

Welcome!

FY15 BRIEFs

Why are We Here?

To learn about:

- Updates and changes to research administration (RA) functions
- The different areas of RA
- How BC policy impacts research support in the departments
- Best practices and resources available

Why are We Here? -Cont.

To get to know:

- The offices and staff **ACROSS CAMPUS** that are involved in RA (Benefits, HRSC, etc.)
- Other BC staff who work in support of RA
- How processes work in the central office (ex: account set-up)

Format & Schedule

Combination of different formats:

- Working sessions
- Presentations from area experts

The goal is to be informative!

Upcoming Dates:

- Tuesday, 09/09/14 @ Cushing 411/412
- Tuesday, 10/21/14 @ Cushing 411/412
- Tuesday, 11/11/14 @ TBD
- Tuesday, 12/9/14 @ Fulton 515
- Tuesday, 1/13/15 @ McGuinn 334
- Tuesday, 2/10/15 @ McGuinn 521
- Tuesday, 3/10/15 @ Champion 139
- Tuesday, 4/21/15 @ Champion 139
- Tuesday 5/12/15 @ Corcoran Commons, The Boston Room

Today's Session

- Introduction
- Updates from OSP:
 - Cost Transfer Policy, Effort Reporting, Account Setup, Uniform Guidance, Export Controls, Sales Tax, & Personal Credit Cards
- Post Award & Pre-Award
 - General Information, Tips, Tricks, & Trivia

OSP Updates

Fran, Sharon, and Carolyn

Cost Transfers and Effort Reporting

Cost Transfers

- Policy and Form revised July 2014
- Effective 9/1/2014

Effort Reporting

- June-Aug 2014 will be sent soon
- Jan-May 2014 not all returned

Account Set Up & Uniform Guidance

Account Set up:

- Where are we today?

Uniform Guidance:

- Goes into effect 12/26/14
- What have we done to date?

Expt. Controls, Tax, & Personal CCs

- Please be mindful of potential export control issues BEFORE:
 - Foreign travel takes place (especially traveling with your computer, presenting data at a conference, etc..)
 - You process the purchase of an item from a foreign vendor on a grant
 - Hiring foreign nationals
 - Contact Steve Erickson or your post-award support PRIOR to engaging in these activities above
- Taxes are not allowed on grants.
 - Example: If the PI purchases an item and asks to be reimbursed they will not be able to get reimbursed for any taxes on the grant.
 - Please make sure they are removed prior to sending over the expense report
- Best Practices
 - It is NOT best practice for the PI to purchase items using his/her personal credit card because of the risk of it not being allowable
 - With the Uniform Guidance this will be monitored and will become a bigger issue
 - Please work with your PI's to educate them on other procurement methods...

Pre & Post- Award

Travis & Rosemary

Tips, Tricks, & Trivia for RA Support

- Our goal is to share information that might help make research support in the departments easier during the phases of grant support
 - Tools available at BC?
 - Using technology (work smart not hard!)
 - Stories about things going wrong...
 - “Top Ten” lists

Pre-Award

- Top 10 save the day moments from the thrilling world of a Pre-Award Administrator



1) **SHORT AND SWEET** – don't repeat!!!!



