



University of Colorado at Denver and Health Sciences Center

OFFICE OF GRANTS AND CONTRACTS

QUARTERLY UPDATE – *Good Information to Use!*

Vol.1, Issue 2 – July, 2005

Quick Announcements . . .

As we close fiscal year 2004-2005, we wish to congratulate the Health Sciences Center research faculty – HSC research funding awarded during FY04-05 increased 10.5%.

If you are responsible for managing a sponsored project(s), we encourage you to take the online course titled "Research Administration from Start to Finish." This course can be accessed via the OGC web page - <http://www.uchsc.edu/ogc/>. The course is being updated and will be available August 1, 2005.

PreAward

Electronic Submission of Grant Proposals - There are increasing numbers of sponsors requiring grant applications to be submitted electronically via their websites. Each of these sponsor's sites have unique features. What have we learned so far?

- Some sites are easier to navigate than others;
- Some require special software or browser capabilities;
- Some are bogged down hours prior to submission deadlines, causing problems for last minute submissions.
- Increased misperceptions that electronically submitted proposals don't need to be sent to Grants and Contracts until the day the proposal is to be submitted.

Problems to avoid –

Prepare in advance for electronic submission by ensuring you have access to a computer with software and hardware that meet the sponsor's submission requirements.

Do not wait until the last minute to submit. Waiting too long has caused some proposals to be denied submission by the sponsor less than one minute after the deadline has passed.

Contact Jennifer Silverthorne with questions at 303-724-0093.

Contracting

When negotiating with a State entity, it is essential to determine the maximum F & A rate the University is entitled to under the Agreement. Please do not ask for the same rate you received in a previous contract. If the source of funds is Federal, we are required to receive our negotiated rate of 54% unless a Federal Agency specifies a different rate. Prior to submitting to OGC for review, please ask the State Agency representative to disclose the maximum rate under the particular contract you are negotiating. This expedites Grants and Contract's review of the Agreements. Contact Les Ray with questions at 303-724-0110.

Accounting

We want to thank schools and departments for their excellent response in completing and returning PERs during the last two months. ***PERs for each quarter are due back to Grants and Contracts within 30 working days after they have been received in the department. OMB Circular A-21 establishes allowable cost principles for federally funded research grants. Uncertified or missing PERs representing salary and benefit expenses charged against a grant are considered unallowable costs.*** If you have outstanding PERs for January-March, or any prior quarters, submit them as soon as possible. Contact Wayne Trueman with questions at 303-724-0101

Post Award

Journal Entry Explanations and Supporting Documentation

A recent audit finding requires us to improve the explanations and supporting documentation of JE's so every JE "stands on its own." Explanations should include (1) why the JE is required/what is its purpose and (2) why this JE is the appropriate action. The required improvement to our JE explanations also applies to PET's. Supporting documentation includes information that demonstrates:

1. Why the JE is required; (if due to an error, include the cause of the error)
2. How the entry was originally booked;
3. Why this entry is the appropriate transaction.

Monthly PeopleSoft Financial Report Review

An additional audit finding requires the PI/Key Contact to complete a monthly review of each project to verify that all transactions:

1. Are booked to the appropriate FOPPS and Account Code;
2. Reconcile to the source documents such as invoices;
3. Compliant with University and Sponsor policies;
4. Are covered by available budget;

The PeopleSoft Detail of Financial Transactions report can be used to verify the first three items. The PeopleSoft Summary of Financial Transactions report can be used to verify the final item. These reports are automatically distributed to the PI/Key Contact each month, or can be requested in PeopleSoft at any time.

Note: The Office of Grants and Contracts publishes a [Quarterly Update](#) that provides 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 is attached.

Important Training Grant Reminders . . .

As we finish the "Training Grant Season" we wanted to summarize responses to some of the more common questions we have received:

- 1) Training Grants are generally a 12-month appointment and a minimum of a 9-month appointment without NIH prior approval.

- 2) Each training appointment requires a minimum of 40 hours per week in all instances and as a first priority to all other positions. Any additional position must not interfere with, detract from, or prolong the trainee's approved training program, and require Program Director's approval.

- 3) Supplemental Stipends vs. Supplemental Compensation:
 - a) Supplemental Stipends:
 - i) Do not require any additional obligation to the trainee
 - ii) Must be paid from unrestricted or gift funds
 - iii) Can be entered into PeopleSoft HR under the current position via the Funding Distribution screen.

 - b) Supplemental Compensation:
 - i) Involves a second position where the primary responsibility of the 40 hours per week on the Training Grant must still be met.
 - ii) The second position is generally a part-time position for which salary or hourly wage is paid.
 - iii) Therefore a second position with a job code that books to a salary expense must be established in the PeopleSoft HR system.

Contact Pam Vincent with questions at 303-724-0019

We want to serve you – please call us.

GRANTS AND CONTRACTS

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W1111
W1134
W1127
W1127
W1134
W1130

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W1126B
W11126
W1113
W1126A
W1126C
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Postaward

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