

SPA & SPAC QUARTERLY UPDATE MEETING



FOURTH QUARTER, 2011

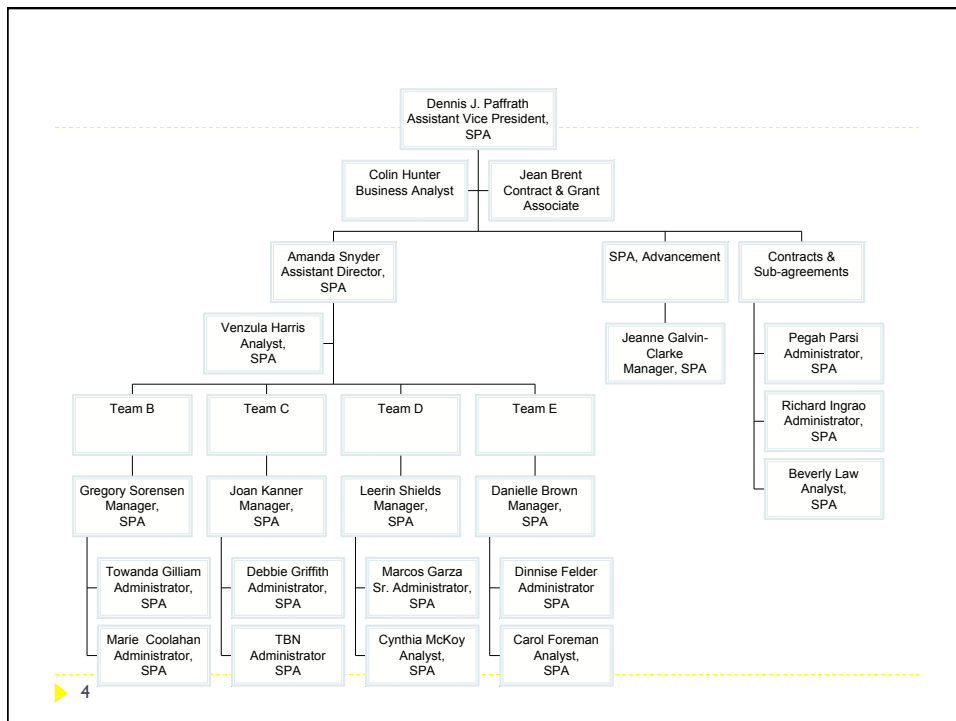
Today's Agenda

- ▶ Introduction of new SPA Team Member and update of SPA Organizational Chart
- ▶ Coeus Updates
- ▶ Review of Subcontracts vs. Consultants
- ▶ Creating a new eSuRF Record
- ▶ Joint SPA & SPAC Topics
 - ▶ Review of Award Process
 - ▶ Preaward Policy Review

SPA Personnel Update

- ▶ Kristie Nichols will be joining Team C on October 31st
- ▶ Venzula Harris will be taking on a new role as a floater, working with all teams to help SPA effectively manage workflow

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Coeus Update

- ▶ Version 4.4.4 is up and running
- ▶ New Coeus Cost Element for Short Term Trainees

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Subcontractors vs. Consultants

- ▶ Recently SPA has noted increasing confusion in determining whether a collaboration is more appropriately categorized as a Subcontractor or a Consultant
- ▶ Next few slides offer some characteristics of both and some questions you can ask yourselves when helping your PI's make this determination

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Characteristics of Subcontractors

- ▶ Collaborators under a subcontract will perform their work on the project as part of an institutional appointment
- ▶ Performance of the work will involve the use of institutional facilities, students, and/or staff
- ▶ Subcontractor investigators will have programmatic decision-making responsibility on the project
- ▶ Subcontractor will manage technical and administrative aspects of a portion of the overall project statement of work
- ▶ Subcontractor will be independently performing a portion of the research work using their own facilities

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Characteristics of Consultants

- ▶ Consultants act in an advisory role, lending their expertise to and advising on the project
- ▶ Consultants are not directly responsible for the completion of the project's specific aims
- ▶ Consultants do not conduct independent research
- ▶ Intellectual property or publishing rights are not anticipated as part of a consulting relationship
- ▶ A consultant is neither affiliated with UM nor using its facilities

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Questions to help determine Contractor vs. Subcontractor

- ▶ What will your collaborator be doing/providing?
 - ▶ Deliverables such as reports, most likely a subcontract
 - ▶ Periodic Advice, most likely a consultant
- ▶ Will your collaborator be involved in programmatic decision making related to the project?
- ▶ Will the collaborator be managing a portion of the statement of work of the overall project?
- ▶ Will your collaborator use facilities and/or staff from another institution?
- ▶ Does your collaborator expect to be listed as an author on publications?

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Creating a New or Modifying an eSuRF Record

Office of Research & Development

eSuRF
Subaward Request Form

What would you like to do?

Request a NEW Subaward

Request to MODIFY an EXISTING Subaward

RETRIEVE a Subaward Request in process

Request Number 1

Click this selection if the award USES THE SAME eUMB award ID and has a new project id or using an existing project id.

