



University of Colorado Denver

OFFICE OF GRANTS AND CONTRACTS

ANSCHUTZ MEDICAL CAMPUS

QUARTERLY UPDATE – *Good Information to Use!*

Vol. 3, Issue 4 – January 2008

Happy New Year!

Quick updates:

Reminder - NIH salary cap effective January 1, 2008 is \$191,300

InfoEd project planning is underway - we will be distributing more details soon!

Note below changes in conflict of interest documentation that reduce paperwork associated with routing proposals.

Please note NIH policy concerning enhancing public access to archived publications resulting from NIH-funded research at this link - <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-033.html>. Details on how OGC will coordinate compliance with this policy will be sent to NIH-funded principal investigators and be available on our website soon.

Be sure to routinely check the OGC website for updated information.

PreAward and Information Systems

OGC Routing Requirement: In recent months we have experienced an increase in the number of proposal routings or other approval items being delivered with little or no time allotted for review. Please be cognizant of the following OGC routing requirements:

Electronic applications must be received by OGC 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 OGC by the end of the 4th business day prior to the submission deadline date.

Paper applications and proposals must be received by OGC PreAward five (5) business days prior to the submission deadline.

Forms and Documentation Requirements: All applications and proposals sent to OGC must be in a complete and in 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.*

*Departments using Electronic Proposal Routing can include these in the attachment to the form.

Financial Interest Disclosure: OGC has transitioned to the new campus procedures for disclosure of conflicts of interest. PIs no longer need to complete Financial Interest Disclosure forms. Note the change on the updated proposal routing form on our website. If PIs have not completed the requisite conflict of interest questionnaire required by the Office of Regulatory Compliance at the time of proposal routing, OGC will proceed with processing the proposal. PIs will need to have completed the COI disclosure prior to an award being set up. OGC will also continue to process recently routed proposals with completed FID forms during this transition to use of the new routing form.

Deadline Update: January and February are typically high volume months for grant applications. Please do your best to adhere to our routing requirements and let us know when extenuating circumstances require special attention. We will do everything we can to accommodate the situation to ensure the application is submitted before the sponsor deadline.

Help Us Help You:

- Provide an informative coversheet with the documentation you send over to OGC. See <https://www.formrouter.net/ogc1@UCHSC/PSRD.html> for an example.
- Use OGC assigned reference numbers (OGC ID, Proposal Routing, Project ID, or Speedtype). Tell us what you need rather than making an assumption that OGC already knows
- Keep it simple
- Call 303-724-0090 to schedule an appointment in advance with your PreAward Specialist so you know he or she will be available when you come by the office. This is especially helpful during busy times.

Contracting, Policy and Education

Clinical Trial Protocols: When submitting clinical trial agreement proposals, be sure to carefully review the associated clinical trial protocol. If the protocol doesn't address potential outcomes or procedures that may be necessary in order to perform the study, for which you expect the sponsor to reimburse, contact the sponsor and request changes be made to the protocol. Clarifying these details at the time of contract negotiation help prevent issues with sponsor payment for clinical trial related outcomes. There have been instances where procedures have been performed with the patient being told that the procedure will not cost them, only to have the sponsor later refuse to pay for these procedures.

Subrecipient Monitoring: OGC's latest training course, **Subrecipient Monitoring**, is up and available on Blackboard. This course outlines the importance of monitoring the activities of subrecipients/subcontractors and is based on OGC Fiscal Policy 4-17,

Subrecipient Monitoring. The course can be found at <http://blackboard.cuonline.edu/webapps/portal/frameset.jsp>.

Original Contracts: OGC must receive fully executed **originals** of contracts, amendment, and subcontracts – with original signatures. We are required to maintain the original in the OGC project file. When working with these fully executed documents, please return the originals to OGC for award setup and keep a copy of the contract for the department project file. We appreciate your assistance with this request.

We are pleased to announce the addition of Adelita DeHerrera, J.D. as Contracts Specialist who will join OGC January 28, 2008. Adelita will be providing support in the Contract Section and will work on contracts and subcontracts. Please join us in welcoming her to OGC. Adelita can be reached at Adelita.DeHerrera@uchsc.edu or 303-724-0091.

PostAward and Accounting

Journal Entries: Please remember to send hard copies of completed Journal Entries with adequate supporting documentation to Margurite Baker in Finance rather than directly to OGC.

The volume of accumulated entries copied from the prior month has significantly increased. In response, if OGC copies an outstanding JE at month end pending resolution of a question, the copy will only be available for the month the copy was created. If, after the end of the month in which the copy was created, the question is still outstanding and the JE not approved, the JE will be deleted. We appreciate your help to make the month-end close more manageable.

ePERs for Terminated Employees: The University Controller has announced new functionality for ePERS. If an individual who expended effort on a sponsored project no longer works at the University, the individual identified in the “Reports-to” field in HRMS can certify for the terminated employee (provided the “Reports-to” person has first-hand knowledge of the work performed). This functionality is available with the recent burst of ePERs. The University Controller’s office will be publishing step-by-step instructions in the very near future. Until then, please feel free to contact their Help Desk with any basic procedural questions.

Pre-Awards: We want to remind everyone that if you expect a proposal will be awarded or a contract will be successfully executed, you may request the set-up of the needed speedtype prior to the actual receipt of award. Please use the PreAward Request Form that can be found on our website to establish the speedtype. This option helps avoid rework of PETs and journal entries.

Save Date!

Please join us in celebration of Pat Plummer’s retirement and her 40 years of service.

Wednesday, February 27, 2008

3:00 PM

Education 2 South – L28-2001 - Student Community Bridge
University of Colorado Denver, Anschutz Medical Campus

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