



University of Colorado Denver

## OFFICE OF GRANTS AND CONTRACTS

### QUARTERLY UPDATE – *Good Information to Use!*

Vol. 4, Issue 2 – July 2008

We are pleased to announce the initial stages of installing the InfoEd Grant Module commenced in June. As the project moves forward we will keep you informed of the process – in the meantime, InfoEd is here and we are looking forward to this application providing improved systems support for research faculty and staff. Watch for InfoEd news in future editions of the OGC Quarterly Update!

A great way for faculty and staff to access OGC information is to sign-up for the OGC List-Serve. If you are part of the OGC List-Serve you will receive important announcements concerning sponsored program administration. Sign-up information can be accessed via the following link - <http://www.uchsc.edu/ogc/listserve.php> - Join Today!

Please note important information provided by the UCD Bio Safety Program included in this edition of Update.

#### **PreAward and Information Systems**

##### Guidelines for Extension of a Project Period without Additional Funds on NIH Projects:

**Awards Subject to Expanded Authority:** Requests for a no-cost extension of the final budget period of a project period, for up to 12 months beyond the original expiration date shown in the NGA, are to be sent to Grants and Contracts PreAward. As the grantee, CU Denver must notify the NIH awarding office that the institution approved the extension 10 days prior to the expiration date of the project period. Grants and Contracts PreAward handles the notification of approved extensions via the NIH eRA Commons system. To ensure that Grants and Contracts is able to provide notification in time to meet this requirement, *please send requests for no-cost extensions to Grants and Contracts PreAward ([xenia@ucdenver.edu](mailto:xenia@ucdenver.edu)) at least 30 days prior to the expiration date of the project period.* For a listing of what constitutes situations appropriate for a no-cost extension see [http://grants2.nih.gov/grants/policy/nihgps\\_2001/part\\_ii\\_a\\_5.htm](http://grants2.nih.gov/grants/policy/nihgps_2001/part_ii_a_5.htm).

**Awards Not Subject to Expanded Authority:** Requests for a no-cost extension of the final budget period of a project period are to be submitted to the designated GMO, in writing, at least 30 days before the project period is scheduled to expire. Extension requests are typically for up to 12 months and must specify the proposed revised ending date and include justification for the extension. To ensure that Grants and Contracts is able to sign on behalf of the institution in time to meet the 30 day requirement, *please send written requests for no-cost extensions to Grants and Contracts PreAward at least 50 days prior to the expiration date of the project period.*

#### **Contracting, Policy and Education**

We are pleased to have Judy Jarrell join the Contracts section of OGC as a contracts specialist. Judy has been with the sponsored programs office on the Downtown Campus and has transitioned to the Office of Grants and Contracts. Judy brings with her an extensive background in the sponsored programs area. She can be reached at 303-724-2664 or via e-mail at [Judy.Jarrell@ucdenver.edu](mailto:Judy.Jarrell@ucdenver.edu).

Revised request forms for subcontracts are now available on the subcontracts page of the OGC website <http://www.uchsc.edu/ogc/subawards.php>. In addition to the request form for new subcontracts, a form for amendments is also now available.

Website News: Revisions to the OGC website are underway. Our goal is to have the updates complete by late summer. The content will generally remain the same. The organization will be overhauled in an attempt to make the site more user-friendly. Stay tuned for the new and improved website.

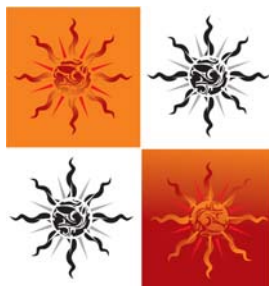
### **PostAward and Accounting**

New Report Planned - One of the purposes of the “Monthly Snapshot Report” (the financial summaries that you receive via email) is to help identify those projects with either a budget or cash deficit. In order to enhance the dissemination of this information, we will be adding an additional report. This report will be distributed on a quarterly basis to Department Chairs/Division Heads and Deans. It will contain summary information for all Fund 30 cash and/or budget deficits. Due to the nature of Clinical Trials, those projects in a cash deficit position will be included when they exceed \$40,000. The targeted implementation date is September 30, 2008.

Timeliness of Corrections – Thank you for your hard work during close of FY08. The volume of Journal Entries indicates a significant amount of clean-up was completed. We ask your assistance with the timeliness of these corrections. Please be sure to review your monthly financial statements closely each month and process any needed corrections as soon as possible.

On-line Guides - As new functionality for the financial and reporting systems continues to be introduced, we want to remind you the System Controller’s Website has an entire library of step-by-step guides. The index of available guides is located at: <https://www.cu.edu/controller/help/documentation.html> We have received many inquiries regarding how to interpret the financial reports available in the “my cu portal.” Guides for understanding these reports are located under the “Reporting System” link on the System Controller’s website. We hope you find this reference helpful.

Congratulations to Research Faculty and Staff for your extraordinary accomplishments during FY 2008.  
We hope you are having a great summer!





# Does your research involve recombinant DNA?

Then you should know about the:

## NIH Office of Biotechnology Activities

OBA promotes science, safety and ethics in biotechnology through advancement of knowledge, enhancement of public understanding, and development of sound public policies. A core responsibility of OBA is to ensure that research involving recombinant DNA is conducted in keeping with the *NIH Guidelines for Research Involving Recombinant DNA Molecules*.


## NIH Guidelines for Research Involving Recombinant DNA Molecules

The *NIH Guidelines* detail procedures and practices for the containment and safe conduct of various forms of recombinant DNA research, including research involving genetically modified plants and animals, and human gene transfer. A requirement of the *NIH Guidelines* is that an Institutional Biosafety Committee must review and approve all research subject to the *NIH Guidelines*.

## Institutional Biosafety Committee

Institutional Biosafety Committees (IBCs) provide local review and oversight of nearly all forms of research utilizing recombinant DNA. They ensure that recombinant DNA research conducted at or sponsored by the institution is in compliance with the *NIH Guidelines*.

# Have your projects been registered with the IBC?

IBC CONTACT  303-724-0235

Visit OBA on the web: <http://www4.od.nih.gov/oba> or write to [oba@od.nih.gov](mailto:oba@od.nih.gov)

On the Web at: [Univ of Colorado Denver Institutional Biosafety Committee](http://www4.od.nih.gov/oba)

Email: [biosafety.program@ucdenver.edu](mailto:biosafety.program@ucdenver.edu)