

IN A FLASH

The Office of Sponsored Projects and Contract & Grant Accounting Newsletter 2020 4th Quarter Edition

OSP & CGA Office Hours

Both UNM Office of Sponsored Projects (OSP) and Contract and Grant Accounting (CGA) staff continue to work remotely until further notice in accordance with UNM's Bringing Back the Pack guidelines. Please continue to contact OSP and CGA staff via email or IM to ensure your inquiries are answered in a timely manner. Also, some matters can be handled quickly with just a phone call, so please include phone numbers in your emails. For more information regarding UNM's Bringing Back the Pack guidelines, please visit: <https://bringbackthepack.unm.edu>.

Please be sure to visit both the OSP (<https://osp.unm.edu/>) and CGA (<https://cgacct.unm.edu>) webpages for additional information and updates.

To expedite your requests, please direct questions as follows:

Contract and Grant Accounting:

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

Office of Sponsored Projects:

- General Inquiries - osp@unm.edu
- New Awards - awards@unm.edu
- New Contract - ospcontracts@unm.edu
- Proposals - ospappointment@unm.edu
- Subawards - awards@unm.edu

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Upcoming Proposal Deadlines



Please be sure to review the link below to ensure you have the most updated deadline dates for NSF Proposals. The key deadline dates are the following:

December:

15th, 16th, 18th, 21st, 30th

January:

4th, 5th, 7th, 8th, 11th, 12th, 13th,
15th, 16th, 18th, 20th.

For the full list of dates based on a specified solicitation, please visit:

https://www.nsf.gov/funding/pgm_list.jsp?ord=date_asc&org=NSF&sel_org=NSF&status=1



The End of the Year is fast-approaching and upcoming proposal deadlines will be here before you know it! Please be sure to request your appointment soon if you are planning to submit a proposal before UNM is closed for Winter Break*.

*UNM (including OSP and CGA) will be closed beginning 12/23/2020 through 01/01/2021.

Appointments for Proposal Review can be submitted here:

<https://osp.unm.edu/proposals/pi-appointment-request-form.html>

For questions regarding proposals please contact the OSP Proposal Team at: ospappointment@unm.edu.



Team Updates

OSP



GRANTS MANAGEMENT TRAINING (GMT 100)

GMT 100 is available via
Learning Central at the
link below:

[Learning Central Link](#)

[OVRP Training Page](#)

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

osp@unm.edu



In Case You Missed It:

UNM OSP recently updated our website to include information and tools that are designed to assist both UNM Faculty and Staff with proposal preparation, as well as, award set-up. Updates include the following:

Electronic Sponsor Portals:

Electronic Portals:

OSP's new Sponsor Electronic Portals page provides a comprehensive list of sponsor portals. The page provides guidance on how to request a user account and additional sponsor resources. The eRA Commons User Account request form can also be found through this page.

Sponsor Electronic Portals: <https://osp.unm.edu/pi-resources/sponsor-portal-rundown.html>

UNM / Home / PI Resources / (New) Sponsor Electronic Portals

Sponsor Electronic Portals

A variety of sponsors have an electronic system for proposal submission and award management. The Office of Sponsored Projects (OSP) helps to manage UNM's accounts and roles for these systems. Proposals submitted through an electronic portal always require OSP approval beforehand.

Accounts can be required for PIs as well as administrators in order to prepare proposals and manage awards. OSP is the Authorizing and Signing Official within each system. Roles vary by system and are managed by OSP. If you do not see a system listed below, please contact OSP so we can establish an account. You can contact osp@unm.edu with any inquiries or general questions.

eRA Commons User Account request form can be found [here](#)

Common Portals



Cayuse 424 (Proposals (S2S))

Cayuse 424 is a system to system application used by UNM to submit proposals to Grants.gov. Cayuse 424 is used for a wide variety of sponsors. Some of the sponsors include: National Institutes of Health (NIH), Department of Defense (DoD) and Department of Education (DoE). A list of funding opportunities and agencies can be found [here](#). Cayuse 424 should be used to submit these proposals unless specifically noted in the solicitation.

