IN A FLASH

The Office of Sponsored Projects and Contract & Grant Accounting Newsletter   **February 2019 Edition**

<u>**Meteorologists have had it rough lately**</u>**, but perhaps instead of looking to the skies for their forecasts, they should've followed the lead of one furry fellow in Pennsylvania and kept their eyes on the ground.**

Fun Facts
Groundhog Day

First established by Germans in America in 1887, <u>Groundhog Day</u> was actually inspired by Europe's Candlemas Day, during which clergymen would bless the candles they needed for the cold season. (If the candles brought a sunny day, there would be six more weeks of winter; likewise, clouds and rain signified that winter would end soon.) Nowadays, thousands gather at Gobbler's Knob in Punxsutawney, Pennsylvania to wait for an aptly named groundhog to emerge with his verdict — the validity of which, <u>according to the National Oceanic and Atmospheric Administration</u>, is questionable. Statistically speaking, it's more likely that Punxsutawney Phil will see his shadow than not: From 1887 to 2018, Phil has seen his shadow 104 times and only overlooked it 18 times. (There are 10 years where no records of Phil's predictions exist at all.)

1. Punxsutawney Phil is the official groundhog forecaster on February 2, but many states have their own (like New York's Pothole Pete).
2. Phil's full name, granted by the Punxsutawney Groundhog Club, is Punxsutawney Phil, Seer of Seers, Sage of Sages, Prognosticator of Prognosticators, and Weather Prophet Extraordinary.
3. Groundhogs typically weigh between 12 and 15 pounds; Phil is 22 pounds.
4. Groundhogs only live six to eight years, <u>but folklore suggests</u> that Phil sips a magical drink that gives him seven more years of life.
5. The Germans originally chose a hedgehog as their animal forecaster. They turned to groundhogs instead when they discovered a large amount of them in Pennsylvania.
6. Hibernation is similar to being in a coma. When groundhogs hibernate, their heart rates drop to five beats per minute and they can lose up to 30 percent of their body fat.
7. The Punxsutawney Groundhog Club hosts a three-day celebration leading up to Groundhog Day.
8. The popular movie of the same name (starring Rockland County resident Bill Murray) gave meaning to the phrase "groundhog day": to repeat something over and over again.
9. Phil's fans have been able to get text message alerts of his predictions since 2010. (Text "Groundhog" to 247365, in case you're interested.)

http://www.hvmag.com/Hudson-Valley-Magazine/10-Fun-Facts-About-the-History-of-Groundhog-Day/

In This Issue

NSF Advisories

2/25/2019 — ATTENTION:

Please click <u>here</u> for important proposal guidance.

GRANTS MANAGEMENT TRAINING

Dear UNM Researcher,

In early January, the attached notice was sent to the research community. It contains instructions for how to access and complete the Grants Management Training required for Principal Investigators (PIs) and Co-Investigators (Co-PIs) on sponsored projects. Completion of this training is both a federal and UNM requirement for PIs and Co-PIs on all new and existing awards.

Training must be completed within 30 days of receiving an award for the first time and is required every three years thereafter. Current investigators who have not taken the Grants Management Training within the past three years will find the course in Learning Central (see attached for instructions.) The deadline is being extended to **March 15, 2019.** (A big thank you to everyone who has already completed the training!)

Failure to complete this training puts the University at risk for being in noncompliance with federal policy. Therefore, failure to comply may result in consequences, including the inability to submit new proposals and restricted access to already awarded funding.

For more information about research training opportunities, please visit the OVPR training page at http://research.unm.edu/training-networking.

Sincerely,

Gabriel López
Vice President for Research

OFFICE OF THE VICE PRESIDENT FOR RESEARCH

December 11, 2018

Dear UNM Research Community,

The content of the Grants Management Training (GMT100) available online via Learning Central has been updated and streamlined. This training presents the fundamentals of administering sponsored projects at the University of New Mexico as well as resources available to support researchers in successfully administering their awards.

