



University of Colorado at Denver and Health Sciences Center

OFFICE OF GRANTS AND CONTRACTS

QUARTERLY UPDATE - *Good Information to Use!*

Vol. 3, Issue 1 - April 2007

We are pleased to announce the addition of three new contracting staff to OGC: Shannon Holcomb, J.D., Jon Lehmann, J.D. and Sandra Backus who will provide administrative support to contracting. Join us in welcoming them to UCDHSC. After only a couple of weeks, they have had a positive impact on pending contracts. They bring excellent experience to our contracting arm and much needed assistance. Their contact information is on the following OGC roster. Thank you for your patience as we make this positive transition supported by resources from the Chancellor.

OGC is developing plans to host a Sponsored Programs Workshop in September 2007. This workshop will be for UCDHSC administrative staff responsible for managing grants and contracts throughout all campus locations. Stay tuned for more information in upcoming announcements.

Pre Award

JIT Reminder: We have had many inquiries about the appearance of Just-in-Time (JIT) links and what appears to be a request for JIT information in eRA Commons. Remember, the appearance of the JIT link in eRA Commons is automatic for all applications receiving scores within a particular range. The link is not a request for information or a notice of award. The NIH will send an e-mail to the OGC at xenia@uchsc.edu and the PI when they are ready to review the information. If submitted prior to this e-mail request, NIH may require resubmission of the JIT paperwork.

JIT information may be submitted electronically via the PI's NIH eRA Commons account or fax. Either method requires institutional endorsement by OGC to complete the submission process.

NIH prefers the use of eRA Commons account. However, you may not use the Commons if your human subjects or lab animals protocol approval is

still pending. The system requires a current date; otherwise, an error message is generated when the Signing Official (SO) selects the approval button.

You may submit documentation only once using the Commons. Any revisions or additions must be done on paper.

NIH does not send OGC notifications of pending JIT approvals. Please e-mail xenia@uchsc.edu when your information is uploaded.

If you choose to submit on paper, please send the JIT paperwork, together with a brief, signed cover, to the Grants and Contracts office for review and signature. OGC will fax the documents to the NIH contact(s) listed in the e-mail request for information.

Finally, as a reminder - OGC provides two sample letters on its website (<http://www.uchsc.edu/ogc/pre/nihcomirb.php>) to use when the JIT request requires certification of Education in the Protection of Human Subjects.

Please use one of these letters rather than sending copies of the COMIRB completion certificates.

Contracting

Export Controls: What are they and why do we need to be concerned about them? In conjunction with a system-wide workshop recently held on U.S. Export Control Laws, the Office of Grants and Contracts will be developing information to assist faculty and staff with the details of these laws. Export Controls relate to federal laws that restrict exporting certain types of technology and expertise outside of the United States. These types of restrictions are typically found in federal contracts but have broader implications to research.

Subcontracts - Requests for subcontracts/amendments are completed on a first-in/first-out basis. The official Notice of Award must be received and ***processed*** in the University financial system by OGC accountants before requests can be accommodated. Please send all requests/communications for subcontracts/amendments to OGC.Contracts@uchsc.edu with the UCDHSC Principal Investigator Name, award number, and project/proposal number in the subject line. Additional

information about subcontracts is available on the OGC website at <http://www.uchsc.edu/ogc/subawards.php>

Accounting

ePER Certification for summer (June through August 2006) and fall (September through December 2006) Semester:

- If you were paid from or had required cost sharing on a sponsored project during the above two periods it is very important you complete certification of your ePER. This is University policy and a Federal requirement.
- If you have received email reminders that you still need to complete the process, please do so as soon as possible.
- Contact Ed Gilbert at ed.gilbert@uchsc.edu or 303-724-0248 or Wayne Trueman at wayne.trueman@uchsc.edu or 303-724-0101 if you have any questions regarding accessing the CU Portal or about ePER certification.

Post Award

Monthly PI Email with Project Snapshot

Later this month, the Office of Grants and Contracts will begin sending a monthly email to each PI, Fiscal Manager and Fiscal Staff with a “snapshot” of all projects that meet the following criteria:

- Is an active project, or
- Is past its budget end date, but has a cash balance

This Report will help you with

- Identification of projects that are nearing their end date
- Actions you should take for closing or extending projects
- Identification of projects that require monthly review and reconciliation

If you have any specific questions regarding the email, please contact your Postaward Administrator.

Some Tips for Successful Compliance and Audits!

- Only book an expense to the project it benefits and in an amount proportionate to the benefit. Book it correctly the first time to avoid the rework and red-flag of a cost transfer.
- The auditor trumps the program officer. Be sure that any prior approvals from the sponsor include the approval from the Grants Management Specialist (i.e., the Grants or Contracts Business Officer).
- Be sure all documentation is complete. Document why you did something and label your calculations so that you will know the background in a year from now when you might be explaining it to an auditor!
- In addition to the “usual targets” of Cost Transfers and Effort reporting, be ready for unconventional audits. A common example is to ensure your bids for fixed price/rate agreements are based on realistic projections and actual costs. This type of price/rate determination is a requirement of A-21!

Policy and Education

We are creating a new online course entitled Subrecipient Monitoring, which is based on UCDHSC OGC Fiscal Policy 4-17, Subrecipient Monitoring. This course will outline the roles and responsibilities which arise when subcontractors at other entities are engaged to perform work related to UCDHSC sponsored projects. This will be a Blackboard based course and we expect to have it available by summer 2007. Look for additional information in upcoming Quarterly Newsletters and on the GC-Listserv.

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

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as of 3/28/07

<u>Administration</u>	<u>Phone #</u>	<u>Room #</u>
Pamela J. Jones, Ph.D. Director	4-0096	W1129A
Lynne Wells	4-0097	W1129
Les Ray, Manager Contracts		
	4-0110	W1132
		Reception Area
Sandra Backus	4-2402	
Shannon Holcomb	4-0407	W1107
Jon Lehmann	4-0091	W1131A
Bernadine Sena	4-0092	W1131B
Christine Ahearn, Manager Policy & Training		
	4-0245	W1137
Accounting		
Wayne Trueman, Manager	4-0101	W1131C
Cathy Hatter	4-0279	W1127
Gloria McConnell	4-0260	W1127
Alice Runa	4-0259	W1130
Ginger Bentzen	4-0258	W1133
Ed Gilbert	4-0248	W1134
Sandra Janis	4-0247	W1134
Sophie Barsoom	4-0084	W1135
Marge Bunkers	4-0083	W1136
Cao Bich-Chi	4-0259	reception area
PreAward		
Jennifer Silverthorne, Manager	4-0093	W1126B

Lora Mihelic	4-0088	W1126A
Michael Montour	4-0086	W1126C
Mary O'Connell	4-0219	W1113
Shannon Maes	4-0090	W1126
Sarah Ayala	4-0257	W1126
File Room	4-0188	W1127



Postaward

Pamela Vincent, Manager	4-0019	W1121
Stephanie Thompson	4-0087	W1106
Karen Vockrodt	4-1157	W1112
Anita Johnson	4-0089	W1114
Susan Turowski-Reher	4-0095	W1115
Pat Plummer	4-0094	W1116
Wanda Cardenas	4-0840	W1118
George Johnston	4-0244	W1119



Equipment room	4-0256	W1111
Office Supply Storage, paper		W1120
Supply Hall		W1131



Computer Support

Jeff Loker	4-2432, (3)266-3776	
Jim Beaudry	4-2419	
Dan Keller	4-2429	

Katie Hester; SOM office	303-315-0920	fax: 303-315-8540
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