Obtaining an Account

Cayuse SP/ Cayuse 424 accounts must be created by OSP. User requests can be submitted through the [User Request Form](#) located on the OSP website.

Resources

Cayuse User Guide can be found [here](#)



Grant Solutions

GrantSolutions is a grants and program management service provider that supports Federal agencies throughout the entire grant's lifecycle. Some of the Federal sponsors include U.S. Department of the Interior and the Department of Health and Human Services. A comprehensive list can be found at: <https://home.grantsolutions.gov/home/partners/>. The US Department of the Interior is slowly rolling out Grant Solutions to all of the awarding bureaus. It has been done in three transition groups. The last group will be transitioned on November 30th 2020. Additional details can be found [here](#).

Obtaining an Account

An account request must be submitted through OSP. The Grant Solutions [User Account Request Form](#) must be completed and sent to osp@unm.edu. OSP will sign the bottom of the form as the Authorized Official and send it to Grant Solutions. Username and password will be sent via email by Grant Solutions. This process can take up to 48 hours.

PIs should request the PD/PI role. Support Staff role can be requested by Department Administrators. All other roles are reserved for OSP.

Resources

Grant Solutions User Guide can be found [here](#)

OSP Reminder:

Please be sure to include a copy of the Excel Budget Worksheet with every proposal submitted to OSP for review. A copy of the Budget Worksheet can be found [here](#).



Team Updates

C&G

New Resources to Keep those Proposals Coming:

Conversion Charts:

% Effort to Person Months Conversion		% Effort to Person Months Conversion		Person Months to % Effort Conversion	
% Effort:	<input type="text"/>	% Effort:	<input type="text"/>	Person Months:	<input type="text"/>
<input type="button" value="Solve"/>		<input type="button" value="Solve"/>		<input type="button" value="Solve"/>	
3 Month Summer Term	- Person Months	3 Month Summer Term	- Person Months	3 Month Summer Term	- % Effort
6 Month Appointment	- Person Months	6 Month Appointment	- Person Months	6 Month Appointment	- % Effort
8 Month Appointment	- Person Months	8 Month Appointment	- Person Months	8 Month Appointment	- % Effort
9 Month Academic Appointment	- Person Months	9 Month Academic Appointment	- Person Months	9 Month Academic Appointment	- % Effort
10 Month Appointment	- Person Months	10 Month Appointment	- Person Months	10 Month Appointment	- % Effort
12 Month Calendar Year	- Person Months	12 Month Calendar Year	- Person Months	12 Month Calendar Year	- % Effort

Reminder Regarding Reviewing Charges:

Actual expenses must be reviewed to ensure they are accurate and allowable.

Items to consider:

Reasonable and necessary

A cost may be considered reasonable if the nature of the goods or services acquired or applied reflect the action that a prudent person would have taken under the circumstances prevailing at the time the decision to incur the cost was made.

Allocable

A cost is allocable to a specific grant if it is incurred solely in order to advance work under the grant and is deemed assignable, at least in part, to the grant.

Consistently applied

Recipients must be consistent in assigning costs to cost objectives.

Costs may be charged as either direct costs or F&A costs, depending on their identifiable benefit to a particular project or program.

All costs must be treated consistently for all work of the organization under like circumstances, *regardless of the source of funding*.

Conforms to any limitation or exclusions

A cost is allowable if it is reasonable, allocable and conforms to the cost principles and the sponsored agreement AND is not prohibited by law, regulation or term of award.



The Office of Sponsored Projects is in the process of developing a new proposal review appointment system. The new system will allow for a more streamlined appointment request process, making it easier to schedule your review appointment. Additional information about the system will be distributed via the RAN listserv as it becomes available.