Completion of Grants Management Training is a requirement for all Principal Investigators (PI's) and Co-Investigators (Co-PI's) on all new and existing awards. Training should be completed within 30 days of receipt of a first award and every three years thereafter. Current investigators who have not taken Grants Management Training within the past three years should complete the updated course by March 1, 2019.

Upon completion, this course will be added automatically to the "My Learning Assignments" section of your UNM Learning Central account with a new due date in three years.

How to take the training online:
Step 1. Go to https://learningcentral.health.unm.edu

Step 2a. **I don't see Grants Management** in my Learning Plan:
  i. Search for GMT 100
  ii. Click *Add to Learning Plan* and *Start the Course*

Step 2b. **I see Grants Management** in my Learning Plan:
  i. Click *Start Course* for the Grants Management Training

For More information about this or more research training opportunities, please visit the OVPR training page at http://research.unm.edu/training-networking.

Sincerely,

Gabriel López
Vice President for Research

If you have any questions, please contact OSP at (505)277-4186 or osp@unm.edu.

TEAM UPDATES

Award Team

Budget Revision Request

After a grant or contract has been awarded, the PI may determine that the approved budget allocations are not consistent with actual project needs. The PI may request the formal reallocation of funds from one spending category to another category that better reflects the project requirements. This process is called re-budgeting or budget revision.

Since policies differ from sponsor to sponsor, it is important that your Contract and Grant Accountant reviews your budget revision request to determine whether sponsor approval is required or not, based on the terms or conditions of your award.

Please submit the Internal Budget Revision (IBR) (https://osp.unm.edu/forms/index.html) to your departments assigned Contract and Grant Accountant. (https://cgacct.unm.edu/contact-us/Department%20Assignment.html).

If the budget revision requires formal approval from the sponsor, the Contract and Grant Accountant will notify the Sponsored Projects Specialist (SPS) http://osp.unm.edu/Contact%20OSP/dept-assign.html assigned to your department. The SPS will submit the request directly to the sponsor and will process the action once approval has been received by the sponsor.

Proposal Team

Proposal Appointment Review

—If there are less than Five working days prior to sponsor deadline—

Should a situation arise in which a scheduled comprehensive review is not possible due to the last-minute proposal request by a sponsor, or other insufficient time limitation, the proposal may still be submitted to OSP through Cayuse SP for an ***unscheduled essential component review***.

Step 1: Create a Cayuse Record.

Step 2: Contact OSP Proposal Scheduler immediately at OSPAPPOINTMENT@UNM.EDU.

Step 3: Complete the proposal elements and route the Cayuse record to OSP. You will be contacted by the assigned Proposal Specialist for the next steps.

If an appointment time is available with an OSP Proposal Specialist, every effort to conduct a comprehensive review will be made. If no appointment time is available with an OSP Proposal Specialist, the proposal will receive an Unscheduled Essential Component Review with the scope and duration of the OSP review being limited. For proposals receiving an Essential Component Review, the PI is solely responsible for all proposal materials outside of the OSP reviewed items (Policy 2010 Section 4.3.1 and Exhibit B.1.27 Delegation of Authority). http://osp.unm.edu/proposals/index.html

Team Updates

Award Team

Budget Revision Request

Proposal Team

Proposal Appt. Review

Don't forget to schedule your Comprehensive Component Review Appointment.

The proposal review appointment form allows the PI or designated representative to choose three preferred proposal review dates. Please only chose dates and times when you will be available. There is also a note section to fill in with any additional information you may want the scheduler and/or Proposal Specialist to know.

To request a proposal review appointment with a Proposal Specialist, please visit the OSP Website and click the new & improved Appointment Request button.

CGA Updates

CGA Updates

Reminder on Getting Index Numbers

We <u>must</u> have a PI Org Code in order to set up an index on a new award. If you have a new PI in your department, you can go to http://fsm.unm.edu/forms.html and request a PI Org Code through their Banner Finance Organization Code form. The sooner you request a PI Org Code, the sooner we can set your award up!

