



University of Colorado at Denver and Health Sciences Center

OFFICE OF GRANTS AND CONTRACTS

QUARTERLY UPDATE – *Good Information to Use!*

Vol. 3, Issue 2 – July 2007

Over the past few months, the Office of Grants and Contracts has undertaken a significant review of processes and structure in an effort to create greater efficiencies and streamline services to faculty and staff. This review has resulted in some general changes in how the five functional areas – PreAward, Contracting, Policy & Education, Accounting and Post Award – are organized. Effective August 1, 2007, these five areas will be combined into three – PreAward and Information Systems, Contracting, Policy and Education, and PostAward and Accounting. This is the first step in a series of initiatives that will be implemented over the next few months to align operational areas in a manner that meets the ever-changing funding and regulatory climate with more efficient service. I am pleased to announce the promotion of three individuals who will be responsible for management of the three areas:

Christine Ahearn – Assistant Director – Contracting, Policy and Education

Jennifer Silverthorne – Assistant Director – PreAward and Information Systems

Pamela Vincent – Assistant Director – PostAward and Accounting

These individuals bring significant professional experience and talent to their new roles. I hope you will join me in congratulating them. We will brief you on the next phase of changes in OGC in the October 2007 Newsletter. In the meantime, you will be contacted directly if there are any fundamental changes to how we currently work with the various campus units.

Thank you, Pamela J. Jones, Ph.D., Director

PreAward and Information Systems

Make Sure OGC Email Reaches You - If you are a faculty member or staff member working jointly at UCDHSC and an affiliate institution, please be sure to either stay up to date with your UCDHSC email account or work with your LAN Administrator to auto-forward your email. Taking this extra step will ensure that you receive important information from Grants and Contracts and sponsors alike.

Employee News - John R. Ward has graciously agreed to come back temporarily as a Grants Specialist to cover application reviews and related matters in the position recently vacated by Mike Montour. Rob Stiner has joined us temporarily as a Grants Specialist to handle award reviews and set-ups. Please join us as we welcome both John and Rob.

Electronic Research Application – We are continuing to work on this very important information systems initiative for research administration at UCDHSC. Jennifer Silverthorne will serve as the project lead for the Grant Module on behalf of OGC-Anschutz Medical Campus. We anticipate proceeding with project planning during fiscal year 2008 and will be providing periodic updates on our progress over the next few months.

Do you have a research project or proposal that could benefit from a website to disseminate results/progress, advertise the project, recruit subjects, etc.? Contact the UCDHSC Center for Innovations in Training and Technology at <http://cittdesign.com/>. They offer outstanding service in development of Research Project Websites.

Contracting, Policy and Education

In order for us to serve you better, please remember the following guidelines: A full contract proposal package must be received before a contract will be reviewed. A full proposal package includes the following information in addition to the contract:

- Routing form
- Financial Interest Disclosure, Part I; Part II (if applicable)

- Clinical Trials Required Form Effort Commitment and Certification (if the contract is for a clinical trial)

All contracts must be received electronically at Ogc.Contracts@uchsc.edu. The electronic copy of the copy and attachments will be matched up with the hard copy routing documents that are submitted as part of the contract package.

When requesting a status update on a contract, please include, at a minimum, the following information to help us answer your question:

- Name of the PI;
- Routing Number; and
- Sponsor Name

We receive a large volume of contract related documents on a daily basis - the above information will help expedite the request.

Got a subcontract? In order to ensure that a subcontract is drafted in a timely manner, please include the number of subcontracts on the routing form and the subcontract budgets on the routing form during the proposal submission (See Attached Summary Sheet).

Subcontract or Contract? What's the difference? What is the difference between a contract and subcontract? Contracts are used when money is **coming into** the University. The contract, which is sometimes referred to as a subcontract, is drafted by the entity or institution that the money is coming from and sent to UCDHSC for review. Subcontracts are used when UCDHSC is the prime awardee and money is **leaving** the University for work that is being done at another institution or entity. The subcontracts are drafted by UCDHSC for distribution to the other institution or entity where the work is being performed. Please refer to the Subrecipient Agreements page, <http://www.uchsc.edu/ogc/subawards.php>, of the OGC website if a subcontract is needed or contact the subcontract specialist.

Unrelated Business Income Tax - We no longer require submission of the Unrelated Business Income Tax (UBIT) form with new contracts. The Routing Form has been revised to include a section on Clinical Trials which is to be completed when submitting a Clinical Trial contract for review. All contracts will be evaluated for unrelated business income tax concerns by the Contracting Specialists. Depending on the answers to the Clinical Trial section on the revised [Routing Form](#), the Contract Specialists reviewing the contract may determine that additional information is need and request completion of the UBIT form upon contract review. However, the UBIT form will no longer be required unless specifically requested. [Fiscal Policy 4-1](#) has been revised to reflect this change.

PostAward and Accounting

With the start of a new fiscal year, we have identified some targeted areas that we would like to focus on for our FY08 Goals. These include:

- Standardization and Documentation of our Project Close out Process – Identifying all steps to be completed and who completes each.
- Development of some basic queries to help manage projects by identifying exceptions.
- Implementation of a new process that facilitates the closure of all project speedtypes within 150 days of the project's budget/project end date as outlined in Policy 4.6 – Close out of Sponsored Projects.
- Continued effort to reply to inquiries within 48 hours. If the question is complex, this response may not include an answer, but will include an acknowledgement that we are working on the question.

After 21 years of dedicated service to UCDHSC and the Office of Grants and Contracts, Wayne Trueman, Manager of Accounting will be retiring September 30, 2007. Wayne has quietly and steadfastly supported the research arm of UCDHSC – we will miss his wisdom and expertise. Stay tuned for information on his retirement celebration.

To close, we want to thank faculty and staff for their patience as we worked through significant volume issues this past fiscal year. We look forward to new structures, processes and staff to alleviate volume-related problems in the future.

Have a great summer!

Attachment

13. SUMMARY OF PROPOSED BUDGET

DIRECT COSTS

Personnel

- Salaries and Wages \$ _____

- Fringe Benefits \$ _____

Consultant Costs \$ _____

Equipment (over \$5,000) \$ _____

Supplies \$ _____

Travel \$ _____

Hospital Patient Care Costs \$ _____

Subrecipient(s): How many? _____ \$ _____

Trainee Costs

- Stipends \$ _____

- Tuition and Fees \$ _____

Other Expenses \$ _____

- Center for Laboratory Animal Care (at SOM) \$ _____

- IRB Review of Industry Sponsored Protocols \$ _____

- Rent \$ _____

- Tuition Remission & Related Fringe Benefits \$ _____

TOTAL DIRECT COSTS \$ _____

FACILITIES AND ADMINISTRATIVE COSTS (F&A)

% F&A _____ %

Costs Subject to F&A \$ _____ \$ _____

TOTAL DIRECT AND F&A COSTS \$ _____