of no-cost extensions, supplemental award requests, budget verification, Streamlyne Research proposal submission management, proposal internal approval routing, communications with granting officials, internal competitions, cost sharing, and PI/CoPI changes and consulting.

The PSU currently has one part-time employee and three (3) full-time employees: Mr. José L. Torres-Ramírez, as part-time proposal specialist; Ms. Lissa M. Perea-Nieves and Mrs. Kimberly N. Vega Colón as full-time proposal specialists and Yarisis López Colón, Esq. as special assistant to the R&D Director for proposal submission.

The office is currently understaffed and operating under limited capacity until additional personnel are recruited or assigned to it. Workload, training, and continuity projections indicate that a five-member staff is required to ensure the continuity of UPRM sponsored programs at the pre-award stage. At the close of the fiscal year, Pre-Award Division kept open the announcement for two job positions at the

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Executive Officer I & II levels under regular appointment, aiming to meet the office's staffing requirements.

### **1.2.2. Pre-award Compliance**

The Pre-award Compliance (PAC) Office is tasked with assessing and establishing internal controls pertaining to the Center's Pre-Award regulatory federal compliance as well as with sponsor requirements. These include identifying and referring to the appropriate institutional officer or committee the need for animal care protocols, human subjects review, conflicts of interest disclosures, and responsible conduct of research, or addressing specific program requirements to safeguard UPRM interests. Federal compliance includes export controls and federal funding accountability reports (FFATA reports), among others. The PAC personnel also assist the Director's office with special assignments and assist the PSU to ensure continuity of operations during personnel shortages or critical workload levels.

The Pre-Award Compliance office currently has no officially appointed personnel. The tasks have been preliminarily assigned to Yarisís López Colón as Special Assistant to the R&D Director for Proposal Submission.

### **1.3. Post-Award Division**

The post-award division provides services in all aspects related to managing grants awarded to UPRM researchers and the auditing process related to them. It incorporates the following offices:

- Accounting & Finance
- Budget
- Purchasing

#### **1.3.1. Accounting & Finance Office**

The Accounting and Finance Office oversees all pre-intervention, auditing, and invoicing transactions for active projects in the R&D Center. The services provided include verifying compliance with federal, state, and private funding regulations, processing payments to suppliers and sub-awardees, preparing year-end reports, conducting single and financial audits, recovering indirect costs, and handling invoicing for all types of sponsored projects.

The pre-intervention area, and the billing area, is currently supervised by the Finance Officer. However, starting in the new fiscal year 2024-2025, the office will have two supervisors: one for billing and another for pre-intervention. This change will lead to faster and more efficient response times in both areas. The Finance Officer will oversee the accountants responsible for these functions. Each area will have five accountants and a supervisor who, in addition to their inherent duties, will provide support and assistance to each team member.

#### **1.3.2. Budget Office**

The Budget Office provides researchers and center administrators with the necessary help to plan and manage the funding assigned for their operation. The services provided by the budget office include the creation of new accounts, funds distribution, budget amendments, funds transfers, and budget

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availability certifications, among others. The budget office also serves as a liaison between the R&D Center and the main UPRM budget office in matters related to budget planning and reporting.

During fiscal year 2023-2024, the Budget Office staff included three budget analysts: A Budget Analyst I, a Budget Analyst III and a Budget Officer.

### **1.3.3. Purchasing Office**

During the fiscal year 2023-2024, the purchasing office successfully processed 278 orders, amounting to a total expenditure of \$2,653,994.72.

Notably, we observed a 14% decrease in the number of purchase orders compared to the previous year. Despite this reduction, the total expenditure remained consistent with last year's figures, indicating that the average value per order has increased.

Additionally, even with a reduction in purchasing office personnel, we managed to process all the requested orders promptly and efficiently, ensuring that operational needs were met without delay.

The purchase office staff includes two purchasing agents, one of them recently hired, and one administrative assistant.

## **1.4. Services Division**

The services division consolidates several areas of support activities and services essential for the R&D Center operation. These areas included: Information Technologies, Operations & Maintenance, and Receiving/Delivery.

### **1.4.1. Office of Information Technologies**

The Office of Information Technologies provides support to the R&D Center Administration Offices, as well as to the center's research projects like SeaGrant and Cohemis. This includes maintaining and troubleshooting computer Systems, wired and wireless computer networks, peripherals, installation and upgrading of software, management of Active Directory accounts, antivirus installation, optimizing computer's operating systems, the elimination of virus and spyware and the developing and improving of the R&D Center's administrative databases. This office provides technical support, approves the acquisition of new computer equipment in accordance with PRITS (Puerto Rico Innovation and Technology Service) guidelines, and assists in the process of configuring and distributing the equipment.

The services provided by this office include:

- Installation, configuration, operation, and maintenance of the IT (Information Technology) infrastructure of the R&D Center. This includes servers, personal computers, and communications equipment.
- Security of the IT infrastructure providing antivirus installation and maintenance, virus and malware removal from personal computers and servers, and cyberattack protection and remedies, security system protection, data integrity, access protocols, and backups.

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- Functionality of the software and data access tools utilized by the center personnel in their work. This includes installation, configuration, and maintenance of software for servers, personal computers and communications equipment and their licenses.
  - Network configuration, operation, and maintenance of infrastructure and protocols including cabling, routers, switches, access points and other equipment and tools supporting communications in the R&D Center.
  - Webpage setup, configuration, and maintenance of the R&D Center webpage.
  - Technical assistance in the recommendation and selection of IT equipment used in the center administration and research projects.
  - IP address allocation via DHCP server.
  - Solve the service request created via Help Desk Management Software.
  - Help users to use computers and software in the correct way.
  - Approves the acquisition of new computer equipment in accordance with PRITS guidelines.

