Agenda

- Mike Unplugged
- Upgrade to InfoEd 14
- Effort Reporting Updates
- NIH FORMS-D Overview
- Budgeting of Graduate Tuition & Fringe Benefits on Proposals
- Distribution of Fall 2015 Tuition
- Summer Payroll Reminder
- Adjourn
Mike Unplugged

- RAWG Survey
  - Health Center
  - Re-branding

- G5 (Department of Ed) Authentication
  - Two factor authentication to be rolled out mid April through June
Storrs InfoEd Upgrade

Kyle Pelletier
Research IT

era-help@uconn.edu
Storrs InfoEd Upgrade

- Timeline
- Interface changes
- Other changes
Timeline

• Began upgrade project in October 2015
  – Group testing by SPS and OVPR staff
  – Extensive Data validation

• Production upgrade scheduled for April 1, 2016
Interface Changes

• Most of the interface is the same
• Human Subjects, Lab Animals, External Interests– no significant changes
• Updated budget screens in the Proposals module
• Reports will stay the same
Interface Changes
Interface Changes
Interface Changes

The Person Months and Effort data on this profile are not based on an appointment record. Any changes to this profile will result in altered Person Month and/or effort values and may affect historical data and other calculations.

### Personnel [hide]

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Period 1</th>
<th>Direct Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kozma, Laura</td>
<td>PD/PI</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td>Johnson, Jennifer</td>
<td>Faculty</td>
<td>-</td>
<td>0.00</td>
</tr>
<tr>
<td>Pelletier, Kyle</td>
<td>Co-PD/PI</td>
<td>-</td>
<td>0.00</td>
</tr>
<tr>
<td>Gould, Joni</td>
<td>Faculty</td>
<td>-</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Subtotal Personnel: $0.00 $0.00
Interface Changes
# Interface Changes

## Non-Personnel [hide]

<table>
<thead>
<tr>
<th>Category</th>
<th>Period 1</th>
<th>Direct Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Costs</td>
<td>$150,000.00</td>
<td>$150,000.00</td>
</tr>
</tbody>
</table>

Subtotal Non-Personnel: $150,000.00

## SubAwards [hide]

<table>
<thead>
<tr>
<th>Inst/Contractor Name</th>
<th>Short Form</th>
<th>Period 1</th>
<th>Direct Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yale University</td>
<td>$50,000.00</td>
<td>$50,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal SubAwards: $50,000.00

## Subprojects [show]

<table>
<thead>
<tr>
<th></th>
<th>Period 1</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sponsor Direct Costs:</td>
<td>$200,000.00</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>Sponsor F&amp;A:</td>
<td>116,000.00</td>
<td>116,000.00</td>
</tr>
<tr>
<td>Total Sponsor Costs:</td>
<td>$316,000.00</td>
<td>$316,000.00</td>
</tr>
</tbody>
</table>
Interface Changes

Grant Management

- Program Income
- Interest

KFS Interest Account Number
Program Income KFS Account Number
Direct
F & A
Total

$600,000.00
$348,000.00
$948,000.00
Other Changes

• Summer Salary no longer requires a second budget line
• Cost Sharing can easily be viewed on the summary screen
Questions?
eRA Help Desk

860-486-7944

era-help@uconn.edu
Effort Reporting Update
Spring 2015 Effort Report Update

• 95% reports returned to SPS by the due date!
  – Much better than in the past but need 100%
  – Please follow up on “missing” reports

• Some reports are being sent back through the process due to:
  – Cost transfers (new and adjustments)
  – Prorating adjustments
  – Validations
Schools with Star Performance

College of Agriculture, Health & Natural Resources
School of Pharmacy
School of Fine Arts
Avery Pt Regional Campus
Global Affairs
Exec VP Health Affairs
Provost & Exec VP Academic Affairs
CETL AVP

College of Liberal Arts & Sciences
School of Nursing
School of Social Work
Student Activities
VP Graduate Education & Dean
Undergrad Education
University Info Tech Services
University Libraries
Report Validations

• All electronic reports are now checked for the following after faculty certification:
  – Students
    • Paid Effort (payroll transactions) must equal the Certified Effort
  – Faculty/Staff
    • Certified Effort must be greater than or equal to Paid Effort
    • Certified Effort must be greater than or equal to Commitments
    • Projects added/Comments consistent with the contents of the effort report and any related Commitment Change Forms
Validations – How will they work?

