

IN A FLASH

The Office of Sponsored Projects and Contract & Grant Accounting Newsletter 2020 1st Quarter Edition

Office Hours & Availability During COVID-19

The Contract and Grant Accounting (CGA) office and the Office of Sponsored Projects (OSP) are continuing our normal business hours Monday thru Friday from 8 am – noon and 1 – 5 pm, while working remotely. We are here to serve you, and will continue with all normal business functions; however, we have taken necessary steps to allow for social distancing.

CGA Homepage: <http://cgacct.unm.edu/>

The CGA department is currently working at full capacity with staff working remotely and a limited presence in the office for weekly deposits of checks received from sponsors. Please direct your questions or concerns as follows:

- Awards - Contact your [Fiscal Monitor](#)
- Chrome River - Alana Watts (adwatts@unm.edu) or Jessica Armijo (jessald@unm.edu)
- General Inquiries - indexcga@unm.edu

OSP Homepage: <http://osp.unm.edu/>

OSP continues to serve the mission critical functions of the research enterprise remotely at full capacity. We are committed to meeting all sponsor-imposed deadlines for proposals and have available staff to address any questions, concerns, or actions on new or active awards, and contracts in negotiation. Please direct your questions or concerns as follows:

- Proposals - ospappointment@unm.edu
- Awards - awards@unm.edu
- Subawards - awards@unm.edu
- Contracts - ospcontracts@unm.edu
- General Inquiries - osp@unm.edu or call 505-277-4186 and leave a message

CGA and OSP are monitoring email and messages regularly.

**** BE SAFE – Wash your hands often and avoid close contact! ****

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NEWSLETTER UPDATE!!



Starting with this issue, the OSP & CGA Newsletter is going quarterly!



Contract & Grant Accounting is now on Twitter!

UNM Contract & Grant Accounting is now on Twitter! Follow us @UNMCGA for relevant updates concerning sponsored research at UNM, federal agency updates, and more!

<https://twitter.com/UNMCGA>

Special RAN Q&A session on COVID-19 Federal Agency Updates



When: Wednesday,
April 8th, 2020

Time: 10:30-11:30am

Location: Virtual Zoom
Meeting

To Register: [Click Here](#)

Moderated by: Mary Jo
Daniel, Director, FRDO

Panelists: Rosa
Gonzalez-Rosenblatt,
Director, OSP

Michelle Casias,
Manager, OSP

Jeremy Hamlin,
Associate Controller,
CGA

Please send your
questions prior to the
webinar through the
[registration](#) link or to
osp@unm.edu

COVID-19 Federal Agency Updates

Wondering how COVID-19 impacts your federal award? We've created a webpage to keep the UNM research community informed and up-to-date on relevant guidance and agency updates related to the impacts of COVID-19. We are posting this information at <http://cgacct.unm.edu/agency-updates.html>.

This page is broken down into four parts:

- I. UNM Institutional Guidance
- II. Agency Guidance Specific to Federal Award Impact
- III. Additional Resources
- IV. Council on Governmental Relations (COGR) FAQs and Resources on COVID-19's Impact to Federal Awards

Noteworthy Resources Include:

OMB Memorandum **M-20-17** was issued to Federal awarding agencies and provides authorization to allow flexibilities and relief exceptions to Uniform Guidance requirements as deemed appropriate by the federal awarding agency.

We've summarized this memo and provided specific guidance from Federal agencies including NSF, NIH, DOE, DOD, DARPA, DOJ, USDA-NIFA as to how they've applied the flexibilities outlined by OMB. To view the summarized version please visit the following link:

Overview of OMB Memo M-20-17 and relevant agency guidance

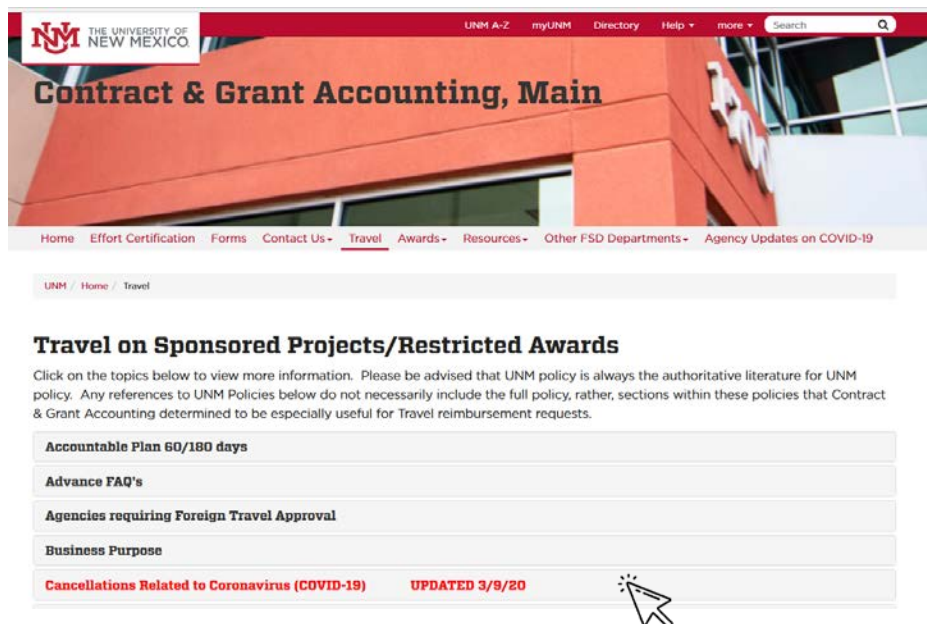
This overview addresses the following relevant topics from M-20-17 related to pre and post-award administration:

2. Flexibility with application deadlines
4. No-cost extensions (NCEs) on expiring awards
6. Allowability of salaries and other project activities
7. Allowability of costs not normally chargeable to awards (including the costs of cancelled travel and conferences)
8. Prior approval requirement waivers
9. Exemption of certain procurement requirements
10. Extension of financial, performance, and other reporting
12. Extension of closeout

Our COVID-19 Agency Updates include guidance from the following agencies:

1. Office of Management and Budget (OMB)
2. National Institutes of Health (NIH)
3. National Science Foundation (NSF)
4. Department of Energy (DOE)
5. National Aeronautics and Space Administration (NASA)
6. National Institute of Food and Agriculture (NIFA)
7. Department of Defense (DOD)
8. Department of Health and Human Services (DHHS)
9. Department of Justice (DOJ) - Office of Justice Programs (OJP)

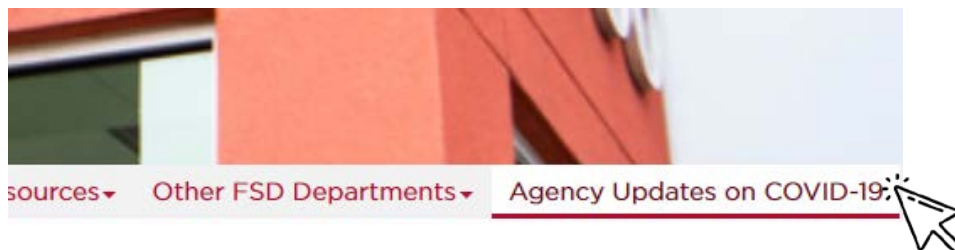
Travel Cancellations Related to COVID-19



Contract & Grant Accounting has added additional guidance for travel cancellations related to COVID-19. Please visit the following webpage for this guidance:

<http://cgacct.unm.edu/travel.html>

Also, as COVID-19 continues to spread, we want to keep you updated with related Agency updates. We have created a new tab on our website for this:



Or visit the following link:

<http://cgacct.unm.edu/agency-updates.html>



To learn more about the latest developments in the COVID-19 outbreak, please visit:

[U.S. Centers for Disease Control and Prevention](https://www.cdc.gov/coronavirus/2019-ncov/index.html)

[New Mexico Department of Health COVID-19 Website](https://www.nmhealth.gov/covid-19)

NM Department of Health Hotline

855-600-3453

NEW TO THE GROUP!