During the Fiscal Year 2023-2024 this office operated with only one full-time Telecommunication and Computer Equipment Specialist I, one part-time Electronic Systems Programmer Analyst II and a part-time student.

Problems with the electric power grid in the island, rises in the cost of living, new procedures in the purchase of electronic equipment to comply with PRITS, the increase of security measures in the network, among other situations, imposed a significant workload for the personnel of the office during this fiscal year. Maintaining a few of the Center personnel working remotely, providing services to users, maintaining servers and network up and running, and reinforcing security were only part of the key tasks managed during this year.

The list below highlights some of the important tasks performed during the year:

- 19 new VoIP phones were received and installed to replace the analog units in the offices.
- As required by CTI, the file of the new University Policy was installed on all computers.
- 36 licenses of Adobe Acrobat Pro were acquired and configured for use on all computers.
- The installation and configuration of a laptop was carried out on the television located in the reception area of the CID so that it can be used as the director deems necessary.
- The SeaGrant program acquired a new printer which was installed and configured according to the provided specifications.
- A movable TV Stand was assembled, and a Samsung Smart TV was installed to be used in the CoHemis meeting room.
- A solution was worked out so that Louis and the accounting staff can maximize their time and work when digitally punching the documents they handle in the Accounting Office.
- 22 new VoIP phones were received in the office to replace an equal number of defective ones.
- The information on the website of the CID (Centro de Investigación y Desarrollo) was updated to bring it in line with the changes in personnel and processes that have been worked on.
- A new area was created on the CID website where all links and documents related to the Legal Advisory Office were located.

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- The remote work mode was activated while repairs were being made in the parking area. This forced the office to update the laptops that the staff has in charge and that are used when working remotely.
  - Given that the staff assigned to CTI (Centro de Tecnologías de Información) is constantly tracking the RUM networks for potential threats, updates and corrections have been made to the equipment as notifications are received.
  - Examine and give concrete responses to the reports generated by the staff in charge of managing the Crowd Strike Falcon monitoring system.
  - Due to the new guidelines for the acquisition of electronic and telecommunications equipment according to the PRITS, the Office of Information Technologies evaluates the requisitions to justify the need for such equipment or services.
  - A new 75" Smart TV was installed in room F-123 to substitute the old projector. The installation included the removal of two old white boards that were in that room, cleaning and painting the wall, the installation of the rack and the installation and configuration of the Smart TV.
  - Due to the constant problems generated by voltage fluctuations that interrupted the work of the administrative staff, the office acquired and installed 29 APC battery backups. After the installation, interruptions due to power grid problems were finalized.

The following tasks are expected to be done during the next Fiscal Year 2024-2025 to keep the office in line with standards and regulations.

- Within six months to a year, it will be necessary to acquire new computers on which Windows 11 can be run, as Windows 10 will stop receiving updates on October 14, 2025. From that moment on, computers that are still running Windows 10 will be vulnerable.

#### **1.4.2. Operations & Maintenance Office**

The Operations and Maintenance Office (OMO) is responsible for maintaining the facilities and premises of the R&D Center campus. Services provided by the OMO include janitorial services, landscaping, and maintenance of electrical, plumbing, refrigeration, and grounds. The OMO also serves all R&D Center tenants, including those involved in externally funded research projects.

We have one resource at our facility to assist with daily needs: Edgar Flores.

#### **1.4.3. Receiving and Dispatch Office**

The Receiving & Dispatch Office (RDO) completes the purchasing process by managing the receipt of ordered materials and equipment and ensuring their delivery to researchers and offices. Services provided by the RDO include shipment reception, package dispatch, order verification, postal metering management, inventory management, and acting as a liaison for property office tagging. The office is staffed by a supply supervisor, an administrative assistant, a messenger, and a purchasing & supply assistant. During FY 2023-2024, Mr. Marcos Rosado supervised the office. Mr. Miguel Gonzalez served as the administrative assistant, Mr. Felix Caro as the purchasing assistant, and Mr. Godwin Torres as the messenger.

## 2. R&D Center Operation

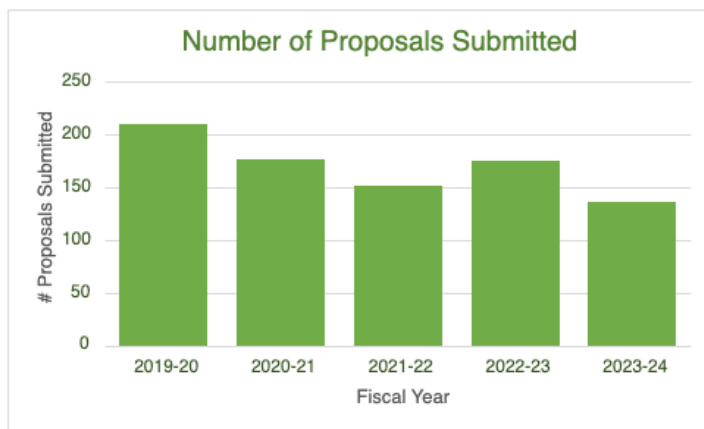
The operation of the R&D Center for the reported fiscal year can be summarized in eleven steps. Below we briefly describe each step.

