Sponsored Programs
Administrators Meeting
June 15, 2021
• Institutional base pay
• NSF publications repository changes
• New NIH inbox for biographical sketch and other support questions
• Revised NIH Grants Policy Statement
• eRA Commons expanding requirements for IDs
• What’s an application packet and when is it needed
• Proposal Submission 9:00 am Due Date
§ 200.430 Compensation – Personal Services

Charges for work performed on Federal awards by faculty members during the academic year are allowable at the Institutional Base Salary, (“IBS”) rate.

• ...in no event will charges to Federal awards, irrespective of the basis of computation, exceed the proportionate share of the IBS for that period.

• This applies to all members of faculty at an institution.
Institutional Base Salary

Institutional Base Salary ("IBS")

• The annual compensation paid by the University for an employee’s appointment, whether that individual’s time is spent on research, teaching, administrative, patient care, or other activities.

• Does not include:
  a. Bonuses
  b. One-time payments
  c. Incentive Pay

• IBS is typically established by the University in an appointment letter, or similar documentation.

• Includes regular salary as well as any second assignment such as a chair of a department.
Institutional Base Salary

SPS was advised by Human Resources that several faculty were receiving Alternative Bonus Plan ("ABP") payments. It was determined by management that these payments did not meet the Federal definition of IBS.

- ABP charges were being posted to salary account 61507 “Other Bonus”
- Further review indicated other charges were posted to 61507 including:
  - Faculty Merit Plan ("FMP")
  - Sign-on bonus
  - Retention bonus
  - Auto Allowance
- Only FMP was determined to be part of IBS and allowable (similar to step plan found in UHP contract).
TO FIX:

• ABP payments will be paid against a single School of Medicine, non-research fund, and not allocated by payroll across payroll distribution using new account 61508 (similar to how clinical bonuses are currently paid).

• New account 61502 was established and will be used for sign on / retention and auto allowance payments.

• SPS will review for charges posted to 61502 as they are paid and move them off of sponsored projects, similar to termination payout process.
Institutional Base Salary

• All faculty salaries charged to sponsored projects must be based on Institutional Base Salary – the salary paid to an individual for all work performed at NYU.
  • This would include administrative supplements for additional duties (chair, etc.)
  • Also would include contractual bonuses open to all employees (longevity)

• IBS is the baseline against which effort expended by faculty performing work under a sponsored project is measured.

• IF you become aware of a faculty member receiving any bonus, or supplement that appears to be in excess of their normal salary, or documented administrative supplement, please reach out to Sponsored Programs.
The National Science Foundation (NSF) added functionality to enable Principal Investigators (PIs) to remove publications both from the NSF Public Access Repository (NSF-PAR) and from in-progress project reports in the Research.gov Project Reporting System without assistance from the NSF Help Desk. Streamlining this process helps to reduce administrative burden for both PIs and NSF staff and improves NSF-PAR and project report data quality. There are no changes to NSF’s Public Access policy or project reporting requirements.

NIH has created a central email inbox for inquiries related to changes to the biographical sketch and other support templates in response to the high volume of inquiries received.

Effective as of May 18, 2021, please send inquiries related to changes to the biographical sketch and other support templates to nihosbiosketch@nih.gov.

NIH encourages the research community to review the currently available resources related to this effort: Updated Biosketch resources, including FAQs and sample Biosketch format pages can be found here. Updated Other Support resources, including FAQs and sample Other Support format pages can be found here.

Additional resources, including training videos and other materials will be posted on the pages above as they become available.
The National Institutes of Health (NIH) announces publication of the revised NIH Grants Policy Statement (NIHGPS, rev. April 2021). The NIHGPS provides both up-to-date policy guidance that serves as NIH standard terms and conditions of award for all NIH grants and cooperative agreements, and extensive guidance to those who are interested in pursuing NIH grants.

This revision is applicable to all NIH grants and cooperative agreements with budget periods beginning on or after October 1, 2020. This revision supersedes, in its entirety, the NIHGPS dated December 2019. Previous versions of the NIHGPS remain applicable as standard terms and conditions of award for all NIH grants and cooperative agreements with budget periods that began prior to October 1, 2020.

This revision incorporates new and modified requirements, clarifies certain policies, and implements changes in statutes, regulations, and policies that have been implemented through appropriate legal and/or policy processes since the previous version of the NIHGPS dated December 2019.
Targeting due dates on or after January 25, 2022, NIH, AHRQ, FDA, and ORD/VA will require all individuals listed on the R&R Senior/Key Person Profile (Expanded) Form to have an eRA Commons username (Commons ID).

Extension of the existing eRA Commons ID requirement to include all senior/key personnel will facilitate better data collection for individuals contributing to federally funded research as well as assist in disambiguating data on applications and facilitating the identification of conflicts of interest in peer review.

Resources
- Understanding eRA Commons Accounts
- eRA Register/Accounts webpage
- How to Get a User ID for eRA Commons (Video)
Proposal Submission Due Date Policy Reminders

What’s an application packet and when is it needed?

- If you enter (or are required to enter) components of your proposal into the sponsor’s electronic system, whatever you’ve entered constitutes the application packet. Send it as a PDF with your proposal submission.
- If you have not entered or are not required to enter) any components into the sponsor’s electronic system, or if the sponsor does not have an electronic system, then your submission does not have an application packet.

Reminder: The Administrative Review and Approval of Proposals for External Support policy (aka the proposal submission due date policy or the 5-day policy) requires a minimum of 5 business days prior to the sponsor due date. To meet this requirement, proposals must be received by 9:00 am on day
Reminder: The Administrative Review and Approval of Proposals for External Support policy (aka the proposal submission due date policy or the 5-day policy) requires a minimum of 5 business days prior to the sponsor due date.

- To meet this requirement, proposals must be received by 9:00 am on day 5. Proposals received after 9:00 am do not allow for a full business day.
UPCOMING MEETINGS

All SPA meetings will be held at 2:00 pm and will be online until further notice.

Summer schedule will be online and emailed once set