

# IN A FLASH

NEWSLETTER

December 2019 Edition

## FUN FACTS

Yes, Winter is nipping at our heels! Please enjoy reading few fun facts about the coldest season.

**It sometimes snows where you least expect it.** You wouldn't be shocked to see snow on the ground of Siberia or Minnesota when traveling to those places during the winter months, but northern areas don't have the monopoly on snowfall—the white stuff has been known to touch down everywhere from the Sahara Desert to Hawaii. Even the driest place on Earth isn't immune. In 2011, the Atacama Desert in Chile received nearly 32 inches of snow thanks to a rare cold front from Antarctica.

**A little water can add up to a lot of snow.** The air doesn't need to be super moist to produce impressive amounts of snow. Unlike plain rainfall, a bank of fluffy snow contains lots of air that adds to its bulk. That's why what would be an inch of rain in the summer equals about 10 inches of snow in the colder months.

**Snow falls at 1 to 6 feet per second** - at least in the case of snowflakes with broad structures, which act as parachutes. Snow that falls in the form of pellet-like graupel travels to Earth at a much faster rate.

**It doesn't take long for the temperature to drop.** Don't take mild conditions in the middle of January as an excuse to leave home without a jacket. Rapid City, South Dakota's weather records from January 10, 1911, show just how fast temperatures can plummet. The day started out at a pleasant 55°F, then over the course of 15 minutes a wicked cold front brought the temperature down to 8 degrees. That day still holds the record for quickest cold snap in history.

**More than 22 million tons of salt are used on U.S. roads each winter.** That comes out to about 137 pounds of salt per person.

**The snowiest city on Earth is in Japan.** Aomori City in northern Japan receives more snowfall than any major city on the planet. Each year citizens are pummeled with 312 inches, or about 26 feet, of snow on average.

**Cities are forced to dispose of snow in creative ways.** When snow piles up too high for cities to manage, it's usually hauled away to parking lots or other wide-open spaces where it can sit until the weather warms up. During particularly snowy seasons, cities are sometimes forced to dump snow in the ocean, only to be met with criticism from environmental activists. Some cities employ snow melters that use hot water to melt 30 to 50 tons of snow an hour. This method is quick but costly – a single machine can cost \$200,000 and burn 60 gallons of fuel in an hour of use.

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## Holiday Schedule

Proposal Review

## OSP Website Updates



## Grants Management Training

Training Online Link:

[Learning Central Link](#)

[OVPR Training Page](#)

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

[osp@unm.edu](mailto:osp@unm.edu)

505-277-4186



# Holiday Schedule & Proposal Review

Greetings,

The calendar year is quickly coming to an end and the Office of Sponsored Projects would like to help you plan ahead to ensure your proposal receives a Comprehensive Review prior to submission. In observance of Thanksgiving and Winter Break, our offices will be closed respectively **November 28-29th and December 23<sup>rd</sup> - January 1<sup>st</sup>**. Due to the reduced workdays during the holiday season, appointments may be limited. Please schedule your appointments as soon as possible to ensure you receive the date and time of your preference.

## OSP Website Updates

### ***Participant Support vs. Participant Incentives Information:***

Are you working on a proposal budget and have questions on whether your proposed participant costs are considered support costs or incentives? Please visit our website for helpful information to assist you in making that determination:

<http://osp.unm.edu/pi-resources/participant-support.html>.

### ***OSP Budget Template Update:***

We have made some updates to our OSP Budget Template (Budget Template FY20), please be sure to visit our website to ensure you have saved the latest copy for your use: <http://osp.unm.edu/forms/index.html>.

### ***OSP Website:***

OSP is always working to ensure that UNM Faculty, Department Administrators, and the UNM Research Community are update to date on the latest OSP Updates, please be sure to check out our "What's New" section of our website for the latest OSP news: <http://osp.unm.edu/index.html>.

