



## University of Colorado Denver

### OFFICE OF GRANTS AND CONTRACTS

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

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The Office of Grants and Contracts is currently in the process of mapping historic proposal and award data to be converted to the InfoEd System Grant Module the week of November 17, 2008. The InfoEd Grant Module is comprised of three applications – proposal development (PD), proposal/award tracking (PT/AT), and post award management (PAM). The first module to be implemented for OGC Administration-only is PT/AT. Go live for the OGC office only, is planned for November 24, 2008. The InfoEd proposal development application will be implemented late spring 2009 at which time we will begin scheduling orientations to the system for principal investigators and research administrators. The OGC legacy system called PTS (Proposal Tracking System) will no longer be available after November 14, 2008. We are excited about this first step in the implementation of the InfoEd System and look forward to providing improved service for the research enterprise with state-of-the art information systems.

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

New Option for Submitting NIH Progress Reports - Progress reports can now be submitted electronically through NIH eRA Commons. For PIs with NIH awards subject to SNAP, the eSNAP option is now available.

#### **General Information:**

- The PI must be a registered eRA Commons user to submit eSNAP progress reports or assist a PI with the preparation of a report. If you do not have an account, please send a registration request to [xenia@ucdenver.edu](mailto:xenia@ucdenver.edu).
- Progress reports submitted through eSNAP are due at NIH at least 45 days prior to the start date of the next budget period.

#### **Routing:**

- Progress Reports still must be routed internally with the appropriate signatures prior to submission; only the completed routing form is required. Do not include a hard copy of the eSNAP documents with the routing.
- Progress Reports submitted through eSNAP are electronic applications and must be received by Grants and Contracts PreAward by the end of the **12th business day** prior to the submission deadline for preliminary approval. The final version must be ready for submission by Grants and Contracts by the end of the **4th business day** prior to the submission deadline date.

#### **Other Information:**

- eSNAP Users Guide: [http://era.nih.gov/docs/eSNAP\\_UG.pdf](http://era.nih.gov/docs/eSNAP_UG.pdf)
- PIs may delegate authority to another registered Commons user from their institution. Delegating this authority allows the selected user(s) to assist in the completion of the PIs eSNAP application. Please see page 24 of the eSNAP Users Guide for instructions.
- Additional information about using eSNAP is provided in Section 1.3 of the PHS 2590 instructions which are available online at <http://grants.nih.gov/grants/funding/2590/phs2590.pdf> (Adobe Acrobat) and <http://grants.nih.gov/grants/funding/2590/phs2590.doc> (MS Word).
- For assistance with technical problems, you may contact the NIH eRA Commons Help Desk at <http://ithelpdesk.nih.gov/eRA/> or 866-504-9552 (toll free)

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

CFDA Numbers - What is the CFDA? It is the Catalog of Federal Domestic Assistance which is a database of Federal programs available to State and local governments. CFDA numbers are specific to federal programs and are assigned to federal grants and contracts. OGC uses the CFDA number to track annual awards and also during the set-up of awards. When routing a federal contract or federal flow-through agreement, please include the CFDA number with routing documents.

OGC Website - The Grants and Contracts website will transition to a revised format soon. Although the format has changed, the information available remains the same. Notable changes include:

- PostAward Administration and Accounting has been consolidated to the page entitled “Award Administration”
- Grant Applications has changed to “Grants”
- Contract Proposals has changed to “Contracts”
- Quick links have been added to the home page for access to frequently used information

This is the first step in revising the OGC website. We will be working to further redesign the website in accordance with the University of Colorado Denver’s Website Redevelopment Project in the future.

### **PostAward and Accounting**

New, Specific-Purpose Email Addresses - To continuously improve the communication avenues with OGC, we have established two additional email addresses for specific types of inquiries/requests. The email pull-down directory in the OGC Website includes the two new addresses:

*OGC, 4status.edu* is available for inquiries concerning SpeedType setups. Please include the following information in your email:

- Name of person to reply to if different than sender
- PI Name
- Sponsor Name
- OGC ID Number
- Proposal Number
- Project Description
- Budget Begin Date

*OGC, FiscalRoles.edu* can be used to send OGC change requests for fiscal managers and/or fiscal staff. Please attach the corresponding completed form – Change to Fiscal Manager or Change to Fiscal Staff – to your email. These forms can be found in the Forms sections of the OGC website. For change in fiscal managers, please remember to “cc” the current fiscal manager so that they may respond with any concerns. *No additional communication received from the current fiscal manager will signify their agreement.*

PostAward Reorganization - We have re-allocated the distribution of the departmental support across the PostAward staff. Please see our website for the details of this re-distribution. This change is effective immediately.

Quarterly Deficit Report - We are planning to distribute the first deficit report in October for the quarter ending Sept 30, 2008. This report will be distributed to:

- PI
- Project’s Fiscal Manager and Staff
- Org’s (in which the project is “homed”) Fiscal Principal
- Org’s (in which the project is “homed”) Fiscal Manager

This report will contain information for both projects with and without budgets. The report will identify projects a budget deficit and/or cash deficit position. Please contact your PostAward Administrator with any questions regarding this report.

Best Wishes in the Holiday Season!