1. Researchers write proposals in response to requests for proposals or funding opportunities.
2. The Proposal submission office receives researcher’s proposals and verifies budget.
3. Pre-award compliance verifies compliance. Proposals are routed and submitted to agencies.
4. Agencies respond with notifications. Granted awards are passed to the budget office.
5. Budget distributes funds and creates accounts, which enable grant expenditure.
6. Finance office manages accounts, receiving purchasing and human resources transactions
7. Purchases requested by researchers are processed. Expense reports sent for pre-intervention
8. Pre-intervention verifies compliance. Incorrect or incomplete transactions returned for correction. Correct transactions are paid with university funds.
9. Invoicing sends expense reports to funding agencies to allow for recuperating research expenses and Indirect Costs
10. Accepted invoices are refunded by funding agencies, recuperating direct and indirect costs.

## 3. Year Statistics and Activities

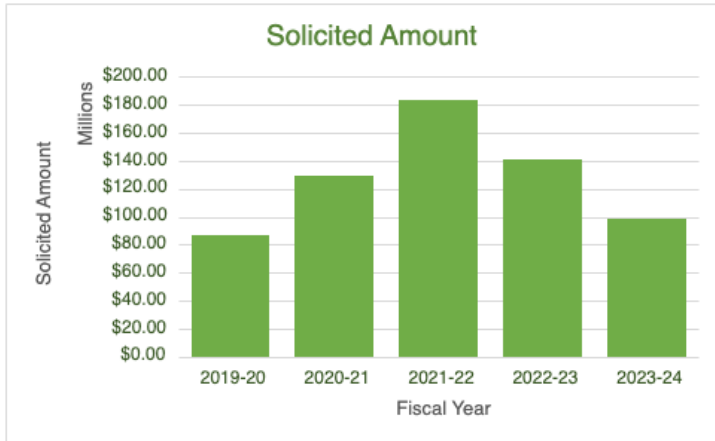
### 3.1. Proposal Submission Unit

In FY 2022-2023, 175 proposals were submitted totaling \$141,290,680.00 in requested funds. During FY 2023-2024, activity in the PSU decreased from the previous year. All but one (1) of the 138 proposals referred to PSU for preparation and submission were submitted to the sponsors for a total of 137 proposals submitted during FY2023-2024, amounting to \$98,993,375.00. This represents a decrease of 22% in terms of the number of submitted proposals and a 30% decrease in solicited funds with respect to the FY 2022-2023. See Figures 1 and 2.



Fiscal Year	# Proposals Submitted
2019-20	210
2020-21	177
2021-22	152
2022-23	175
2023-24	137

Figure 1: Number of proposals submitted FY2023-2024.



Fiscal Year	Solicited Amount
2019-20	\$86,949,898
2020-21	\$129,465,681
2021-22	\$183,853,237
2022-23	\$141,290,680
2023-24	\$98,993,375

Figure 2: Amount solicited for proposals submitted FY2023-2024.

When compared to the previous five years, the numbers for the closing year denote that the number of submitted proposals decreased. Figures 1 and 2 show a historic record of proposal submissions in both count and total amounts for fiscal years 2019-2020 to 2023-24.

The breakdown of solicitations seen by the type of proposal in Figure 3, shows that of the proposals submitted were for “Research & Other Creative Endeavors” (85%), followed by “Training and Education” with 11% and a mere 1% for “Public Service”. The remaining 3% include: Fellowship/Scholarship, Acquisition of Major Research Instrumentation (MRI), Symposia/Conferences/Workshops, Institutional Resources Enhancement and others.

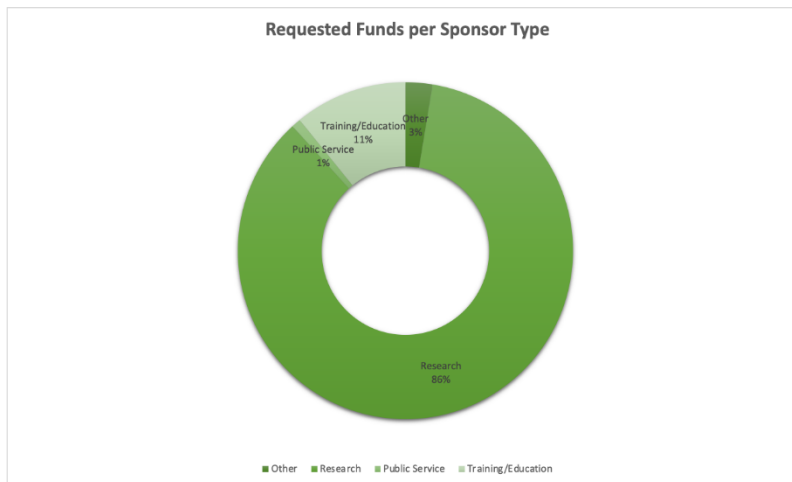


Figure 3: Distribution of proposals submitted per proposal type FY23-24.

In terms of activity per college, only the College of Arts and Sciences (CAS) and the College of Engineering (CE) submitted proposals during FY2023-2024, other UPRM’s colleges or units showed no PSU activity during said fiscal year, see Table 1. Figures 4 and 5 show that the CE leads in the number of submitted proposals, but the CAS leads in the total amount of solicited funds.