### ***FTE Salary Calculator:***

OSP is always working to ensure that PI's, FRSO's, and Department Administrators have all the tools and resources needed for their roles as Researchers and Research Administrators. We have developed an FTE salary calculator that is now available on our website for your use when preparing proposal and award budgets.

# Team Updates - CGA

## My Journal Vouchers

Where's My Journal Voucher? Why hasn't it posted? You can find out!

Go to:

**LoboWeb**

**Student Financial Aid Employee Payment Finance Department Forms**

**Search**  **Go**

**Finance Menu**

**Operating Ledger Queries**  
Review revenue and expense information by account or organization.

**Encumbrance Query**  
Review encumbrance information by account.

**Approve Documents**  
Approve or disapprove financial documents.

**View Document**  
Review requisitions, purchase orders, invoices, journal vouchers, encumbrances, or direct cash receipts.

\*\*\*\*\*

**Choose type:**  **Document Number:**  **Ref#:**

**Submission#:**  **Change Seq#:**  **Refer:**

**Display Accounting Information**  
 Yes  No

**Display Document/Line Item Text** **Display Commodity Text**  
 All  Printable  None  All  Printable  None

**View document** **Approval history**

\*\*\*\*\*

**Document Identification**  

Document Number	J0655	Type	Journal Document
Originator:			

**Approvals required**

Queue	Description	Level	Approvers
Z108	CG MAIN: DEPT JVS & REQS	20	Watts, Alana D Sraha, Ahene K Vigil, Catherine D Burwinkle, Danielle M Gurule, Danielle Jessica Trujillo, Ernest J Medina, James Anthony Seegers, James A Bundrage, Mohammad Omar Ritter, Michelle N Gallegos, Anthony Narciso Eads, Patricia Ann Trejo Arvizu, Ricardo Valdez, Rebecca

**Approvals recorded**

Queue	Level	Date	User
1066	20	Nov 12, 2019	
9108	20	Nov 15, 2019	

## Team Updates

CGA

My Journal Vouchers



## NCURA Featured Videos

Four Pillars of Research Development –

[Parts 1 & 2](#)

[Part 1](#)

[Part 2](#)



## Team Updates (cont.)

CGA



## Team Updates – CGA (cont.)

### DOE-funded foreign travel

All DOE contracts and subcontracts (direct or flow-through) with foreign travel require DOE official approval prior to traveling. Per [DOE O 551.1](#), the “traveler must receive final DOE approval in the Foreign Travel Management System (FTMS) prior to traveling. Travel arrangements authorized without DOE approval and not recorded within FTMS are at the risk of the traveler.” CGA will not approve any foreign travel reimbursement on DOE contracts or subcontracts if we can’t verify that official DOE approval was obtained via FTMS. Please include a copy of the official DOE approval with the reimbursement when submitting in Chrome River (for both travel reimbursements and PCard-related foreign travel costs). If we can not verify that official DOE approval was obtained, we will ask that the charges be moved to the PI’s over-expenditure index. In addition, beginning in January, our office will perform post-audit review on PCard transactions related to foreign travel on any DOE contracts. If we cannot verify that DOE official approval was obtained, we will ask the department to move these charges off of the award.

If there are any questions related to these requirements, please contact Jeremy Hamlin at 277-7721.

### Chrome River Deadlines

With Winter Break right around the corner, we understand that travelers are expecting reimbursements to be paid before the long break. However, in order to allow adequate review and approval time by central accounting, we ask that departments finish their approvals by the close of business on Friday, December 13. Although we will try our best to turn around and approve reimbursements submitted after Friday, December 13<sup>th</sup>, our queue increases substantially before the break and we cannot guarantee that it will be approved prior to Winter Break.

If there are any questions as to the status of your travel reimbursements, please contact Alana Watts, [adwatts@unm.edu](mailto:adwatts@unm.edu), at 277-4289.

