



University of Colorado at Denver and Health Sciences Center

OFFICE OF GRANTS AND CONTRACTS

QUARTERLY UPDATE – *Good Information to Use!*

Vol. 2, Issue 4 – January 2007

MARK YOUR CALENDARS!

Research Faculty and Staff are cordially invited to attend an orientation to the electronic research application called InfoEd. This orientation will take place Friday, February 16, 2007 from 8:00 AM to 11:00 AM in the Shore Family Auditorium – Ben Nighthorse Campbell Building. Representatives will provide an overview of how the InfoEd systems can efficiently support the management of proposals and contracts. Please join us for this important demonstration – more details to come!

Pre Award - *Reminder - effective February 5, 2007, NIH RO1 proposals must be submitted electronically via Grants.gov.* If you have not had the opportunity to participate in Grants.gov training and you will be submitting an RO1 proposal, please refer to our website for instructions or contact Christine Ahearn, Manager of Policy and Education for training opportunities.

Contracting - The Contracts Section of Grants and Contracts is adding two new contractors. Michele Land has accepted a position at another institution and we wish her the best of luck in her new position. We expect that our review time will be cut down substantially with the addition of two new people which will include an additional contract person and an administrative person. Thank you for your patience as we move through this transition.

We want to make you are aware of new contracting processes effective February 1, 2007. All proposed contracts must be submitted electronically to a new dedicated e-mail address - OGC.Contracts@uchsc.edu. We will begin negotiations on contracts when we receive complete routing information and budgets. Please refer to our website for details on these new processes - <http://www.uchsc.edu/ogc/contracts.php>

Accounting - Effective November 1, 2006, the *electronic Personnel Effort Report* (ePER or time and effort report) was implemented at the University. If your department has outstanding PERs for the January through May 2006 semester or any prior quarters, please complete and return them as soon as possible. This will help ensure that our campus is in compliance with the time and effort reporting requirements of OMB Circular A-21.

The accounting section of the Office of Grants and Contracts is responsible for oversight of the system and follow up regarding outstanding ePERs at the Fitzsimons and 9th and Colorado campuses of UCDHSC. ePERs must be completed and certified within 30 working days from ePER creation. For further information about ePER certification, please click on the following link: <https://www.cusys.edu/controller/epers.html>. This site includes information about the Electronic Personnel Effort Reporting Blackboard course. Anyone who is funded by sponsored projects is required to take this course.

Questions regarding ePERs should be directed to Ed Gilbert at (303) 724-0248 or by e-mail at Ed.Gilbert@uchsc.edu or Wayne Trueman at (303) 724-0101 or by e-mail at Wayne.Trueman@uchsc.edu.

Post Award

Postaward has a new member that most of you know. Karen Vockrodt from PreAward has accepted a position in Postaward. We are very excited to welcome Karen. This will necessitate some changes to support of some Departments. We will be sending a communication via our list serve regarding these upcoming changes.

Policy and Education

Thank you to everyone who participated in the Direct Charging Training sessions. We had an excellent turnout and trained over 700 faculty and staff. PIs who were unable to participate in the live training may now take the online Blackboard course. [Remember, all PIs are required to take this course before submitting another grant proposal.](#)

Follow the instructions outlined below to access the course.

Blackboard Login Instructions:

1. Go to <https://blackboard.cudenver.edu/>
2. Click the **Login** button. A login page will open, asking for your username and password.
3. Type in your **six-digit Employee ID** as both the username and password.

*You can find your Employee ID on your pay paycheck or voucher.
Student employees should use their temporary employee ID that begins with a "T" and not their 9-digit student ID.*

4. Click the **Login** button. A Welcome page will open, stating "Welcome (your first name)!"

To return to a course in which you are already enrolled:

- a) Click on the name of the course, which is listed under the Courses heading just to the right of where it states 'Welcome your_first_name!'.

To self-enroll into a new online course:

- a) Click the **Course Catalog** tab at the top of the Welcome page. A page will open with a Course List and a Course Catalog.
- b) Click your **campus name** listed under Course Catalog (such as "Denver Campus Courses"). A "Browse Course Catalog" page will open.
- c) Find the course you want and click the **Enroll** button next to the title of the course on the far right side of the page. A Self Enrollment page will open.

NOTE: If you do not see an Enroll button next to your course, it is because you are already enrolled in the course. In which case, you should click on the UCDHSC tab at the top of the page, and click on the title of the course listed under "Courses".

- d) Check the name of the course to make sure it's the one you want. If so, click the **Submit** button. You should see a new page that says "Receipt: Success." You're done! Click **OK** and you will go to your course.

Are you experiencing problems enrolling in or returning to a course? Contact CU-Online at (303)556-6505 or e-mail us at inquiry@cuonline.edu. Have your ID number ready.

Do you have questions? Call us – we are here to help you – 303-724-0090

Happy New Year!