

SPA & SPAC QUARTERLY UPDATE MEETING



FIRST QUARTER, 2012

Today's Agenda

- ▶ **Coeus Reminders and Updates**
- ▶ **NIH Updates**
 - ▶ Salary Cap
 - ▶ NIH FY12 Fiscal Policy
 - ▶ FY12 NRSA stipend levels
 - ▶ Pilot Processes for Electronic Submission of Administrative Supplements
- ▶ **February 5th NIH Deadline**

Coeus Training for 2012

- ▶ All dates for Award, Aggregator, Budget, and Narrative sessions are scheduled in the Enterprise Training database:
 - ▶ http://cf.umaryland.edu/cits_training/index.cfm
 - ▶ If you've taken class and want attend a session for a refresher, please contact Maggi Smith in CITS to be added to a class roster.
- ▶ Training will now be held **every other month** starting in February.

Coeus Reminder –

Some of the Perils of Copying Proposals

- ▶ When copying a proposal for System to System submissions, remember that Program Announcement (PA) numbers change.
 - ▶ Be certain to go to Action – Grants.gov to check that the PA number in that box is correct. It's not enough for it to be correct on the Proposal Info screen!
 - ▶ You may need to Delete the old opportunity in the Grants.gov screen, save, exit, and go back into Grants.gov screen to add the new proposal
 - ▶ A discrepancy causes problems with the narrative types and will result in an electronic error if not corrected
- ▶ Remember: we have a new rate agreement. Be certain to sync the rates in the budget to pull in those new rates.

New to Coeus – Questionnaire for Corporate Proposals

- ▶ When “Activity Type” of Proposal is – Clinical Trial Corporate or Corporate Research and the “Anticipated Award Type” is Contract, the Corporate Activity Questionnaire must be completed

The screenshot displays the 'Proposal Details' window for proposal 00013432. The form includes the following fields and values:

- Proposal No: 00013432
- Status: Approved
- Proposal Hierarchy: ✗ Narrative: ✓ Budget: ✓
- Lead Unit: 10408140:Medicine (Pulmonary)
- Title: VENT Long Term Study
- Start Date: 20-Dec-2011
- End Date: 19-Dec-2012
- Proposal Type: New
- Award No: [Empty]
- Activity Type: Clinical Trial Corporate
- NSF Code: [Empty]
- Anticipated Award Type: Contract
- Sponsor: 004480 PulmonX Corporation
- Prime Sponsor: [Empty]
- Sponsor Proposal No: [Empty]
- Original Proposal: [Empty]
- Program Title: [Empty]
- Notice Of Opportunity: Non-Federal Solicitation
- Subcontract:
- Funding Opportunity Number: [Empty]
- CFDA Number: [Empty]
- Agency Program Code: [Empty]
- Agency Div Code: [Empty]
- Financial Dept: 10408140 Medicine (Pulmonary)

Red arrows point to the 'Activity Type' and 'Anticipated Award Type' dropdown menus.

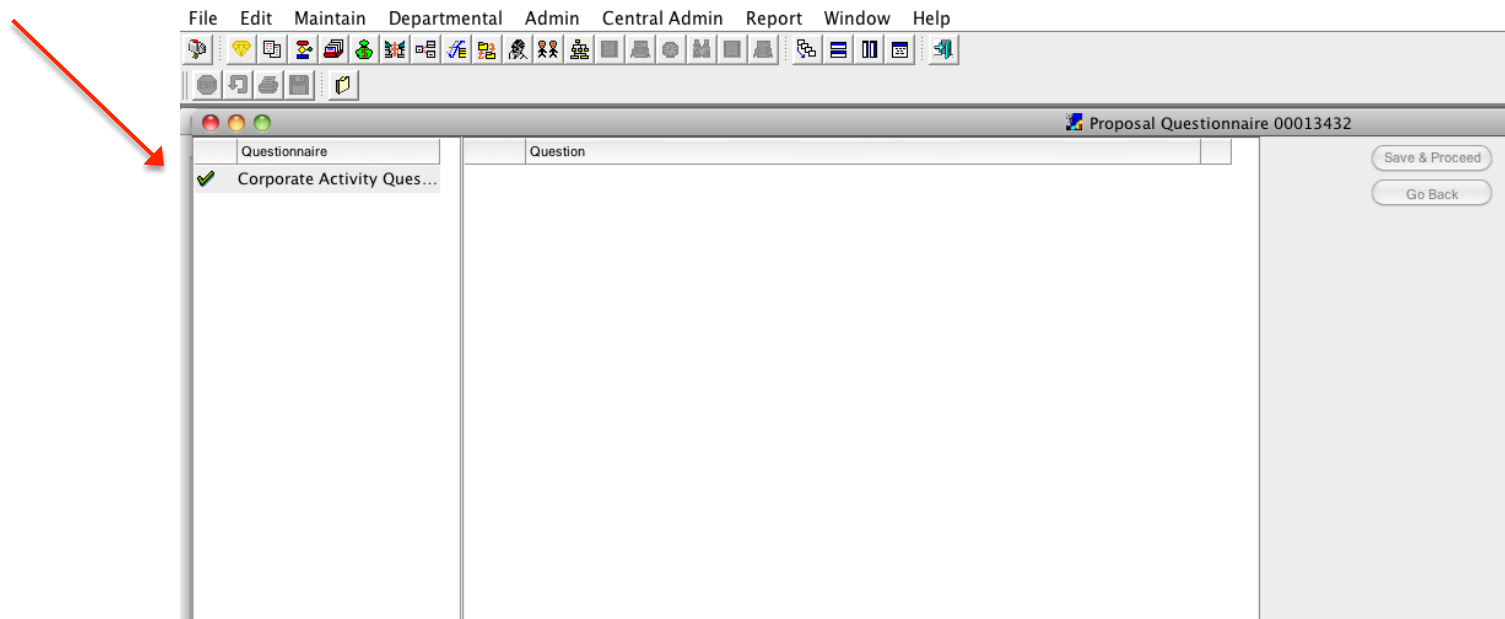
New to Coeus – Questionnaire for Corporate Proposals

