

## The Office of Sponsored Projects and Contract & Grant Accounting Newsletter

2021 4th Quarter Edition

### Message from OSP and C&G:

We appreciate everyone's continued efforts and participation in ensuring that all actions processed by our offices are completed in a timely manner while working remotely. We may not all be on the same campus, but we are only a video chat or call away. Please feel free to reach-out!

Effective Monday, August 2nd, and in conjunction with UNM's Safe Return to Campus, Suites 2100 and 2200 in the John & June Perovich Business Center will be open to the research community! Although most OSP and CGA employees will be telecommuting on select days, our doors will be open Monday thru Friday from 8am to 5pm (closed between noon and 1pm for lunch) with adequate coverage provided for each team. We look forward to providing continued support and service to our research community, now in-person and online.

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### Proposal Review Appointments

To schedule a proposal review appointment  
please visit:

[https://osp.unm.edu/proposals/pi-  
appointment-request-form.html](https://osp.unm.edu/proposals/pi-appointment-request-form.html)

### New Proposal Scheduling System

Our new scheduling system is now live! Users may now schedule their Comprehensive Proposal Review Appointments through our website or by using the following link:  
[ospappointment.unm.edu](https://ospappointment.unm.edu).

## **IMPORTANT** **ANNOUNCEMENT**



### Upcoming Proposal Deadlines

Please be sure to review the following link to ensure you have the most updated deadline dates for any Grants.gov proposals you may be working on:  
<https://www.grants.gov/web/grants/search-grants.html>

**WARNING**  
**DUE DATES ARE CLOSER**  
**THAN THEY APPEAR**

## **In Case You Missed It: Office of Sponsored Projects**

### **OSP Website Updates**

The following changes have been made to the OSP website under the Proposal Tab: [https://osp.unm.edu/Defining your Opportunity](https://osp.unm.edu/Defining_your_Opportunity)

This page includes a flowchart for “solicited” and “unsolicited” opportunities and allows the department staff and PI’s to determine the appropriate steps that should be taken based on whether the opportunity is solicited or unsolicited. This is due to the fact that many unsolicited opportunities are non-competitive in nature and result from a sponsor directly engaging a PI (or vice-versa) and the action required by the proposal team is limited based on the sponsor requirements.

#### **Proposal Review- The UNM Way**

This page provides details and clarification on the appointment model and proposal review process. It also mentions the compliance that is followed during the proposal review process (2 CFR 200 – Uniform Guidance, Federal Acquisition Regulations, University Policies and sponsor proposal instructions). The page includes further definitions of the proposal review types and a matrix (or comparison) of the components reviewed during a comprehensive and essential review.

#### **Schedule your Review**

This page has been added to provide a direct link to the scheduling system.

The following changes have been made to the OSP website under the PI Resources Tab- F&A and Benefits Rates: <https://osp.unm.edu/>

#### **Non-Standard F&A rate Determination Guidance**

This PDF has been added as a link to the F&A and Benefits rate page as a resource for questions regarding F&A rates. These questions may include an off-campus rate determination, rates for non-federal sponsors and F&A rate reduction inquiries.

### **National Science Foundation (NSF) Updates**

The NSF-approved biographical sketch and current and pending support formats were updated to incorporate revisions in the PAPPG (NSF 22-1) and must be used for proposals submitted or due on or after October 4, 2021.

### **NIH Update: National Research Service Award (NRSA) Training Awards**

Starting FY22, full-time predoctoral & postdoctoral trainees listed on the award are eligible for \$2,500 per budget period for childcare costs provided by a licensed childcare provider.

Dependent children up to age 13, or up to 18 for children with a disability.

Available for New, Renewal, or Continuation awards. Short-term awards not eligible. Non-child dependents not eligible.

Institutions are to maintain supporting documents. Funds cannot be reallocated and must be reported as unobligated balance of the Federal Financial Report (FFR).

More information can be found [here](#)

## OSP Staff Announcement



**We would like to welcome our newest staff member to the OSP Team:**

Becca Vasquez has joined the Contracts Team! You can read more about Becca [here](#).



It is our pleasure to announce that our own Stephanie Sanchez has recently been promoted to fill our new HR Tech position effective October 25th, 2021.

## UNM Campus Announcements

The Office of Research Compliance has a new name! The new name is [Office of Research Integrity and Compliance \(ORIC\)](#).



Sue Marker has retired! We will miss you!

Yvonne Marrero will be taking over the COI process and will be handling the COI research email account.

## **Reminders!**

### **Conflict of Interest in Research COI - Main and Branch Campuses\***

Conflicts of interest (COI) in research may occur when an investigator's private interests (such as outside professional or financial relationships) may compete with his or her professional obligations to UNM). Here is a link to the UNM COI website where you can obtain more information regarding COI disclosures: <https://researchcompliance.unm.edu/conflict-of-interest/index.html>. You may also email the Office of Research Integrity and Compliance (ORIC) at the email address below:

Office of Research Integrity and Compliance (ORIC) -(for Main and Branch campuses)

Email: [coiresearch@unm.edu](mailto:coiresearch@unm.edu)

\*UNM HSC has their own COI office and submission process.

## **RAN Working Group**

The UNM RAN Working Group is continuously striving to recruit new members of the UNM Research Community to join the group. If you or someone else you know is interested in joining, please subscribe to our RAN listserv to receive updates from our office.



## **RAN Resources**

Did you miss any of our RAN meetings this last quarter? If so, no worries. We've got you covered! Please check out the resources from our latest RAN meetings below.

