Agenda

- F&A Distribution
- Pre-Award Reminders and Best Practices
- NSF PAPPG: Summary of significant changes
- Conflict of Interest
- Effort Reporting Update
- Reminder- Graduate tuition
- Faculty Travel Workgroup Update
F&A Distribution

• FY 15 F&A Distribution
  – Funds to be distributed to PI this month
  – Funds to Departments and Deans to follow
  – Letters to recipients
    • Copies to department fiscal officer
    • Amount
    • Report for Chairs and Deans (to follow)
    • If there are questions, refer the investigator to Joanna Desjardin in the OVPR
  – See OVPR website for Distribution of F&A Procedure
F&A Distribution

• For FY16
  – NEW- 10% on non-research awards
    • Distribution has been determined by each Dean
    • Will be distributed in Fall of 2016
    • More information to follow over the year

– NEW- F&A Distribution System in Development
  • Web based
  • Reporting
  • View Distribution of Credit
  • View fund allocation
Pre-Award Reminders and Best Practices

• If Cost Sharing
  – Indicate “yes” on the IPR Form
  – Make sure all requests to those who may be contributing to the cost share have been made prior to sending to Pre-Award
  – Secure all signatures
  – Include cost sharing amount on the internal budget

• IPR Deadline Date
  – Should be the date the proposal is due to the sponsor
  – An earlier date may be requested when the PI will be traveling or for other extenuating circumstances
NSF PAPPG: Significant Changes

• Effective for proposals that are due on or submitted after January 25th

Deadline Date & Time

Proposals with DEADLINE DATES submitted after 5:00:00pm will not be Accepted!!
NSF PAPPG: Significant Changes

Biosketch

• Collaborators and Co-Editors will be submitted as a single copy document and no longer as a part of the biosketch (more information about this to come)

• *However*, per NSF: “Provide exactly what we ask for and nothing more”

• All biosketches must be uploaded separately, biosketches for Other Personnel and for Equipment proposals may be uploaded as a supplementary document
NSF PAPPG: Significant Changes

Current and Pending Support

• Internal funding for specific projects should also be included.
• Current and pending must be uploaded separately for each individual.

Suggested Reviewers

• Email address and institutional affiliation should be included.

Project Summary

• REMINDER: Only project summaries with special characters can be uploaded as a separate document.
NSF PAPPG: Significant Changes

**Project Description**

- Results from prior NSF support
  - Includes projects for any PI or Co-PI that has received NSF funding *with a start date within the past five years*

- Additional information is required for projects including *vertebrate animals*
NSF PAPPG: Significant Changes

Letters of Collaboration

• Recommended format should be used:

"If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment or Other Resources section of the proposal."
NSF PAPPG: Significant Changes

NSF Approved No Cost Extensions

• Requests submitted after the grant end date must include a justification for why the request was not submitted earlier

Technical Reporting Requirements

• Annual project reports due no later than 90 days prior to the end of the current budget period

• Final project and project outcome reports are due no later than 120 days following the expiration of the grant
NSF PAPPG: Significant Changes

Public Access Policy


• Publications must:
  – Be deposited in a public access compliant repository;
  – Be available for download within 12 months of publication;
  – Possess a minimum of machine-readable metadata elements as described in the Public Access Policy
  – Be reported in annual and final reports with a persistent identifier
Conflict of Interest

• Effective **Monday, November 16**\(^{th}\) COI disclosures are to be completed electronically.

• Please ensure all “responsible” personnel have completed an online COI disclosure before sending the proposal to SPS.

• This does not apply to proposals sent to Pre-Award prior to Monday.
Effort Reporting Update

• Fall 2014 Effort Reports
  – 95.6% returned
  – Return any outstanding reports ASAP
  – SPS will be transitioning any unreturned Fall 2014 paper reports to the electronic system – these will route with the Spring 2015 reports

• Classified Effort Reports: FY15 2\textsuperscript{nd} Quarter Reports
  – 55% returned – due 12/4/15
  – Last quarterly classified reports
  – Classified employees will receive Spring 2015 reports with other employee groups
Spring 2015 Effort Reports

• SPS getting ready to distribute to Department Admins
  – SPS & Dept report generation testing is complete
  – Completing final reviews and edits prior to distribution
  – Thank you to those that have helped validate the report generation process!

• Department Admin Report Review
  – Ensure recent cost transfers or commitment changes impacting the Spring have been included in the report
  – Submit any necessary cost transfers or Commitment Change Forms (via ERC) and return the report to SPS
Spring 2015 Reports: Areas of Concern

- Special Payroll (5231) posting in semester
  - Review any 5231 charges impacting 1/9-5/21/15
    - Does it impact a different period?
      - For example, summer payroll posting “early”
    - Even non-sponsored program 5231 pay impacts the effort calculations

- Cost Transfers with improper descriptions
  - Review any cost transfers to ensure they were counted in appropriate effort reporting period
Spring 2015 Reports: Areas of Concern

• Commitment information
  – Ensure commitments for the person are accurate
    • Report will be validated based on this information
  – Review any projects with any 0% Calculated Effort
    • Is it a “paid” commitment for which no salary was charged?
    • Should it be changed to a “cost shared” commitment?
  – On Final Dept Admin Review, ensure commitments are being met

• Return the report to SPS or call Kristin Winot if you think something is missing or should be excluded from an effort report
Graduate Tuition – Reminder

- Gather your GATV information now.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Internal Billing Description</th>
<th>Department &amp; FO Approval Deadline</th>
<th>Disbursement Cycle</th>
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<tbody>
<tr>
<td>Fall 2015</td>
<td>Fall 2015 Tuition</td>
<td>1/29/2016</td>
<td>February 2016</td>
</tr>
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Travel Workgroup

Departmental Pre-trip approvals
  • A few departments have developed their own forms and processes
  • How can we consolidate into one or two best practice(s) and share documents and forms
  • Graduate Assistant Travel Update
  • Little Known Facts: Pre-Trip/Post-Trip

Fly America Documents and Guidance update
Adjourn

• Questions?