We are currently looking for up to 15 UNM Staff or Faculty who schedule proposal reviews or schedule appointment reviews on behalf of UNM Principal Investigators who would be interested in being pilot testers for the beta version of this system. A demo of the beta-site will be scheduled the week of January 11th. **Please contact ospappointment@unm.edu by December 18th if you are interested in participating.**

NEW RESOURCES

Conversion Charts:

Minimum Effort Calculator	
Enter Sunshine Base Salary:	<input type="text"/>
Enter Sunshine Appointment FTE (1-100):	<input type="text"/>
<input type="button" value="Solve"/>	
Reasoned Base Salary at 1.0 FTE:	-
Monthly Rate at 12 months:	-
12 month 1% Minimum Effort:	-
Monthly Rate at 9 months:	-
9 month 1% Minimum Effort:	-

% Effort to Person Months Conversion	
% Effort:	<input type="text"/>
<input type="button" value="Solve"/>	
3 Month Summer Term	- Person Months
6 Month Appointment	- Person Months
8 Month Appointment	- Person Months
9 Month Academic Appointment	- Person Months
10 Month Appointment	- Person Months
12 Month Calendar Year	- Person Months

Person Months to % Effort Conversion	
Person Months:	<input type="text"/>
<input type="button" value="Solve"/>	
3 Month Summer Term	- % Effort
6 Month Appointment	- % Effort
8 Month Appointment	- % Effort
9 Month Academic Appointment	- % Effort
10 Month Appointment	- % Effort
12 Month Calendar Year	- % Effort

Click on images above to visit Conversion Charts on OSP's Website.

IMPORTANT UPDATE

202001 Effort Certifications

The **202001 Effort Reporting deadline** for January 2020 – June 2020 is **on December 18, 2020**. The pre-reviews are required to be completed by November 17th. The Principal Investigators (PI) will start receiving emails on November 18th, listing all of the employees that are ready for certification once the pre-reviews have been completed. Our Effort Reporting Team in CGA will be reaching out to delinquent pre-reviewers for follow up on their past due actions.

As a reminder, if effort is not certified in a timely fashion, these costs cannot be substantiated upon inspection or audit, and thus the costs would be unallowable. If requests from our office to complete certifications are ignored or not done in a timely fashion, **we will have no choice but to move uncertified salary charges off the award as unallowable costs.**

For PIs or pre-reviewers having problems accessing the effort certification system in LoboWeb, please email maineffortrptng@unm.edu for Main campus or HSC-Effort-Reporting@salud.unm.edu for HSC campus and security access will be reviewed and granted if necessary.

On-line training is available thru Learning Central for pre-reviewers and certifiers:

EOD 932 – **Required** Effort Certification Training for Pre-reviewers

Please request BAR role: **“Department Effort Certification Reviewer”**; this role is listed under the Contract & Grant Accounting roles.

EOD 931 – **Optional*** Effort Certification Training for Certifiers (PIs)

MyReports Tools for Effort Certifications

FNRECR Effort Certification Status Report is located in the Finance tab, F All Campus Reports folder. This report provides a list of employees in the effort queue by status and state of the employee record and also allows departments to view any pending actions or actions taken by Organization code.

FNRECD Effort Certification Detail and Summary Report is located in the Finance tab, F All Campus Reports folder. This report, when run in detail, allows users to reconcile between individual pay period percentages and allocations to the total reported in the effort report. **If PIs are unable to access the effort certification system in LoboWeb, this report can be run in Summary mode which will generate a hard copy of the effort certification for digital/wet signature.** Once this is signed (digital or actual signature) a copy can be sent to maineffortrptng@unm.edu and our Effort Reporting Team will complete the actions in the system.

Other resources and FAQ's available at: <http://cgacct.unm.edu/effort-certification.html>

On-line training is available thru Learning Central for pre-reviewers and certifiers:

EOD 932 – **Required** Effort Certification Training for Pre-reviewers

Please request BAR role: **“Department Effort Certification Reviewer”**; this role is listed under the Contract & Grant Accounting roles.