- ▶ To access Questionnaire, go to “Edit – Questionnaire”

The screenshot displays the Coeus software interface. The 'Edit' menu is open, and the 'Questionnaire...' option is highlighted with a red arrow. The background shows a 'Proposal Details' form for proposal 00013432. The form includes fields for Proposal Type (New), Activity Type (Clinical Trial Corporate), Anticipated Award Type (Contract), Sponsor (004480, PulmonX Corporation), Prime Sponsor, Sponsor Proposal No, Program Title, Notice Of Opportunity (Non-Federal Solicitation), Funding Opportunity Number, Agency Program Code, Financial Dept (10408140, Medicine (Pulmonary)), End Date (19-Dec-2012), Award No, NSF Code, Original Proposal, CFDA Number, and Agency Div Code. The status is 'Approved' and the proposal hierarchy is 'Narrative: ✓ Budget: ✓'.

New to Coeus – Questionnaire for Corporate Proposals

- ▶ In Questionnaire Screen, choose “Corporate Activities Questionnaire”



New to Coeus – Questionnaire for Corporate Proposals

▶ Answer all questions

The screenshot shows a web-based questionnaire interface. At the top, there is a menu bar with options: File, Edit, Maintain, Departmental, Admin, Central Admin, Report, Window, and Help. Below the menu is a toolbar with various icons. The main content area is titled "Proposal Questionnaire 00013432". On the left, a sidebar shows a list of questions under the heading "Questionnaire", with "Corporate Activity Ques..." selected and marked with a green checkmark. The main area displays five questions:

- 1 Will ANY Funds related to this project ORIGINATE from Federal, State or Local Government agencies, Foundations and/or any other Non-profit organizations?
 Yes No
- 2 Who is the UMB contact?
18950014 Britt, Edward James
- 3 Who is the Sponsor Contact?
12281
- 4 Is Informed Consent Required?
 Yes No
- 5 The Clinical Trial 'Service Request Form' has moved to a new location, effective Monday, September 12, 2011. The new 'Clinical Research Request Form' is available exclusively through myUMB Portal. To access the form, you must enter myUMB using your myUMB Username and Password. Once in myUMB, select 'UMBiz' in the Enterprise Menu. The first time you select 'UMBiz', the system will require that you reenter your myUMB Username and Password. Subsequent visits to 'UMBiz' will not require this additional confirmation of your Username and Password.

Click on 'UMBiz' to view the available options. To use the 'Clinical Research Request Form', simply click on the appropriate icon and begin filling out the questionnaire. The current form is modeled after the original 'Service Request Form' and should be familiar to most users. No formal training is required to use the form. Instructions for filling out and submitting the new form are self-explanatory.

If you have any questions or need assistance accessing the new 'Clinical Research Request Form' at its new location, please contact Amshu at 410-706-1932 or asidd001@umaryland.edu.

 Yes No N/A

On the right side of the form, there are two buttons: "Save & Proceed" and "Go Back".

New to Coeus – Questionnaire for Corporate Proposals

- ▶ Please note that these types of proposals, Corporate Research and Clinical Trials Corporate, are routed ***directly*** to the Clinical Trials & Corporate Contracts (CT/CC) group within ORD and not to your SPA Team
- ▶ Please work directly with CT/CC on these items. (Your SPA Team is not involved and cannot answer questions.)
- ▶ When they have a fully executed award, CT/CC approves the Coeus Proposal Record and gives the appropriate SPA Team the award for processing.

