

# IN A FLASH

The Office of Sponsored Projects & Contract & Grant Accounting Newsletter

September 2019 Edition

## FUN FACTS

Yes, it's FINALLY Fall (well almost). There are so many reasons why Fall is wonderful. Please enjoy reading just a few of them.

**Americans typically refer to this time of year as 'Fall,' while the British use the word 'Autumn.'** Historically, Fall was called "harvest" because of the "harvest moon" that occurs close to the autumn equinox.

**Fall is caused by the Earth's tilt, not our distance from the sun.** When the northern hemisphere tilts towards the sun, we get warmer. When it tilts away, we get colder. Fall and spring are the times of transition.

**Weight gain around this time of year may not be from all the food.** Researchers have found that lack of vitamin D reduces fat breakdown and triggers fat storage. So, the lack of sunlight has more to do with the extra gain than all the pumpkin spice lattes. Well, at least some of it.

**Pumpkin spice has nothing to do with pumpkins.** Pumpkin spice is actually the spice mix used for pumpkin pies. It is made from 3 tablespoons ground cinnamon, 2 teaspoons ground ginger, 2 teaspoons ground nutmeg, 1 ½ teaspoons ground allspice and 1 ½ teaspoons ground cloves. You can make it at home or buy it pre-mixed at the grocery store.

**Fall colors are caused by the amount of sugar in leaves.** The redder the leaf, the more sugar that leaf is storing. That is why Maple trees are so vibrant. Evergreens don't change because their leaves have a thick wax covering that protects the chlorophyll (green) in the leaves.

**Ancient people wore Halloween costumes to hide from ghosts.** The Celtic tradition believed that ghosts roamed the earth on Halloween. Wearing a disguise would help you blend in with these spirits.

**Birds spend most of the fall migrating.** Whether traveling from one state to another, from North America to South America (Swainson's Hawk, 14,000 miles), or from the North Pole to the South Pole (Arctic Tern, 44,000 miles), many birds spend this season traveling to mating grounds or finding food.

**Fall Tourism, aka "leaf peeping," brings in big money for New England states.** The seasonal change brings in around \$3 billion to the small region.

**Children born in the fall are statistically better students and live longer.** According to the UK Department of Education, and the University of Chicago, Fall is the best time to be born.

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# Research Administrators Symposium

## NCURA



## 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

YOU'RE INVITED!

# Research Administrators Symposium

September 25, 2019 • 9 AM-4 PM • Student Union Building

We are back to celebrate \*you\*—the Research Administrators of UNM!

Join us for a day of engaging workshops and networking opportunities with colleagues and experts. Topics include:

Contract & Grant Accounting: Beyond the Basics • Creative Problem Solving • Don't Hesitate— Jump In  
Research Compliance • Everything You Wanted to Know About P-card Purchasing • Financial Wellness •  
Fun with Cayuse and MyReports • Office of Sponsored Projects: Beyond the Basics • Professional  
Development • Research Activities Abroad • Research Roadmap: A Beginner's Guide • Research Data  
Life Cycle • UNM and Sensitive U.S. Government Information • and more!



<https://research.unm.edu/events/rasymposium2019>

## NCURA

### NCURA YouTube Tuesday Videos (Cost Sharing)

[The Basic Definition of Cost Sharing](#)

[Forms of Cost Sharing](#)

[When is it appropriate to cost share?](#)

[The Impact of Cost Sharing](#)

[In-Kind Cost Sharing: Best Practices](#)

[Cost Sharing and Cost Matching...Is There a Difference](#)

For Chrome River questions, please contact  
Mark Herrell at [mherrell@unm.edu](mailto:mherrell@unm.edu) or Ryan Perry at [rsperry@unm.edu](mailto:rsperry@unm.edu).

# Team Updates

## CGA

### Chrome River Approvals

With the increased scrutiny of external auditors, we would like to help everyone meet audit expectations when creating their expense reports. Just a reminder that all expense reports must be independent and produce a clear and accurate record for audit purposes.

Please consider the following when creating travel reports:

**Flight Itinerary** – When airfare has been prepaid, it is appropriate to have the itinerary included in all related expense reports. This enables verification of travel days, per diem, and other expenditures.

UAP 4030: 3.2 & 13.4

**Out of State Travel** – If a traveler chooses to drive instead of fly, a flight comparison from separate airlines must be provided. A best practice to follow would be to pull the comparisons at the time of booking the registration.