• Starting for Fall 2014 and Spring 2015, SPS is:
  – Double-checking numbers manually to find:
    • Any prorating issues or missing cost transfers that have since posted
    • Any Commitments that have been updated after report generation
  – Emailing Dept Admin with information
  – Returning the Effort Report to the Dept Admin, if appropriate
# Summer 2015 Report Timeline

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release to Department Admins</td>
<td>0</td>
<td>3/21/16</td>
</tr>
<tr>
<td>Department Admin Initial Review</td>
<td>1-30</td>
<td>3/22 – 4/21</td>
</tr>
<tr>
<td>Deadline to Release Reports to Faculty</td>
<td>30</td>
<td>4/21/16</td>
</tr>
<tr>
<td>Faculty Review &amp; Certification and Dept Admin Final Review</td>
<td>31-60</td>
<td>4/22 – 5/23</td>
</tr>
<tr>
<td>Deadline to Return Certified Reports to SPS (Published Due Date)</td>
<td>60</td>
<td>5/23/16</td>
</tr>
<tr>
<td>Grace Period for Adjustments</td>
<td>61-90</td>
<td>5/23 – 6/22</td>
</tr>
</tbody>
</table>
Summer 2015 Report Review

• Release date Monday, March 21
  – Notification sent to Dept Admins the following day
  – Due date to return reports to SPS: Monday, 5/23
  – Please review early so all adjustments can be made and reports certified in a timely fashion
  – Review validation criteria before releasing reports to save time for you & your faculty later!

• Status reports are available – Ask Kristin!
  – School or Department level
  – Report list with the PIs that still need to certify them
### Fall 2015 Report Timeline

<table>
<thead>
<tr>
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<tr>
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<td>6/17/16</td>
</tr>
<tr>
<td>Faculty Review &amp; Certification and Dept Admin Final Review</td>
<td>31-60</td>
<td>6/17 – 7/18</td>
</tr>
<tr>
<td>Deadline to Return Certified Reports to SPS (Published Due Date)</td>
<td>60</td>
<td>7/18/16</td>
</tr>
<tr>
<td>Grace Period for Adjustments</td>
<td>61-90</td>
<td>7/19 – 8/17</td>
</tr>
</tbody>
</table>
NIH FORMS-D Overview
NIH Grant Applications: FORMS-D

• Important Dates
  – **March 25, 2016:** FORMS-D Application Guide available from NIH
  – **May 25, 2016:** All applications with due dates on or after this date must use FORMS-D

• Continuous Submission and FORMS-D

<table>
<thead>
<tr>
<th>Original Deadline</th>
<th>Continuous Submission Deadline</th>
<th>Review Council</th>
<th>FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2016</td>
<td>April 16</td>
<td>October</td>
<td>FORMS-C</td>
</tr>
<tr>
<td>May 7th (AIDS)</td>
<td>May 23</td>
<td>October</td>
<td>FORMS-C</td>
</tr>
<tr>
<td>June/July 2016</td>
<td>Start submitting in April</td>
<td>January</td>
<td>FORMS-D</td>
</tr>
</tbody>
</table>
NIH FORMS-D: Major Changes

PHS 398 Cover Page Supplement
• Disclosure permission statement question removed
• New vertebrate animals section

PHS Inclusion Enrollment Report
• A new form that replaces the “Planned Enrollment Report” and “Cumulative Inclusion Enrollment Report” in FORMS-C
PHS Assignment Request Form

- A new form to identify the PI’s preference for the institute or center to review the application
NIH FORMS-D: Major Changes

PHS Modular Budget
- Indirect costs will automatically calculate after adding the rate and base

FORMS-D: Indirect (F&A) Costs section changed to dynamically add indirect costs rather than providing static fields for four entities.
NIH FORMS-D: Major Changes

