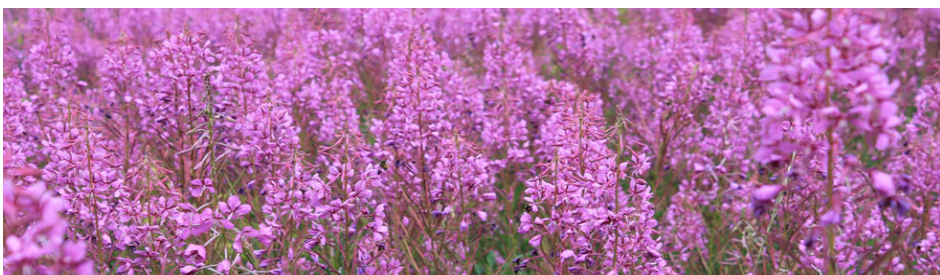


# IN A FLASH

The Office of Sponsored Projects and Contract & Grant Accounting Newsletter

March 2019 Edition

## Spring is here!



## Fun Facts

### 10 Fun Facts About Spring

March 20th was the first day of spring. For many of us, the change from winter to spring delivers a much-needed break from cold, snowy days. For others, spring represents a time of great change and new beginnings. In honor of the changing season, here are 10 fun facts to get you excited for spring.

1. The earliest known use of the term “spring cleaning” was in 1857.
2. We’ve used the word “spring” for the season since the 16th century.
3. The first day of spring is called the vernal equinox.
4. The first spring flowers are usually daffodils, dandelions, lilies, tulips, iris and lilacs.
5. Spring fever isn’t just a saying – experts say the body’s makeup changes due to different diets, hormone production and temperature.
6. There’s more daylight during spring because the earth’s axis tilts toward the sun at this time of the year.
7. “Tornado Alley” is at its most active state during the spring.
8. Hurricane season begins in late spring.
9. On the first day of spring, the sunrise and sunset are about 12 hours apart everywhere on earth.
10. If you stand at the equator on the first day of spring, you’ll see the sun pass directly over-head. This happens only twice a year – the first day of spring and the first day of autumn.

<http://wdrn.com/2014/03/20/10-fun-facts-about-spring/>

## In This Issue

Fun Facts

Team Updates

Award Team Pgs. 2 & 3

Proposal Team Pg. 3

Contract Team Pg. 4

CGA Updates Pg. 5

DOJ Update Pg. 5

NIH Extramural Nexus Pg. 6

Pop Quiz Pg. 6



## Team Updates

Award Team

Request to Spend Funds

Spend Funds Approval



## 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:

Betsy Drellack,  
Supervisor, Fiscal  
Services Special Projects  
[bdrellack@unm.edu](mailto:bdrellack@unm.edu)  
505-277-2258

## TEAM UPDATES

### Award Team

#### Request to Spend Funds

Prior to the receipt of an official notice of award for a sponsored project, the Principal Investigator (PI) may request an approval to have an Index assigned or supplemented and spend a specified amount of money for a specified period of time before the official notice of award is received.

This process may also be used to continue an existing award pending receipt of an anticipated renewal, supplement or continuation from the sponsor or funding agency.

#### Requesting an approval to spend funds (RTSF)

An RTSF Form and an Award Budget Sheet (ABS) for the requested total needs to be submitted to the Office of Sponsored Projects (OSP) [osp@unm.edu](mailto:osp@unm.edu). These forms are available online at <http://osp.unm.edu/forms/index.html>

1. There must be a justifiable need to an advance commitment of funds.
2. Requests must have a firm written commitment by the sponsor documenting that an award is forthcoming and anticipated in the near future. This can be an informal email from the PI and/or Program Officer, but must include the Sponsors Grant Officer as well.
3. Contracts (as opposed to grants under expanded authorities) require confirmation of a "hard start date" in the documentation provided.
4. Requests will be considered for amounts up to 25% of anticipated award total.
5. A maximum of 90 days may be requested for pre-award spending.
6. The Request to Spend Funds Form must be filled out completely and include an over-expenditure Index. This identified index must be an unrestricted account and committed by the Department Chair, Center Director and/or Dean with enough available funding to cover the risk of a delayed start date or failure of an agency to make an award as anticipated.



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

# TEAM UPDATES

## Award Team (continued)

### Requesting an approval to spend funds (RTSF) (Continued)

7. The Request to Spend Funds Form must be signed by a Department Chair or Center Director acknowledging that in the event the anticipated funding is not received, all costs incurred under the RTSF are the responsibility of the approving department and will be charged to the over-expenditure Index.

