With the implementation of ConnectCarolina (CC) in October 2014, a number of university and sponsored research administrative processes have changed, including budget revisions. Below is a walkthrough of the process flow to assist in understanding what happens in the management of a budget revision impacting a sponsored project.

**How do I make a budget revision request?**
The big change is that budget revision requests are now submitted through InfoPorte. The first step in the process is to complete the required request form found on the OSR website at [http://research.unc.edu/offices/sponsored-research/forms/](http://research.unc.edu/offices/sponsored-research/forms/) Please ensure that the proper PS Project ID is noted and that all appropriate account codes are selected. Also ensure that the revision is in compliance with your award terms and conditions – meaning that the costs are allowable, allocable and necessary in the completion of the project’s goals and aims. Additionally, the timing of the revision request is critical with respect to project end dates and other key factors of costing compliances. The justification section of the form needs to be sufficient to address all of the costing factors noted above. Finally, the form requires the signature of the PI.

**STEPS in INFOPORTE:**
Log in (If you do not have access, or have access and do not see the tabs below, contact your Access Request Coordinator)
Click the Finance Tab
Click the Financial Request tab
Complete the designated fields, *making certain to choose the Award Management team handling your project* - visit the OSR website and click the “Contact Finder” link at: [http://research.unc.edu/offices/sponsored-research/about/staff/](http://research.unc.edu/offices/sponsored-research/about/staff/)
Locate the name of your Program Administrator to determine which team he/she is on.
Attach the signed budget revision form
Click the “Submit” button


*(Budget Revision Requests Continued, page 2)*
What happens once my request is submitted?
Once you submit a request in InfoPorte, a system-generated e-mail is sent to all members of the team you choose in your request. If you do not choose the right team, your request is likely to take longer to process. After receiving the e-mail, one of the team members will review your request. If everything is supportable and documented adequately, OSR personnel will click the “Complete” button, which then generates a system message to you, and sends the request form(s) to the OSR Data Management Team for processing to CC.

When I get the “Complete” system message, my budget is revised in the ConnectCarolina and InfoPorte, right?
No. Receiving the “Complete” message only indicates that OSR has completed its review and your request has been sent to Data Management. Additional time is needed in that process to load those budget transactions.

How long does the review and change take to happen?
OSR analytical reviews and processing times are dependent on the accuracy and completeness of your requests, impacts with the sponsor’s specific terms and conditions of award and associated workloads, so it’s hard to give a specific timeframe in processing. OSR (as the oversight authority) and the departments are expected by the sponsors to act on their behalf with due diligence in such reviews and requests. OSR strives to review and make the proper determinations as efficiently as possible, but on occasion (like at month/year end), workloads are high.

When does the change finally show up in ConnectCarolina and InfoPorte?
The budget revision will be present in ConnectCarolina immediately after Data Management performs the data upload and saves the related changes. The updated budget will be present in InfoPorte within 24 to 72 hours of the update to ConnectCarolina. Timing for updates to InfoPorte depends on the data transfer schedule between the two systems which is scheduled to be performed daily.

Additional questions regarding this process, can be directed to the assigned Program Administrator in the OSR.
**JIT Jitters**

There are typically 2 types of JIT notifications:

1) **Automatic JIT Notification**
   - Sent to all applications who receive a priority score of 40 or less.
   - JIT link is made available in the Commons.
   - PI will receive the generic JIT request email.
   - Do NOT respond to this JIT Notification. Ask your PI what his/her priority score/% was. If the PI feels it is a fundable score, this is now a good time to start working on any animal and/or human protocol approvals in order to have them in place when the Official JIT Notification is received.

   **NOTE:** Automatic Notifications often happen very early. Some have been received up to 8 months before the proposed start date. Responding too early will lead to uploading information that will be outdated (e.g. Other Support) when Official JIT Notification is received. You may have to redo/resubmit.

2) **Official JIT Notification**
   - Email will be sent to PI from their NIH Program Officer and/or Grants Management Officer to those PIs were funding is HIGHLY likely.
   - Notification will be sent much closer to the anticipated start-date of the award, e.g. 6-10 weeks.

   **Remember:** A grant congruency review is required for IACUC and IRB protocol approvals before that approval information can be submitted to NIH with the JIT request. Please contact the respective offices or more information on this process. Additionally, you can find presentations from the 2014 Research Symposium session “Necessity for Congruency on the Grant Application for IACUC or IRB Protocols on our website. [http://research.unc.edu/offices/sponsored-research/training/symposium-for-research-administrators/](http://research.unc.edu/offices/sponsored-research/training/symposium-for-research-administrators/)

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**REMEMBER: Proposal Submission Internal Deadlines**

With the start of a new fiscal year and several new faces on campus, this seems like a great time to remind everyone about the OSR/SPO proposal submission policy. During FY 2015, OSR and SPO received almost 5,000 proposals via RAMSeS for review. Unfortunately over 60% of those proposals were received less than 5 business days prior to the sponsor deadline. This statistic is extremely alarming.

