Agenda

- Welcome
- Uniform Guidance Presentation – Robin Cyr
- Initial implementation of Uniform Guidance – Laurie Henry
- Research Performance Progress Report (RPPR) – Laurie Henry
- eIPF Reminders – Laurie Henry
- Pre award team workload reorganization – Laurie Henry
- Cost allocation guidance – Sharon Brooks
- Reengineering project closeout – Sharon Brooks
Uniform Guidance Presentation
Robin L. Cyr
Associate Vice Chancellor for Research & Director Office of Sponsored Research
Initial implementation of Uniform Guidance Research Performance Progress Report (RPPR) Updates

eIPF Reminders

Pre award team workload reorganization

Laurie A. Henry
Director, Pre-Award Services
Initial implementation of Uniform Guidance

For applications being submitted now with a start date after December 26, 2014 the following applies:

**Administrative /Clerical Salary Support**

The Uniform Guidance eliminates the rules pertaining to “major project or activity” which impacts our ability to direct charge administrative or clerical support salaries. While admin/clerical support should not routinely be direct charged to grants, the following is stated in section 200.413 -

The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs.
Direct charging of these costs may be appropriate *only if all* of the following conditions are met:

- Administrative or clerical services are *integral* to a project or activity;
- Individuals involved can be specifically identified with the project or activity;
- Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency; and
- The costs are not also recovered as indirect costs.
Initial implementation of Uniform Guidance – cont’d

When all of these requirements will be met, PIs should include a statement justifying these costs in their budget justification.

When considering the meaning of “integral” make sure that you have clearly documented how administrative or clerical support is necessary in order to carry out the project’s goals and objectives.

See the Federal Costing Practices: Charging Administrative and Clerical Salaries/Wages handout for additional guidance.
Computing Devices

Under the provision of the Uniform Guidance, computing devices can be included as a direct charge in competing application budgets.

Section 200.94 defines Supplies as such:

“Supplies means all tangible personal property other than those described in 200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or $5,000 regardless of the length of its useful life.”
Initial implementation of Uniform Guidance – cont’d

This new definition linked with **section 200.453 (c)** which states that Materials and supplies used for the performance of a Federal award may be charged as direct costs. In specific cases of computing devices, charging as a direct cost is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of a Federal award.
Initial implementation of Uniform Guidance – cont’d

Remember to provide adequate justification in the budget justification taking care to illustrate that the computing device is necessary to acquire, store, analyze, process and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. (Uniform Guidance definition of Computing Devices as found in section 200.20)

Computing devices may not be purchased for reasons of convenience or preference and only when the project does not have reasonable access to other devices or equipment that can achieve the same purpose.
Initial implementation of Uniform Guidance – cont’d

While no prior agency approval is required, computing devices should be itemized in the proposal budget (or in the case of NIH Modular Grant applications, itemized in the budget provided to your OSR/SPO). In addition, the project must not have reasonable access to other devices or equipment that can achieve the same purpose. Devices may not be purchased for reasons of convenience or preference.

See the *Federal Costing Practices: Charging Computing Devices and Peripherals* handout for additional guidance.
NIH RPPR Changes and Reminders

• As of October 1, 2014 – For all Post Docs and Graduate students listed in Section D1 of the RPPR, a description of how Individual Development Plans (IDPs) are used. The actual IDP is not required and should not be attached.

• As of October 17, 2014 - NIH Requires the Research Performance Progress Report (RPPR) for All Type 5 Progress Reports. NOT-OD-15-014

• As of October 17, 2014 – Item G.4.b (Inclusion Enrollment Data) will prompt you to access and update inclusion records directly in the Inclusion Management System (IMS).
  – NIH will migrate ongoing enrollment information from the previous data system to the IMS
NIH RPPR Changes and Reminders

As of October 17, 2014 - eRA Commons ID are now required for all Post Docs, Graduate and Undergraduate Students. NOT-OD-13-097

- Applies to all individuals in graduate and undergraduate student roles who participate in NIH-funded projects for at least one person month or more, even if not paid from that award.
- RPPRs lacking the eRA Commons ID, or containing incomplete profiles, for graduate and undergraduate students will receive an error and the RPPR will not be accepted by the NIH
- List them in Participants Section (D.1) of RPPR
- Some select grant mechanisms may be exempt from reporting in this section (such as institutional training grants)
NIH RPPR Due Dates

• SNAP: If an award is issued under the SNAP (Streamlined Noncompeting Award Process) provisions, the progress report is due the 15th of the month preceding the month in which the budget period ends (e.g., if the budget period ends 11/30, the due date is 10/15). If the 15th falls on a weekend or Federal holiday, the due date is automatically extended to the next business day. Grantees should consult the NoA to determine when SNAP procedures apply.

• Non-SNAP: If an award is not issued under the SNAP provisions, the progress report is due the first of the month preceding the month in which the budget period ends (e.g., if the budget period ends 11/30, the due date is 10/1).
NIH RPPR Due Dates

- Fellowships: For Fellowships the progress report is due two months before the beginning date of the next budget period. Occasionally the Notice of Award (NoA) will indicate a different due date which will supersede these dates.

- MYF: Progress Reports for MYF awards are due annually on or before the anniversary of the budget/project period start date of the award. The reporting period for a MYF progress report is the calendar year preceding the anniversary date of the award.
AHRQ RPPR Due Dates

All AHRQ progress reports due in FY 2015 (10/1/14 – 9/30/15) and beyond are due 3 months before the anniversary of the award. For example, for an FY2014 award issued with a start date of 2/1/14, the annual progress report is due 11/1/14 (i.e., three months before the FY2015 budget period start date (i.e. anniversary date) of 2/1/15). However, if the budget period start date is between 1/1/15 and 4/1/15, grantees will not be penalized if the progress report is received 2 months before the next budget period start date rather than 3 months. If the due date falls on a weekend or federal holiday, the due date is automatically extended to the next business day.
eIPF – Electronic Internal Processing Form

Reminders

• PI Certification – According to OSR policy 300.3 Procedure 1 Section III - *Before* a proposal can be institutionally signed and submitted to a funding agency, the PI is required to certify the eIPF.

• To avoid delays in review and help with external reporting, please remember to correctly complete all areas of the eIPF.
Pre-Award Workload Reorganization

Effective January, 5, 2015 OSR’s Contract and Grants Specialist will no longer be assigned by sponsor.

All OSR Contract and Grants Pre-Award staff will be assigned a specific portfolio of departments.

More information will be distributed in the future as we move toward our go-live date.
Cost allocation guidance & Reengineering project closeout

Sharon Brooks
Director, Post Award & Cash Management
Questions