Sponsored

Programs

Administration

September 25, 2018
AGENDA

• Procurement Update
• Training Update
• Pre-Award
  • Deadline Dates
  • Budgeting Participant Support Costs
• Post-Award
  • Participant Support Costs on NSF Conference Grants
  • Budgets in Pre-Award Accounts
  • Object Codes – New Monthly Topic!
  • Payroll Cost Transfers and Accruals
• Effort Reporting
Procurement Update

• Uniform Guidance Update

Matt Larsen, Janel Wright, and BJ Pivonka
Sole Source Justifications (ONLY 4)

• The item is only available from a single source
• Public emergency
• Federal awarding agency expressly authorizes noncompetitive proposals in response to a written request (written confirmation)
• After solicitation of a number of sources, competition is determined inadequate
What is NOT a legitimate sole source justification?

- Price
- Continuity of Research
- “familiar with my research”
- Top expert
- Naming something/someone in the grant and no response from the funding source
## Procurement

### Research Consulting Agreements - (Interim Processing Plan)

<table>
<thead>
<tr>
<th>Consultant Status</th>
<th>SPS Role</th>
<th>Procurement Role</th>
</tr>
</thead>
</table>
| **IN the Budget & < $10K** | • Hire Consultant Intake Form  
• Sourcing  
• Contracting  
• Contract Administration | None                              |
| **IN the Budget & > $10K** | • Hire Consultant Intake Form  
• Contracting  
• Contract Administration | • Sourcing (3 quotes/SSJ)         |
| **NOT the Budget & < $10K** | • Hire Consultant Intake Form  
• Contract Administration | • Sourcing  
• Contracting |
| **NOT the Budget & > $10K** | • Hire Consultant Intake Form  
• Contract Administration | • Sourcing (3 quotes/SSJ)  
• Contracting |
Research Consulting Agreements (contin.)

- For consultant agreements on federal awards that were in place before 7/1/18, we will rely on the sourcing that was done for that consultant until that grant ends or is renewed.

- Example 1: A grant was awarded on January 1, 2018 for a three year project (January 1, 2018 – December 31, 2021). A consulting agreement was executed on March 1, 2018 for one year. The consultant may be extended through the end of the grant date of December 2021 and the university will rely on the sourcing that was done prior to the July 1, 2018 UG procurement implementation date.

- Example 2: Grant awarded 1/1/18 for 3 years. PI wants to add a contract with a Consultant who wasn’t used for this grant previously. The contract will start 10/1/18. We need to source that consultant following UG rules because consulting agreement start date is after 7/1 and consultant wasn’t working under this grant before 7/1.

- Any new consultants that begin on an award after July 1, 2018 follow the UG procurement guidelines.
Training Update

Brenda Lowther
SharePoint has discontinued the option to have a public site. Existing public sites will stay as such but no new public sites can be created. I will be sending an email invitation to all of you. Email will come from SharePoint so check your clutter or junk folders if it is not received by October 5, 2018.
Training Update

Questions, Comments, Suggestions?

Contact Brenda Lowther

Please use the discussion feature at:
https://uconn.sharepoint.com/sites/spstrainingInfo/SitePages/Home.aspx
Pre-award Updates

- Deadline Dates
- Budgeting Participant Support Costs

Laura Kozma
Pre-Award

Deadline Dates
• The **sponsor deadline** must be entered on the IPR and the email sent to Pre-Award (we recommend including it in the subject!). Requested dates may be included in the body of the email.
• Exceptions:
  • **Incoming subawards**: Pre-Award will use the lesser of 5 business days or the midpoint from when the sponsor’s deadline is and when the paperwork was submitted to Pre-Award.
  • **PI Travel/Unavailability**: You may request an earlier deadline if the PI will be unavailable on the deadline day. Please include the explanation in the email to Pre-Award.
• **Pre-Award Review Order**
  • Proposals due today
  • Proposals due tomorrow
  • Order of receipt
Budgeting Participant Support and Human Subject Incentive Costs

Participant Support Costs
Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

Human Subject Incentive Costs
Human subject incentives are typically used to encourage individuals to participate as human subjects in research studies.
## Participant Support Costs Typically Include

