



University of Colorado at Denver and Health Sciences Center

OFFICE OF GRANTS AND CONTRACTS

QUARTERLY UPDATE – *Good Information to Use!*

Vol.1, Issue 1 – 2005

This is the first issue of the Quarterly Update from the Office of Grants and Contracts. Quarterly Updates will provide important information for use in managing sponsored programs. We hope you find this information helpful. If you have any questions, be sure to contact us – an updated contact list attached.

PreAward

Expedited Proposal Review Process Pilot Study - Grants and Contracts began a pilot study in January to test the feasibility of conducting expedited reviews of select grant applications. Initial outcomes are favorable with increased participation planned for this summer.

Electronic Application/Proposal Routing Initiative - To reduce time constraints with routing grant applications and contract proposals, Grants and Contracts is planning to establish electronic routing in the near future. We will be orienting administrative units involved in the routing process as soon as we obtain campus-wide approval and finalize this new initiative.

Moving Away From Paper - Grants and Contracts will be exploring various options for receiving some grant application content in electronic format. We hope to implement this initiative in July, 2005.

Questions? Contact Jennifer Silverthorne at 303-724-0093

Contracting

New or Renewing Agreements – Early submission of proposed agreements is essential for success. As soon as proposed agreements are available, we ask that you forward the agreement document to the Contracting Team in electronic form via e-mail, when possible. Approval of Application of Contract or Grant Routing forms can be submitted to this Department later while the contracts are under negotiation. This form is available online [Forms Grants and Contracts, Grants and Contracts, UCHSC](#) Questions? Contact Les Ray at 303-724-0110.

Accounting

Gift Programs - For those responsible for managing gifts, we have noticed the number and dollar volume of gift programs with cash deficits have increased recently. Gift programs are to operate on a cash available basis only. Expenditures from gift programs should coincide with transfer of matching funds from CU Foundation gift accounts. Foundation transfers can take up to 7 days. Please review anticipated expenses to be charged to your gift programs and make regular transfers to ensure expenses are funded.

Questions? Contact Ginger Bentzen at 303-724-0258 or Wayne Trueman at 303-724-0101

Post Award

New Fiscal Policy for deficit award balances more than 150 days past the project completion date - We have been working with Department representatives to implement a new Fiscal Policy that will allow review and clearing of project account balances in deficit 150 days after completion of the project. Such balances will be removed from the project account and charged to the Facilities and Administrative Cost Recovery FOPPS for each unit. In the near future, we will be sending a written request for the speed type that corresponds to the FOPPS that should be used to clear these deficits. Thank you in advance for organizing this information and for your assistance with this new policy.

Administrative Costs directly charged to your award – Typically, administrative expenses are not allowed as a direct charge to a federal grant. If you anticipate administrative expenses in excess of “average” usage and therefore will be direct-charged to your project, please remember to:

- *Include these in your proposed budget to the sponsor
- *Justify the special circumstances requiring the “above average” usage and how it benefits the project in the proposal
- *Complete the A21 Checklist

For more detailed information, the corresponding Fiscal Policy is: Policy 4.7 “Charges to Federally Sponsored Projects”. <http://www.uchsc.edu/admin/policies/fp4-07.pdf>

The A21 Checklist can be found at: <http://www.uchsc.edu/admin/policies/fp4-07a.doc>

Is This Expense Allowable on a Federally-sponsored Award or Not? There is a great quick reference guide that lists types of expenditures that are generally allowable on Federal Awards. This guide can be found at: <http://www.uchsc.edu/admin/policies/fp4-07c.doc>

Questions? Contact Pam Vincent at 303-724-0019

Vice Chancellor Sladek – Grants and Contracts Management Team

I would like to take this opportunity to introduce you to the new Director of Grants and Contracts and apprise you of changes in the Grants and Contracts Management Team:

Please join me in welcoming Pamela J. Jones, Ph.D., the new Director of Grants and Contracts for UCDHSC. Pam comes to us with over 26 years of experience in the health care industry; most recently from University Physicians, Inc. where she served as the Director of Managed Care and Marketing for 13 years.

John R. Ward has generously agreed to work as an internal consultant to assist us with streamlining initiatives for administrative processes.

Pam Vincent is the new Manager of PostAward. Pam has an extensive background in finance, accounting and audit. She comes to us from Hewlett-Packard.

Jennifer Silverthorne is serving as Acting Manager of PreAward.

Harlan “Les” Ray is serving as Acting Manager of Contracting

We want to serve you – please call us.

GRANTS AND CONTRACTS

Mailing Address:

**UCDHSC
Grants & Contracts
Fitzsimons Bldg 500, Mail Stop F428
P.O. Box 6508
Aurora, Colorado 80045-0508 (80010 for FedEx)**

Delivery Address:

**UCDHSC
Grants & Contracts
Fitzsimons, Bldg 500
Floor #1, Room W1129
Aurora, Colorado 80045-0508**

Administration

	<u>Phone #</u>	<u>Room #</u>
Pamela J. Jones, Ph.D., Director	303-724-0096	W1129A
John R. Ward, Consulting Manager	303-724-0245	W1132
Les Ray, Acting Contract Manager	303-724-0110	W1137
Michele Land	303-724-0091	W1136
Susan Harman	303-724-0092	W1131B
Lynne Wells	303-724-0097	W1129

Accounting

Wayne Trueman, Manager	303-724-0101	W1131C
Vacant	303-724-0247	W1134
Sophie Barsoom	303-724-0084	W1135
Ginger Bentzen	303-724-0258	W1133
Ed Gilbert	303-724-0248	W1134
Marge Bunkers	303-724-0083	W1111
Alice Runa	303-724-0259	W1130
Gloria McConnell	303-724-0260	W1127
Cathy Hatter	303-724-0279	W1127

Preaward

Jennifer Silverthorne, Acting Manager	303-724-0093	W1126B
Michael Montour	303-724-0086	W1126C
Karen Vockrodt	303-724-0090 & 303-724-0246	W1126
Lora Mihelic	303-724-0088	W1126A
Mary O'Connell	303-724-0219	W1126
Office Assistant (Sarah & Kirstin)	303-724-0195	W1126

Postaward

Pamela Vincent, Manager	303-724-0019	W1106
Stephanie Thompson	303-724-0087	W1112
Anita Johnson	303-724-0089	W1114
Susan Turowski-Reher	303-724-0095	W1115
George Johnston	303-724-0244	W1119
Pat Plummer	303-724-0094	W1116
Vacant	303-724-0257	W1113
Sarah McAnoy	303-724-0407	W1107
Office Assistant – Alisha	303-724-0188	W1127

Computer Support

Jeff Loker	303-724-2432
Jim Beaudry	303-724-2419