



OFFICE OF GRANTS AND CONTRACTS

QUARTERLY UPDATE – *Good Information to Use!*

Vol.1, Issue 3 – October, 2005

Research Wall of Fame

The Office of Grants and Contracts is organizing a display of journals that have published findings of research conducted by the faculty here at the Health Sciences Center. The Research Wall of Fame will be located in the main corridors of the Office of Grants and Contracts in Building 500 at the Fitzsimons campus. Journals will be permanently displayed with acknowledgement to the authors. *To make this project a success, we need your help! We are requesting faculty donate journals or covers of journals to OGC that have published HSC faculty research findings. These would be permanent donations displayed on the walls of OGC.* Donations can be sent to Pam Jones c/o Campus Box F428. Thank you in advance for your support of this project. We will take good care of these important items.

PreAward

Electronic Proposal Routing Phase I Pilot - Grants and Contracts has purchased software from FormRouter.Net to enable HSC faculty and administrative staff to more easily "route" grant applications and contract proposals for approval. Simply put, electronic routing is one of many steps Grants and Contracts is taking to improve process flow when working with administrative units at HSC. The goal of this pilot study is to test new methods of grant application and contract proposal ("proposal") routing in order to reduce the time involved to "route" a proposal to Grants and Contracts, namely, the time taken to move these documents from one location to another.

<u>Pilot Implementation</u>	<u>Purpose</u>	<u>Estimated Timeline</u>
Phase I	Select participants will route each proposal in <u>both</u> paper and electronic formats	November, 2005
Phase II	Select participants will route each proposal in electronic format <u>only</u>	January, 2006

The outcome of the pilot phases will assist us in preparing for additional participants to utilize the electronic routing process.

Contracting

Processing Contracts - In order to expedite processing of contracts, it is important to include the following information when first sending a contract to our office for processing:

1. Name of Principal Investigator
2. Name of the Sponsor, including if the contract is a federal flow through agreement
3. Whether it is New or Continuation/Modification of an existing agreement
4. UCDHSC Contact name, phone number and email address
5. Sponsor contact name, phone number and email address
6. Whether additional funds are being provided in the agreement.

If you have electronic documents, including the contract, please forward to Les Ray at harlan.les.ray@uchsc.edu. Electronic transfer also helps to speed up the review process for quicker turnaround.

F & A Rates in Contracts - Facilities and Administrative Rates (F&A rates, formerly referred to as Indirect Costs) are to be included on all Sponsored Agreements that are processed through Grants and Contracts. The F&A rate to be used for an agreement is dependent upon the type of work that is being conducted under the agreement. For example, the typical F&A rate for non-federal contracts is 26% of modified total direct costs, especially for clinical trials. When working with a State Agency, always ask for the highest rate the Agency provides if the Agency is not providing our applicable rate. If it is a federal flow through contract, we are required to receive our federally- negotiated F&A rate of 54% on-campus or 26% if work is conducted off campus.

Please refer to the website at: <http://www.uchsc.edu/admin/policies/fp4-04.pdf> for more information on F&A rates or contact Les Ray with questions at 303-724-0110.

Accounting

We want to alert all units, departments and divisions regarding some upcoming changes with gift program speedtypes. The University Controller's Office is requiring changes to the way gift program speedtypes will be handled. When these changes are implemented, there will be a required one-for-one relationship between CU Foundation accounts and the related speedtypes for the campuses. This will include the modification of existing gift program speedtypes to create a one-for-one relationship, and as new gift programs are created, these same rules will apply. The Central Controller's Office will be hiring a person to assist departments and Grants and Contract to implement this process. We will provide additional information on these changes as it becomes available.

Post Award

A-21 Checklist - If an award will or does include Administrative-type expenses that exceed the normal level covered by F&A it may be appropriate to direct charge these expenses. In this instance, an A-21 checklist needs to be completed and submitted to Grants and Contracts for all awards except:

- Program Projects ("P-awards")
- Center Grants
- Fellowships and Training Grants
- Conference Grants
- Grants to develop and/or disseminate educational manuals or materials

Administrative-type expenditures include:

- Clerical and Administrative Salaries
- Membership Dues in a Technical or Professional Organization
- Office Supplies
- Postage
- Local Telephone Service

The form and the associated instructions are exhibits A and A-1 attached to the Grants and Contracts Fiscal Policy 4-7, Charges to Federally Sponsored Projects. These can be accessed via the following link: <http://www.uchsc.edu/admin/fiscal.html>

Sponsored Project Monthly Status Report - Starting in the November/December 2005 timeline, each PI and Key Contact will be receiving a monthly email summarizing their sponsored projects by budget end date. This report is still under development, but is planned to provide the available balance and/or the cash balance of each project.

We hope this information will help with the Departmental monthly review and cash management of each project. In addition, we hope it will assist with planning for any required Departmental Activities due to an upcoming budget end date.

If after you start to receive this email and report and have questions, please contact your PostAward Administrator or Pam Vincent at 303-724-0019.

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.

We want to serve you – please call us.
GRANTS AND CONTRACTS

Mailing Address:

**UCDHSC
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 Aurora, Colorado 80045-0508 (80010 for FedEx)**

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 Marge Bunkers
 Ed Gilbert
 Cathy Hatter
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 303-724-0260
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W1131C
 W1135
 W1133
 W1111
 W1134
 W1127
 W1127
 W1134
 W1130

Preaward

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 303-724-0086
 303-724-0219
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W1126B
 W11126
 W1113
 W1126A
 W1126C
 W1126
 W1126

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