Sponsored Program Administrators' Meeting

May 26, 2020
General Use PPE for Research

The OVPR has issued new Guidance on UConn Health General Use PPE for Research, which explains the process for UConn Health researchers to obtain general use PPE for the phased reopening of research at UConn Health.

Please email ovpr@uconn.edu with any questions and visit the OVPR COVID-19 website for more information.
“It would be really helpful when SPS has a requisition on hold for additional information, or any other reason, that they add a comment, so that the person who entered the requisition knows the status.”
Process for:

- The SPS team member who reviews the requisition will assign to herself;

- If there is a question about the requisition, the question will typically be added to the comment field;

- Questions regarding a requisition are very often emailed back to the requisitioner.
HuskyBuy – SPS Review Levels

• All requisitions over $1,000
• All requisitions for subawards or contracts:
  • 72511/72512 – Service Contracts
  • 78501/78502 – Federal Subawards
  • 78503/78504 – Non-federal Subcontracts
  • 78505/78506 – Storrs Project Agreement
  • 78510 – Consulting contracts
• Requisitions that could be administrative in nature:
  • 72520 – Advertising
  • 72523 – Dues & Subscriptions
  • Anything from Office Depot or Gov Connection
• Capital:
  • 7970 – Capital Expenditure Pool
  • 75520 – Grants Equipment LT $5,000
  • 75521 – Grants Computers LT $5,000
  • 75522 – Grants Software LT $5,000
HuskyBuy – SPS Review Process

• Check end dates on FRAGRNT screen to ensure that dates are reasonable;

• Check Budget information;

• Review the product being ordered to ensure the proper Banner account is being used;

• Review attachments to ensure accuracy with regards to price, to budget, service dates;

• Review the product being ordered to ensure allowability;
HuskyBuy – SPS Best Practices

- Use the proper account code;
- Ensure attachments have appropriate signatures;
- Make sure that quotes or other attached information match the requisition;
- Make sure that equipment is budgeted for and purchased early in the grant period;
- If there are questions, please ask before submitting!
Proposed Fringe Benefit Rates for FY 2021

Our fringe benefit rate proposal for FY 2021 has been submitted to DHHS. The proposed rates are shown in the table below.

<table>
<thead>
<tr>
<th></th>
<th>FACULTY</th>
<th>UHP/MGR</th>
<th>CLASSIFIED</th>
<th>GRAD ASSIST/ NRAs</th>
<th>SPECIAL PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Rate – FY20</td>
<td>40.9%</td>
<td>59.9%</td>
<td>79.0%</td>
<td>19.1%</td>
<td>14.0%</td>
</tr>
<tr>
<td>Proposed Rate – FY21</td>
<td>40.9%</td>
<td>59.9%</td>
<td>79.0%</td>
<td>22.0%</td>
<td>15.0%</td>
</tr>
</tbody>
</table>
The highlighted rates shown above are the anticipated rates for fiscal year 2021. Due to the fact that most applications include budgets for future periods, as many as five years in advance, Sponsored Program Services recommends that the Rates for Proposal Budgeting (indicated below) be used for most grant proposal submissions.

Exceptions to this are proposals to State and other agencies where the majority of the project will take place during fiscal year 2021 (07/01/2020-06/30/2021).

For those proposals the FY21 proposed rates shown above should be used.
### Rates for Proposal Budgeting

<table>
<thead>
<tr>
<th>Research Fringe Benefit Rates for Budgeting</th>
<th>Employee Class</th>
<th>Faculty</th>
<th>UHP/Mgr</th>
<th>Classified</th>
<th>Grad Asst (including NRAs)</th>
<th>Special Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates for Budgeting</td>
<td>Q</td>
<td>I/J/L/M1/N / O/P/R/V</td>
<td>A/B/C/D /E/F/W</td>
<td>M2/S</td>
<td>U/X/Z</td>
<td></td>
</tr>
<tr>
<td>47.3%</td>
<td>76.8%</td>
<td>79.0%</td>
<td>22.0%</td>
<td>15.0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Minimum Level of Effort

