



University of Colorado at Denver and Health Sciences Center

OFFICE OF GRANTS AND CONTRACTS

QUARTERLY UPDATE – *Good Information to Use!*

Vol. 2, Issue 1 – April 2006

Thank You!

The Office of Grants and Contracts would like to take this opportunity to thank the Health Sciences Center faculty and staff for working with us to implement new requirements associated with electronic proposal submission through Grants.gov and other federal agencies. These new requirements have posed many challenges and changes in the way we all facilitate proposal submission. There has been a high level of participation in training. Stay tuned for ongoing updates!

Pre Award

Electronic Proposal Routing – It's time to sign up! The Office of Grants and Contracts is scheduling departments, divisions, centers and institutes to implement Phase II of the Electronic Proposal Routing beginning June 2006. Please e-mail Jennifer.Silverthorne@uchsc.edu with your name, department, and phone number. Sign up today!

Contracting

We have been successful in securing negotiations for clinical trial Master Agreements which allow a quicker review and negotiation. If Principal Investigators are pursuing a clinical trial and have the opportunity, we encourage a request for a Master Agreement with the contracting entity or determining if they already have a Master Agreement with UCDHSC. These types of agreements significantly reduce negotiation and processing time.

Volume of contracts is very high which has resulted in a 4-6 week turnaround on most agreements. Amendments can be processed much more quickly. Please send us your proposed agreements and amendments as soon as possible. Thank you for working with the contracting team and understanding our processes.

Accounting

The CU System Controller's Office and the CU Foundation have updated **gift policies and procedures**. These changes no longer permit commingling funds deposited through the Foundation with funds deposited through the University in the same speedtype in Fund 34. Checks payable to the University are to be deposited through the Office of Grants and Contracts. For assistance and additional information, please reference the following website links:

Gift Policies: <http://www.uchsc.edu/ogc/policies.html#gift>

Gift Set-Up Forms: <http://www.cu.edu/forms/fin.html>

Training: <http://www.cusys.edu/controller/Gift-Fund-Management-Training.html>

(Note: All individuals with fiscal roles associated with Gift Funds are required to take this training by May 31, 2006.)

Questions?

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Revenue Recognition Change Reminders:

Implemented March 20, 2006

No impact on Federal Letter of Credit Projects

For projects **with budgets** review the *PeopleSoft Summary and Detail of Financial Transactions* for expense, encumbrance and other transactions. (Note: Total Budget, Expenses, Encumbrances and Available Balance will continue to be a necessary report to review for these projects.)

For projects **without budgets**, continue to review the *Balance Sheet and Balance Sheet Transaction Reports*.

Projects are to operate on a cash available basis.

Payments received will be recorded as credits to accounts receivable.

Direct questions to Wayne Trueman at 303-724-0101

Post Award

How do I avoid Cost Transfers on sponsored projects? Ask the following questions when charging an expense:

Does the cost *directly benefit* the project(s)?

Is it an *allowable* charge per the Sponsor and the University?

Is the amount *reasonable*?

Is there *sufficient budget*?

If the answer to all of these questions is yes – you are charging the cost to the correct speedtype and should minimize the chance for future Cost Transfers.

Policy and Education

Grants.gov Training: Would you like to learn more about the electronic grant submission process? Attend one of the following Brown Bag Sessions or Open Forums:

Brown Bag Sessions (beginning at noon in the Grants and Contracts Conference Room, W1123)

April 26

May 10*, 17, and 31 (*Rescheduled from May 3)

June 14 and 28

July 12 and 26

August 9 and 23

Open Forums

Monday May 1, 1-4:30 PM, Denison Auditorium

Friday May 5, 8:30 AM-Noon, RC1-North, HP West Research Auditorium

GRANTS.GOV UPDATE

Timeline for June 1 Electronic Applications

The first major electronic deadline is readily approaching! NIH R03, R21/R33 and R34 applications due on June 1, 2006, **must** be submitted electronically.

The following timeline is in place for electronic applications due on June 1:

May 12, 2006: Routing of application recommended commencing no later than this date to obtain requisite institutional approvals.

May 16, 2006: Application and routing must be received in Grants and Contracts PreAward by **4 PM Mountain Time**. The application must be in complete and final format upon delivery to PreAward and must include the Routing Form, other required internal forms, approval signature, and a print-out of all components of the grant application including attachments.

May 17-May 26: PreAward will review the draft application and send comments to the PI or to the PI's designated administrative staff by **May 24**. PI/staff will be responsible for making any changes recommended by PreAward.

May 26: PreAward must receive the final grant application electronically **no later than 4 PM Mountain Time** at xenia@uchsc.edu per PreAward instructions.

June 1: Grant applications must be submitted to Grants.gov by **5 PM Mountain Time**. Applications will be submitted to Grants.gov by PreAward.

This timeline accounts for the Memorial Day which is May 29.

NOTICE CONCERNING ALL APPLICATIONS AND PROPOSALS

The federal mandate to submit grants electronically is greatly impacting the manner in which the Grants and Contracts Office at the Health Sciences Center conducts business. Accordingly, Grants and Contracts is changing its processes to ensure that PreAward has a sufficient amount of time to review, provide feedback, and submit electronic applications prior to application deadlines.

FIRST-IN FIRST-OUT REVIEW POLICY

All incoming grant applications, contract proposals, documents, and/or requests requiring review, institutional endorsement, and/or submission by PreAward will be handled on a first-in first-out basis. Each action is subject to the first-in first-out policy.

ROUTING REQUIREMENT

Electronic Applications

- Must be received by PreAward by the end of the 12th business day prior to the submission deadline for Preliminary Approval.
- The final electronic version ready for submission must be received by PreAward by the end of the 4th business day prior to the submission deadline date.

Paper Applications and Proposals

- Must be received by PreAward five (5) full business days prior to the submission deadline.

Forms and Documentation Requirements

- All applications and proposals sent to Grants and Contracts must be in a complete and final format upon receipt and include the Routing Form, other required internal forms, approval signatures, a print-out of all parts of the grant application including attachments, and a print-out of instruction materials (non-NIH Sponsors only).