Sponsored Programs
Administrators Meeting

May 19, 2021
• Effort Reports are available
• Director of Post Award Rashonda Harris
• Year End Reminders
• Proposal Submission Policy Timeline
• Proposal Submission Policy Reminders
• Fringe Benefit Rates
• NIH Biographical Sketch and Other Support
• Training Reminders
Introduction – Rashonda Harris

Director of Award Management and Post Award Services

• Rashonda has been in research administration for over 20 years with 17 in leadership.

• Rashonda is a current adjunct faculty member at Johns Hopkins University where she teaches in the online Master of Research Administration, Graduate Program.

• She is a SME in post award, compliance, and training.
Year End Reminders

• Submit any necessary cost transfers
• Resolve overages
• Review Continuation Accounts
  • Submit GLTs as needed. Guidance can be found [here](http://ovpr.uconn.edu)
• Review action lists
• SPS will be able to post back to Period 13 until 7/16/21
• Hard close scheduled for 8/25/21 (tentative)
New External Proposal Dashboard

Available at:

- [https://ovpr.uconn.edu/services/sps/proposals/proposal-dashboard/](https://ovpr.uconn.edu/services/sps/proposals/proposal-dashboard/) (Storrs)
- [https://ovpr.uchc.edu/services/sps/proposals/proposal-dashboard/](https://ovpr.uchc.edu/services/sps/proposals/proposal-dashboard/) (UConn Health)

**Proposal Dashboard**

Below are the definitions for the statuses used in the Proposal Dashboard.

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missing Administrative Components</td>
<td>Proposal package is received without complete information required for SPS review. The proposal package will be returned to the PI/Department with a list of needed items to be added and resent to SPS.</td>
</tr>
<tr>
<td>Stand By</td>
<td>Proposal is placed in the SPS queue behind all other proposals that SPS has already received and will be reviewed only if time permits based on existing workloads and proposals received before the current one.</td>
</tr>
<tr>
<td>Pending Review</td>
<td>Proposal is awaiting review by SPS Grants Specialist</td>
</tr>
<tr>
<td>Under Review</td>
<td>An SPS Grants Specialist is reviewing the proposal.</td>
</tr>
</tbody>
</table>
New External Proposal Dashboard

- Allows faculty & departments to check their proposal status (by Proposal # or PI NetID)
- Includes the following types of proposals:
  - New/Revised/Transfer Proposals
  - Continuations
  - Supplements
  - Progress Reports/RPPRs
- We’ve made a couple of adjustments in response to feedback:
  - Pending Review status now displays the SPS Specialist/Reviewer
  - Bug fixes to the status logic
### Proposal Volume So Far

*All Requests Received On or After 5/5/2021 with Deadlines On or After 5/12/21*

<table>
<thead>
<tr>
<th>Campus/Request Type</th>
<th>No Pass Needed</th>
<th>Pass: PI</th>
<th>Pass: Short Turn-Around</th>
<th>No Pass Used (Late)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#</td>
<td>%</td>
<td>#</td>
<td>%</td>
<td>#</td>
</tr>
<tr>
<td><strong>Storrs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Proposals, Continuations, &amp; Supplements</td>
<td>83</td>
<td>81%</td>
<td>3</td>
<td>3%</td>
<td>2</td>
</tr>
<tr>
<td>Progress Reports</td>
<td>55</td>
<td>74%</td>
<td>3</td>
<td>4%</td>
<td>2</td>
</tr>
<tr>
<td>Post-Submission Requests</td>
<td>15</td>
<td>100%</td>
<td>3</td>
<td>4%</td>
<td>2</td>
</tr>
<tr>
<td><strong>UCH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Proposals, Continuations, &amp; Supplements</td>
<td>40</td>
<td>93%</td>
<td>3</td>
<td>7%</td>
<td>3</td>
</tr>
<tr>
<td>Grand Total</td>
<td>123</td>
<td>85%</td>
<td>3</td>
<td>2%</td>
<td>2</td>
</tr>
</tbody>
</table>
Proposal Volume So Far

