Contact Info and Responsibilities

- OSP Contacts – some changing responsibilities
  - [Preaward](#)
  - [Postaward](#)
Sponsored Projects Updates

• New NIH Working Group
  – Quarterly meeting of interested staff responsible for management of NIH awards
  – First meeting was held on September 15, 2021

• Federal Agency Information
  – Federal Agency [webpage](#)
  – NIH and NSF proposal checklists
  – Agency updates
Sponsored Projects Updates

- Federal Agency Updates – Federal Demonstration Project - [http://thefdp.org/default/meetings/previous-meetings/september-2021-meeting/](http://thefdp.org/default/meetings/previous-meetings/september-2021-meeting/)

- Key changes for NSF and NIH biosketch requirements
  - Bios are being changed from 2-3 page limit
  - All senior key people and PIs MUST have an ERA commons user ID.
  - PIs must disclose all appointments, even the ones at other institutions
  - PIs should contact their AOR before contacting the agency.
  - C&P blank pages will be trimmed
  - Make sure you are aware of the disclosure table. It is on our website also. the link is [https://web.uri.edu/research-admin/submit-a-proposal/federal-agency-information/](https://web.uri.edu/research-admin/submit-a-proposal/federal-agency-information/)
  - There will be a requirement to state how much is being spent on foreign consultants.
Issuing of Subawards

1. PI initiates process by submitting requisition in PeopleSoft
2. Post-Award reviews (must include appropriate paperwork)
3. Subawardees are screened (Federal requirement)
4. Pre-Award creates sub agreement (Review of award agreement)
5. Signatures needed (Delays can happen at subawardee location)
6. OSP creates PO (Email to subawardee and Dept)

- Detailed guidance and forms: [https://web.uri.edu/research-admin/submit-a-proposal/subcontract-requisition-po-internal-processes/](https://web.uri.edu/research-admin/submit-a-proposal/subcontract-requisition-po-internal-processes/)
Reminder: RPPRs

- Reminder: Research Performance Progress Reports (RPPR)
  - No longer routed through InfoEd
  - In order for OSP to submit to NIH, OSP must receive updated FCOI disclosures for all URI key investigators
  - More information on our [website](#)
Reminder: Allowable Costs

- Cost principles and restricted expenditures for federal projects are covered in the Uniform Guidance at 2 CFR 200
- URI webpage on Allowable vs. Unallowable Costs
- Generally unallowable costs:
  - Telephone
  - Office furniture
  - Office supplies
InfoEd Updates

• New InfoEd Working Group – First meeting scheduled for Tuesday October 5 at 2PM. Contact tedmyatt@uri.edu to be added to invite.

• OSP is requesting the proposals be submitted at least 5 days prior to deadline (OSP will be submitting all proposals the latest by 4:30 pm the day of the deadline)

• Links, Training, Etc - https://web.uri.edu/research-admin/infoed-era-system/

• Request to add new sponsor form / Request to add a subaward entity / Request to add consultant
What is the status of my award?

- If you have access to the proposal in InfoEd, you can use the “Record Status” to determine where your project lies in the OSP award set up process.
- In InfoEd, go to Locate Records tab and then search by Record Status
- Statuses:
  - Submitted to Sponsor – Awaiting information from Sponsor
  - Award Notice Received – Award has been received, uploaded in InfoEd
  - Post Award Review – Award has been set up in InfoEd, undergoing Post Award review
  - Awarded Processing – Award has been sent to Post Award Specialist for set-up
  - Awarded Processing Complete – Award has been set up in PeopleSoft
New Process for Award Notification

• Replacing “RAN” with “batchcomm” email generated from InfoEd
Sponsor and Cost Accounting Updates

• Roles and Responsibilities
• External Audit Activity
• Billing Notes
• Reporting Notes
• Special Topics
Roles & Responsibilities

• Office of Sponsored Projects – under VP Research
  – Pre and Post Award
    • Proposal development
    • Research compliance oversight and management
    • Award acceptance
    • Award modification management
    • Expenditure and cost share oversight
    • Award close out

