

# **S**PONSORED **P**ROGRAM **A**DMINISTRATION MEETING

January 11, 2017

# WELCOME



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# Agenda

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- Procurement Updates on Uniform Guidance
- Effort Reporting Updates
- NSF Updates
- NIH Updates
- Contract Review, Negotiation and Award Setup
- Pre-Award Reminders and Updates
- Post-Award Reminders & Updates
- Adjourn

# Procurement Updates on Uniform Guidance

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# Procurement – Uniform Guidance

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- Micro-Purchase Threshold
  - Increased from \$3,500 to \$10,000 under the National Defense Authorization Act.
  - Applicable to funding from all federal agencies.
  - New UG Updates expected to provide implementation guidance for MPT.
  - Captures all funding instruments:
    - Contracts (Section 6303 of Title 31)
    - Grants (Section 6304 of Title 31)
    - Cooperative Agreements (Section 6305 of Title 31)
- PCard
  - Current practices will stay in place. No changes.

# Procurement – Uniform Guidance

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- “Go-Live” Date
  - Current date for required implementation of UG procurement rules is 7/1/17. **HOWEVER**, it is expected that a final one year grace period will be included in the newest updates in the Federal Register.
    - But, this is **NOT** guaranteed to still occur.

# Procurement – Uniform Guidance

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- Future Updates
  - SPA (quick updates at future SPA meetings)
  - Updates from January FDP meeting (at February SPA meeting)
  - Procurement Services UG Updates Site:
    - <http://purchasing.uconn.edu/uniform-guidance/>
    - Intend to update at least once per month on an indefinite basis
- Research Equipment Form
  - <http://media.paes.uconn.edu/Equipmentform/equipmentformfront.html>

# Effort Reporting Updates

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# Effort Reports

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- Summer 2016 reports were due 1/4/2017
  - 87% returned on time
  - Partly related to delays due to Core-CT implementation
- Late Processed Summer Pay
  - Notify Kristin of summer pay that has recently posted so it can be reflected on the correct report
  - **Be sure to check the Summer Payroll Indicator on the SmartHR Template in Core CT**
- Fall 2016 reports planned for late February release



# ERC System Updates

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- View PI Worklist – A new menu option will allow you to see another person’s worklist:
  - Useful to see what reports are currently assigned to a PI for their certification/review
  - Is the same list the PI sees when logging in
- **Note:** The security is the same as Reports by PI screen
  - You can only view worklists of people in your department/unit
- Post Award Team Assignment
- Department Report List Export – *bug fixed*
- Previous/Next Navigation on Commitment Change Form screens

# ERC Updates – View PI Worklist

**View Effort Report Worklist by PI Search**

Search by PI name

Enter Last Name, First Name MI

**Effort Reporting Worklist for [redacted]**

Click on the icon or double-click anywhere in the row to open the report.

Reports Outstanding: 2

	Name	NetID	Payroll ID	Department	Title	Period	Report ID	Date Assigned	Due Date	Status
☰	A [redacted]	n [redacted]	[redacted]	Electrical and Com..	Graduate Student	Summer 2013	13773	07/30/2015	07/23/2015	In Progress: PI/Faculty Review
☰	B [redacted]	[redacted]	[redacted]	Economic Developme..	Postdoctoral Fellow (..	Summer 2013	12632	12/02/2015	07/23/2015	In Progress: PI/Faculty Review

Go to page: 1 Show rows: 20 1-2 of 2

Export Worklist to Excel

# ERC Updates – Team Assignment

The screenshot displays a web interface for an ERC (Effort Report Commitment) system. At the top, there is a header with a plus sign and the text "All other sources associated with your appointment". Below this are two buttons: "Effort Report Details" and "View Transaction Details". Underneath the buttons, there is a section titled "Add another project" with a sub-link "Request Commitment Change". The version information is "Version 6 (Created on: 12/16/2016 02:12 PM)". The text "SPS Team: SP1" is circled in red. Below this is an "Approval Log" section with a table.

	User Name	Assign Date	Action
*	Pelletier, Jennifer S (jel07015)	12/15/2016 01:20 PM	
*	Winot, Kristin A (kaw15104)	12/15/2016 01:20 PM	

# NSF Updates

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# NSF Updates

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- 2017 Proposal & Award Policy & Procedure Guide (PAPPG) is now available
  - Effective for proposals that are submitted, or due, on or after and awards made on or after **January 30, 2017**
  - Significant changes were discussed at the [November SPA Meeting](#)
- General award terms updated to align with changes in the PAPPG and are effective for all awards or funding increments made on or after January 30, 2017
- Grant.gov application guide has been updated (FastLane is recommended for all NSF applications)

# NIH Updates

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# NIH Updates

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- Application Guide has been updated (**effective now**)
  - New biosketch format pages for [fellowships](#) and [all other applications](#)
  - Reminder: figures, tables, graphs, etc. are not allowed in biosketches
  - Other minor changes to the layout and style and several clarifications to the current Forms-D instructions.
- NRSA [Postdoctoral Stipends for FY17](#) have been issued and are also on the [OVPR website](#)

# NIH Updates

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## Appendix and Post-Submission Material

*(also discussed at the [September SPA Meeting](#))*

### Materials That Will Be Accepted In The Appendix Section:

- For all applications:
  - Blank informed consent/assent forms
  - Blank surveys, questionnaires, data collection instruments
  - FOA-specified items
  
- For applications proposing clinical trials:
  - Clinical trial protocols
  - Investigator's brochure from Investigational New Drug (IND)

*NIH Guide Notice [NOT-OD-16-129](#)*



# NIH Updates

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## Effort During a No-Cost Extension

With the exception of grant programs that have an effort requirement, or where terms and conditions prohibit such reductions, NIH will not require prior approval for the reduction in effort for Senior/key personnel named in the Notice of Award during a **no-cost extension**. However, consistent with the [NIH Grants Policy Statement](#) Chapter 8.1.1.3, recipients are reminded that for active NIH awards, the PD/PI and other Senior/key personnel named in the NOA must devote a measurable level of effort.