While we are discussing negotiations- Agreement Negotiations by SPA

- ▶ When non-corporate sponsors are involved, SPA will negotiate
- ▶ Proposal *must* be routed in Coeus **before** SPA begins negotiations
- ▶ SPA Team will review and approve Coeus Proposal
- ▶ After proposal approval, SPA Manager will assign the agreement/modification to an individual in SPA to negotiate
 - ▶ Could be someone other than your unit's SPA Team members
 - ▶ Department will receive notification email indicating the SPA point of contact for negotiations

Coeus and Fringe Benefits

- ▶ SPA and CITS are currently testing Coeus to identify the correct fringe benefit rate with the correct Cost Element.
- ▶ There will be 4 rates. Faculty, Staff, Contractual and Post Docs. FY 13 and FY 14+ will be available.
- ▶ Will not change Coeus until after 2/5/2012.
Concerned about changes that may affect our ability to submit proposals.
- ▶ Currently, average out the FB rate for each category



Use of the Current NIH Salary Cap

▶ **Background**

- ▶ NIH issued NOT-OD-12-035, “Notice of Salary Limitation on Grants, Cooperative Agreements, and Contracts” on January 20, 2012.
- ▶ FY 2012 Appropriations Act signed into law on December 23, 2011 restricts the amount of direct salary paid on NIH Grants and Contracts to Executive Level II of Federal Executive Pay scale, which is currently \$179,700.
- ▶ Any grants initially issued on/after 12/23/2011 **must** comply with this new salary cap.

Use of the Current NIH Salary Cap

- ▶ **Keep in mind:** Issue date is *not* the same as Start Date.

	<p>CAREER TRANSITION AWARD Department of Health and Human Services National Institutes of Health NATIONAL INSTITUTE ON DRUG ABUSE</p>	Notice of Award	Issue Date: 01/17/2012	
<p>Grant Number: 1K99DA032649-01</p>				
<p>Principal Investigator(s): Mihaela Iordanova</p>				
<p>Project Title: Neuronal Firing During Extinction</p>				
<p>Ms. Griffith, Debbie A. Sponsored Program Administrator 620 West Lexington Street 4th Floor Baltimore, MD 212011508</p>				
<p>Award e-mailed to: nga@ordmail.umaryland.edu</p>				
<p>Budget Period: 02/01/2012 – 12/31/2012</p>				
<p>Project Period: 02/01/2012 – 12/31/2013</p>				
<p>Dear Business Official:</p>				

Example: This grant was ISSUED on 1/17/2012, but it begins on 2/1/2012.

Use of the Current NIH Salary Cap

- ▶ For awards (competing and non-competing) with an initial Issue Date **on/before** 12/22/2011, the salary limitation remains at the prior designation of Executive Level I of the Federal Pay Scale, **\$199,700**.
 - ▶ This includes awards made in prior fiscal years
 - ▶ Competing awards with categorical budgets issued **on/before** 12/22/2011 will continue to use the higher salary cap for the current year. However, future years will be adjusted to decrease the projected budget for salary at the lower cap.

Use of the Current NIH Salary Cap

- ▶ Competing awards with categorical budgets issued on/after 12/23/2011 will reflect the new salary cap for current and future years in the budget. Expect reductions to the budget to reflect new, lower salary cap.
- ▶ Non-competing awards with categorical budgets issued on/after 12/23/2011 must comply with the new salary cap, but NIH will not reduce the budget to reflect the new salary limitation.

Use of the Current NIH Salary Cap

- ▶ The NIH notice does not specifically mention awards *without* categorical budgets.
- ▶ We can expect those awards to be issued without revisions to the budget as a direct result of the salary cap.
- ▶ However, for those issued on/after 12/23/2011, we will need to use the new salary cap when charging to those awards.

Current NIH Salary Cap –

So, what does this mean for our awards?

- ▶ IF...a new competing or non-competing award has an issue date on/after 12/23/2011, we must use the new, lower salary cap.
 - ▶ IF...this new award is competing and has a detailed budget, expect NIH to decrease the current award amount and the projected future years to reflect the new salary cap.
 - ▶ IF...this new award is competing and does not contain a detailed budget (for example, modular grants), NIH will not make any reductions to award funding as a direct result of the decreased salary cap. You can rebudget any funds freed by using the new, lower cap.
 - ▶ IF...this new award is non-competing (with or without a detailed budget), NIH will not be decreasing the amount awarded. You can rebudget any funds freed by using the new, lower cap.

Current NIH Salary Cap –

So, what does this mean for our awards?

- ▶ IF...a new competing award was issued on/before 12/22/2011, we will continue to use the old, higher salary cap for the current budget year. If this award contains a categorical budget, NIH will issue an updated notice of award decreasing the salary budget in future, projected years, as appropriate. Similarly, in future years, we will use the new, lower salary cap when charging to this award.
- ▶ IF...a non-competing award was issued on/before 12/22/2011, we will use the old, higher salary cap for the rest of the award's current budget year.

