

# Research Administration Update November 20<sup>th</sup> 2019

## Grants & Contracts Administration



# Agenda

- GCA Updates
- New Sponsor Request Form
- New Investigator requirements for set up
- Cayuse Account Request
- eRA Commons Registration
- Cost Transfers
- UMASS Grant Closeout Checklist
- Billing/Reporting
- ProCard Gift Card
- Research Volunteer Compensation Form

# GCA Updates

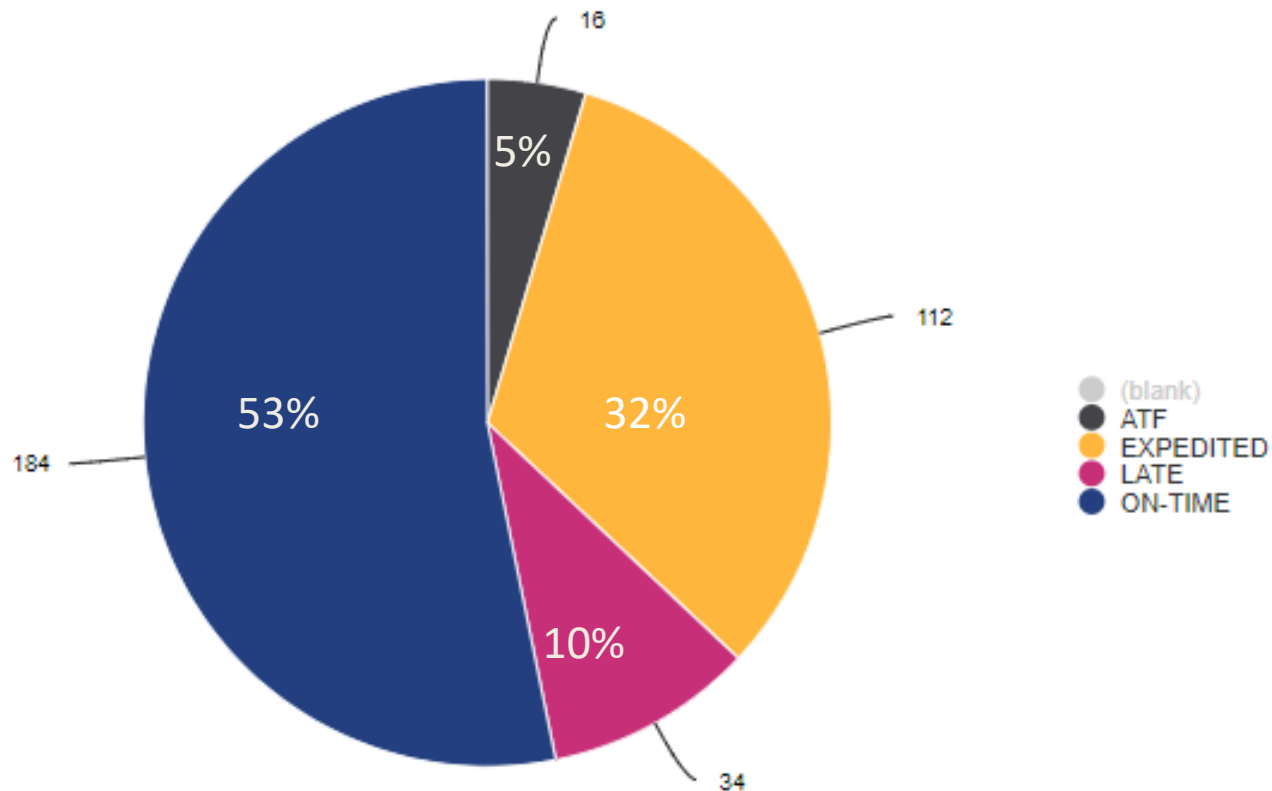
- RAU – Next meeting Feb 26
- March and April – Training ideas
- Pre-award system update