The CE has 47% of solicited funds and 56% of submitted proposals. The CAS activity was registered with 53% of solicited funds and 44% of submitted proposals.

Table 1: Distribution by college perunit			
Deanship	Proposals Submitted	Percent Fund	Requested Funds
Arts & Sciences	60	52.7%	\$ 52,176,104.00
Engineering	77	47.3%	\$ 46,817,271.00
<b>Grand Total</b>		<b>100%</b>	<b>\$ 98,993,375.00</b>

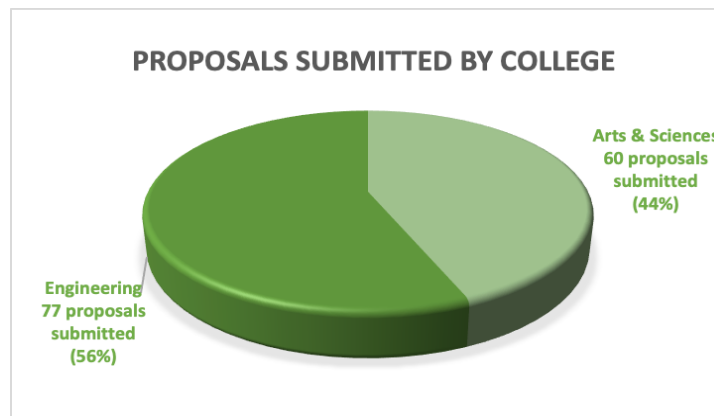


Figure 4: Number of Proposals Submitted by College

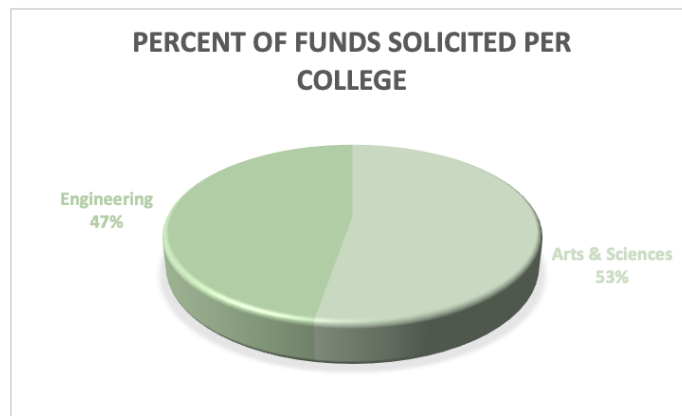
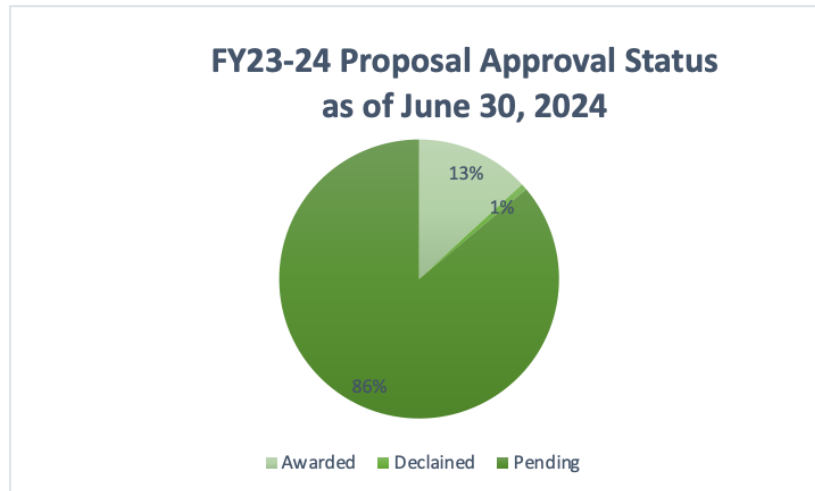


Figure 5: Percentage of funds solicited per College or Unit

As of June 30, 2024 (FY end) 13% of submitted proposals had been approved (18 of 137). Most submitted proposals, 86%, as seen in Figure 6, were yet to be decided on. This is an early statistic as most proposals were still yet to be decided upon.



*Figure 6: Proposal approval status as of June 30, 2024*

#### 4. Pre-award Compliance Office

Transactional records indicate that during FY 2023-2024 the PAC Office executed the following regular operations:

- Issued 234 Travel Registry Confirmations
- Submitted 9 FFATA Reports

After March 2024, many automation processes and electronic tools that were developed to facilitate remote task execution and operations with limited personnel have been malfunctioning. PAC and PSU staff have collaborated in finding alternative tools to ensure the continuity of operations in the processing of requests for external funds and pre-award compliance.

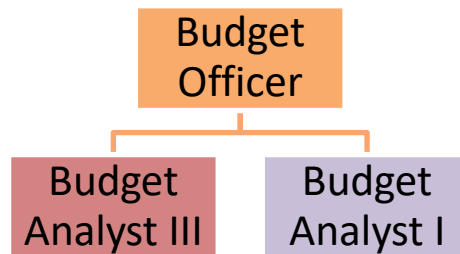
Pre-Award division personnel Training series completed various training activities about different topics related to proposal submission and compliance and other emerging and innovation topics. The list includes the following:

- NSF Proposal and Award Policies Update 2024
- The Rise of Artificial Intelligence and Virtual Reality in Higher Education Innovation & Entrepreneurship
- NSF: Funding Innovation and Transformation
- Federal Laboratory Consortium: Your National Innovation Partner in Commercialization
- Design For Success - The Role of HBCUs, MSIs and TCUs in STEM Ecosystems

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- The Power of AI in the Innovation & Entrepreneurship Classroom
  - Single IRB Training
  - EDGE Portal Training for EDA Grantees
  - Puerto Rico Government Contract Regulations
  - Weekly meetings on Streamlyne Pre-Award implementation
  - NGMA Compliance Conversations: 2024 Uniform Guidance Updates
  - Artificial Intelligence for Productivity Optimization

## 5. Budget Office

The Budget Office of the Research & Development Center aims to provide support to our researchers and administrators in budgetary matters such as the creation of new accounts, distribution of funds and transfers, control of salary expenses, tuition, among others. Similarly, serve as a liaison with the UPRM Budget Office in matters related to the research projects of our faculty.