Current NIH Salary Cap –

So, what does this mean for our proposals?

- ▶ IF...you are working on a proposal for a competing NIH application, use the new salary cap.
- ▶ IF...you are working on a non-competing continuation proposal (progress report) that requires a detailed budget, use the new salary cap.

NIH FY12 Fiscal Policy for Grant Awards

- ▶ Increase of < 1% in NIH's budget from FY11 to FY12
- ▶ Non-competing awards
 - ▶ Issued without inflation increases
 - ▶ Therefore, we can expect to receive revised NGA's with additional funds for any non-competing awards issued at a reduced funding level during Continuing Resolution
- ▶ New and competing grants
 - ▶ Each Institute or Center will make its own funding principles

NIH FY12 Fiscal Policy for Grant Awards

- ▶ **Future Year Inflationary Increases**
 - ▶ Discontinued for all awards issued in FY12
 - ▶ If an FY12 award has already been issued, NIH will issue a Revised NGA to decrease Current and Future Years to eliminate inflation
 - ▶ We should continue to propose inflation in competing applications, but expect budgets to be decreased upon award
- ▶ **2% increase for all NRSA Stipend Levels**
- ▶ **NRSA Institutional Allowance, Training Related Expenses, Tuition & Fees remain unchanged from FY11**

- ▶ **NOT-OD-12-036, issued 1/20/12, FY12 Fiscal Policy**
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-036.html>
- ▶ **NOT-OD-12-033, issued 1/20/12, FY12 NRSA Fiscal Items**
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-033.html>

Pilot Processes for Electronic Submission of Administrative Supplements

- ▶ NIH announced a pilot process for submitting Administrative Supplements electronically
- ▶ Luckily for UMB, Coeus is already equip to to handle these electronic submissions system to system via Grants.gov.
- ▶ Therefore, as of the start of NIH's pilot program on February 1, 2012, any Administrative Supplements to the NIH must be routed and submitted via Coeus.

Pilot Processes for Electronic Submission of Administrative Supplements

- ▶ What is a qualifying “administrative” supplement request for electronic submission at this time?
 - ▶ Parent grant activity code (R01, P30, U54, etc.) has transitioned to electronic submission
 - ▶ Request does not involve a change of scope or specific aims
 - ▶ Request does not require peer review
 - ▶ Many institutes/centers (IC) have websites detailing the eligibility requirements, programmatic interests, and submission requirements for administrative supplement requests
 - ▶ PI’s should review the awarding IC's website and discuss potential requests with the awarding IC program official before submission to ensure they meet the IC's requirements.

Pilot Processes for Electronic Submission of Administrative Supplements

- ▶ Just like any other Grants.gov submission, a Funding Opportunity Announcement (FOA) will be needed for submission of the electronic supplement request
 - ▶ For specific administrative supplement programs (such as Research Supplements to Promote Diversity in Health-Related Research), FOAs will be published for applicants to apply through.
 - ▶ For all other supplement requests, a general "Parent FOA" will be published allowing submissions that do not fall under an existing administrative supplement program.
- ▶ NIH should be releasing the FOA's in the near future... stay tuned!

One last note from SPA...

- ▶ The February 5th NIH deadline is expected to be a very busy deadline
- ▶ Because the 5th falls on a Sunday, the deadline will be on Monday, February 6th by 5:00 p.m.
- ▶ **Please, please, please...** get the routing into Coeus as early as possible.
 - ▶ This helps our SPA Teams to manage workload.
 - ▶ We can assign a SPA contact early for you to contact with any questions as you prepare the proposal.
 - ▶ If you want a pre-review, ask for it early. Once we are a few days out from the deadline, there is no longer time to accommodate pre-reviews.
 - ▶ **We appreciate your help with this!**

One final note on behalf of NCURA Region II...

- ▶ NCURA Region II is kicking on its new, regional one-day workshop series right here at UMB!
- ▶ **Hot Topics in Research Compliance**
 - ▶ Friday, February 17, 2012, 8:30 a.m. – 4:00 p.m.
 - ▶ At the UMB Biopark, 801 W. Baltimore Street, First Floor
 - ▶ Cost \$175
- ▶ Registration website:
<http://a3.acteva.com/orderbooking/bookEvent/A315509>
- ▶ There are 70 seats available, so register early!

Questions and Answers

- ▶ This presentation will be available on both the SPA and SPAC websites.
- ▶ Future 2012 Quarterly Meeting Dates, HSF-II Auditorium, 3:00 – 4:30 pm:
 - ▶ May 3, 2012
 - ▶ July 26, 2012
 - ▶ October 25, 2012 (tentative)
- ▶ Thank you for joining us today!