### Moving graduate student salaries during the semester:

Just a reminder that if you move graduate student salaries to a different index within the current semester, the matching tuition charges need to be corrected via the Graduate Student Assistantship module in LoboWeb. If the semester has ended, then a tuition transfer form should be sent to the fiscal monitor who will do the JV moving tuition to match effort.

# Team Updates – CGA (cont.)

## Effort Certification Deadlines and Reminders

All pre-reviews should be complete for the 201901 effort period (January 2019 – June 2019). As a reminder, the pre-review deadline was October 31<sup>st</sup>. If you haven't completed all of your pre-reviews, please do so immediately, as certifiers will not be able to take action in the effort certification queue until ALL pre-reviews have been completed.

**Effort Reports will need to be certified by November 29th. Delinquent emails will start going out to PIs who have not completed all queue actions starting in December. We will copy the Department Chair/Director until these are complete. Remember, absent a completed certification on file, the salary charges for that employee are deemed to be unallowable, as they are unsupported. Without a certification on file, we will ask departments to move salary charges to their over-expenditure index.**

If you have any questions on navigating the effort certification module, access to the effort certification link, or the status of your pending effort certifications, please contact Ryan Perry at [maineffortrptng@unm.edu](mailto:maineffortrptng@unm.edu) or 277-1408.

# Proposal Team

## Upcoming Enhancements to the OSP Proposal Appointment

### Scheduling Experience:

In an effort to ensure that OSP is providing the most efficient and positive user experience possible, we will be researching and testing automated scheduling systems that will allow PI's and Department Administrators to directly schedule their proposal review appointments. Please stay tuned for more updates from our office as we move forward.



# Team Updates (cont.)

## CGA

## Proposal Team



# Warm Welcomes

Michael Jones

Shannon Jaramillo



## Contact Us

Give us a call or visit our websites for more information about our services.

**OSP**

(505) 277-4186  
osp.unm.edu

**CGA**

(505) 277-4721  
cgacct.unm.edu

**OSP is on Twitter. Please follow us [@OSPUNM1](#).**



# Warm Welcomes

**It is with great pleasure that the Office of Sponsored Projects welcomes 2 new staff members to our team!!**

### **Michael Jones – Sponsored Projects Specialist**

Please extend warm welcome to Michael Jones who joined the OSP Awards Team! Michael joined UNM in the spring of 2019. He received his Bachelor's Degree in Accounting from Anderson School of Management and has since gained experience working in both the public and private sector. Michael has performed various compliance reviews of Government agencies, which include Custom and Borders Protection (CBP), Department of Health and Human Services (DHHS), and a Statement on Standards for Attestation Engagements (SSAE) 16 Examination of the Department of Defense (DoD). Michael also holds experience in accounts receivable, accounts payable and revenue recognition. Michael grew up in northern Virginia, has enjoyed drawing for as long as he can remember, started skateboarding when he was fifteen years old and continues to skateboard today.

### **Shannon Jaramillo – Sponsored Projects Specialist**

Please extend another warm welcome to Shannon Jaramillo who joined the OSP Proposal Team. Shannon is originally from Omaha, Nebraska and moved to Albuquerque to attend UNM in 2012. She graduated with her undergraduate degree in 2014, her MPA in 2018, and remains at UNM today! Her first job in Albuquerque was as a work study in the College of Education, where she was eventually hired on as staff in academic advisement. She spends most of her time hanging out with her 15-month-old son, Max, finding sticks, playing Legos, and going to the park. She enjoys spending time outdoors, whether it involves camping, hiking, eating dinner on her back patio, or taking her two dogs (Ace and Aria) on walks. Shannon recently finished 4 years as a mentor in the Big Brothers Big Sisters Mentor 2.0 program, and enjoys helping others. She is considering working on a doctorate degree in Educational Leadership or working on obtaining a Project Management certification, but she enjoys her newfound freedom from school a little too much right now!

Please join us in welcoming them to the team!

**Customer Service Feedback** -- A survey link is embedded in all outgoing OSP Staff email.

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 FLASH Editor, [Jamey Cook](#)