PHS 398 Research Plan

- Two new attachments:
  - **Data Safety and Monitoring Plan**: required if “yes” is checked for clinical trials
  - **Authentication of Key Biological and/or Chemical Resources**: required if project involves key biological and/or chemical resources with a 1 page recommended limit.
NIH FORMS-D: Major Changes

PHS 398 Career Development Award Supplemental Form

- **Candidate Section**: combines the “Candidate’s Background”, “Career Goals and Objectives” and “Candidate’s Plan for Career Development/Training Activities during Award Period” attachments from FORMS-C.

- **Data Safety and Monitoring Plan**: required if “yes” is checked for clinical trials*
PHS 398 Career Development Award Supplemental Form, continued

- **Authentication of Key Biological and/or Chemical Resources**: required if project involves key biological and/or chemical resources with a 1 page recommended limit.
- **Citizenship selections updated**
NIH FORMS-D: Major Changes

PHS 398 Research Training Program Plan (T32s, etc)

- **Program Plan**: combines information previously included in “Background” and “Recruitment Plan to Enhance Diversity”
- **Plan for Instruction in Methods for Enhancing Reproductively**: do not use unless instructed in the FOA.
- **Data Safety and Monitoring Plan**: required if “yes” is checked for clinical trials.
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant’s Background and Goals for Fellowship Training</td>
<td>combines three sections into one (limited to 6 pages)</td>
</tr>
<tr>
<td>Letters of Support from Collaborators, Contributors, and Consultants</td>
<td>new attachment section</td>
</tr>
<tr>
<td>Description of Institutional Environment and Commitment to Training</td>
<td>new attachment section</td>
</tr>
<tr>
<td>Data Safety and Monitoring Plan</td>
<td>required if “yes” is checked to clinical trials.</td>
</tr>
</tbody>
</table>

**Example of Data Safety and Monitoring Plan**

- **Human Subjects:**
  - **Human Subjects Involved?**
    - Yes
    - No
  - **Clinical Trial?**
    - Yes
    - No
- **Protection of Human Subjects:**
  - **Data Safety Monitoring Plan:**
    - Required if Clinical Trial is Yes.
NIH FORMS-D: Major Changes

PHS Fellowship Supplemental Form (NRSAs), continued

- **New Vertebrate Animals Section**: new questions and fields to complete
- **Authentication of Key Biological and/or Chemical Resources**: do not use unless required in the FOA.
- **Description of Institutional Environment and Commitment to Training**: new attachment section
- **Field of Training for Current Proposal**: changed from 4-digit to 3-digit codes.
PHS Fellowship Supplemental Form (NRSA), continued

- Citizenship selections updated
Budgeting of Tuition and Fringe Benefits on Proposals
Budgeting Tuition and Fringe

• Tuition
  • Calculator has been updated with most current rates
  • Continue to use 6% inflation in out years
  • We link to the Bursar’s website (not yet updated for latest rates) for the amount that will be charged

• Fringe
  • Working group convened to discuss best options
  • Website will be updated with better estimates for out years
  • Guidance will be provided for federal contracts
  • Communication will be sent out when new rates are posted
Distribution of Fall 2015 Tuition
Distribution of Fall Tuition

- Disbursements:
  - Funds were transferred to PI Indirect 4-Ledger accounts on March 7, 2016
  - $514,470 disbursed to 202 PIs
- Communication:
  - Letters mailed to PIs
  - Email with transaction details sent to Deans and Financial Contact
- Key info:
  - Not all GATVs were submitted by the deadline
  - Post-Award Team Leaders have transactional info
  - Timeline/Process Document & Calculators
Summer Payroll Reminders
Summer Payroll

- HHS Salary Cap is now $185,100 as of January 10, 2016

- NSF 2 month rule
  - UConn year based on Academic calendar

- Important Summer Dates for Effort Reporting:
  - 9 Month – May 20 – August 18, 2016
  - 10 Month – June 24 – August 18, 2016
Adjourn

• Questions?