Sponsored Program Administrators Meeting

April 16, 2020
Agenda

- COVID-19 Information
- Unique Entity Identifier
- NIH Updates
- NSF Updates
- FCOI Update
- Budget and Justification
- End of Grant
- Program Income
- Cost Transfers
- Subaward Invoice Review
- Fringe Rates
- Questions
COVID-19

Guidance for Uconn Research Community

▶ “Coronavirus (COVID-19) Updates” on the orange banner located at the top of any UConn Health site then “Academics and Research”

Sponsor Issued Guidance

▶ Follow the steps above then click on “COVID-19 Guidance for the UConn Research Community”
▶ Sponsor Issued Guidance is in the section entitled “Sponsored Programs”
COVID-19

- NIH has issued FAQs
  - Extensions
  - Travel
  - Late applications
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.

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.
Telecommuting Devices – PIs may be able to rebudget for computing devices needed for telecommuting.

- See federal sponsor guidance for grants administrative relief for those impacted by COVID-19.

- Contact your Project Officers to see if the grant/contract terms and conditions will allow the rebudget.
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 AMS?

- Answer: No change to effort reporting at this time.
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
Agency Updates

NIH

- 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
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 Health: 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
Agency Updates

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
Agency Updates

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
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)
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

**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
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
Post-Award Reminders

Cost Transfers
- Cost transfers over 90 days should be rare and for exceptional circumstances

Subaward Invoice Review
- Amount requested aligns with work completed
Last year the fringe rate changed in June, and this affected spend downs on two R01s from my old department. Is there a similar plan in place for this year and if so, will we be given more notice?

► We don’t have an answer for this yet. As soon as we do, we’ll send out a notice.
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