Sponsored Program Administrators Meeting

April 17, 2020
Agenda

- COVID-19 Updates
- SPS Topics
  - Budget and Justification Reminders
  - NSF Reminders
  - Post-Award Reminders
  - FCOI SPS Requirements
- Agency Updates
- Questions
COVID-19

Guidance for Research
https://ovpr.uconn.edu/covid-19-guidance-for-the-uconn-research-community/

Sponsor Issued Guidance
COVID-19

OVPR FAQ Topics

- Animal Research
- Human Subject Research
- Laboratory Research – General
- Plant Research
- Proposal Submission
- Post-Award
- Project Progress Issues
- Purchase of COVID-19 Related Goods and Services

- Personal Protective Equipment (PPE) Donations to UConn Health from Sponsored Projects
- HR for Research Staff – Salary and Stipends
- HR for Principal Investigators – Salary and Stipends
- Travel and Travel Cancellation Costs
COVID-19

Proposal Submission
Due to increased proposal submissions occurring during this period, sponsored project proposals (including the final budget and draft application) must be submitted well in advance of the deadline and in accordance with SPS’s 5 day minimum processing policy. Additionally, the final application, ready for submission, must be submitted the day before the deadline. With staff working remotely and the challenges this may present, the SPS Proposal Team cannot promise that proposals received less than 48 hours before the deadline or final applications on the day of the deadline will be reviewed and submitted on time.
COVID-19 Proposal Submission Timeline

- 5 days but no later than 48 hours before the deadline: The final and complete proposal (narrative documents including abstract, project description and references cited may be in draft) including all internal forms must be provided to the SPS Proposal Team no later than 48 hours prior to the deadline (e.g., a proposal due Wednesday at 5pm must be submitted to SPS Proposal Team by 5pm on Monday).

- 24 hours before the deadline: Final science must be uploaded or submitted to SPS Proposal Team 24 hours prior to the deadline (e.g., proposal due Wednesday at 5pm, final science must be submitted to SPS Proposal Team by 5pm on Tuesday).

- Proposals submitted after this time will not be prioritized over other proposals in process and may not be submitted on time.
COVID-19

- **PI Summer Salary**

If the University remains closed during summer months, PIs should telecommute whenever possible. The decision to reduce effort needs to be made by the PI, taking into account the scope of work, grant deliverables, and sponsor requirements.

- The PI must consult with their Program Officers regarding any changes to work and keep documentation of the correspondence in their local file.

- If there is a change in scope, the request must be formally submitted through SPS and approved by the sponsor.
GA Summer Salaries -  
The summer GA payrolls have been submitted. If the University remains closed for part of or the full summer, are PIs on the hook to pay for GA salaries from their sponsored projects? 

Answer: We understand that additional clarification on this matter will be forthcoming from HR/Graduate School.
Effort Reporting-

During this COVID-19 university shutdown, if personnel are being paid 100% on the grant but their hours have been reduced due to working remotely, how or will we need to capture this reduced effort in ERC?

Answer: No change to effort reporting at this time.
Expenditure Requirements –

Regarding budget reductions and freezes, Non-personnel operational expenditures – what is SPS “restriction” on expenditures? What justification or information will SPS need to approve purchases on grants?

Answer: SPS is not adding any additional requirements or justifications on grant and contracts at this time.
Telecommuting Devices
PIs may be able to rebudget for computing devices needed for telecommuting.

- See [federal sponsor guidance for grants administrative relief](http://ovpr.uconn.edu) for those impacted by COVID-19.

- Contact your [SPS grant management team](http://ovpr.uchc.edu) to see if the grant/contract terms and conditions will allow the rebudget.
Budget and Justification Reminders

**Budget**
- TDC (Total Direct Costs)
  - Means ALL costs must assess F&A. Only exceptions:
    - Grad Tuition (no longer charged to grants)
    - Subawards where indirect costs are limited to a total percentage of the award (some USDA, American Heart Association, etc.)