OFFICE OF
SPONSORED
PROJECTS

Grants Management Training

Training Online Links:

[Learning Central Link](#)

[OVPR Training Page](#)

If you have any
questions
regarding Grants
Mgmt. Training or
need Cayuse
help, please
contact:

osp@unm.edu

Mark Maddaleni



Mark joined the OSP office as the Contracts Team Manager on March 2, 2020. In this role he will support and oversee the day-to day operational activities of the contracts team. Mark has been with UNM since 2011. He came to us from the College of Arts and Sciences where he held various positions of increasing levels of responsibility in accounting, finance and management and has experience supervising professional employees and coaching and mentoring staff. He has extensive and invaluable University institutional knowledge and experience and has successfully built and fostered collaborative working relationships with faculty and staff in both the academic area and with central administrative units throughout his tenure. Prior to joining UNM he worked in the banking industry as a Sr. Regional Credit Manager for Wells Fargo, where he gained contract processing and negotiation knowledge as well as managerial experience that will assist him transitioning to his new role. Mark holds a Bachelor's degree in Finance and a Master of Business Administration degree from the Anderson School of Management at UNM.



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Grants Management Training

Training Online Links:

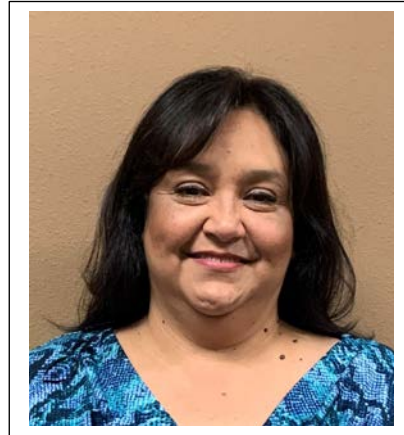
[Learning Central Link](#)

[OVPR Training Page](#)

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Antoinette Sabedra



Antoinette Sabedra joined the OSP office on March 2nd, 2020 as a Sponsored Projects Officer. She will be working with the proposal team in a lead role to assist with quality control efforts in proposal submissions. She is coming to us from UNM HSC's, Division of Epidemiology, Biostatistics and Preventive Medicine. She served as a Program Manager and has served in the same role for the UNM College of Nursing. As an employee of UNM for nearly ten years, she has held increasing levels of research administrator positions and has overseen projects funded by both public and private sponsors. Prior to joining UNM, she held positions at Technology Venture Corporation and H&R Block, where she gained experience in compliance and understanding of industry. In addition to her background in research administration, she brings great experience in leading and developing staff, supporting faculty, making data driven decisions, accounting, and planning, coordinating, and executing trainings. Antoinette holds a Bachelor's degree in Business Administration with a concentration in Accounting from Anderson School of Management at UNM.



NEW TO THE GROUP!



CONTRACT & GRANT
ACCOUNTING

Explore our
[Award Tools,](#)
[FAQ's](#)
&
[Department](#)
[Resources!](#)

Links to Visit:

[FAQ's Link](#)

[Resources Link](#)