If the Department Chair or Center Director is unable to provide funding for losses incurred as a consequence of the approval of the request, but does endorse the request, it may be recommended for approval by the Dean. Signatures by Department Chairs, Center Directors and/or Dean acknowledge that no costs incurred under the Request to Spend Funds will be borne by the OVPR and the Department will be liable.

8. The completed form is to be submitted to OSP [osp@unm.edu](mailto:osp@unm.edu) with the sponsor's written commitment and Award Budget Sheet (ABS).

9. OSP will process the RTSF to Contract and Grant Accounting for index assignment.

RTSF's for continuance of an existing award will need to follow the same steps as 1-8 above.

Once received OSP will forward the request to Contract and Grant Accounting to update banner accordingly.

If the award is not received in 90 days, no further expenditures will be authorized and a second RTSF will need to be submitted and approved.

## Proposal Team

### Proposal Review Matrix

#### Comprehensive Proposal Review

Comprehensive proposal review and submission appointments are advised to be scheduled by the PI no less than two days prior to the official sponsor-imposed deadline. Appointments are coordinated with the OSP Scheduler. Appointments are based on OSP Staff availability on a first come, first served basis. Appointments may be two to four hours in length, as determined by specific sponsor requirements and proposal complexity.

It is the expectation of OSP that the PI, or designated representative, make themselves available by phone or email during the last one to two hours of the appointment for revisions, if deemed necessary, for the advancement of the proposal. It is the expectation of OSP that upon conclusion of the scheduled comprehensive proposal review, the reviewed and approved proposal will be submitted.

#### Essential Component Review

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. Although the scope and duration of the OSP review is limited, the proposal is not deemed late until the official sponsor-imposed deadline. 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).

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

## Team Updates

Award Team

Continued

Proposal Team

Proposal Rvw. Matrix

Contract Team

Federal Funding



### Pop Quiz Questions

Answers for the February 2019 pop quiz

1) d

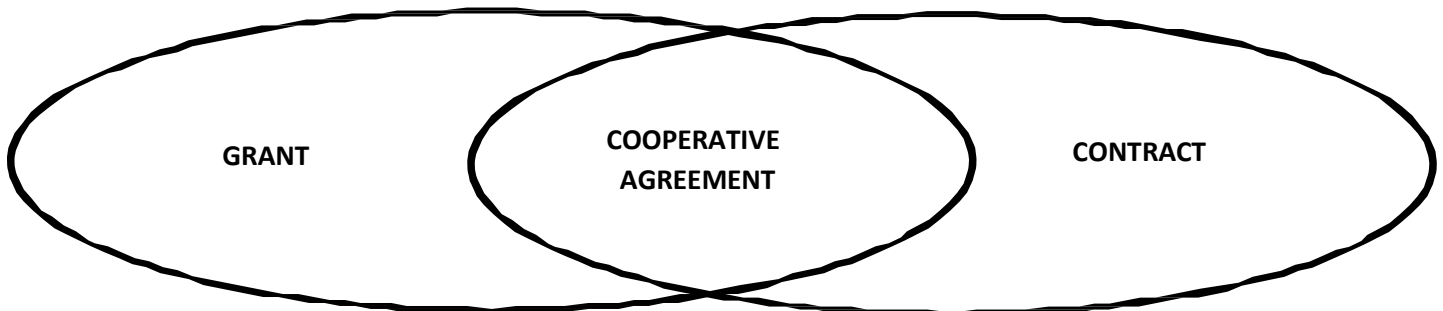
2) c

3) b

**Please take a moment to complete the OSP & CGA Surveys which close Friday, March 29<sup>th</sup>. Click [this link](#) to find the surveys on the OSP website.**

## Contract Team

### Federal Funding (Grants vs Cooperative Agreements vs Contracts)



	Federal Grants	Federal Cooperative Agreement	Federal Contracts
<b>Basic Purpose</b>	A flexible instrument designed to provide money to support a public purpose. Assistance with few restrictions.	A flexible instrument designed to provide money to support a public purpose. Assistance with involvement between parties.	A binding agreement between a buyer and a seller to provide goods or services in return for consideration (usually monetary). Procures goods or services.
<b>Terms &amp; Conditions</b>	Governed by the terms of the grant agreement	Governed by the terms of the cooperative agreement	Governed by Federal Acquisition Regulations
<b>Scope</b>	Conceived by PI. Flexible as to scope of work, budget, and other changes.	Conceived by PI. Typically flexible as to scope of work, budget, and other changes	Conceived by sponsor. Relatively inflexible as to scope of work, budget, and other changes
<b>Solicitation</b>	Application kit or guidelines	Request for application	Request for proposal or quote
<b>Effort</b>	Diligent efforts are used in completing research and the delivery of results	Diligent efforts are used in completing research and the delivery of results	Significant emphasis placed on delivery of results, product, or performance
<b>Sponsor Involvement</b>	None	Substantial involvement	Approves activity, expects results
<b>Payment</b>	Payment awarded in annual lump sum	Payment awarded in annual lump sum unless otherwise specified in the cooperative agreement	Payment based on deliverables and milestones
<b>Re-budgeting</b>	Flexible	Usually flexible	More restrictive
<b>Reporting</b>	Annual reporting requirements	Reporting requirements determined by the cooperative agreement	Frequent reporting requirements
<b>Flexibility</b>	Principal Investigator has more freedom to adapt the project and less responsibility to produce results	Substantial involvement is expected between the executive agency and the State, local government, or other recipient when carrying out the activity contemplated in the agreement.	High level of responsibility to the sponsor for the conduct of the project and production of results