<table>
<thead>
<tr>
<th>Stipend</th>
<th>A stipend is a set amount paid directly to the participant to be used in connection with training.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>Transportation and associated expenses to and from the training location. The sole purpose of the trip must be to participate in the training.</td>
</tr>
<tr>
<td>Subsistence</td>
<td>A predetermined amount to be used for housing and per diem expenses during the training period.</td>
</tr>
<tr>
<td>Other</td>
<td>Specifically allowable per the funding solicitation and identified in the approved sponsor budget. Costs could include registration fees, lab fees, training materials and lab supplies.</td>
</tr>
</tbody>
</table>

## Participant Support Costs DO NOT Include:

- Honoraria paid to a guest speaker or lecturer
- Travel for PI and staff
- Travel to bring collaborators together to meet and discuss the project
- Travel for consultant providing services to the University, project or program
- Conference support costs such as facility rentals or media equipment rentals
- Incentive payments to an individual who agrees to participate as a human subject in a research project
- Incentives (prizes), memorabilia or gifts.
Human Subject Incentives

• Human subject incentives may be in the form of cash or cash equivalent payments (such as gift cards) and food.
• Human subject incentives should be included in the “Other Direct Costs” budget category.
• Human subject incentives are included in the Modified Total Direct Cost (MTDC) base when calculating F&A Costs.
Post-award Updates

- Participant Support Costs on NSF Conference Grants
- Budgets in Pre-Award Accounts
- Object Codes – New Monthly Topic!
- Payroll Cost Transfers and Accruals

Jen Pelletier
NSF Conference Grants – Participant Support Costs

https://www.nsf.gov/pubs/policydocs/pappg18_1/pappg_2.jsp#IIIE7

Participant Support Costs
Stipends and subsistence allowances, travel allowances, and registration fees.

Not Participant Support Costs
- Conference Facilities
- Supplies
- Conference Services (translation services, audio visual, webcast, etc.)
- Publication Costs
- Salaries
- Consultant Services and Speaker Fees
- Meals and Coffee Breaks
- Dependent Care Costs (costs of identify but not providing)

Unallowable Costs
- Meals and Coffee Breaks for Intramural Meetings
- Entertainment
- Alcoholic Beverages
Post-Award

Pre-Award Accounts
• Generally, SPS will not enter budgets for pre-award/advance accounts
• Budgets will be entered once the award is received

  All expenditures incurred prior to the receipt of the award are done at risk

Spotlight on Object Codes!
• 6626 (use!) – Outside Consulting Services
• 6638 (don’t use!) – Professional/Non-Professional Services: Non-Consulting

Calculating Payroll Cost Transfers
• Reminder! It is the responsibility of the FO to ensure calculations (including accruals) are done correctly
• Salary calculators are provided to assist (https://research.uconn.edu/sps-proposals/proposal-preparation-guidelines/general-cost-principles/budget-spreadsheets-and-calculators/)
Effort Reporting Update

• Spring 2018 Effort Reports
  • Released to Department Admins
  • Deadline for certification: Wednesday 11/14/2018

• ERC System Changes
  • A change was made to address some performance issues that were causing system slowness
  • An unintended result was that the lines on the Effort Report (including the blue “All other sources…” line) appear in a random order and re-sort when the page is refreshed
  • The data is correct – it just appears in a different order
  • Pay special attention to ensure all projects are reviewed
Next Meeting:

October 18, 2018
10:00 a.m.
Student Union, Room 304 A & B
(room subject to change)

Have a question or topic you would like covered at the SPA Meetings?
Email brenda.lowther@uchc.edu
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 18, 2018</td>
<td>10:00 am - 11:30 am</td>
<td>Student Union 304 A&amp;B</td>
</tr>
<tr>
<td>November 29, 2018</td>
<td>10:00 am - 11:30 am</td>
<td>Student Union 304 A&amp;B</td>
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<tr>
<td>January 17, 2019</td>
<td>10:00 am - 11:30 am</td>
<td>Student Union 330</td>
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<tr>
<td>February 21, 2019</td>
<td>10:00 am - 11:30 am</td>
<td>Student Union 304 A&amp;B</td>
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<tr>
<td>March 21, 2019</td>
<td>10:00 am - 11:30 am</td>
<td>Student Union 104</td>
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<tr>
<td>April 18, 2019</td>
<td>10:00 am - 11:30 am</td>
<td>Student Union 304 A&amp;B</td>
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<tr>
<td>May 16, 2019</td>
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<td>TBD</td>
</tr>
<tr>
<td>June 20, 2019</td>
<td>TBD</td>
<td>TBD</td>
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