Click this selection if the award has a new eUMB award ID and Project ID

Click this selection if you need to retrieve a request in progress or if you need to fix a rejected eSuRF record.

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New additions to eSuRF

Required Uploads

- 1 - Detailed budget for cost-reimbursement type agreement or Payment schedule for fixed amount type agreement
 - Budget Attached Yes No
- 2 - Subrecipient Statement of Work
 - A description of the work that subrecipient will contribute towards the specific aims of UMB's project
 - Statement of Work Attached Yes No

Optional Uploads

- 3 - Subrecipient's IRB approval
- 4 - Subrecipient's IACUC approval
- 5 - Other Relevant Compliance Approval(s)
- 6 - Sponsor Approval for this sub, if required
- 7 - Other: descriptions, report forms, milestones, etc.

To ATTACH a file:
Click the "Upload File" button and navigate to the desired file, drag and drop the appropriate file over the upload box.

To REMOVE a file:
Right-click the file and select "Delete".

To REPLACE a file:
Drag and drop a file over the existing file, or remove the existing file and attach a new one.

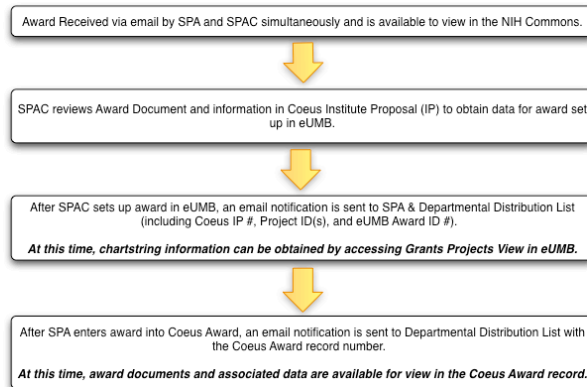
To VIEW a file:
Right-click the file and select "Open file in default application" "Save file..." then select a location to store the file and double click on the file's icon to open it.

New box for cost reimbursable agreements to be clicked if the information can be pulled from the proposal (It must be an exact budget match, which includes Direct and F&A costs)

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NIH New Award Example

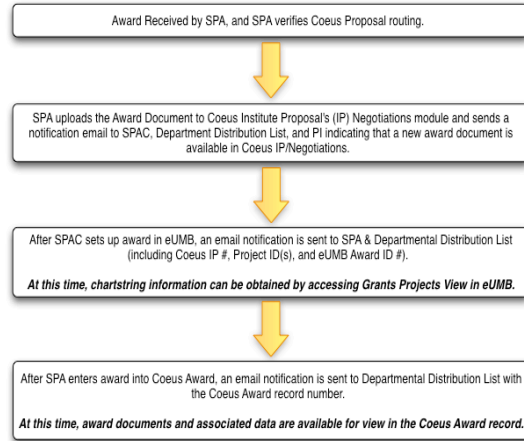
Workflow for New NIH Awards



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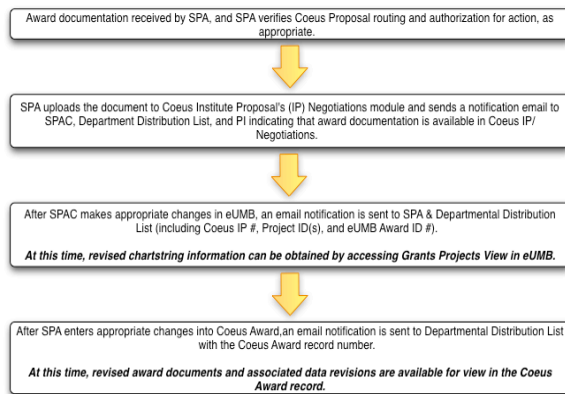
Non-NIH New Award Example

Workflow for New non-NIH Awards



Other Award Actions

Workflow for Modifications



Note: This workflow does not apply to budget modifications which are sent directly to SPAC

A few items of interest regarding the Award Process

- ▶ Multi-year project ID's are established in advance
- ▶ SPA will not be sending Notice of Awards in all cases
 - ▶ Available in Coeus when SPA is done processing
 - ▶ First available in Coeus IP, then available in Coeus Award
 - ▶ NIH are available online using Commons
 - ▶ Contact Colin Hunter in SPA for access to the NIH Commons
 - ▶ Have your PI's delegate authority to you for access to their grants
 - ▶ Step by step instructions for delegating authority in Commons:
http://era.nih.gov/commons/steps_commons.cfm
 - ▶ SPA manager will also send a courtesy copy of the NGA to the department distribution list
- ▶ Awards should be reviewed using the Grants Project View
 - ▶ Departments are no longer receiving the Award Initiation Sheet

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Questions and Answers

- ▶ This presentation will be available on both the SPA and SPAC websites.
- ▶ Stay Tuned for the 2012 Quarterly Meeting Dates
- ▶ Thank you for joining us today!

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