An A0 will be rejected for making reference to previous reviews.
NOT-OD-14-074

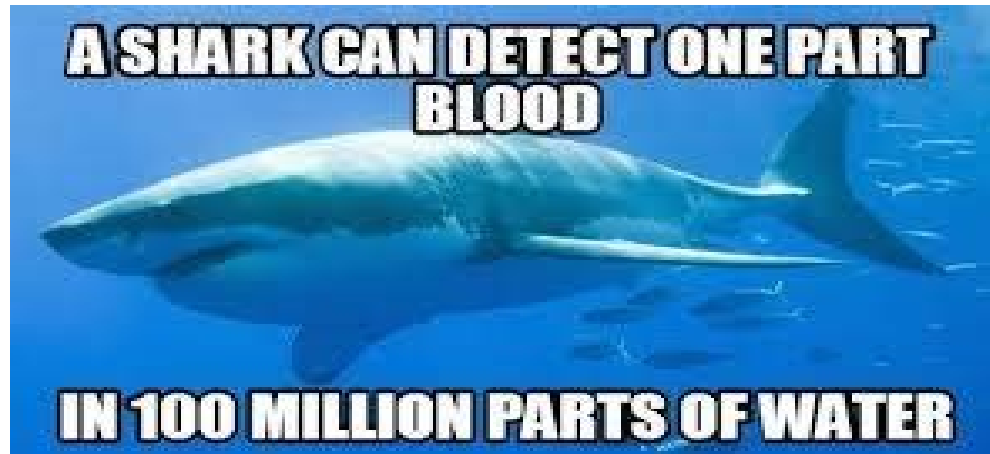
2) DON'T ASSUME!!!

Parent R21 or RFA?



3) Every cent counts!

Rounding errors can cost you the proposal



4) You can make the deadline and still be late.

If you make the 5:00 deadline and then the proposal errors out, you're

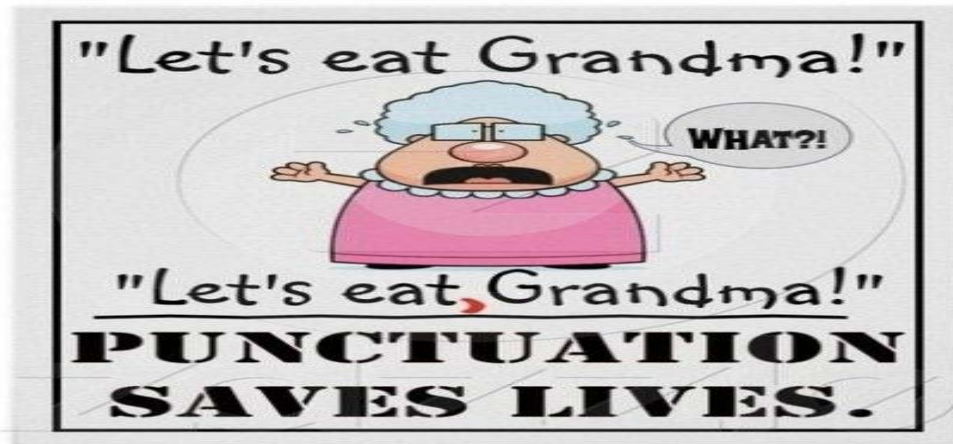


5) USE PROPER NOMENCLATURE – OR NAME PERSONNEL APPROPRIATELY^{A)}

Including the eRA Commons ID for the PD/PIs in the **Credential field of the R&R Sr/Key Person Profile form** is an NIH requirement and is critical to NIH ability to post errors, warnings and the assembled application image in eRA Commons.

B) There are several roles on the form drop-down that are similar – PD/PI, Co-PD/PI and Co-Investigator. **Only the PD/PI role is recognized by NIH as the correct designation for all PIs on a multiple-PD/PI application.** Using the correct designation allows the system to flag the application as multiple-PD/PI.

The role of 'Co-PD/PI', indicated for Senior/Key Person is not used by NIH. C) File naming conventions: grants.gov - 50 characters; NIH - NO SPACES IN THE NAME, alpha-numeric and “_” ONLY; DOD – as specified in the announcement



6) No good deed goes unpunished....

You can't put in effort on NSF application and not ask for money. It's cost sharing



7) FOLLOW INSTRUCTIONS!!



**8) Know your neighbors..... and
your subcontractors,
consultants, etc.**



9) Steer the ship!