<https://osp.unm.edu/pi-resources/ranmeeting.html>.

**Are you subscribed to the RAN listserv? If not, you may be missing important updates and information on research administration at UNM. Please click the link below to sign up for this listserv to receive updates from the research offices and agendas for the RAN meetings.**

**Sign Up**

Hope to see you all there!!

## **Contract & Grant Accounting**

### **202002 Effort Certifications**

The **202002 Effort Reporting** for July 2020 – December 2020 **was due on June 18, 2021**. All the pre-reviews have been completed for main and branch campus. Our Effort Reporting Team in C&G main has been reaching out to the Principal Investigators (PI) via email with a list of employees that need to be certified. For PIs having problems accessing the effort certification system in LoboWeb, please email [maineffortrptng@unm.edu](mailto:maineffortrptng@unm.edu) for Main/Branch campus or [HSC-Effort-Reporting@salud.unm.edu](mailto:HSC-Effort-Reporting@salud.unm.edu) for HSC campus and security access will be reviewed. Please click on the link: <http://cgacct.unm.edu/docs/quick-guide-for-certifiers.pdf> for a step by step quick guide on how to certify the effort.

### **202101 Effort Certifications**

The **202101 Effort Reporting** for January 2021 – June 2021 **is due on December 3, 2021**. All pre-reviews needed to be complete by October 27<sup>th</sup>. Our Effort Reporting Team in C&G main has been reaching out to the pre-reviewers via email to complete the efforts. If you have completed your pre-reviews please work with your PI's to help them complete the certifications for 5R employees that are paid on Sponsored Awards. If you have questions or need help please email [maineffortrptng@unm.edu](mailto:maineffortrptng@unm.edu) for Main/Branch campus or [HSC-Effort-Reporting@salud.unm.edu](mailto:HSC-Effort-Reporting@salud.unm.edu) for HSC campus.

It is a Federal Requirement that all effort is certified for 5R monthly employees on a timely basis.

Thank you for all your work and help on completing the effort certifications.



*Thank you!*  
You Are Wonderful

### **NIH inquiries regarding general grants-policy matters**

As a reminder, NIH has issued a reminder notice for best practices regarding submission of grants policy related inquiries to NIH. To ensure your inquiries are going to the appropriate person at NIH.

More information can be found [here](#)

## **Contract & Grant Accounting (cont'd)**

### **UNM Inventory Assistant is LIVE!!**

**Who:** ICs (Inventory Contacts) and their DDCs (Dean/Director/Chair)

**What:** Application to manage inventoried equipment

#### Asset Updates

- Location
- Memo
- Condition
- Serial number
- Tag reprints

#### Asset Adjustments

- Transfers
- Surplus
- Deletions
- Checkouts/Check-ins
- Annual Physical Inventory Certifications (Waves)

**Where:** The application is both mobile and web based.

The mobile device allows you to scan barcodes.

The web client is convenient to use at your desk.

**When:** Now! The application is in production.

You can begin submitting updates and adjustments right away.

[View the Wave schedule on the home page of the Inventory Control website for distribution dates of the annual certification.](#)

**Why:** To implement technology to replace paper forms and spreadsheets; create a tool for campus wide use to enhance inventory management for users.

Please [CLICK HERE](#) for a new Inventory Assistant Job Aid.

Please contact [IT Support](#) or (505) 277-5757 if you experience any issues accessing the Inventory Assistant.



## Processing Stipends

In order to process stipends correctly, and to ensure year-end tax reporting is captured by the appropriate accounting office, please ensure they are routed correctly. The following table was designed to help ensure that stipend requests are routed appropriately to C&G for review:

### Stipends and the Appropriate Payment Method by Payee Type:

<i>Payee Type</i>	<i>How to Process</i>		
	<b>SFAO Workflow</b>	<b>Chrome River</b>	<b>Pre/Post Doc Stipend Form (Paid via A/P)</b>
UNM Students (Enrolled)	<a href="#">Departmental Award Form</a> through SFAO Departmental Award Request Workflow	<b>Do not submit in Chrome River</b>	<b>Do not submit via stipend form</b>
Kirchstein/MARCS Pre and Post Graduate students	<b>Do not submit in SFAO Workflow</b>	<b>Do not submit in Chrome River</b>	Appropriate stipend form routed to C&G: <a href="#">Pre Doc Stipend Form No Payback Agreement</a> or <a href="#">Post Doc Stipend Form</a>
High School Students or other Non-Employee Participants	<b>Do not submit in SFAO Workflow</b>	<b>For one-time payments</b> Submit as CR Expense Report: Report Type: Non-Employee Title: Other Type (drop down): Research Study Incentives Account Code: 4660	<b>Do not submit via stipend form</b>

\* Revised November 2021

Stipends for UNM Staff employees are typically done on a non-standard payment form. Stipends for UNM Faculty are typically processed on an extra compensation request form, along with a non-standard payment form. Please consult your fiscal monitor for more instructions on how to process a stipend for a UNM employee.

## Federal Minimum Wage Increase on Federal Contracts

The White House released an [Executive Order](#) on April 27, 2021 that will increase the hourly minimum wage paid by the parties that contract with the Federal Government to \$15.00 for those workers working on or in connection with a Federal Government contract. This new minimum wage is only applicable to federal contracts or subcontracts and is effective beginning January 30, 2022. Payroll and Contract and Grant Accounting currently work together on a vital error report to catch employees who may be impacted by the federal minimum wage requirement. If an employee has salary charged to a federal contract, they are flagged for follow up with the appropriate employment office for adjustment.