



University of Colorado Denver – Office of Grants and Contracts

QUARTERLY UPDATE – *Good Information to Use!*

Vol. 4, Issue 1 – May 2008

We would like to take this opportunity to welcome the Downtown Faculty and Staff to the Office of Grants and Contracts “Quarterly Update.” This newsletter provides updates and management guidance for sponsored programs and gifts. Effective April 1, 2008, Downtown Campus sponsored program management began transitioning to the Office of Grants and Contracts. We invite interested faculty and staff from both campuses to sign-up for the OGC List-Serve to receive important information and announcements concerning sponsored program administration. Sign-up information can be accessed via the following link - <http://www.uchsc.edu/ogc/listserve.php>. An updated list of contacts within the Office of Grants and Contracts follows. Thanks and welcome aboard!

PreAward and Information Systems

Facilities and Administrative Costs and State of Colorado Agencies - Investigators seeking funding from an agency of the State of Colorado are required to “route” to the Office of Grants and Contracts (OGC), at a minimum, a detail budget inclusive of facilities and administrative (F&A) costs, a scope of work, and any other forms, instructions or information pertinent to the preparation of the application. Additional information is required in some circumstances, see <http://www.uchsc.edu/ogc/pre/route.php#what>.

Note that standard F&A rates apply to any and all State of Colorado funded projects (see <http://www.uchsc.edu/ogc/pp/fa.php>). In situations where the funding is coming from a sponsor through the State of Colorado the appropriate F&A rate of the prime sponsor will be applied. For example, if the National Institutes of Health (the prime sponsor) awards a grant to the State of Colorado, who then contracts with UC Denver, the NIH F&A rate is applied. Problems often occur when proposals submitted by the State of Colorado to a sponsor do not include appropriate budget information for UC Denver’s part of the project. To avoid this problem, address budget issues as early as possible when working with State of Colorado agencies to ensure that adequate funding is requested from the prime sponsor.

The University will pursue recovery of the full F&A rate for all projects. For more information on the application of F&A to sponsored projects see <http://www.uchsc.edu/ogc/pp/fa.php>.

Contracting, Policy and Education

The average contract negotiation turn-around in the Office of Grants and Contracts is 4-6 weeks. In order for OGC to ensure a timely negotiation, please remember the following guidelines:

A full contract proposal package must be received by OGC before a contract will be reviewed. A full proposal package includes the following information in addition to an electronic copy of the contract:

- Routing form
- Clinical Trials Effort Commitment and Certification Form (if the contract is for a clinical trial)
- Completed Budgets

All contracts must be received electronically at Ogc.Contracts@uchsc.edu.

When requesting a contract status update, please include the following information to help us answer your questions:

- Name of the PI
- Routing Number
- Sponsor Name

PostAward and Accounting

New Report in the Reporting Tool - A Deficit Report has been added to the New Reporting Tool. This report is very useful for identifying cash deficits, budget deficits – or both. You can run this report based on:

Org or org node
Selected FOPPS values
Project
Program

It is a terrific tool and can be found in the Finance Folder within the Public Reporting Folder.

Just a reminder that development of all other new reports is on hold so programming resources can address performance concerns.

JE Reminder as we approach Year End - Please remember to send all completed JE along with the necessary supporting documentation to Finance rather than to OGC. Finance is responsible to maintain the “JE of Record” for all audit activities.

Statement of Appointment Reminder - We are approaching the time of year where many Training Grants reach their budget-end and many participants are in the process of being re-appointed. To facilitate this surge in activity, we ask your assistance with forwarding all new Termination Notices and Statement of Appointments to Brian Slentz in OGC upon completion.

[Be sure to call us with questions at 303-724-0090.](tel:303-724-0090)

Have a great summer!



Mailing & Delivery Address:

Grants & Contracts, MS F428
Anschutz Medical Campus, Bldg 500, W1126
13001 E 17th Pl.
P O Box 6508
Aurora, CO 80045

Main Office Number: 303-724-0090
Fax: 303-724-0814
web site: uchsc.edu/ogc

as of 02/19/08

<u>Administration</u>	<u>Phone #</u>	<u>Room #</u>
Pamela J. Jones, Ph.D., Director	4-0096	W1129A
Lynne Wells	4-0097	W1129
<u>Contracts/Policy and Training</u>		
<u>Christine Ahearn, J.D., Assistant Director</u>	4-0245	W1137
Les Ray, J.D.	4-0110	W1132
Sandra Backus	4-2402	Reception Area
Adelita DeHerrera, J.D.	4-0091	W1131B
Austin Smith, J.D.	4-0407	W1131A
Bernadine Sena	4-0092	W1131C
<u>PreAward/Information Systems</u>		
<u>Jennifer Silverthorne, M.P.A., Assistant Director</u>	4-0093	W1104
Lora Mihelic	4-0088	W1126A
John Ward (Temp)	303-315-5280	LSC Room 306
Sandra Janis	4-0247	W1113
Shannon Maes	4-0090	W1126
Sarah Ayala	4-0188	W1104
Rob Stiner	4-0195	W1126B
David White	4-1106	W1126C
Nida Rahim (Student)	4-0257	W1126
<u>PostAward/Accounting</u>		
<u>Pam Vincent, B.S., Assistant Director</u>	4-0019	W1105
Stephanie Thompson	4-0087	W1106
Marina Tovbis	4-0626	W1115
Polly Serrano	4-1157	W1112
Anita Johnson	4-0089	W1114
Dian Pollard	4-0095	W1121
Pat Plummer (Retired - Temp.)	4-0094	W1116
Vernita Harris	4-0097	W1116
Brian Slentz	4-0840	W1118
George Johnston	4-0244	W1119
Wayne Trueman (Retired - Temp.)	4-0101	W1123
Cathy Hatter	4-0279	W1107
Gloria McConnell	4-0260	W1104
Luz Maya	4-0247	W1134
Alice Runa	4-0259	W1130
Ginger Bentzen	4-0258	W1133
Ed Gilbert	4-0248	W1134
Vacant	4-0247	W1134
Sophie Barsoom	4-0084	W1135
Marge Bunkers	4-0083	W1136
Urangoo Altangerel	4-0101	W1104
Marshall Ward, C.P.A.	4-0086	W1123
Cao Bich-Chi (Student)	4-0090	W1130
<u>Computer Support</u>		
Jeff Loker	4-2432, (3)266-3776	
Bethany Mason, Assistant to the Dean, SOM office	ph: 303-315-0920	fax: 303-315-8540
	John Moorhead	303-315-8534