*Figure 1: Budget Office Organization*

### FY 2023-2024 Activity

To meet the Budget Office's objective, registers and procedure guides were constantly developed and reviewed to speed up the processing of transactions. Similarly, our staff have been trained regularly to keep providing an excellent service.

During fiscal year 2023-2024 we developed the following initiatives:

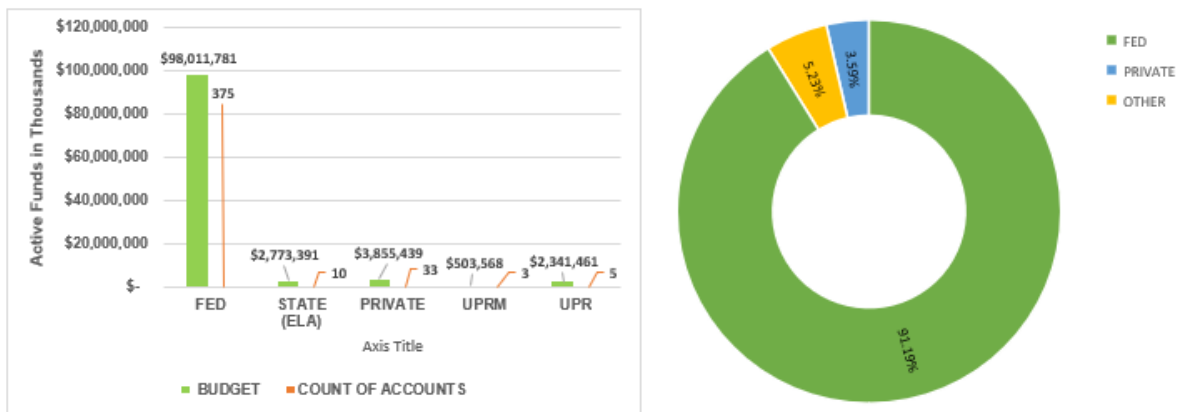
1. **Budget control** - Transaction records for the control of the budget administered in the office have been improved according to the situations that arose during the fiscal year. For example, several records were integrated to simplify the process and maximize data collection time.
2. **Creation of digital files** - To facilitate the search for new accounts, a digital file was created and shared with other offices so that they can have the information accessible.

3. **Response time reduction** - Implementation of procedures that reduced response time to internal and external inquiries, improving communication and service efficiency.
4. **Team training and development** - Motivating continuous training and professional development that increased the team's skills and competencies, thus improving their performance and job satisfaction.

**Active Research Portfolio<sup>1</sup>**

**TOTAL ACTIVE RESEARCH FUNDS      \$107,485,640.50**

The UPRM Research & Development Center (R&DC) of the University of Puerto Rico Mayaguez managed a diversified research portfolio of approximately \$107M in external funds, distributed among in 424 accounts within 215 projects from 99 sponsoring agencies. These funds are distributed in, 91% from federal agencies, 4% from to private sponsors, while the remaining 5% are state and institutional funds. Figure 2 shows bar and ring diagrams illustrating the distribution of funds and types of granting institutions.



**Figure 2: Distribution of active research portfolio for the UPRM R&D Center**

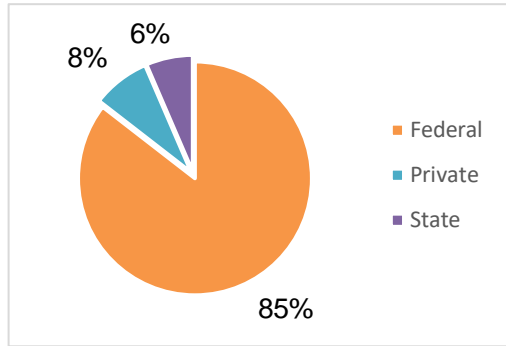
**5.1. Received Research Funds**

For FY 2023-2024, the CID received \$24M in research funds from state, federal, and private sponsors. Table 1 lists the distribution by sponsor type while Figure shows their percentage of distribution. It can be observed that most funds (85%) came from federal agencies. Table 2 lists the top 10 agencies that disbursed R&D Center research funds in FY 2023-2024.

<sup>1</sup> The information provided in this report was obtained from the Q & A Tittle Report and SIAprd.

