Sponsored Program Administrators Meeting

Join us, if you dare!

October 21, 2020
• Proposal Process – Under Development
• F&A on Projects of $50K or Less
• Sabbatical
• Principal Investigator Eligibility
• Use of Hypertext in NIH Grant Applications
• NIH Virtual Seminar
• OVPR Website
• Subaward Invoice Review
• Effort Reporting During Covid
Policy and Process Implementation Targeted for **January 2021**

**Impact of Missing the DEADLINE**
Proposal will not be accepted by SPS and therefore, not submitted to the sponsor except with use of pass or short notice RFP

**SPS Reviews in Order of Receipt!**
Proposals without deadlines will be treated with an internal deadline
Policy Overview

• Current policy states proposals are due to SPS 5 days before the deadline.
  • Not including the deadline day, or holidays
• Short turnaround RFPs and Sponsor requested proposal exceptions

Complete Proposal Definition

• All internal forms completed and signed (not including Dean or Center Director signature on the IPR)
• Final budget and budget justification
• Final proposal ready for submission (not including the science documents which may be in draft)
• Subrecipient documents
• Other documents as required
PROPOSAL PROCESS – UNDER DEVELOPMENT

Benefits
• More consistent turnaround by SPS
• Proposals without deadlines will be reviewed and submitted more timely
• Adequate time for review and to make any changes
• Grant writer assistance
• Time to assure successful submission
• Less stress for all

Transition to firm Internal Deadline
• To ease the transition and pressure on investigators, each investigator will be allowed one “exception” to the deadline
• Long term, Colleges/ Schools will be given a set number of exception passes

Questions
• Storrs: Mark Reeves (mark.reeves@uconn.edu)
• UConn Health: Paul Hudobenko (hudobenko@uchc.edu)
To allow for more buying power on small sponsored projects and to help foster smaller awards which may lead to additional funding, F&A on new awards received after October 1, 2017 with total costs of $50,000 or less, will be reduced to 20% or the difference between the full F&A rate and 20% will be distributed to the investigators F&A account.

This program has been extended through September 30, 2023

Please see [OVPR website](ovpr.uconn.edu) for more information and [FAQS](ovpr.uchc.edu)
Is your PI planning on flying away on sabbatical?
Please contact your SPS Project Officer. They will work with you to contact the appropriate award sponsors.

Most federal sponsors require prior approval of changes in PI status and/or absence of PI for a continuous period of 3 months or more, therefore, it is important that SPS is aware of any impending sabbaticals. Non-federal sponsors may also have prior approval requirements.
Faculty automatically *eligible* to serve as Principal Investigator or Co-Investigator:

- Assistant Research Professor
- Professor-in-Residence
- Associate Professor-in-Residence
- Assistant Professor-in-Residence
- Research Scientist
- Research Scholar
- Extension Educator

In special cases, exceptions may be made. These special cases require the [Request for Approval to Serve as Principal Investigator Form.pdf](http://ovpr.uconn.edu) to be completed by the PI Applicant, signed by the PI Applicant, Faculty Sponsor, Department Head and/or Dean and submitted to SPS for review prior to proposal submission. A Curriculum Vitae should be attached.

For additional information, please refer to the University’s policy on [Eligibility for Principal Investigator Status](http://ovpr.uchc.edu).
Reminder: NIH Policy on Use of Hypertext in NIH Grant Applications

The use of hypertext (e.g. hyperlinks and URLS) in NIH applications is restricted due to concerns including reviewer confidentiality, “overstuffing” applications, review consistency, and malware.

Applications that do not follow these instructions, and include unallowable hyperlinks, may be withdrawn from review and funding consideration.
NIH VIRTUAL SEMINAR

Tuesday, October 27 to Friday, October 30

ATTENDANCE IS FREE

The National Institutes of Health invites you to take part in a unique opportunity to learn more about working with the NIH grants process, programs, policies, and staff at the 2020 NIH Virtual Seminar on Grants Administration and Program Funding.

