



University of Colorado at Denver and Health Sciences Center

OFFICE OF GRANTS AND CONTRACTS

QUARTERLY UPDATE – *Good Information to Use!*

Vol. 3, Issue 3 – October 2007

Greetings from the Office of Grants and Contracts!

Following is a notice forwarded from the Council on Governmental Relations (COGR) that we would like to share with you. We will keep you apprised of any changes but for now . . .

The National Institutes of Health published a notice detailing how non-competing grants will be treated under the current continuing resolution. Congress has yet to clear any of the fiscal year 2008 appropriation bills and agencies have been working under a continuing resolution (CR) since the start of the fiscal year on October 1. The current continuing resolution is set to expire on November 16th. As it did in FY 2006 and 2007, NIH announced it will fund most non-competing awards at 80 percent of previously committed levels while it operates under the CR. When NIH receives its appropriation for fiscal year 2008, these awards will be adjusted. <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-001.html>

PreAward and Information Systems

Institutional Official in PreAward - Lora Mihelic, PreAward Manager, is the primary institutional signature authority in PreAward for grant applications, federal contract proposals, and related awards. Jennifer Silverthorne, M.S., Pamela J. Jones, Ph.D., Pam Vincent, Christine Ahearn, J.D. and Harlan Les Ray, J.D. are also available in the event Lora is not present to sign as the institutional official.

Moving to AMC? For those Principal Investigators who have or will be moving projects to Anschutz Medical Campus that were previously considered “off-campus” projects, be sure to check the most current F&A

rate grid as the movement of the project to on-campus will impact the F&A rate charged to the project - <http://www.uchsc.edu/ogc/pp/fa.php>

Original Signature Requirement on Awards - Original award agreements are required for final award setup: The University requires original award documents to be on file rather than fax, scan, or email copies of signed award documents. At a minimum, Grants and Contracts will sign two (2) copies of an award, with the expectation that one original inclusive of the sponsor's original signature, is stored in Grants and Contracts records. Please help us meet this requirement by ensuring that OGC receives one original in a timely manner to allow the final award setup to occur.

Award Setup Process Change - To facilitate the timely approval and setup of awards, OGC has instituted a two-step award setup process in the financial system: 1) Preliminary (minimal) award setup used to issue a speedtype; and 2) Final (full) award setup. Projects that do not have a full award setup will be unable to bill the sponsor, draw-down funds from the sponsor, and establish subrecipient agreements. Final award setup will be withheld until OGC receives information or documentation requested such as a FID form, budget detail, and/or IRB protocol number from COMIRB.

Renewal Notices - Reinstatement of Grants and Contracts renewal notices to begin in November!

Contracting, Policy and Education

When sending documents to the OGC Contracting, either by campus mail or fax, be sure to follow-up with an e-mail or phone call. The OGC receives hundreds of documents on a weekly basis so the best way to ensure that a document has been received is to contact the intended recipient. We want to be certain that we are responding to any requests as soon as possible.

Are you a first time PI? If so, you are required complete online training courses prior to submitting a grant proposal or contract for approval. The courses include (1) Research Administration Start to Finish - Faculty Version, (2) Electronic Personnel Effort Reporting (ePER) and (3) Direct Charging to Sponsored Projects must be completed prior to submitting proposal or contract for review. All courses are available on Blackboard website, <http://blackboard.cuonline.edu/webapps/portal/frameset.jsp>. Please

contact Christine Ahearn at 303.724.0245 or Christine.Ahearn@uchsc with questions.

PostAward and Accounting

Correcting Contact Information Associated with Projects - There have been some changes made to the way the data is collected for Fiscal Principal, Fiscal Manager and Fiscal Staff contact information. This data is now pulled directly from Peoplesoft Human Resources Management System (HRMS). As a result, this contact information can only be updated via HRMS. If you notice incorrect contact information on your financial reports, please contact your HRMS Payroll Administrator and your Department Administrator, as only these individuals will have the required system access to input these changes.

Journal Entry Reminders - Routing: Please forward all Journal Entries (JE's) (along with the supporting documentation) that are ready for approval to Marguerite Baker in Finance. Sending these JE packages to Marguerite will allow her to log them and then send them to our office for review and approval.

The logging of these JE's helps us track outstanding JE's and identify any missing for archiving purposes.

Projects from Multiple Campuses: Please segregate entries for Boulder projects and UCDHSC projects onto separate JE's wherever possible. The finance system limits the approver of a JE's to a single person. This approach will allow the approver per the PeopleSoft Finance system to reflect the correct person for each campus. There will be times where this is not possible: For example, moving an expense from a Boulder project to a UCDHSC project. However, whenever possible, please include only projects from a single campus on a single JE.

Please join us in congratulating Pat Plummer, OGC Post Award - UCDHSC Employee of the Month!

Best wishes for a great holiday season!