**TABLE 1: DISTRIBUTION OF RECEIVED RESEARCH FUNDS BY SOURCE**

FUND TYPE	AMOUNT	Portion
Federal	\$ 19,878,633.91	85%
Private	\$ 1,974,159.00	8%
State	\$ 1,505,103.00	6%
<b>Total</b>	<b>\$ 23,357,895.91</b>	<b>100%</b>



**Figure 3: Percentage of received funds by source**

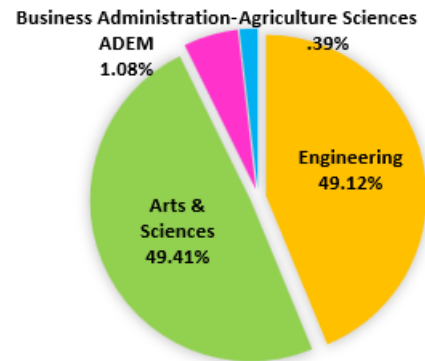
**TABLE 2: TOP TEN RESEARCH SPONSORS FOR FY 2023-2024**

No.	Sponsor Name	Type	TOTAL
1	NSF	Federal	\$ 10,094,287.30
2	NOAA	Federal	\$ 2,220,872.83
3	DEPARTMENT OF ENERGY	Federal	\$ 1,342,497.00
4	DTOP	State	\$ 860,000.00
5	UPR/UPRM	State	\$ 688,088.00
6	DEPARTMENT OF COMMERCE	Federal	\$ 683,341.00
7	DHS-ARI	Federal	\$ 614,996.00
8	NRC	Federal	\$ 499,963.00
9	GORDON & BETTY	PRV	\$ 466,000.00
10	DOE	Federal	\$ 298,785.00

An analysis of received research funds per faculty reveals that projects in the Arts and Sciences received 49.41% of funds, followed by the College of Engineering with 49.12%, ADEM with 1.08% and Agriculture Sciences with .39%. Statistics for the College of Agriculture are managed by the SEA and EEA offices. Table 2 lists the amounts corresponding to each college, while Table 3 lists the top ten departments that received research fund this year.

**TABLE 2: RESEARCH FUNDS RECEIVED PER FACULTY**

FACULTY	RECEIVED FUNDS
Arts & Sciences	\$ 11,401,441.30
Engineering	\$ 11,334,848.19
Business Administration-ADEM	\$ 248,632.50
Agriculture Sciences	\$ 89,500.00
<b>Grand Total</b>	<b>\$ 23,074,421.99</b>



**Figure 4: Percentages of received funds per faculty**

**TABLE 3: TOP 10 DEPARTMENTS RECEIVING RESEARCH FUNDS IN FY 2023-2024**

<b>Department</b>	<b>Faculty</b>	<b>Amount</b>
Chemical Engineering	ENG	\$ 3,843,730.00
Biology	A&S	\$ 3,426,747.30
Electrical Engineering	ENG	\$ 1,771,386.00
Chemical	A&S	\$ 2,773,859.00
Physic	A&S	\$ 2,454,419.00
Civil Engineering	ENG	\$ 1,918,437.86
Social Sciences	A&S	\$ 1,084,141.50
Geology	A&S	\$ 985,464.00
Materials Science and Engineering	ENG	\$ 499,963.00
Marine Science	A&S	\$ 632,973.00

## 5.2. New Funds Received

As of the closing date of this report the R&D Center had registered an income of **\$17,612,853.30** in research funds corresponding to new projects approved in the reported fiscal year. These funds corresponded to state, federal, and private sponsorships distributed as listed in Table 4. This amount is minor compared to the total of solicited funds for the same year. It usually requires waiting beyond the due date of this report to assess the full spectrum of submitted project in a FY. It typically takes between six to eight months to receive decision notifications from sponsors, postponing a full assessment of the total new funds received as a response to the submitted grants.

**Table 4: New funds received as of June 30, 2024**

<b>FUND TYPE</b>	<b>AMOUNT</b>	<b>Portion</b>
Federal	\$ 14,898,964.30	84.6%
State	\$ 1,345,103.00	7.6%
Private	\$ 1,368,786.00	7.8%
<b>Total</b>	<b>\$17,612,853.30</b>	<b>100%</b>

## 5.3. Personnel Salaries and Operational Budget

The funds from Indirect Costs were consumed with the payment of \$1,179,895.10 earmarked for the salaries and fringe benefits of the Center's personnel, which in this fiscal year included both regular employees and special appointees. This disbursement also covered the salaries of COHEMIS personnel assigned to the R&D Center. The budget allocated to the R&D Center for FY 2023-2024 amounted to

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\$1,383,473.00 of which \$2,405,875 came from indirect cost recovery (IC) and \$152,194.00 was covered from the UPRM general fund.

#### 5.4. Distribution of operational expenses in FY 2023-2024

The operational expenses identified for the Center after enacting an austerity plan reached **\$61,474.40** and provided for training costs, office materials, cleaning goods, vehicle expenses, building maintenance and communication expenses. Table 6 shows how the available budget was assigned for the different center operational obligations.