Mileage and other associated charges (parking, tolls) should be more cost effective. The reimbursement amount allowed will be the lower of the total air travel costs, or the mileage reimbursement.

UAP 4030: 8.2 & 9.4.2

<http://policy.unm.edu/university-policies/4000/4030.html>

For Chrome River questions, please contact

Mark Herrell at [mherrell@unm.edu](mailto:mherrell@unm.edu) or Ryan Perry at [rsperry@unm.edu](mailto:rsperry@unm.edu).

If you have any other questions, please contact CGA at (505)277-4721 or [indexcga@unm.edu](mailto:indexcga@unm.edu).

# Proposals

## NSF Advisory

8/26/19 - Now available in Research.gov: Proposers can delete in-progress Collaborative Proposals with Subawards as well as associated in-progress PFUs and budget revisions. [Click here for more details.](#)

7/22/19 - ATTENTION: On August 20, 2019, NSF began enforcing the grace period for users with multiple NSF accounts. Click [here](#) for information to avoid systems access suspension if you have multiple accounts.

# Team Updates

## CGA

Chrome River Approvals

## Proposal Team



The U.S. General Services Administration (GSA) Provides Projected Timeline for Implementation of New Unique Entity Identifier Replacing D-U-NS® Number

For more information, click [here.](#)



## Team Updates (cont.)

### Award Team

#### Workflow



## Awards

### USING WORKFLOW TO CLOSE OR EXTEND YOUR PROJECT

This is to assist in completing a Workflow action when receiving a Closeout Notification 90 days before the award project end date. This action will be in the Department Administrator's window:

Worklist  
Extend Or Close Out Grant

Grant:  
Fund:  
PI:  
Index::  
Sponsor:  
Title: Improving Memory Performance by Augmenting Consolidation with Transcranial Stimulation (IMPACTS)

\* Status  
 Close  
 Extend

If extending the grant, enter the new end date:  
New Date: 08-Mar-2019

\* Comments: Extend 1 year [TEST]

Complete Save & Close Cancel

#### How to Extend or Close Your Award:

- If the award is going to close at the budget end date, then choose "Close" under the status field and input comments if needed. This tells both Workflow and your Fiscal Monitor that the award is ending and a No-Cost Extension (NCE) will **not** be needed.
- If you are receiving an NCE from the sponsor or would like for OSP to request an NCE on your behalf to the Sponsor, choose "Extend" and enter the expected new end date. In the comments section please include the following information:
  - A justification for the extension (5-6 sentences). This should outline why you are requesting an extension and what work will be completed during the extension.
  - If this is not your first NCE request, please include an estimated amount of funds that will be used during the extension period (remaining funds) and how these funds will be used.
  - If you have already received an NCE from the sponsor, please forward it to [osp@unm.edu](mailto:osp@unm.edu).

#### Why Workflow Closeout is Helpful:

- Allows your Fiscal Monitor to know that an extension is expected.
- Providing the above information ahead of time helps OSP process your NCE faster prior to your award ending.
- Allows OSP to provide departments and PIs with status updates via Workflow or email.
- Please keep in mind that some agencies require NCE requests to be submitted 30-60 days prior to the project end date.

## Warm Welcomes

**It is with great pleasure that Contract and Grant Accounting and the Office of Sponsored Projects welcomes 4 new staff members to our team!!**

### **Michelle Casias – Manager, OSP**

It is our pleasure to introduce to you Michelle Casias who joined the Office of Sponsored Projects (OSP) on September 16, 2019!

Michelle Casias is the Proposals and Research Administration Systems Manager for OSP. In her role she will oversee the day-to-day operational activities of the proposal team and the Cayuse proposal submission system.

Prior to joining the OSP team, she held leadership roles at the Greater Albuquerque Chamber of Commerce and the New Mexico Higher Education Department (NMHED). As the Director of Operations and Executive Affairs with NMHED, she oversaw day-to-day operations for the Office of the Secretary and led multiple divisions, including those responsible for administering state and federal funds for programs focused on college and career readiness and adult education and literacy. Before serving in state government, she worked as a Program Manager for the Health Sciences Center and a local community-based organization. As a Program Manager, she developed and submitted proposals and oversaw a variety of grants funded by public and private entities with research, academic, and student support components.