**Budget Justification – Words Matter!**
- Stipend: tied to work performed, may or may not be payroll
- Scholarship: amount provided to student to aid in their academic studies
- Fellowship: amount provided to a recipient in the pursuit of the individual’s own study or research
- Disbursements are not processed the same
2 Month Procedure

Proposal
- Disclose if award will result in person exceeding 2 months
- Include a strong justification
- Approval will be included in NOA

Award
- Prior approval by UConn (SPS) required
  
  *SPS is evaluating instances of non-compliance. Future instances of non-compliance may result in the requirement to move the salary to a non-sponsored account*

Addition of a Postdoc to Existing Award
- If not included in the original budget
- Postdoc mentoring plan is required and must be submitted to NSF
  - This must be done before the postdoc starts working on the project
Post-Award Reminders

End of Grant Purchases

- Evaluate all purchases within the last 90 days to ensure they will completely benefit the project *prior to the end date*
- Equipment purchases within the last year (for multi-year awards) also require additional scrutiny

Program Income

- *Must* be spent first and prior to spending federal funds

Summer Payroll Calculator Available

[Summer Payroll Calculator for OVPR Provided Support](ovpr.uconn.edu)
Post-Award Reminders

Cost Transfers 90 Window
- Clock starts on the 1\textsuperscript{st} of the month after the transactions posts on the account
- This includes payroll transactions
- Cost transfers over 90 days should be rare and for exceptional circumstances

Subaward Invoice Review
- Amount to be paid is accurate in HuskyBuy
- Amount requested aligns with work completed
FCOI SPS Requirements

Pre-Award

- Must have a current disclosure (submitted within last year) on file
- Hard stop for some sponsors (NSF, HHS agencies, some foundations)

Award Set-Up and Throughout the Award

- Current disclosure on file
- COI review complete (if necessary)
- Management plan in place (if necessary)
Agency Updates

Unique Entity Identifier (UEI)

- UEI will replace the DUNS number
- 12 character, alpha-numeric value
- UConn’s UEI will be generated automatically by SAM.gov (date TBD)
- Grants.gov plans to update forms on November 16th

https://www.grants.gov/web/grants/forms/planned-uei-updates.html
NIH

Reminder: eRA Commons (including ASSIST) will be unavailable from 8am today until 8pm Monday

- Transition to Forms F (NOT-OD-20-026)
  - Required for all applications with a due date on or after May 25th
- PHS 398 Cover Page Supplement
  - New Human Fetal Tissue Section
- PHS 398 Career Development Award Supplemental Form
  - Added new attachment titled “Description of Candidate’s Contribution to Program Goals”
- PHS Fellowship Supplemental Form
  - Added new attachment titled “Description of Candidate’s Contribution to Program Goals”
Agency Updates

NIH, continued

- PHS Human Subjects and Clinical Trials Information
  - Separated “Inclusion of Women, Minorities and Children” into two attachments
  - Removed “Brief Summary” attachment
- PHS Assignment Request Form
  - Removed “Do Not Assign to Awarding Components” and “Do Not Assign to Study Sections”
  - Added “Rationale for Assignment Suggestions”
NSF PAPPG


- Effective for proposals submitted or due and award made, on or after June 1st
- Biographical Sketches and Current and Pending must be submitted using an NSF-approved format
  - NSF fillable PDF (under development by NSF)
  - SciENcv is required until NSF develops a fillable form
- Applications that do not use one of the above will generate an error preventing submission
Agency Updates

NSF, continued

► Current and Pending Support

► Includes “all resources made available to an individual in support of and/or related to all of his/her research efforts, regardless of whether or not they have monetary value”

► C&P **should include** the following whether or not it is through UConn: the proposal, ongoing projects, other proposals (regardless of funding source), in-kind contributions (office/lab space, equipment, supplies, employees, students) that include a commitment of time

► C&P **should not include**: gifts, start-up packages, in-kind contributions with no commitment of time
NSF, continued

- Biographical Sketches
  - *All* appointments (any titled academic, professional, or institutional position whether or not remuneration is received including full-time, part-time, voluntary, adjunct, visiting and honorary) *must* be included

- RAPID and EAGER applications
  - Instructions clarifying what is *not* a RAPID or EAGER
  - Requirement to upload approval email from NSF PO in application
NSF, continued

- Reviewers not to include
  - Requirement to indicate why a proposal prefers someone not to review the application removed
- COA Template
  - Instructions may be removed
  - Rows may be added
  - Do NOT change column sizes for font type
  - No longer required to upload as .xlsx
- Project Description
  - Intellectual Merit no longer required as a separate section
NSF, continued

- New required sections in Conference Proposals
  - Plan for recruitment of, and support for, speakers and other attendees, that includes participation of groups underrepresented in science and engineering
  - Description of plans to identify resources for child care and other types of family care at the conference site
- Change in Person Months and Withdrawal of PI/Co-PI
  - **Must** be submitted at least 30 days in advance or as soon the change is known
Questions and Answers

- During the Q&A, no further questions will be taken from the audience.
- If you have questions that are not answered today, please email them to brenda.lowther@uchc.edu