# FY20 Q1 Report

	<u>September 30, 2018</u>		<u>September 30, 2019</u>	
<b>Total Direct</b>	\$185,717,721		\$188,749,683	
<b>Total Indirect</b>	<u>\$78,746,484</u>		<u>\$78,146,927</u>	
<b>Total</b>	<b>\$264,464,205</b>		<b>\$266,896,610</b>	
<b>Federal-NIH</b>	\$171,152,248	64.7%	\$168,164,010	63.0%
<b>Federal-Other</b>	<u>\$43,609,243</u>	16.5%	<u>\$46,969,933</u>	17.6%
<b>Total Federal</b>	<b>\$214,761,491</b>	<b>81.2%</b>	<b>\$215,133,943</b>	<b>80.6%</b>
<b>Foundations</b>	\$19,965,167	7.5%	\$20,934,368	7.8%
<b>Industry</b>	\$18,585,636	7.0%	\$19,641,291	7.4%
<b>Other***</b>	\$11,151,911	4.2%	\$11,187,008	4.2%
		100.0%		100.0%

# Proposal Status FY20

Proposal Status Through November 13, 2019



# New Sponsor Request Form



## Office of Sponsored Programs Grants & Contracts Administration

[HOME](#)[THE AWARD  
LIFECYCLE](#)[FACT  
SHEET](#)[POLICIES,  
GUIDANCE &  
FORMS](#)[ELECTRONIC  
RESEARCH  
ADMINISTRATION](#)[COMPLIANCE](#)[CONTRACTS AND  
SUBCONTRACTS](#)[RESEARCH  
ADMINISTRATION  
UPDATES](#)[LIMITED  
SUBMISSIONS](#)[OSP  
STAFF](#)

### Forms

[New Sponsor Request](#)[eRA Commons Account Request  
Form](#)

## New Sponsor Request Form

Please use this form to request changes to an existing sponsor or adding a new sponsor to the PeopleSoft Grants Sponsor table.

### New/Update Sponsor

New Sponsor  Changes to Existing Sponsor/Customer

### \*Entity Legal Name

### \*Requester's Email

### Attachments

 No file chosen



# New Sponsor Request Form

Now located on the OSP website as a fillable webform.

When do you need to complete the form?

*The Sponsor is not listed in PeopleSoft when you build a proposal.*

What needs to be attached?

*Nothing for new/Sponsor letter for Changes to Existing*

Where does it go once submitted?

*The President's Office for set up.*

Who is notified?

*OSP will be notified when complete and will forward to initiator.*

<https://www.umassmed.edu/research/sponsored-programs/policies-guidance--forms/rfsform/new-sponsor-request/>

# New Sponsor Request Form

New Sponsor form requirements:

- Entity name
- Address
- Website
- Contact name and information (if applicable)
- IRB for Click Commerce (yes or no)

When a request is received, the President's Office completes several verification steps before creating or making updates to a sponsor or customer.

These steps include: reviewing the entity's website, checking PeopleSoft to prevent duplicate entries, and confirming the entity's legal name and status using the IRS nonprofit listing or local Secretary of State business registration listing, as applicable.

Occasionally, additional information may be requested from the campus in order to ensure that the correct legal entity is set up.



# New Sponsor Request Form

Changes to an existing Sponsor:

**New/Update Sponsor**

New Sponsor  Changes to Existing Sponsor/Customer

**\*Entity Legal Name**

**\*Sponsor/Customer Number**

**\*What Needs to be Changed**

**\*Requester's Email**

**Attachments**

Choose Files No file chosen

**Submit**

In requesting changes to an existing Sponsor, complete the form fields and provide an explanation of the change.

For Attachments, you can simply upload a copy of the letter that was received from the Sponsor indicating their change in name/address/etc.

# New Investigator Set Up



## Office of Sponsored Programs Grants & Contracts Administration

[HOME](#)[THE AWARD  
LIFECYCLE](#)[FACT  
SHEET](#)[POLICIES,  
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### Policies, Guidance & Forms

[Forms](#) >[Grant Transfers](#)[New Investigator Requirements](#)[NIH Proposal Information](#)[Research Policies & Procedures](#)

### New Investigator Requirements

New and/or first-time UMMS employees with intentions to submit sponsored-project applications are required to sign the UMMS Participation Agreement and acknowledge receipt of the institutional conflict of interest and intellectual property policies before being granted Principal Investigator status.

The forms and policies are listed below. Once completed, please scan signature page from each agreement to OSP [research.funding@umassmed.edu](mailto:research.funding@umassmed.edu).

