April 24 2015

- DSP Announcements
- NIH Biosketch
- eRA update
- Uniform Guidance - Subawards
- GAO Announcements
- New Research Admin Training Module
- Uniform Guidance – Update on Costing Issues
- Temporary Benefits – Affordable Care Act
- Improvement to Award Close Out Process
  - Rollout of Universal Closeout Workbook
Sponsored Programs Updates

RAM

April 24, 2015
Collaboration Website
http://dsp.research.uiowa.edu/collaboration
Grantsmanship and Research Administration: Team Science Perspectives

Holly Falk-Krzesinski
Thursday, May 21
2:30-4:00pm
Enhanced Compliance Review

- NIH Policy on Application Compliance
  *(NOT-OD-15-095)* National Institutes of Health

- NSF automated proposal submission compliance checks
  [https://www.fastlane.nsf.gov/fastlane.jsp;jsessionid=2e091f62699970bb425c0b87a460:Dqk3?t=0&idx=4](https://www.fastlane.nsf.gov/fastlane.jsp;jsessionid=2e091f62699970bb425c0b87a460:Dqk3?t=0&idx=4)
DSP Routing Deadlines
http://dsp.research.uiowa.edu/ui-routing-policy-procedure
New Biosketch format

- Reminder: NIH and AHRQ Biosketch Requirements for Due Dates On or After May 25, 2015

NIH Biographical Sketch
The New Format

Oliva Smith
Division of Sponsored Program
April 24, 2015
New Format NIH & AHRQ BioSketch

- Required on/after May 25, 2015
- Applies to all programs: research, training, fellowship, cooperative agreement
- Applies to all types of applications: new, revision, resubmission, renewal, progress reports.
- SF424 (R&R) App. Guides & Instructions
  http://www.grants.nih.gov/grants/funding/424/index.htm#inst
<table>
<thead>
<tr>
<th>Old Format</th>
<th>New BioSketch Format</th>
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<tbody>
<tr>
<td>- 4 page limit</td>
<td>- 5 page limit</td>
</tr>
<tr>
<td>- Personal Statement</td>
<td>- Personal Statement + 4 refs* if relevant</td>
</tr>
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<td>- Positions &amp; Honors</td>
<td>- Position &amp; Honors</td>
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<tr>
<td>- Select Publications, Patents (15)</td>
<td>- Contributions to Science (5 max) + up to 4 refs* for each.</td>
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<tr>
<td>- Research Support</td>
<td>- Research Support</td>
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</tbody>
</table>

* Include PMCID# (NIH funds, peer-reviewed, journal)
Contributions to Science

For each contribution (maximum of 5) include:

• Background to frame the scientific problem
• Central finding -- its influence on the progress of science or its application to health or technology
• Applicant’s specific role in the described work
• Relevant citations to peer-reviewed publications* or other products, (4 per contribution); need not be an author, but explain how paper builds on your work. *Requires PMCID for papers w. NIH funds.
• No more than half a page per contribution [text + figures + citations].

Provide URL to full list of published work as found in a publicly available digital database such as NCBI-My Bibliography or Google Scholar. This is optional at this time.
FAQ# 17  http://grants.nih.gov/grants/policy/faq_biosketches.htm#4503
New BioSketch Format:
What is Different

Replaces “Selected Peer Reviewed Publications”

Include url to list of all publications

Sample biosketches:
http://www.grants.nih.gov/grants/funding/424/index.htm#biosketch
SciENcv = BioSketch tool

SciENcv is linked to publication citations in MyBibliography and info from eRA Commons

Not required to use SciENcv to create BioSketches.
How is New Format Enforced?

eRA Systems will validate:

• BioSketch attached for each & every Sr/Key person listed on the application.
  – is 5 pages or fewer
  – is in PDF format

• Other aspects of biosketch compliance are checked post-submission, manually.
Thank you
OUTGOING SUBAWARDS UNDER THE UG

Angie Klein, GAO
Wendy Beaver, DSP

April 24, 2015
RAMS Meeting

Does the UG apply to my federal grant?

**NIH and NSF**: UG applies to award notices dated 12/26/2014 or later that provide funding

**ONR**: If the award notice provides incremental funding for an existing award and the initial award was issued prior to 12/26/2014, the UG does not apply. If the award notice provides funding and does not meet the above existing award criteria, the UG applies.

**Other federal agencies**: If an award notice was issued on or after 12/26/2014, the UG applies
Subrecipient vs. Contractor

Resources:

- **DSP Subaward website:**
  [http://dsp.research.uiowa.edu/subawards-university-iowa](http://dsp.research.uiowa.edu/subawards-university-iowa)

- **FDP Checklist to Determine Subrecipient or Contractor Classification:**
  [http://sites.nationalacademies.org/PGA/fdp/PGA_055832](http://sites.nationalacademies.org/PGA/fdp/PGA_055832)

Determining the appropriate relationship at proposal stage is critical to ensure appropriate accounting for costs and compliance requirements. Misclassification may result in delays in proposal submission, subaward processing, inaccurate calculation of costs (e.g., failure to include or exclude F&A costs), and require additional time to request approval for project changes.
Subrecipient’s federally negotiated F&A rate must be used on subawards unless a lower rate for the project is published by the sponsor (e.g., NIH caps F&A for foreign subrecipients at 8%).