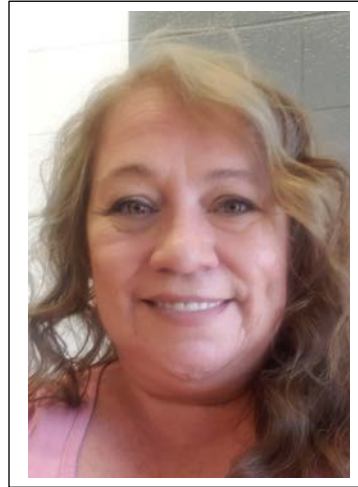
If you have any questions regarding the CGA website, please contact Moe Bundrage or Jeremy Hamlin, at:

mbundrage@unm.edu

or

jhamlin@unm.edu

Tamara Archuleta



Tamara Archuleta has joined Contract & Grant Accounting as our new Senior Fiscal Services Tech. She will be working with our Chrome River Team to review and approve Chrome River transactions on our sponsored projects. In addition, Tamara will also be working on our effort certification monitoring and will be the main point of contact for troubleshooting and delinquent effort reporting follow-up. Tamara has worked most recently at CASAA as a Unit Administrator and Assistant to the Director. In her roles, she was responsible for grants management on several NIH and NIAAA grants, including PCard, travel, supplies, and other purchases. Prior to working at CASAA, Tamara was a Program Coordinator at UNM-Valencia where she worked on a Title V Co-op Grant. Tamara also worked as a Head Cashier, Fiscal Service Tech, and Administrative Assistant II in UNM-Valencia's computer support department. Tamara also previously worked in Contract and Grant Accounting as a Fiscal Service Tech between 2007 and 2008. We are excited to welcome her back to CGA!



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[Resources Link](#)

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Bundrage or Jeremy Hamlin,
at:

mbundrage@unm.edu

or

jhamlin@unm.edu

Mikayla Lujan



Mikayla Lujan has joined Contract & Grant Accounting as a staff member with her promotion to Professional Support Intern. She was previously a student employee in both OSP and CGA. She will be completing her Bachelor's degree in Business Administration with a concentration in Accounting from the Anderson School of Management at UNM this May! As a Professional Support Intern, she will be working with our Chrome River Team to review and approve Chrome River transactions on our sponsored projects. In addition, Mikayla will assist our fiscal monitors in the preparation of monthly invoices to our sponsors. Mikayla is one of three sisters, including her twin Miranda, to have worked as a student employee in our office. We are excited for her career journey to begin in research administration at UNM!



Additional Resources and Links Related to COVID-19

UNM Institutional Guidance

[UNM Coronavirus \(COVID-19\) Information](#)

[Guidance and FAQs for UNM Concerning COVID-19](#)

[Overview of OMB Memo M-20-17 and relevant agency guidance](#)

Additional Resources

Coronavirus COVID-19 Global Cases by Johns Hopkins CSSE:

<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

World Health Organization:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

State and Territorial Health Department Websites:

<https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html>

Association of Public and Land-grant Universities Responses to

Coronavirus: <https://www.aplu.org/news-and-media/communications-resources/coronavirus/>

NIH NIAID: Coronavirus Resources for Researchers:

<https://www.niaid.nih.gov/diseases-conditions/coronavirus-resources>

Frequently Asked Questions (FAQs) About the Coronavirus Disease 2019 (COVID-19) for National Science Foundation (NSF) Proposers and

Awardees: https://www.nsf.gov/pubs/2020/nsf20053/nsf20053.jsp?WT.mc_id=USNSF_80

Picture References

<https://cdn2.iconfinder.com/data/icons/the-circle-icons/513/twitter.png>

<https://politicalcalculations.blogspot.com/2013/02/quarterly-data-for-s-500-since-1871.html#.Xn4hMXJ7IPY>

<https://www.freepnglogos.com/pics/cursor>

<https://planyourmeetings.com/wp-content/uploads/virtual-meeting.jpg>

CGA & OSP ON THE WEB!

Please visit our websites for more information about our services and important updates!

OSP

<https://osp.unm.edu>

CGA

<https://cgacct.unm.edu>

**OSP & CGA
are both on
Twitter!**



Please follow us:

[@OSPUNM1](#)

&

[@UNMCGA](#)

Customer Service Feedback -- A survey link is embedded in all outgoing OSP Staff emails.
Please take the opportunity to tell us how we are doing.

If you have any questions or newsworthy items to share, please email them to the **[IN A FLASH Editors](#)**