Michelle comes to OSP with extensive knowledge and experience in operations management, proposal preparation and processing, grant management, policy and procedure development, regulatory compliance, and contract negotiation and management. She has a Bachelor's degree in Business Administration with a concentration in Operations from Anderson School of Management at the University of New Mexico.

Please join us in welcoming her to the team!

### **Rachel Lukes – Sponsored Projects Specialist, OSP**

Please welcome Rachel Lukes to the OSP Awards Team! Rachel is native to Albuquerque and has worked at the University of New Mexico since 2015, beginning at UNM Continuing Education as a work study and student employee. She graduated with her BLA from the University of New Mexico in 2016 with focuses in Earth and Planetary Sciences and American Studies. Rachel has since gained experience during her time at UNM as an Administrative Assistant, an Enrollment Service Representative, and working two years as an Admissions Advisor before joining the OSP Awards team. In addition to her furry interests, she also enjoys cooking, reading, and horror films. She has four dogs (Echo, Oscar, Wednesday, and Lucian) and volunteers her spare time as a Foster Provider for Animal Humane NM.

## Warm Welcomes

Michelle Casias

Rachel Lukes



## NIH Story

[Early Stage Investigator \(ESI\) Extension Request Process Moving to eRA Commons.](#)



## Warm Welcomes (cont.)

### James Seegers – Accountant 3, CGA

It is with great pleasure to announce that James Seegers has joined the Contract and Grant Accounting Team as our new Accountant 3! His focus will be on analytical work and monitoring tools for our department.

James has over 20 years of accounting experience working at Sandia National Labs, Los Alamos National Labs, and a local CPA firm. He started in public accounting as a staff accountant where he worked for 6-plus years on audits of financial statements, payroll, bookkeeping, accounts receivable and accounts payable. James then spent 7 years at Los Alamos National Laboratory as an Accountant III, working in various departments at the Labs, including general accounting and benefit accounting. He was most recently at Sandia National Laboratory from 2013 to 2018 as a Benefits Analyst responsible for the administration of their 401k plan and various insurance plans. We are excited with the wealth of experience and skills that James will bring to the table.

James received his Bachelor of Business Administration, with a concentration in Accounting, from the University of New Mexico in 2002. He is also a non-practicing CPA, earning his license in April of 2007.

### Ryan Sishc – Sponsored Projects Specialist, OSP

Please extend a warm welcome to Ryan Sishc, newest OSP Contract Team member! Ryan moved to Albuquerque in 2014 from his home town of Los Lunas to attend the University of New Mexico. While studying English and History, Ryan Sishc joined UNM's staff as an office aid at UNM's Anderson School of Management. After graduation in the Spring of 2018 he was brought on as a full-time Administrator for the Department of Organizational Studies.

An aspiring teacher and an amateur artist, Ryan has done work as both a copywriter for an NSF sponsored marketing lab and as a production artist making glass mosaics for a company based out of Houston Texas. With any luck he expects to be admitted into UNM's Political Science program as a master's student come the Spring semester of 2020.

Having grown up in small-town New Mexico, there is nowhere Ryan feels more at home than in the high-deserts and rocky-mountains of the southwest. So, there are few things he enjoys more than long back-packing trips into the American wilderness; whether it's to fish, hike, or simply set-up camp and enjoy a campfire. However, since most travel tends to get in the way of work; Ryan spends most his days and nights off reading, writing, and, of course, spends far too much time plugged-in online.

## Warm Welcomes

James Seegers

Ryan Sishc



## NIH Story

[Linking ORCID Identifiers to eRA Profiles to Streamline Application Processes and to Enhance Tracking of Career Outcomes](#)



## Agency Spotlight

Department of State



## Pop Quiz Questions

Answers for the June 2019 pop quiz

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

## Grants.gov Agency Spotlight



New Funding Opportunities Posted by Department of State.

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

## Pop Quiz

1. A facilities and administrative cost (indirect cost) rate is usually established based on:
  - a. Prior actual costs.
  - b. Reimbursed costs.
  - c. Capital expenses.
  - d. Unaudited expenses.
2. How many days do recipients of federal grant funds have to submit final reports after completion of the project?
  - a. 30
  - b. 60
  - c. 90
  - d. 120
3. Which of the following was enacted as a uniform patent policy among the many federal agencies that fund research?
  - a. Patriot Act
  - b. Bayh-Dole Act
  - c. Solomon Act
  - d. Davis-Bacon Act

## 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](#)