For subrecipients without a federally negotiated F&A rate, 10% MTDC F&A rate must be used.
Fixed Price Subaward Requirements

Unless waived by federal agency, prior awarding agency approval is required

Fixed Price subawards are not allowed if there is mandatory cost sharing or match

Cannot exceed $150,000 (simplified acquisition threshold)

Fixed price amount is negotiated using cost principles or other pricing information as a guide

Certificate of completion is now required at the end of Fixed Price subawards
No commingling of federal and non-federal funds (i.e., only 1 MFK per Preq)

Greater emphasis and additional monitoring requirements of subrecipients

Changes will be forthcoming to our UI audit questionnaires to reflect UG rather than A-133 requirements:
   New Single Audit threshold is $750,000 in federal financial assistance
Subaward Reporting Requirements Form

Required for all new subawards and amendments issued under federal grants subject to the Uniform Guidance

- Interim reports are optional
- Final Program/Progress and Invention reports will always be required

Recommended for all outgoing subawards

Attach the Subaward Reporting Requirements form to the Preq or Subaward Amendment Request form

Forms are on DSP Subaward web page:  http://dsp.research.uiowa.edu/subawards-university-iowa
Subrecipient Monitoring

PI, Department and GAO all have monitoring obligations

PI receives progress reports – maintains documentation of review, document retention
   PI confirms completion of work

PI and GAO approve invoices
   PI or their delegate is currently responsible for reviewing invoices for consistency with
   the subaward budget, subawardee’s performance of the work and compliance with the
   terms of the prime through the “Receipt” of a voucher

   GAO is actively working with APPO/Purchasing to add this language to the AP-PO
   Receiving Email

GAO requests certificate of completion from subrecipient (for fixed price only)
Changes to UI Subaward Format

FDP Subaward Templates use new UG terminology

- *Pass-through Entity* is used instead of Prime Recipient
- DUNS number is replaced with *Unique Entity Identifier*
- Central Contractor Registration (CCR) and Excluded Parties List System (EPLS) no longer exist as standalone systems; functionality is included in *System for Award Management (SAM)*

Attachment 4, Reporting Requirements
Attachment 6, UI specific terms
References

DSP Subaward Website
http://dsp.research.uiowa.edu/subawards-university-iowa

Link from the Grant Accounting Website
http://gao.fo.uiowa.edu/subawards

- Process Flow Chart
- Roles & Responsibilities
- Subaward Forms
- UI Outgoing UG Subaward Quick Guide
Contact Wendy or Angie with questions

Division of Sponsored Programs
Wendy Beaver, 335-2123, wendy-beaver@uiowa.edu

Grant Accounting Office
Angie Klein, 335-0080, angela-Klein@uiowa.edu
April 24, 2015

Research Administrator Meeting
Agenda

- DSP Announcements
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Staff Announcements

- Molly Weston promoted to Senior Accountant, Other Fed Team, February 2015
- Brett Crouse hired as Accountant, Non Federal Team, March 2015
- Kelly Neff hired as Accountant, Non Federal team, April 2015

http://gao.fo.uiowa.edu/contact-us
GAO Announcements

- Annual A-133 Audit FY14 Single Audit
  - Completed March 2015
  - Common questions
  - Other audit activity
New Research Admin Training Series

- Include a series of modules covering topics specific to administration of grants/contracts
- Modules will be available on ICON, take about 10 to 20 minutes & will require a short quiz at completion
- Initial series will include Award Notice, Getting Started, Managing the Award & Closeout
- Award Notice will be ready for release soon!
Include a series of modules covering topics specific to administration of grants/contracts.

- Modules will be available on ICON, take about 10 to 20 minutes & will require a short quiz at completion.
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**Award Notice Objectives**

This is the Award Notice module of the Research Administrator Training series.

The purpose of this training module is to:

- review the information we receive when the University receives an award from an external sponsor
- describe how the University processes the award to notify the PI and administrators
- help you understand what information you can find in the award documentation
- explain why the information in the award documentation is important

This module will cover the notification of receipt of an award, the University Award Activation Authorization Notice Notice (also referred to as the AAAN), reviewing the award documentation and the award budget.
Uniform Guidance – Update on Costing Issues

Next steps:

Updating Quick Reference Guide for Sponsored Project Expenditures

Developing additional guidance for:
- Administrative and Clerical Salaries
- Computing Devices (under $5000)

to include documentation requirements, approval process (or not), and monitoring

REMINDER: Continue to refer to Developing Proposal Budget Under the New Uniform Guidance & include appropriate costs in the budget or budget justification
Effective January 1, 2015, some temporary employees became eligible to receive health insurance:

- Averaged > 30 hr/week during prior yr
- If employed during next calendar yr
- Costs charged directly to employing Dept until employee is terminated

Are allowable on sponsored projects, unless specifically prohibited by sponsor/award, but must be allocated appropriately.
New institutional account, 5981-AffordCareAct Ben-dept funded, was established to identify these costs

See Temporary Staff Health Benefit Charges – ACA for procedural information
Effective May 1, 2015, GAO will begin using the Universal Closeout Workbook for closeout of all awards (with some exceptions...)

Overview of the Closeout Process: [http://gao.fo.uiowa.edu/managing-grants-contracts/closeout](http://gao.fo.uiowa.edu/managing-grants-contracts/closeout)

Universal Closeout Workbook Informational Sessions:

- 5/5/2015 Tuesday 11:00 - 12:00  IMU Illinois Room (Room # 348)

- 5/8/2015 Friday  10:00 - 11:00  2520D UCC (Seminar Room)