• Office of Sponsored & Cost Accounting – under VP Administration & Finance
  – Financial focus on billing, cash collections, reporting and audits, financial close out (in coordination with Sponsored Projects)
  – Indirect cost calculation (i.e., F&A rate)
  – Service center reviews
S&CA Staff/Key Responsibilities

- Chen Gu, Chief Accountant, PS matters, F&A analysis
- Ann Cannon, Chief Accountant, Service Centers, F&A rate calc
- Eileen Tobin, Director, Sponsored & Cost Accounting
- Accountants handle billing, reporting, collections, journal postings, financial closeouts
  - Steve Rydell (NSF, HHS, USAID, NASA, DoD, foundations, non profits, for profits)
  - Jeanette Vaganek (USDA, DoI, DoE State, DoC, DoEnergy)
  - Daniel O’Toole started 9/13/21 (State and others TBD)
  - TBD (federal subcontracts and others TBD)
External Audit Activity

• Single audit – annual, with research focus every 3 years
• Agency monitoring – desk reviews, agency audits, Office of Inspector General audits
  – Recent audits:
    • FY 16:
      – US Department of Interior; no findings
      – US Department of Justice; audit concluded in 2018 $917 returned
      – US Small Business Agency bi-annual desk review; recommendations only
    • FY 18:
      – National Science Foundation desk review; recommendations only
      – US Small Business Agency bi-annual desk review; recommendations only
    • FY 19:
      – US Department of Justice desk review; no findings
    • FY 20:
      – US Agency for International Development Agency Review; recommendations only
    • FY 21:
      – National Science Foundation Office of Inspector General audit; Epscor Awards. Part of NSF workplan.
        - Audit began Fall 2020 and is ongoing
      – Indirect Cost Rate; audited by US Department of Health and Human Services, Cost Allocation Services, when rate is submitted
Billing Notes

- Staffing – recent hires, possible shifting of portfolios - TBD
- Billing issues – reach out to me for initial review (mgwood@uri.edu)
- Contracts/agreements – please try to include sponsor billing contact in agreement to speed up review
- June/July/August billing cycles – timing is off due to URI year end and vacancies
- September onward – should be back on track
Reporting Notes

• SF-425 is a common financial report submitted by S&CA staff
• Frequency can be quarterly, annually and/or final
• Notices, please send to Eileen Tobin (etobin@uri.edu), Michele Wood (mgwood@uri.edu)
Special Topics

• Cost sharing/match – budgets, actuals, monitoring
  – Match is typically required to be reported with invoices and financial reports
  – If you have match on your awards, please review to ensure match is being met throughout the life of the award
• Final invoices/reports – final expenditures, EAFs, subawards
  – We will confirm final expenditures, match, etc. for final invoice and reports with department/PI/fiscal staff and OSP (part of joint close out process)
Responsible Conduct of Research (RCR)

• Graduate student RCR requirement

• October 6 at 4PM
  – Samantha Meenach, Associate Professor, Chemical Engineering - Mentor/mentee responsibilities and relationships
  – Amanda Izenstark, Professor, University Library, - Plagiarism

• November 10 at 4PM
  – Judith Swift, Director of the Coastal Institute and Professor of Communication Studies and Theater - Collaboration
Research Integrity Updates

• Export Control
  • Carol Connolly, Assistant Legal Counsel for Research, Export Control and Compliance
    • Technology Control Plans (TCPs) are required for all sponsored projects that have export-controlled items
    • Export-controlled items can include hardware, software, information, and defense services
    • Export training modules are available for Researchers and Research Administrators

• Human Subjects Research
  • Institutional Review Board (IRB) 101 Training seminar on using URI’s IRB scheduled for: October 19 at 3PM

• Animal Welfare
  • New IACUC form set will be released later this month
COVID-19 Updates

• Currently in Phase 5 of the Division of Research and Economic Development COVID plan

• Research related COVID information: https://web.uri.edu/research-admin/uri-research-covid-19-update/
  – For IRB protocols, add vaccination for PI/study staff and participants to minimize risk for participants

• General University COVID information: https://web.uri.edu/emergency/covid/
Questions?

- Future Brownbag Series