When proposals are received less than 5 business days prior to the sponsor deadline, we work very hard to avoid missing the submission deadline. The effects of this alarming trend have been:

- An increase in the number of late proposals that were submitted to the sponsor without a complete review.
- An increase in the delay of review and submission of proposals submitted by PIs and departments who submitted their proposals in accordance with our proposal submission deadline policy.
- An increase in frustration from PIs and departments when the review of their proposals are delayed by our attempts to avoid missing the deadline for those late proposals.
- An increase in the stress and pressure on OSR and SPO personnel.

We appreciate your cooperation and working with us to make sure that we are fair to all and that we send out the most competitive proposals possible. As we move forward in this new fiscal year, we are hopeful that with your cooperation we will see a decrease in the number of proposals received less than 5 business days prior to the sponsor deadline.

Please review the proposal deadline SOP found at the following link:

**Meet Jenifer Gwaltney, OSR’s Assistant Director of Financial Reporting and Cash Management.** Jen works with the teams who prepare invoices and financial reports, follow up on outstanding receivables and post deposits for Sponsored Research.

1) **How long have you worked in Research Administration?** I’ve worked at UNC, in OSR since 2004.

2) **What is your favorite part of Research Administration?** My favorite part is being a part of the bigger picture. When I open the N&O and see that there’s been a new discovery in AIDS or Cancer research at UNC, I know that I had a little part in that.

3) **If you could have one superpower, what would it be and why?** To make people happy. Life is too short not to be happy!

4) **If you could travel anywhere in the world, where would you go?** Somewhere with water and sunshine

5) **What is your favorite pastime?** Spending time with family

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**Update on Clinical Trial Budgets and F&A Expenses**

OSR has fielded many emails and calls regarding discrepancies with clinical trial budgets and F&A expenses. Please see an update below that will help clarify where we are with both of these issues.

Clinical trial budgets are set to update via an allocation process initiated at the end of every month. The allocation evaluates payments received and posted during that month and subsequently posts budget in account 501000 (all other expenses). Because the allocation has not been run consistently since go live, there have been delays in getting budgets updated. Within the next 30 days, OSR will be reconciling all clinical trial projects to ensure that the budget on each is up to date and will work to ensure the allocation runs during the month end close process. In addition, OSR will be revisiting the allocation process to see if budget can be split between direct (501000) and indirect (559010) accounts.

Prior to 10/1/2014 F&A expenses for clinical trials were calculated and posted based on the payments received. With the implementation of ConnectCarolina the method used for calculating F&A costs for clinical trials has changed and F&A is now calculated based on expenditures incurred. This change has resulted in an overcharge of F&A expenses for some projects. Given this change in methods, there is a need for OSR to process a one-time adjustment to all converted clinical trial projects (ex. 40xxxxx) to true up F&A to the new method. OSR is currently reconciling the F&A charged to all clinical trial projects and any adjustment needed will be made within the next 30 days.
Meet UNC’s Four New Certified Research Administrators (CRA)

Please join me in congratulating the following employees in their passing of the May 2015 Certified Research Administrators (CRA) professional examination:

**Stacy Barca** – Program Administrator, Office of Sponsored Research

**Carol Burkhart** – Grant and Contract Specialist – Office of Sponsored Research

**Martha Martin** – Contracts and Grants Coordinator – SILS

**Lance Underwood** – Lead Program Administrator – Office of Sponsored Research

*Way to GO and be sure to add those initials to your signature lines!!!*

**All 4 of our new CRAs attended the CRA Study Sessions offered to OSR staff members in the Spring, giving us a 100% passing rate!!**

Certified Research Administrator (CRA) Study Group

The Office of Sponsored Research will host study groups for those interested in obtaining their Certified Research Administrators (CRA) designation once annually. The weekly sessions will be held on campus (location to be determined) over a series of 12 weeks.

Should you have interest in this designation and would like to join a future study group, please refer to the URL below and specifically page 1 of the CRA Candidate Handbook where eligibility requirements are noted. The RACC (the certifying body takes these requirements very seriously as the exam is geared to a candidate with at least 3 years working knowledge in a research administration role).


Please read the NIH Guide notice Applicant Responsibilities in Maintaining the Integrity of NIH Peer Review