



University of Colorado Denver

OFFICE OF GRANTS AND CONTRACTS

QUARTERLY UPDATE – *Good Information to Use!*

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UCD frequently receives awards after the budget start date. A sponsored project is established in PeopleSoft when an award is actually received by the University. This aspect of the flow of awards can impact the timing of project speed type establishment. If you know an award is anticipated to be late and are able to cover costs associated with a project that may ultimately not get awarded, we encourage use of the PreAward Activation Request which allows for a speed type to be activated early. PreAward Activation Requests must be received by OGC at least 15 business days prior to the budget start date.

<http://administration.ucdenver.edu/admin/policies/G&C/fp4-10.pdfs>

http://www.uchsc.edu/ogc/forms/fp4-10a_Preaward_Request.doc

We have noticed an increased number of Facilities and Administrative (F&A) Cost Waivers related to sponsored programs from the State of Colorado Departments and Agencies. As a reminder, waivers are required unless the sponsor has a consistently applied and published F&A rate policy. An F&A rate identified in an RFP/RFA is not considered a sponsor's published policy. Faculty members do not have the authority to negotiate F&A rates that differ from the current UCD F&A rate policy. We encourage you to refer to the following UCD policies for contracting with state agencies and F&A. Note that a letter of intent to establish a consortium agreement with a state agency must be approved by OGC at the time of proposal routing. This agreement reflects UCD's approval of a lower F&A rate after a waiver has been approved and must accompany UCD proposals to state agencies – the template is available under Forms in the OGC website:

<http://administration.ucdenver.edu/admin/policies/G&C/fp4-19.pdf>

<http://administration.ucdenver.edu/admin/policies/G&C/fp4-04.pdf>.

Thank you for your assistance with this approval process.

PreAward and Information Systems

Pre-Award Shortcuts

Email: xenia@ucdenver.edu

Electronic Proposal Routing Email: eapp.xenia@ucdenver.edu

Website: <http://www.uchsc.edu/ogc/grants.php>

Phone: 303-724-0090

Application Information for CU Denver: <http://www.uchsc.edu/ogc/hscinfo.php>

Internal Approval Requirements (Routing): <http://www.uchsc.edu/ogc/pre/route.php>

F&A / Indirect Costs / Overhead Information: <http://www.uchsc.edu/ogc/pp/fa.php>

Fringe Benefit Rates: <http://www.uchsc.edu/ogc/pp/fb.php>

Requesting a PreAward Project ID: <http://www.uchsc.edu/ogc/pp/preaccts.php>

Why Do Pre-Award Staff Comment on the Proposal?

The staff is reviewing the proposal for adherence to sponsor application instructions, university policy and consistency throughout the application.

- Administrative Data – e.g. Application information, Proposal Routing form information
- Budget Figures – e.g. Calculations, Salary and Fringe Benefit rates, application of F&A, inflation
- Budget Organization – e.g. Categorization of personnel/consultants/subrecipient
- Budget Justification - Consistent with detail budget and application instructions
- Financial Commitments such as cost share
- Performance Sites and/or Key Personnel - Consistent with detail budget
- Terms and Conditions
- Compliance Requirements - Animal usage, human subjects, hazardous materials

- Involvement of supporting personnel and organizations – Subrecipient documentation/consent

What Is Your Responsibility Once You Get the Comments?

Review the cover letter for guidance; it is there to provide information to help you.

- Look for comments that require a change to the application. Apply the revision(s) before submitting the final application/proposal to the sponsoring agency.
- If the application has to be submitted by Grant and Contracts, look for the date the final eApplication is needed and where to send the file.
- If significant changes are required or minimal information was provided initially with the proposal routing, we will request that a full copy of the final application be sent to Grants and Contract. We accept paper or electronic files of the final full copy.
- If the proposal does not provide adequate information for the staff to complete a meaningful review and/or if the proposal is sent too close to the deadline for a meaningful review to take place, we will make sure you know the risk associated.

Reminder: Grants and Contracts needs 5 business days to review the proposal routing and an additional 3 business days to submit eApplications through sponsor sites like Grants.gov.

Contracting and Policy

OGC Courses

With the implementation of SkillPort, the following Grants and Contracts courses have transitioned to the new portal: (1) *Direct Charging to Sponsored Projects*; (2) *Electronic Personnel Effort Reporting*, and (3) *Subrecipient Monitoring*. These courses are available by logging into the my.CUPortal, <https://my.cu.edu/render.userLayoutRootNode.uP>.

At this time the following courses have not transitioned to SkillPort: (1) *Research Administration from Start to Finish-Faculty Version*; and (2) *Research Administration Start to Finish: Part I and Part II*. These courses remain accessible via Blackboard, <http://blackboard.cuonline.edu/webapps/portal/frameset.jsp>. To locate these courses, click on the "UCD Communities" Tab. From there, click on the "UCDHSC Training" link within the "Organization Catalog" and click the Enroll button to access the courses.

Remember: All first time PIs are required to take the following courses: (1) *Research Administration from Start to Finish-Faculty Version*; (2) *Direct Charging to Sponsored Projects*; and (3) *Electronic Personnel Effort Reporting*. Please visit the training page on the OGC website for more information: <http://www.uchsc.edu/ogc/edu.php>.

OGC.Contracts Mailbox

Please be sure to use the ogc.contracts@ucdenver.edu mailbox to submit electronic copies of contracts and modifications or amendments to contracts. It is important for contracts staff to have electronic copies of contracts in order to review and revise contracts to ensure compliance with University, state, and Federal rules and regulations.

Reminder: when requesting a status update, please be sure to include unique identifiers such as PI, sponsor, as well as routing number and project number, if available. The more information the better as it helps us narrow the search for the specific project.

PostAward and Accounting

Following are some important reminders . . .

First, please be sure to include sufficient supporting documentation with the hard copy of your Journal Entries (JE's) prior to forwarding them to Finance. To determine if the documentation you attached is sufficient, ask yourself: If someone other than me (the preparer) is reviewing this JE, can they tell:

What is the JE adjusting/correcting?

What was originally booked?

Why was this original entry incorrect, or needs to be adjusted?

Is the action taken on the adjusting JE correct based on the circumstances?

To be sufficient, the reviewer must be able to answer all these questions using only the explanation and the attached documents.

Second, please remember to utilize the special purpose email addresses for the following:

OGC, 4Status – to inquire the status of an award set-up

OGC, FiscalRoles – to request changes to fiscal staff and/or fiscal managers. Please be sure to attach the appropriate completed form that can be located at:

<http://www.uchsc.edu/ogc/hscforms.php> - look under Award Administration Forms

One additional request...

Some of our awards require payments to be held in an interest bearing account. This is rather infrequent, and therefore we would like to request your help. If you are aware of such a requirement, please include a footnote on the Routing Form bringing our attention to this requirement.

Thanks!