Forms:

[PI Eligibility Policy](#)

[Participation Agreement \(includes Intellectual Property policy\)](#)

[Acknowledgement Form \(Includes Conflict of Interest policy\)](#)

# New Investigator Set Up

In order to make a PI eligible and available in PeopleSoft, you must complete the following forms:

Participation Agreement (includes Intellectual Property policy)

Acknowledgement Form (Includes Conflict of Interest policy)

Once completed, please scan signature pages only from each agreement to the OSP central mailbox: [research.funding@umassmed.edu](mailto:research.funding@umassmed.edu)

You can also review the policy regarding PI Eligibility at the same location.

<https://www.umassmed.edu/research/sponsored-programs/policies-guidance--forms/new-investigator-requirements1/>

# Cayuse Account Request

New faculty, postdocs and graduate students intending to submit a grant or fellowship proposal to federal funding agencies via Grants.gov, as well as those providing their administrative support, will require a Cayuse account.

Please e-mail the following information to the OSP central mailbox:  
[research.funding@umassmed.edu](mailto:research.funding@umassmed.edu)

Full Name

Department Name

Full School Address including **9 digit zip code**

Title (e.g., Assistant Professor, Postdoctoral Associate, etc.)

Role (e.g., Principal Investigator or Assistant)

Phone & Fax

UMMS e-mail address

OSP will email the registrant their username with a link to Cayuse with instructions on changing their password.

# eRA Commons Registration

This electronic form is located on the OSP website under Policies, Guidance & Forms.

When do you need to complete the form?

New registrations only.

What needs to be attached?

No attachments required.

Where does it go once submitted?

OSP receives the completed form.

Who is notified?

eRA Commons will notify the person being registered via email with their username and temporary password.

# eRA Commons Registration

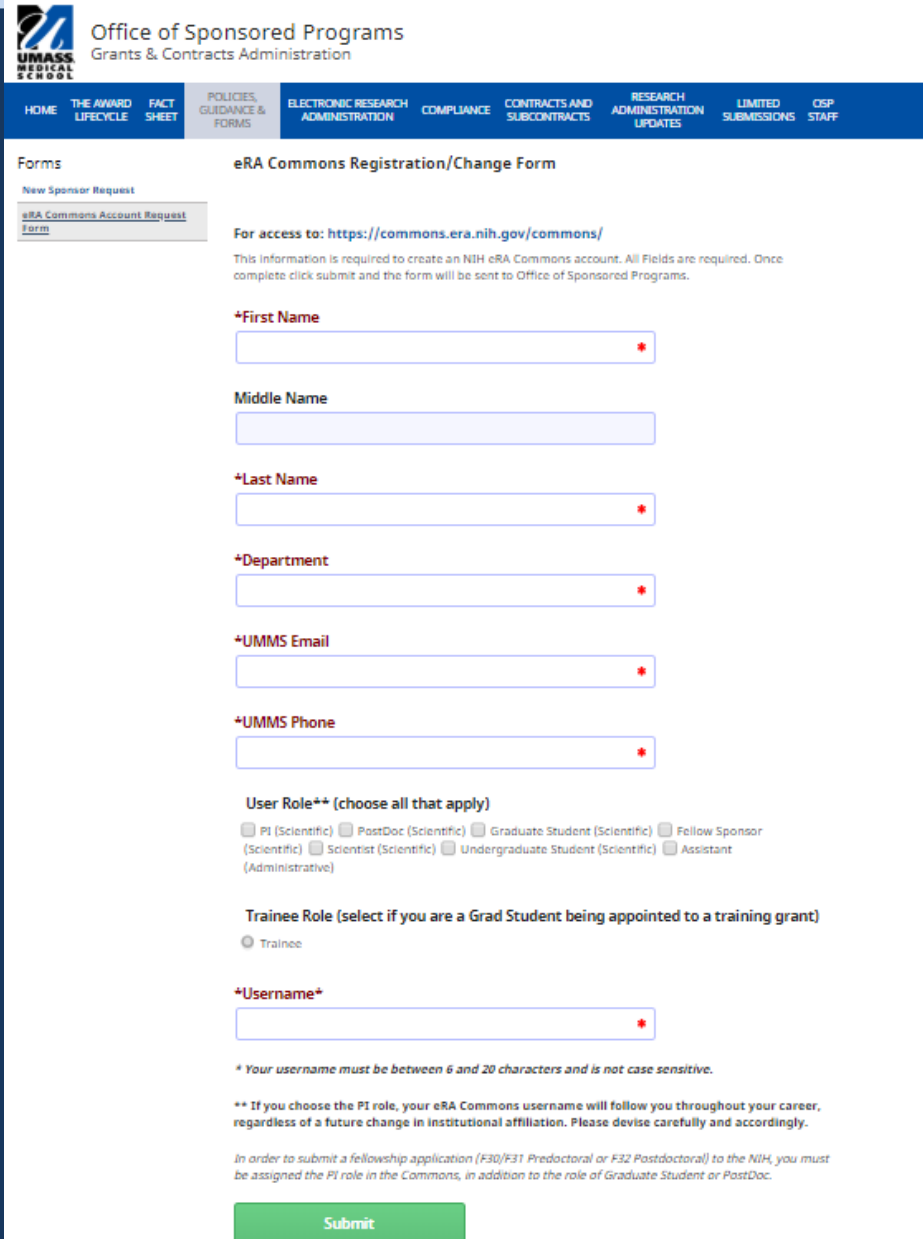
## Mandatory Fields to complete:

Name  
Department  
UMass email account  
UMass phone number  
Select Role (PI/Admin/Trainee)  
Username

Your username must be between 6 and 20 characters and is not case sensitive.

This form needs to be filled out if you are requesting a new eRA commons account.

By hitting the submit button, the form will be sent electronically to the OSP central mailbox and processed within 2 business days.



The screenshot shows the 'eRA Commons Registration/Change Form' from the Office of Sponsored Programs. The form includes a navigation menu with links like HOME, THE AWARD LIFECYCLE, FACT SHEET, POLICIES, GUIDANCE & FORMS, ELECTRONIC RESEARCH ADMINISTRATION, COMPLIANCE, CONTRACTS AND SUBCONTRACTS, RESEARCH ADMINISTRATION UPDATES, LIMITED SUBMISSIONS, and OSP STAFF. The form title is 'eRA Commons Registration/Change Form' and it is categorized under 'Forms' and 'New Sponsor Request'. A link for 'eRA Commons Account Request Form' is provided. The form contains several required fields marked with an asterisk: \*First Name, \*Last Name, \*Department, \*UMMS Email, and \*UMMS Phone. There is also a 'User Role\*\* (choose all that apply)' section with checkboxes for PI (Scientific), PostDoc (Scientific), Graduate Student (Scientific), Fellow Sponsor (Scientific), Scientist (Scientific), Undergraduate Student (Scientific), and Assistant (Administrative). A 'Trainee Role (select if you are a Grad Student being appointed to a training grant)' section has a radio button for 'Trainee'. The \*Username+ field is at the bottom. A green 'Submit' button is at the very bottom. A note at the bottom states: '\* Your username must be between 6 and 20 characters and is not case sensitive.' and '\*\* If you choose the PI role, your eRA Commons username will follow you throughout your career, regardless of a future change in institutional affiliation. Please devise carefully and accordingly.' A final note says: 'In order to submit a fellowship application (F30/F31 Predoctoral or F32 Postdoctoral) to the NIH, you must be assigned the PI role in the Commons, in addition to the role of Graduate Student or PostDoc.'

# Cost Transfers

- Assumption: Adequate financial management practices and policies exist to support position that costs are appropriately allocated when incurred – significant adjustments should not be required
- Answer the questions on the form



- Originally developed to assist departments in closeout process and address issues preventing timely closeout of grants
- Sent to departments as an attachment to 120-day email/letter
- Form updated
- Questions/suggestions welcome

- *Final* Reports and Invoices to Sponsors
- All expenditures *posted* to the ledger

# ProCard Gift Card

- Special Program
- Used to obtain gift cards for participant stipends as part of a project
- No more than 2-4 weeks of activity may be requested at a time
- Gift cards are not allowable as a purchase on a standard ProCard

- On HR Forms Page -  
<https://inside.umassmed.edu/uploadedfiles/RVC.xls>
- Employees (students and staff) of UMass Medical School that participate in clinical studies
- Complete the form and submit to PAC.

# Questions & Comments