Closeouts Being Done in Workflow

In May 2018's RAN Meeting, we talked about working towards using the 90 Day Grant process in Workflow to close and extend all funds. Using Workflow increases efficiency, both for extensions and closeouts, as well as communication. It also gives departments the opportunity to see where their extensions are in the process. Many of you have already been using the 90 Day Grant Workflow process, though there are some departments still closing awards via email with their fiscal monitor. As of March 1st, all closeouts are required to go through Workflow unless the fund is not in there – such as transfer awards or early close-outs. Your fiscal monitor will be reaching out to you if you have items in your Workflow that need to be completed. If you haven't been using Workflow for the 90 Day Grant process and need assistance, please let your fiscal monitor know.

National Science Foundation – New PAPPG Available
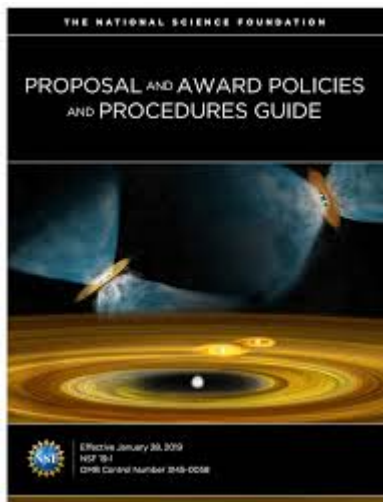
The National Science Foundation's updated Proposal & Award Policies & Procedures Guide (PAPPG) is now available and is effective for proposals submitted, or due, on or after February 25, 2019. Participant Support has been updated to clarify when a speaker at a conference can be considered a participant. It also explains that room rental fees, catering costs, and supplies related to a NSF-sponsored conference cannot be considered a part of participant support. NSF mentions that human subject payments (participant incentives) should be included in "Other Direct Costs" in your budget. Most of the clarification in participant support has already been a part of NSF's newsletters and/or FAQs and part of UNM's standard procedures.

To see all the changes, go to https://www.nsf.gov/pubs/policydocs/pappg19_1/index.jsp.

If you have any questions, please contact OSP at (505)277-4186 or osp@unm.edu.

From NIH Extramural Nexus Listserve

Reminder to Address Inclusion of Individuals Across the Lifespan in Grant Applications:

Effective for due dates January 25, 2019 or later, keep in mind the following changes to your applications and progress reports. Continue reading →

Updated NIH Policy for Resubmission of New Investigator R01 Applications:

The NIH Center for Scientific Review and National Institute of Mental Health will no longer offer a special deadline for new investigator resubmission applications. This change goes into effect starting with R01 applications submitted for due dates on or after January 25, 2019. Continue reading →

Note 2-Step Submission Process for RPPRs with Inclusion Enrollment Data:

With the launch of the new Human Subjects System (HSS), there is now a new two-step submission process for any Research Performance Progress Reports (RPPR) reporting inclusion enrollment updates. Continue reading →

NIH Extramural Nexus

Individual Inclusion

Updated NIH Policy

RPPR 2-Step Submission

Pop Quiz Questions

Answers for the January 2019 pop quiz

1) b

2) d

3) b

Contact Us

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

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(505) 277-4186
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CGA
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OSP is on Twitter. Please follow us @OSPUNM1.

Pop Quiz

1. Which of the following changes does NOT require prior National Science Foundation Approval?

   a. Change in objectives or scope
   b. Change in principal investigator
   c. Change in principal investigator's level of effort
   d. Change in allocation within a single budget category

2. Which of the following is considered program income?

   a. Petty cash reimbursements
   b. Tuition from training programs developed under grant
   c. Rental or usage fees from equipment purchased with grant funds
   d. Interest earned on advances of federal funds

3. Request for proposal (RFP) and Request for Application (RFA) are examples of?

   a. Audit guides
   b. Proposal solicitations
   c. Mailing designations
   d. Government agencies

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