Note: this applies to **NCE period only**. Prior approval is required for reduction in effort of PI or senior key person named in NOA reducing effort of 25% and greater during awarded project periods.

[Posted in You Ask, We Answer by NIH Staff](#)

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# NIH Updates

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## Final Progress Report (F-RPPR)

**REMINDER:** Final progress reports submitted after January 1, 2017 will now need to be submitted as a **Final RPPR (F-RPPR)**. **Effective Now.**

Differences from the RPPR:

- Section D (Participants); Section F (Changes); and Section H (Budget) are not included
- Information entered in Commons (no pdf upload)
- New Section I – Outcomes.

### **Significant Change:**

NIH requires that an “Interim-RPPR” must be submitted while their renewal application is under consideration.

Completion and Submission of the F-RPPR: Follows the current process for RPPRS. F-RPPRS are to be submitted and routed in eRA Commons to SPS.

*NIH Guide Notice* : [NOT-OD-17-022](#)

# **Contract Review, Negotiation and Award Setup**





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# Contract Negotiation & Execution

## Reminders and Tips

- Review the InfoEd record for the status of the contract and a current draft

Date▲	Status	Recorded Date	Recorded By	Comments	Delete
23-Nov-2016	With sponsor for review - in	23-Nov-2016 02:46:21 PM	Kimberly J O'Connor	Revisions sent to Sponsor (amy.jorgensen@nfl.com).	
23-Nov-2016	Reviewing agreement/Markup - in	23-Nov-2016 01:22:22 PM	Kimberly J O'Connor		
23-Nov-2016	*INCOMING	23-Nov-2016 01:22:17 PM	Kimberly J O'Connor		
23-Nov-2016	Select in/out	23-Nov-2016 01:21:36 PM	Kimberly J O'Connor	New Agreement	

### Document Summary

[Add](#)

Name	Category	View Latest	History	Versions	Last Updated	Delete
Draft Agreement	Agreement			2	23-Nov-2016	

- If you can't find the information you need in InfoEd, contact the assigned contract specialist
- If possible, request a pre-award account while the agreement is negotiated (pre-award accounts cannot be created if the start date is upon execution)

# Pre-Award Reminders & Updates

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# Pre-Award: Reminders & Updates

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## ***New!!*** [Letter of Intent/Preproposal IPR Form](#)

- One page for easy printing
- Reminder: no signatures required (*note: cost sharing approval is required with the cost sharing form if included*)

## **Personnel on the IPR**

- Key and responsible personnel only
- UConn personnel only (do not include UConn Health or subaward personnel)
- Only PI and Co-PI need to sign

# Post-Award Reminders & Updates

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# Graduate Tuition Reminder

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- **When will the Disbursement of Funds Occur?**

<u>Semester</u>	<u>IB Description</u>	<u>Approval Deadline</u>	<u>Disbursement Cycle</u>
Fall 2016	Fall 2016 Tuition	1/31/2017	February 2017

\*Please note that failure to reference the semester in the edoc description requires manual review which can delay disbursement

- **What if Payroll charges are delayed or in process?**

Please continue to submit Internal Billing e-docs for Fall Tuition. SPS will verify Payroll within CORE-CT



# Graduate Tuition Reminder

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- **Who do I contact if I have questions?**

Item	Contact
Questions regarding the submission or review of the Graduate Assistant Tuition	SPS Team Lead in Sponsored Program Services: <ul style="list-style-type: none"><li>• Matthew Cahill - <a href="mailto:matthew.cahill@uconn.edu">matthew.cahill@uconn.edu</a></li><li>• Jen Johnson - <a href="mailto:jennifer.johnson@uconn.edu">jennifer.johnson@uconn.edu</a></li><li>• Lori Mather - <a href="mailto:lori.mather@uconn.edu">lori.mather@uconn.edu</a></li><li>• Daniela Parciasepe - <a href="mailto:daniela.parciasepe@uconn.edu">daniela.parciasepe@uconn.edu</a></li></ul>
Questions that pertain to the disbursement process, notification, or funded amounts	OVPR Financial Services : <ul style="list-style-type: none"><li>• Julie Schwager - <a href="mailto:Schwager@uchc.edu">Schwager@uchc.edu</a></li></ul>

- More information available on our [website](#)

# Post-Award Updates

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- Payroll Cost Transfers
  - Smart HR and Cost Transfer should be submitted simultaneously for changes that exceed 30 days
  - Supporting documentation:
    - Payroll charges for dates after September 16, 2016, the old Payroll Authorization form should no longer be used.
    - If you do not have access to Core-CT and can not provide the SmartHR Template; then, make sure to note this on the cost transfer request. SPS will review and attach the proper documentation needed.
  - Reminder: Grad Payroll changes require the movement/adjustment of the corresponding Tuition charges.
- Staffing update

# Adjourn

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- Questions?
- Upcoming SPA Meeting:
  - February 8, 2017, 9:30am-11am, Beach Hall, Room 443