## CGA Updates

Welcome Ernesto

Chrome River Approvals



## CGA Updates

### Extending a Warm Welcome

We would like to welcome Ernesto Trujillo to the Contract & Grant Accounting team! Ernesto has over 19 years of accounting experience working at Lovelace Respiratory Research Institute, where he spent the last seven years in their Contract & Grant Accounting Department. He has held various positions at Lovelace Respiratory over the years, starting as an Accounting Specialist and working his way up to a Financial Analyst III. He received his BBA in Accounting from New Mexico Highlands University and his MBA in Finance from the College of Santa Fe. He will be a fiscal monitor over awards from College of Education, College of Fine Arts, School of Law, University College as well as some awards from the School of Engineering. We are excited to have him as part of our team!

### Chrome River Approvals

Due to more frequent audits and increased scrutiny, beginning immediately, Contract and Grants will return Chrome River Reports that do not indicate a sufficient Business Purpose. Departments need to place the Business Purpose front and center for ease of review by Auditors.

Please include the following in the **HEADER** of each Chrome River Expense report:

The five W's: Who (is being reimbursed), what (is being reimbursed with agendas to support), when (was were the costs paid), where (travel/meeting locations) and why (how does this benefit the grant). **When using grant funding, the business purpose needs to specifically state how the expense benefits a grant or helps to fulfill its purpose.**

Keep in mind the more the Auditors must search, the more they search for!

If you have any questions, please contact  
Mark Herrell at [mherrell@unm.edu](mailto:mherrell@unm.edu) or Ryan Perry at [rsperry@unm.edu](mailto:rsperry@unm.edu).

*All photos courtesy of  
<https://brandassets.unm.edu/assetbankunm/>*

## Grants.gov Newsletter Item



### AGENCY SPOTLIGHT

New Funding Opportunities  
Posted by DOJ

Here are the most recent grant announcements from the [U.S. Department of Justice](#).

## Grants.gov

Agency Spotlight



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

## NIH Extramural Nexus

Filenames

Easier Uploading

Welcome New Director



## Pop Quiz Questions

Answers for the March 2019 pop quiz

- 1) b
- 2) c
- 3) a

## From NIH Extramural Nexus Listserve

Keep Filenames in Grant Applications Short and Sweet

Attaching a file to your grant application? Make sure the filename is under 50 characters. [Continue reading →](#)

Uploading Studies to ClinicalTrials.gov Just Got Easier

When conducting clinical trials, NIH funding recipients are required to register their study at ClinicalTrials.gov. To make registration easier, a new feature in the eRA Human Subjects System (HSS) allows applicants and recipients to export study record entries as an XML file, and upload fields that are captured in both systems directly into ClinicalTrials.gov's Protocol Registration and Results System (PRS). [Continue reading →](#)

Welcome the New Director for the NIH Center for Scientific Review – Dr. Noni Byrnes

By [Mike Lauer](#)

It gives me enormous pleasure to extend my warm congratulations to a friend and colleague, Noni H. Byrnes, Ph.D., for her recent selection as the new Director for the NIH Center for Scientific Review (CSR). [Continue reading →](#)

## Pop Quiz

1. Expanded authorities delegate which of the following?
  - a. Change of institution
  - b. Modification of budget
  - c. Renovation of laboratory space
  - d. Change of the principal investigator
2. The National Institutes of Health is part of the:
  - a. Environmental Protection Agency
  - b. National Science Foundation
  - c. Department of Health and Human Services
  - d. Centers for Disease Control and Prevention
3. Which of the following is the most appropriate use of federal agency guidelines for writing a proposal?
  - a. Should be followed closely
  - b. Can be followed if convenient
  - c. May be modified at discretion of principal investigator
  - d. Are to used only for budgets and signature pages

## 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](#).

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](#)