- Agency Imposed Minimum Effort
- Policy Notices
- Notice on Policy Regarding Minimum Level of Effort for NCI-Funded Awards (NOT-CA-20-033) National Cancer Institute
- This notice was published but has since been rescinded.
InfoEd Upgrade

• Enable Portal V15

• A new feature within InfoEd will be going live on June 1\textsuperscript{st}.
• This new feature is called the “Enable Portal”
• The appearance will be different from what we have become used to but all of the information that you may have used previously will still be there.
• This upgrade will provide several enhancements to the capabilities and functionality of InfoEd. It needs to be done now because it is necessary for the implementation of the InfoEd Lab Animals IACUC Module.
• Matt Cook, OVPR Research IT, hosted a training session for Departmental Administrators on May 12\textsuperscript{th}.
Effective May 25th, 2020!

NIH is transitioning to an updated set of application forms we refer to as FORMS-F. Use FORMS-F forms for grant application due dates on or after May 25, 2020 and FORMS-E for due dates on or before May 24, 2020.

For tips on navigating this transition, see our previous Nexus post, guide notices (NOT-OD-20-026, NOT-OD-20-077), and the resources listed below.

https://nexus.od.nih.gov/all/2020/05/12/working-on-an-nih-grant-application-make-sure-you-are-using-the-right-forms/
Resources related to form updates:

- How to Apply – Application Guide
- Grants Administration Take 10: NIH FORMS-F Application Forms Update video
- Annotated Form Set for NIH Grant Applications
- Do I Have the Right Form Version For My Application?
- Application Forms, Form Updates, and Choosing the Correct Forms FAQs
Application Deadline Extensions
• NSF has extended deadlines to a number of solicitations and dear colleague letters. See the link above for the full list.

Biosketch and Current and Pending
• NSF is delaying the requirement to use the NSF forms to October 1, 2020
• Documents should still be formatted per instructions II.C.2.f and II.C.2.h in the PAPPG.
FY 2020 – Important Year-End Dates

Tuesday June 16, 2020
- Last day to enter FY 20 LDCAs

Friday June 12, 2020 *tentative*
- FY21 FISCAL budgets will be loaded into Banner

Tuesday June 23, 2019
- LAST DAY AP will process FY20 related travel reimbursements, transfer vouchers, and invoices
- Husky Buy will be open for FY21 requisitioning
- Start reviewing FY20 POs for closing
FY 2020 – Important Year-End Dates

Tuesday June 30, 2020
- Last Day to close FY 2020 POs
- Last Check Run

Friday July 10, 2020
- Banner will be brought down at noon for year-end roll

Monday July 13, 2020
- Banner should be brought back on line
- Project fund budgets will be rolled over in Banner
FY 2020 – Year-End LDCA Process

For reporting and budgeting purposes, all FY20 payroll changes affecting the allocation of ledgers 1, 2, cost-share or unfunded research funds must be processed by Thursday June 18, 2020.

• Q4 effort reports will not be available before this date.

This does not mean you can’t review your effort!
FY 2020 – Year-End LDCA Process

Reports in AMS allow you to review effort on grants within your department:

- Pay_Distribution_ByEmployee_R1
- Pay_Distribution_ByFund_R11
- Effort_Preview_ByDept_R2

Please meet with your PIs to discuss any unplanned changes in effort of which you aren’t aware!

- Reminder: The AMS system will lock you out at the end of the day on 6/16/2020 just like any other payroll week.
- Any LDCAs put into the system will need to be fully approved by SPS, the Deans, PIs, and Finance to be processed by 6/17/2020.
What happens if you need to change effort on a grant for FY 2020 after June 18?

- The payroll offset **MUST BE** to another ledger 3, 4, 5 or 6 fund only.
- WILL NOT be able to post to a fiscal fund (ledger 1, 2, cost share, or unfunded research).
- If you do not have funds in these ledgers available as offset, you must discuss with SOM, SODM dean’s office.
Questions?