**TABLE 6: DISTRIBUTION OF OPERATIONAL EXPENSES IN FY 2023-2024**

Category	Amount	Percentage
Training	\$3,349.55	5%
Office Materials	\$15,948.70	26%
Cleaning Materials	\$20,281.30	33%
Vehicle Expenses	\$4,327.99	7%
Building Maintenance	\$2,065.00	3%
Communications	\$7,172.21	12%
Travels	\$8,329.65	14%

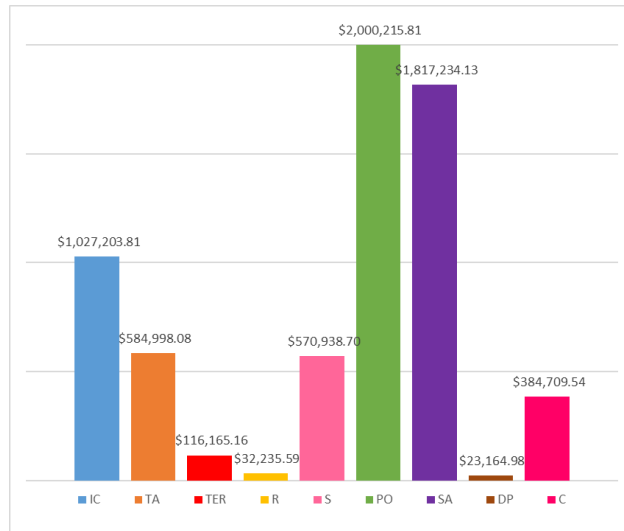
## 6. Finance Transactions

### 6.1. Pre-intervention and Payment Activity

During the FY 2023-2024 the pre-intervention unit registered 1,783 transactions for the total amount of \$6,556,865.80. The VISA debit card is one of the most used purchasing instruments by researchers. During this fiscal year, there were 2,685 transactions made, amounting to \$895,451.47 paid.

**Table 7. Payment Activity**

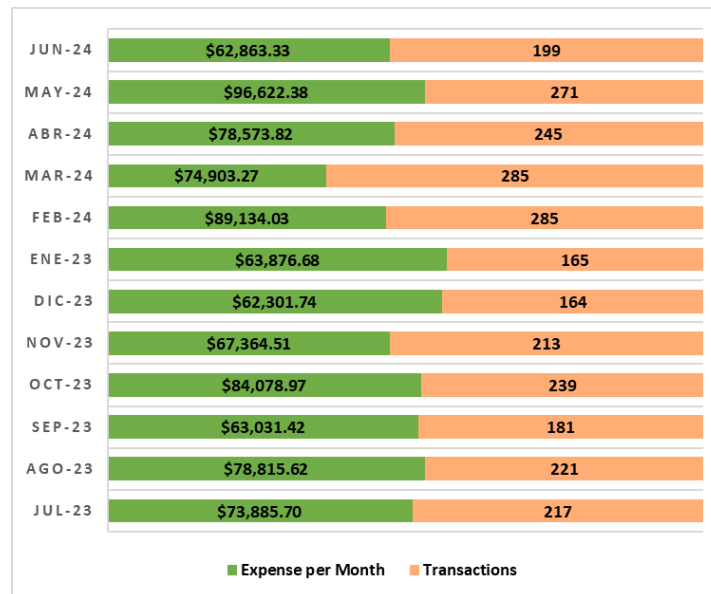
CONCEPT	VOUCHERS	AMOUNT PAID
Intercampus (IC)	11	\$ 1,027,203.81
Travel Advances (TA)	276	\$ 584,998.08
Travel Expense Reports	291	\$ 116,165.16
Reimbursements	117	\$ 32,235.59
Stipends	395	\$ 570,938.70
Purchase Orders	405	\$ 2,000,215.81
Subawards	68	\$ 1,817,234.13
Direct Payments	23	\$ 23,164.98
Professional Service	197	\$ 384,709.54
<b>TOTAL</b>	<b>1,783</b>	<b>\$ 6,556,865.80</b>



**Figure 5. Payments**

**Table 8. Visa Expenses & Transactions**

VISA BPPR MONTHLY EXPENSES		AMOUNT OF TRANSACTIONS
Jul-23	\$73,885.70	217
Aug-23	\$78,815.62	221
Sep-23	\$63,031.42	181
Oct-23	\$84,078.97	239
Nov-24	\$67,364.51	213
Dec-24	\$62,301.74	164
Jan-24	\$63,876.68	165
Feb-24	\$89,134.03	285
Mar-24	\$74,903.27	285
Apr-24	\$78,573.82	245
May-24	\$96,622.38	271
Jun-24	\$62,863.33	199
<b>TOTAL</b>	<b>\$895,451.47</b>	<b>2685</b>



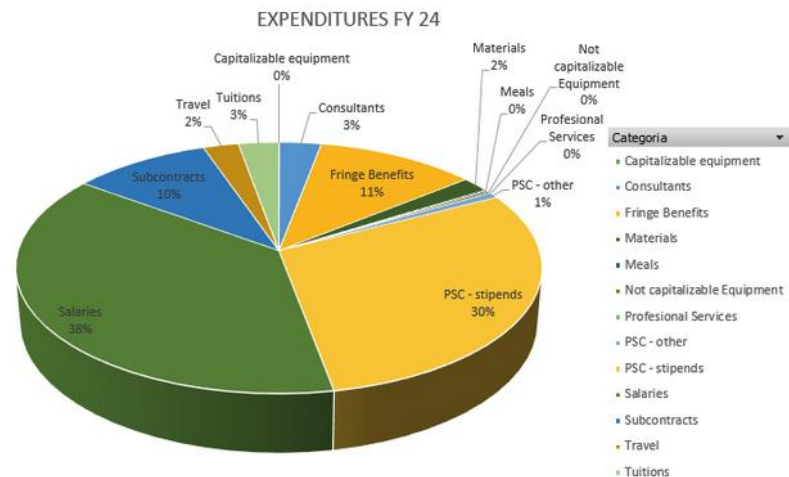
**Figure 6. Visa Expenses & Transactions**

## 6.2. Research Expenditure

During the FY 2023-2024 the total research expenditure in the R&D Center was \$16,108,515.51 distributed in thirteen types of expenses as listed in Table 9. Figure 7. Shows the proportions of the top five expenses registered in the year, headed by salaries, stipends, and subcontracts.