52%
Of 88 submissions, 46 were submitted the day prior to the deadline or earlier

15
Average daily submissions across both campuses

SOM 26%
CLAS 24%
Other Storrs (incl. IMS & InCHIP) 22%
CAHNR 7%
Engineering 14%
Education 2%
Pharmacy 1%
Social Work 1%
SODM 3%

ovpr.uconn.edu | ovpr.uchc.edu
Proposal Submission Policy

Common Issue

• Proposal documents are being received incomplete
  • This causes extra back and forth for both SPS and department

Positive Notes

• Department administrators and faculty
  • Have awareness of the process
  • Are willing to work with us
  • Try to send us the missing documents as soon as they can
• Process is new, and we are all learning
Proposal Submission Policy Reminders

- **Proposals should be complete** (not be missing administrative items) when submitted to SPS.

- **All final administrative issues should be addressed** as soon as possible. No new administrative components should be sent with the final science documents.

- **For incoming subawards**, the department administrator should provide the lead agency’s due date. Sponsor due date should not be used (unless instructed by lead agency) as this doesn’t give the lead agency time to complete their reviews.
Proposal Submission Policy Reminders

- **Signature/Cover Pages** are needed when:
  - The PI/department will be submitting the proposal
  - The proposal is a subaward
  - The sponsor requires one

The department should let SPS know if the sponsor requires a signature/cover page (and the proposal is not a subaward or is PI/Dept submitted)
Proposal Submission Policy

Root cause of most issues
• Gap in communication regarding which documents need to be included in order to be considered “complete”

Solutions
• A checklist has been posted on our website showing documents required for routing

Helpful Hints
• Reference the PI and proposal number when sending follow-ups
• Send all missing documents in one email
NOT-OD-21-073, Upcoming Changes to the Biographical Sketch and Other Support Format Page

• In accordance with NOT-OD-21-073, NIH has updated its application forms and instructions to support the need for applicants and recipients to provide full transparency and disclosure of all research activities, foreign and domestic.

• Effective with due dates on or after May 25, 2021
NIH BIOGRAPHICAL SKETCH AND OTHER SUPPORT

- NIH Biosketch Instructions: [https://grants.nih.gov/grants/forms/biosketch.htm](https://grants.nih.gov/grants/forms/biosketch.htm)
- Section A – include ongoing and completed research projects from the past three years that you want to bring attention to (previously known as research support and listed in Section D).
- Section B renamed to “Positions, Scientific Appointments, and Honors”. List in reverse chronological order (current listed first) for each sub-section.
- Section C – no changes published.
- Section D removed for non-fellowships and will be labeled “Scholastic Performance” for fellowships.
• NIH Other Support Instructions: [https://grants.nih.gov/grants/forms/othersupport.htm](https://grants.nih.gov/grants/forms/othersupport.htm)
  • Active, Pending AND Completed (within past 3 years) in sections labeled in that order.
  • If applicable, add a section for In-Kind Contributions before the Overlap section.
  • Optional to include eRA Commons ID with the Senior/Key Person’s name.
  • Include:
    • Research funding from foreign and domestic sources
    • Consulting Agreements (if research related)
    • In-kind contributions from outside entities (space, equipment, personnel, etc)
  • Do NOT include:
    • Training grants
    • Start-up funds or institutional resources (e.g. core facilities and shared equipment)
    • Gifts
  • Dates: current competitive cycle only (not the start date of the -01 award if a renewal award is active)
  • Amount: TOTAL costs for full competitive cycle of the award
  • Attach contracts in English for all foreign appointments.
  • Must include Key Person’s electronic signature.
General Information

• New NCURA Video Available
  • Audits: What’s Hot

• Federal Costing Principles courses every month
  • Sign up on the Saba Learning@Work website

• Subawards courses every month beginning soon (alternating schedule)
  • Introduction is what you need to know to successfully submit and monitor subawards and their invoices
  • Intermediate is a deep dive into the regulations governing subawards
All SPA meetings will be held at 10:30 am and will be online until further notice.

- June 16, 2021

Summer schedule will be online and emailed once set