EOD 931 – **Optional*** Effort Certification Training for Certifiers (PIs)

**If a BAR role is being requested by the PI, then the training is required.*

OSP & CGA are both on Twitter!

Please follow us:

[@OSPUNM1](https://twitter.com/OSPUNM1) & [@UNMCGA](https://twitter.com/UNMCGA)



New Features and improvements to FRRCGES Burn Rate Report

We are very happy to announce a few new features and improvements to the Finance FRRCGES - Contract and Grant Ledger Executive Summary report. Access to the MyReports Finance folder, including this report, has recently been granted to all PI's. The FRRCGES Report displays a high-level overview of sponsored research projects and is very useful in terms of getting a "big picture" of the restricted indices you manage. This report can help you monitor the spending rate on your awards (i.e., burn rate). It displays the percent of budget used and the percent of time used for each index. This can help in managing your sponsored research spending rate to ensure that you are able to complete your research within your budget parameters.

The highlight of changes made:

- You can now run this report by PI (either by name or Banner ID)!
- New user-friendly dashboard interface
- Report, along with other All Campus Finance reports, is now available to PI's

This report can be accessed in the following MyReports folder path: Finance\F All Campus Report\FRRCGES – Contract and Grant Ledger Executive Summary.

If you have any questions on this report or how to use it, please contact the Contract and Grant Accounting Office at indexcga@unm.edu.



Labor Redistributions and Effort Certifications coming to Banner 9 Self Service

Due to the [Adobe Flash Player end-of-life](#) date of December 31, 2020, the Banner 8 version of Employee Self-Service module for Effort Reporting and Labor Redistribution (which both use and rely on Adobe Flash Player) will no longer be supported as of January 1, 2021. We are currently working with FSM and IT to move to the Version 9 module for Effort Reporting and Labor Redistribution by the end of this calendar year, which does not require use of Adobe Flash or Adobe Flex. Testing is currently being done, along with updates to training materials. We will communicate when the training materials are updated and will ensure those materials are made available on our website. Although the functionality largely does not change, the following are some changes to expect in the Version 9 module:

- You will no longer access labor redistributions through LoboWeb, rather, the Effort Certifications and Labor Redistribution links will be available in the Employee Dashboard, under My Activities.

The screenshot shows the 'Employee Dashboard' with a sidebar on the left containing links like 'Pay Information', 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. On the right, a 'My Activities' dropdown menu is open, listing 'Electronic Personnel Action Forms (EPAP)', 'Effort Certification', 'Labor Redistribution', and 'Campus Directory'. The 'My Activities' menu is highlighted with a red rectangle.

New dashboard look and feel!

The screenshot shows the new Banner 9 Self Service dashboard. At the top is the University of New Mexico logo. Below it is a navigation bar with links: 'Employee Dashboard', 'Effort Certification', and 'Review Or Certify Reports'. The main content area has a section titled 'Review Or Certify Reports' and another titled 'Certify My Effort'. Under 'Certify My Effort', there is a sub-section 'Review Or Certify Reports' and an 'Effort List' table.

COA	Period Code	Period Description	Name	ID	Start Date	End Date
U	202001	January 1 - June 30 2020	[REDACTED]	101 [REDACTED]	10/15/2020	11/15/2020
U	202001	January 1 - June 30 2020	[REDACTED]	100 [REDACTED]	10/15/2020	11/15/2020
U	202001	January 1 - June 30 2020	[REDACTED]	101 [REDACTED]	10/15/2020	11/15/2020



Revisions to Uniform Guidance and RTC's

The Office of Management and Budget (OMB) mandated awarding agencies adopt recent revisions to 2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). [Agency implementation statements](#) provide specific details on how participating agencies are implementing the [revised Research Terms and Conditions \(RTCs\)](#). In accordance with this requirement, the updated RTCs, which implement the changes to 2 CFR 200, will be fully effective beginning November 12, 2020. This includes the following documents:

- [RTC Overlay to 2 CFR §200](#);
- [RTC Appendix A: Prior Approval Matrix](#);
- [RTC Appendix B: Subaward Requirements](#);
- [RTC Appendix C: National Policy Requirements](#); and
- Agency Specific Requirements for the participating agencies.

