Grant Coordinators Meeting
Minutes

February 24, 2015
10:00am-12:00pm
Simons Auditorium

- Introduction of new research administrators
- Uniform Guidance Implementation (Nancy Biles and Alicia Reed)
  o Thursday Research Topics slides on this topic have been posted to the BlackBoard site at https://courseware.ku.edu
  o KU Uniform Guidance webpage has been established at: http://research.ku.edu/uniform-guidance
  o See also slides and handouts attached to these minutes
- Recent NIH changes (Nancy Biles)
  o See slides attached to these minutes
- Effort Certification Process (Anita Abel)
  o A new website on effort reporting is being established
  o Contact your team members if there are questions regarding the status of an award (see handout attached to these minutes)
- Communication with Post Award Teams (Anita Abel)
  o See handout attached to these minutes
- NSF Audit Update (Kristi Billinger)
  o NSF auditors will likely visit campus soon to review individual project

Open Forum

Announcements:

Thursday Research Topics (TRT) Simons Auditorium, 11:00-11:40am
- March 12 – Payroll Adjustment Forms
- April 9 – Effort Certifications
- May 14 – Administering Service Rates
- June 11 – Cost Share/Matching Processes

Future Grant Coordinators meeting dates for 2015 (Simons Auditorium, 10:30-noon):
- April 16
- July 23
- November 19
Uniform Guidance is the new rule book for federally funded sponsored projects administration. It went into effect on December 26, 2014 for new awards made on or after that date. It replaces previous Office of Management and Budget circulars and streamlines the federal government's guidance on administrative requirements, cost principles, and audit requirements for federal awards. KUCR will apply these guidelines to all sponsored projects, unless agency terms and conditions stipulate differently. This overview highlights key areas affected by the changes. Additional information at http://research.ku.edu/uniform-guidance.

Proposal Preparation
- Newly allowable direct charges may include, with justification in the budget justification:
  - Administrative and clerical salaries (if integral to project).
  - Computing devices costing less than $5,000.
  - Publication costs can now be charged after the end of the project, but before the 90-day closeout deadline by use of direct voucher.
- Subaward proposals must use a subrecipient’s federally-negotiated Facilities & Administrative (F&A) rate. If none exists, then must use 10% de minimis rate unless no F&A required.
- Participant support costs will now be removed from the Facilities & Administrative (F&A) base calculation for all projects, no matter the sponsor.
- NSF now follows the IRS domestic travel definition and excludes Mexico and Canada as domestic destinations.

Managing Awards and New Funding Increments
- Review carefully the new terms and conditions of the Notice of Award.
- Review the KUCR Cost Accounting Policy for allowable and unallowable costs, as well as prior approval requirements (including before rebudgeting).
- Monitor progress and expenditures. The PI is responsible for all aspects of the project, including ensuring that all expenditures are reasonable, allocable and allowable to the project. More information about the PI’s fiscal responsibility, including quarterly reviews of expenditures, is coming soon.

Subrecipient Monitoring
- The PI is responsible for monitoring all subrecipients. This requires:
  - Determination of appropriate frequency of required technical reports from the subrecipient researcher, and communication of this to Contract Negotiations;
  - Review of subrecipients’ progress reports/certification of scientific progress on all subrecipient invoices;
  - Review of subrecipients’ expenditures to ensure they are reasonable, allowable and allocable; and
  - Corrective action and notification to KU Research Administration if subrecipient is not performing.
- Shorter timeframe (45 days) for subawardee to submit final invoices to comply with KU closeout procedures.
- Payments on cost reimbursable subawards are expected to be issued within 30 calendar days of receipt of billing.

Property and Procurement
- Purchases greater than $3,000 will require documentation of competitive pricing. Non-punchout KUPPS vendor purchases will require documentation and can include internet searches, verbal or written quotes. Attach documentation to the KUPPS purchase. No additional documentation for purchases from KUPPS punchout vendors required.
- P-cards – effective March 1, the per transactional limit on all KUCR purchasing (credit) cards will be lowered to $3,000. Total credit/cycle limits will not change. Requests for increased transactional limits per transaction can be made to kucrcard@ku.edu. Transactional increase request must include documentation of competitive pricing.