REGISTER

ovpr.uconn.edu | ovpr.uchc.edu

2020 NIH VIRTUAL SEMINAR ON PROGRAM FUNDING & GRANTS ADMINISTRATION

If you’ve signed up for this seminar, “raise your hand.”
Use the OVPR website for the most current forms and templates. When searching for forms, the best option is to go directly to the OVPR website rather than the UCH home page.

**OVPR Website:** https://ovpr.uchc.edu/

**Forms and Templates:**
https://ovpr.uchc.edu/services/sps/proposals/forms/

**Budget Templates:**
https://ovpr.uchc.edu/services/sps/proposals/budget-templates/
UConn Health subaward agreements (typically the FDP agreement) state:

“Subrecipients shall submit invoices not more often than monthly and not less frequently than quarterly for allowable costs.”

The review and approval of these invoices is a shared responsibility between SPS and the department.
The Department Administrator/PI must review the subrecipient’s invoices

Review of the invoice provides an opportunity for the PI to verify the subrecipient is adhering to the scope of work, budget, and whether they are satisfied with the subrecipient performance

The PI must indicate approval by signing each invoice for payment*

*SPS will not approve and Accounts Payable will not issue a payment for invoices which are not signed by the PI

Last month, SPS sent you all an invoice review checklist with 11 items on it. List as many as you can by typing them in the chat box.
COMMON INVOICE ISSUES

- The total invoice amount is not equal to the costs listed by category
- The IDC rate is not calculated correctly
- The expenses were not incurred within the subaward period of performance
- The invoice cost categories were not included in the subaward budget (i.e., equipment, travel)
- The invoice does not include the required certification
- The prior month invoice has not been submitted for payment
- The Purchase Order number was not indicated on the invoice
- The PI did not approve the invoice
SPS will:

• Review each invoice to ensure the costs are reasonable, allowable, and incurred within the project period
• Check the invoiced expenses against the subaward budget
• Check whether the time period indicated on the invoice coincides with the previous invoice
• Calculate all totals including F&A to ensure they are correct
• Check for the certification statement
cont’d:

• Ensure the invoice has been approved and signed by the PI
• Ensure any cost sharing commitment is being reported on the invoice
• Investigate any charges which appear to be unallowable, unusual or excessive, and resolve them prior to submitting the invoice for payment
• Forward the invoice to Accounts Payable for payment
OMB MEMO M-20-17: Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) due to Loss of Operations

ISSUED March 19, 2020

- Flexibility with application deadlines, no-cost extensions;
- Waived certain prior approval requirements;
- Extended financial and performance reporting;
- Allowability of salaries and other project activities
ALLOWABILITY OF SALARIES AND OTHER PROJECT ACTIVITIES:
“Awarding agencies may allow recipients to continue to charge salaries and benefits to currently active Federal awards consistent with the recipients' policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources, Federal and non-Federal.”

- Allowed UCH to charge salaries and fringe benefits to Federal awards even though the state was shut down due to COVID.
- Flexibility was granted for 90 days.

ISSUED June 18, 2020

• Ended the flexibilities granted in M-20-17 as of June 16, 2020

As of June 17, 2020 it is expected that all pay on Federal grants reasonably represents work performed.
Q1 2021 Effort reports:
• Cover the period June 5 through September 10, 2020
• Issued last week in October, 2020

Revision to PI Attestation:
“I certify the percent of compensation charged to this project is consistent with Federal and university policy and reasonably reflects both work performed and emergency excused absences. Per Federal and institutional guidance, I affirm that all pay on this project after 6/16/2020 reasonably represents work performed.”
EFFORT REPORTING DURING COVID

If the PI:

• cannot certify that effort for the period starting June 17 reasonably reflects work performed,

OR

• that an individual working on his/her project was prevented from working due to COVID related issues.

The effort report should not be certified and any salary in question should be removed from the project.

QUESTIONS?

David Larkin: 860-679-8816 / dlarkin@uchc.edu
Christine Kaminski: 860-679-7029 / Kaminski@uchc.edu
All SPA meetings will be held at 2:00 pm and will be online until further notice.

- November 18, 2020
- December 16, 2020
- January 20, 2021
- February 17, 2021
- March 17, 2021
- April 21, 2021
- May 19, 2021