The major changes to 2 CFR 200 include, but are not limited to, the following:

- The micro-purchase threshold is now officially increased to \$10,000
- Domestic preferences are encouraged (i.e. Buy American/Hire American)
- Updated and standardized terminology (for example, CFDA replaced with “Assistance Listing number”)
- New section (§200.202) on program planning and design
- Expanded use of the de minimis rate
- New section (§200.216), *Prohibition on certain telecommunications and video surveillance services or equipment* (now aligns with Section 889 of the NDAA 2019)

A training video and slides were prepared in August in anticipation of these changes. To view the [slides](#) and [training video](#), please click on the hyperlinks.

ITEMS TO CONSIDER

Deadlines and Turnaround Times:

Both OSP and CGA are working hard to ensure that all actions received by our offices are complete in a timely manner. Please note that we are currently experiencing some staffing changes and appreciate your patience and consideration in regard to the turnaround time on actions.

Key Ways to Help Contracts Move Faster:

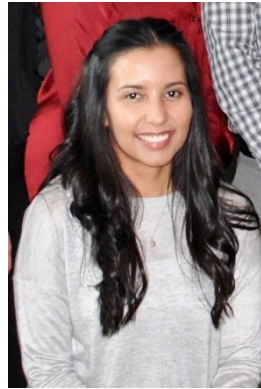
- Please be sure to get the agreement over to OSP for review as soon as possible. Our contract volume is high, and we are not always able to take immediate action upon arrival of a contract.
- We have several OUC-approved contract templates that can be offered to sponsors for consideration and can help streamline the process and reduce review and negotiation processing times. Please contact ospcontracts@unm.edu to work with the Contracts Team to get the appropriate template to your department.



Staff Announcements



Congratulations to Shawnee Martinez (OSP) and Danielle Gurule (CGA)!



We are excited to announce that Shawnee Martinez began a transitioning from the Awards Team to the Contracts Team starting on November 30th! Shawnee has been with OSP since July 2016. Starting as a Sponsored Project Specialist, she had the opportunity to learn proposal review, award set-up, and subaward processing under the constituency service model. In March 2017, when OSP shifted to the team model, Shawnee was assigned to the Awards Team. On the Awards Team, she has grown her knowledge of the Award set-up process and has taken on the more complex actions as an independent award specialist. Shawnee is excited about having the opportunity to round out her knowledge and experience in OSP by adding contract review and negotiations to her skill set.

Danielle Gurule has been promoted to an Accountant 3, filling a vacancy in that position within CGA. She has mastered her skills in research administration and financial award management, learning to manage heavy workloads and still providing outstanding customer support to her departments, while also being an incredible resource and mentor to her peers in our department. Congratulations Danielle!

RAN Working Group

Please join us in congratulating the UNM RAN Working Group for celebrating their one-year anniversary in October 2020! Thank you to the following members for all the time and effort you have contributed to the formation of the group and the success of the RAN:

- Andra Kiscaden
- Antoinette Sabedra
- Betsy Drellack
- Isela Roeder
- Jeremy S Hamlin
- Karen Ann Walker
- Lindsay Ann Britt
- Michelle Casias
- Monica Lynn Fishel
- Monica Vlad
- Stephanie Grace Sanchez
- Vincent C Sarracino



The RAN Working Group continues to grow, and we recently welcomed TWO new members:

- Grace Lynn Faustino
- Tabitha Thomas

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](#)