**Table 9: Research expenditure types during FY 2023-2024**

CATEGORY	AMOUNT
Capitalizable equipment	\$5,202.30
Consultants	\$472,515.63
Fringe Benefits	\$1,810,429.94
Materials	\$315,086.17
Meals	\$32,479.47
Not capitalizable Equipment	\$46,118.43
Professional Services	\$2,559.00
PSC - other	\$116,642.00
PSC - stipends	\$4,780,852.73
Salaries	\$6,111,696.82
Subcontracts	\$1,560,662.99
Travel	\$399,298.65
Tuitions	\$454,971.38
<b>Grand Total</b>	<b>\$16,108,515.51</b>



**Figure 7. Sponsor projects Expenditure 2023-2024**

## 6.3. Invoicing Activity

By the closing of FY 2023-2024, the finance office reported 439 invoices, for \$15,725,957.82.

**For federal Sponsors,** 356 Financial Reports (invoices) were submitted, for \$12,585,750.52.

**For Local Government Sponsors,** 11 invoices were submitted, for \$1,324,563.75.

**For Private sponsors,** 37 invoices were submitted, for \$626,578.72.

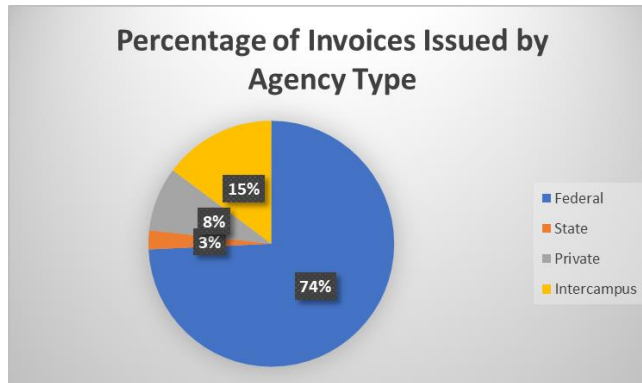
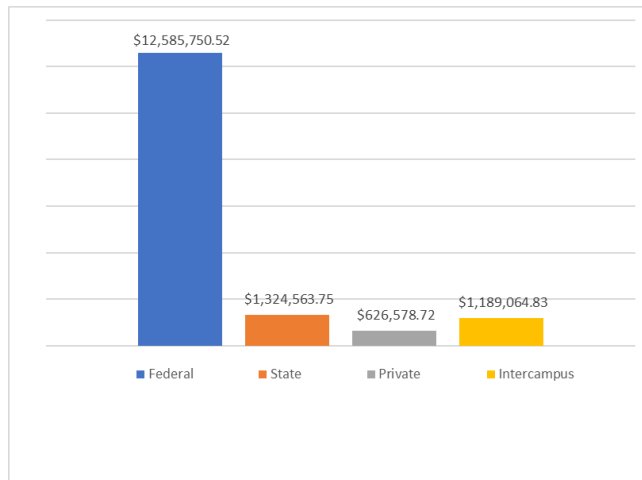
**For Intercampus collaborations,** 65 invoices were submitted, for \$1,189,064.83

Invoicing continued to be the top priority for the Finance Office.

**Table 10. Invoices Submitted**  
**Invoices Submitted FY 2023 - 2024**

Agency Type	Invoices	Total Invoiced
Federal	326	\$ 12,585,750.52
State	11	\$ 1,324,563.75
Private	37	\$ 626,578.72
Intercampus	65	\$ 1,189,064.83
	<b>439</b>	<b>15,725,957.82</b>

**Table 11. Amount billed by agency type**



**Figure 8. Percentage of Invoices issued by Agency Type**

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## 7. **Achievements:**

A work plan has been outlined where each area, pre-intervention, and billing, will have a supervisor who will work together with the Finance Officer, shortening response times by having a person dedicated to fully supervising each of these areas. This plan begins on August 1, 2024. We also recruit 3 additional accountants, 2 for pre-intervention, and 1 for accounts receivable, to complete the areas we need. This is one of the achievements obtained during this year.

### Pre-Award Division:

In January 2024, the Pre-Award Division experienced a significant challenge due to a reduced team size, with only one part-time proposal specialist remaining. To address this, new personnel were hired in January and February 2024. Key individuals were identified in other areas of UPRM who possessed the academic and professional credentials to form a team capable of quickly learning and ensuring continuity in the operations of the Pre-Award Division. Mr. José Torres-Ramírez, the part-time proposal specialist, was assigned the role of trainer for the new hires.

The new team members (Lissa M. Perea, Kimberly N. Vega & Yarisís López) quickly learned on the job, adopting a "learn by doing" approach. Therefore, proposals have continued to be submitted without interruption and other tasks of the Pre-Award Division have been consistently carried out, all to the UPRM research community's benefit. The PAC Unit tasks have been preliminary assigned to Yarisís López Colón, an attorney at law with prior experience in compliance at higher education institutions. Mrs. López-Colón has also been learning on the job how to manage internal protocols regarding export controls and financial conflict of interest, as well as federal reporting requirements.

The Pre-Award Division staff is focused on enhancing procedures by establishing new standard practices and implementing alternative digital tools to boost productivity and results.