Help your PI steer his application either by using a cover letter to ask for a specific study section or by suggesting possible reviewers or requesting who not to review



10) ASK THE AGENCY FOR DIRECTIONS

- NOT YOUR SIGNIFICANT OTHER! If you've read the directions and they are still unclear, call the sponsoring agency



Post-Award Tips

- PeopleSoft Financials
 - PI Grant Balance Summary Report
 - Multiple Funds Report
 - TDR Query
 - Grants Status Query
 - Proposal Query
- Almost any financial data in PeopleSoft can be downloaded and manipulated depending on your needs - ex. spending history

PI Grant Balance Summary Report

- Located under BC Reports/Project Grants
- Designed for PI - some advantages
 - Separation of direct and indirect costs - do you don't have to do calculations to determine usable funds
 - Can be run in batches using wildcard (%) - all reports for a PI, for a department, for a school

Multiple Funds Report

- Located under BC Reports/Project Grants
- Another report designed for department use
- Categorizes all funding by responsible person
- Biggest drawback is no separation of direct/indirect
- More inline with how faculty think about “their” money

Trick: Google Boomerang

- Google Boomerang let's you schedule emails to be sent later
- Write an email now and schedule it to be sent automatically at a later



TDR Query

- **Located at:** Reporting Tools/Query/Query Viewer/BCGMR004
“Transaction detail for grants”
- **Can be used for various purposes**
 - Detailed review of grant activity including budget set up, budget transfers, expenditures, etc.
 - Can be used for many types of analysis
 - spending by year, spending by PI by year, # of grants, # of expense reports, # of research staff, etc.

Grant Status Query

- **Located at:** Reporting Tools/Query/Query Viewer/BC_GM_GRANTS_ACTIVE “Grants w/ proj status O, A, R”
- Query that shows all projects awarded by department
- Can be sorted to show the number of current projects and/or the number of PIs
- Easy way to determine the funding history of a PI

Proposal Query

- **Located at:** Reporting Tools/Query/Query Viewer/BC_GM_PROPOSAL_SUBMIT_FOR_DEPT “Submitted status-date prompts”
- **Continuously being updated with current submissions**
- **Can be used to determine success rates for PIs, Departments, etc.**

Post-Award Tips Continue

- PeopleSoft HR
 - Payroll for North America/Review Paycheck
 - Labor Distribution Inquiry
 - Non Faculty SWB query
- Looking at a paycheck is sometimes the easiest way to determine where someone was paid and from where the funds came from

Labor Distribution Inquiry (LDI)

- Located at: BC Custom/Inquire/Labor Distribution Inquiry
- Looking at paychecks by individual is helpful, but a tool like the LDI allows you to look at all paychecks for a specific unit
 - Allows for broader analysis or review
- There is also a LD by Employee

Non Faculty SWB Query (SWB)

- **Located at:** Reporting Tools/Query/Query Manager/BC_HR_MGR_NON_FAC_SWB “Future dated SWB Non Faculty”
- Provides a list of “temporary” employees and their effective date
- One tool provided to help manage temporary staff

Post-Award Lessons Learned

- Sabbaticals - There was a faculty in A&S who was put on sabbatical pay (80%) 6 months early and never noticed - Something to watch out for
- General transactions - Check to make sure reqs/vouchers/payroll transactions are fully executed
- Be careful about “hand holding” it can become a hard habit to break

Post-Award Top Ten

Top ten reasons for allowing an expense:

10. It's my money
9. Everyone does it
8. It's in the award
7. This is how I've always done it
6. The NSF won't care - they love me
5. It's all related, it can be charged anywhere
4. Don't argue; just do it
3. My grant wants me to be comfortable
2. No-one follows the federal guidelines
1. Who are you to tell me what can't be charged my grant

Just so you know!

- Not everything should be on the cloud...
 - SS#, Financial or CC numbers, Personal Financial Information, Account Log In Credentials, Driver's License numbers, HIPAA protected information, Export Controlled Information, Human or Animal Subject Information, & other sensitive data



Grant Closeout

- Watch out for open encumbrances
- Don't forget some processes are a week or month in arrears
 - Recharges
 - Weekly paid employees
- **Records must be maintained 3 years**
- Make sure to send the closeout forms to your OSP post-award contact

Thank you!

Questions?

Fin!