Final Award Closeout
- All awards must be closed 90 days (or less, if agency specifies) after end date. KUCR is reworking closeout procedures to accommodate this requirement.

Contact Bill Sharp, wsharp@ku.edu, with any questions.
Pre-Award Services

- Implementation of Uniform Guidance
- NSF Update
  - New FastLane compliance checks
  - Results from Prior Support
- NIH Update
  - Salary cap
  - New Biosketch format
Uniform Guidance Implementation

http://research.ku.edu/uniform-guidance
Uniform Guidance Implementation

• Computing devices allowable as direct costs if:
  ▪ Specifically requested in the proposal and adequately justified;
  ▪ Essential and allocable, but no longer need to be solely dedicated to the performance of the project;
  ▪ Costs not also recovered as indirect costs
Uniform Guidance Implementation

• Administrative and clerical salaries are still normally treated as indirect costs, but they may be allowable as direct costs if:
  ▪ Integral to the project;
  ▪ Individuals involved can be specifically identified with the project or activity;
  ▪ Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency; and
  ▪ The costs are not also recovered as indirect costs
Uniform Guidance Implementation

Integral:
Justified on the essential need of the request to complete the project. Essential to the completeness of a project would not necessarily be determined by the size, amount, or scope of the project, but determined by the duties to be performed in relation to the scope of work being proposed.
Uniform Guidance Implementation

• Participant Support Costs excluded from the base for all sponsors
  ▪ Current KUCR budget templates now exclude this cost
  ▪ Be cautious re-using old budgets/templates
NSF Update

• New PAPPG in effect, incorporates Uniform Guidance
• 22 Additional compliance checks in FastLane may prevent submission when guidelines not followed
• Use the Check Proposal button to avoid last-minute warnings or errors
• Errors will prevent submission
NSF Update

• Results from Prior NSF Support must be included in Project Description for any PI or Co-PI who has received NSF funding in past 5 years

• If an individual has more than one NSF award, only report the one most relevant to the proposed project

• If no prior NSF support, include a heading and state that there is no prior NSF support
Required Elements of Results from Prior NSF Support for each award

- NSF Award Number, Dollar Amount, Period of Support
- Title of Project
- Summary of the results under two distinct headings, Intellectual Merit and Broader Impacts
- List of publications resulting from the award (may be included in References section)
- Evidence of research products and availability, including data, samples, physical collections, software, etc.
- If proposal is for renewed support, description of relation of the completed work to the proposed work
NSF Results from Prior

PROPOSALS MISSING THIS SECTION OR REQUIRED ELEMENTS MAY BE RETURNED WITHOUT REVIEW
NIH Update

- Salary cap increased as of January 11
- Executive Level II = $183,300
NIH Update

New Biosketch Format

• May be used now
• Required beginning May 25
• Notified ~300 individuals in December
• Will include reminders in April, May KUCR newsletter and Funding Bulletins
NIH Biosketch

• New Format Page available at http://grants.nih.gov/grants/funding/424/SF424R-R_biosketch_VerC.docx

• Instructions and Sample Biosketch http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerC.docx
NIH Biosketch

5 Pages
A. Personal Statement
  • Expanded to include discussion of:
    ▪ Training
    ▪ Technical expertise
    ▪ Collaborators
    ▪ Scientific environment
    ▪ Past performance
  • 4 peer reviewed publications that highlight experience and qualifications for the project
NIH Biosketch

B. Positions and Honors – No change

C. Contributions to Science
   • List up to 5, no more than ½ page per contribution
     ▪ Historical background framing scientific problem
     ▪ Central findings
     ▪ Influence on science
     ▪ Application of findings
     ▪ PI’s role in the work
     ▪ 4 peer-reviewed publications or other research products
   • URL to a full list of published work in SciENcv or My Bibliography
NIH Biosketch

D. Research Support – No Changes

Resources


Biosketch Resources

Faculty PRO (Professional Record Online)

- Pulls information that investigator or staff have already entered into PRO and from form-specific text boxes
- Report end date should be current date
Biosketch Resources

SciENcv

*Pulls data from investigator-entered text boxes, MyNBCI, and eRA Commons*
Post Award Contact Information

Please contact your Post Award Team if you have questions regarding:

- status of award set up
- budget summary details
- invoicing questions
- anything about your award

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