OSR NEWS

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
OFFICE OF SPONSORED RESEARCH

Prioritizing Salary Adjustments

Without a doubt there are many needs driving the prioritization of salary adjustments that need to be entered, analyzed and processed through the CC Salary Redistribution tool. From a sponsored programs management perspective, the attention, review and entry of these transactions should first address those sponsored projects that are either past their project end date or are soon to approach that end date. In some cases, project end dates may likely be updated given additional funding periods that are expected but not yet awarded. However, those projects that are indeed terminated or are terminating within the next 60 days should be addressed as priorities with focus on immediate closeout needs.

In order for OSR to accurately and fully report/invoice Sponsors given interim or final reporting/invoicing requirements, the allocated salary costs for those personnel engaged in the sponsored program need to be either currently charged/posted to the project ID or recorded on the related NOTR so that those costs can be recovered. With the ever increasing requirements to provide financial information in a timely manner, we need to work collaboratively in order to recover all possible allowable, allocable and reasonable costs against the sponsored funds.

Communications: Within the tool, OSR is looking for ways to identify those adjustments that impact interim or final financial requirements, but this is not an exact science. In the meantime, we ask that you alert us as best you can - via email communication to the OSR Reviewer assigned in the salary tool, noting the name(s) of the employees involved in the transaction to help us prioritize our reviews. Please note that there are at least three steps of processing that need to take place after the OSR review is completed and before the salary costs (and associated fringe costs) will charge to the respective project ID.

Avoiding future salary adjustments: In order to minimize additional adjustments for the same employees, consider addressing the ePAR portion of this follow-up as you are entering adjustments to fix the past. The salary 'scheduling' actions into future pay periods will help to ensure that the proper salary allocations are in place.

Questions can be directed to Sharon_Brooks@unc.edu

Effort Certifications

Please continue working to complete past due effort certifications! The specific individuals, or their proxies, have all been recently notified of their outstanding effort certifications. Also, a list of outstanding effort reports have been provided to department personnel and the appropriate Dean's office.

We appreciate your help with this request.

~Mark Your Calendars~

May 19 - OSR Quarterly Forum, 1:00-3:00pm
Bondurant Hall, G100

July 29th - 2nd Annual OSR Symposium
Location: TBD

Summer Salary

COMING SOON: Guidance on Summer Salary will be released before the next Quarterly Forum on May 19th.

Inside this issue:

UNC RESEARCH

Organizational Conflict of Interest (COI)

Organization Conflict of Interest reviews are a requirement for the following Federal sponsors **PRIOR** to applications being submitted to the agency:

*Centers for Medicare and Medicaid (CMS);
*U.S. Department of Justice (DOJ), Office of Justice Programs (OJP) and National Institute of Justice (NIJ);
*Some Department of Defense Broad Agency Announcements (DTRA and DARPA);
*Federal solicitations that reference FAR 9.5 (Department of Energy, for example).

Organizational COI reviews take at least 3 business days to complete by the COI Program. Please make sure your RAMSeS proposals are submitted to OSR at least five (5) business days prior to the due date of submission. All investigators (including consultants on the project that meet the definition of investigator or higher) must complete the UNC COI disclosure. Please send an email to your proposal specialist at OSR and the COI Program (coi@unc.edu) as soon as you know that your department will be responding to a solicitation that requires an organizational COI review.

NOTE: Sponsors other than the ones listed above may also require an organizational COI review. This information can be located in the sponsor's guidelines for proposals. The submission timetable above would also apply to those situations.

Study Subjects vs. Participants
How to Tell Them Apart and Code Them

The world of research administration is a complex one. Understanding the difference between "study subjects" and "participants" is just one more example of that complexity. The definition of study subjects and participants vary institution to institution. At UNC, we have defined these costs in this way:

Study Subjects – individuals who engage in a research project traditionally in a clinical setting and involving personal specimens, samples, experimentation, etc. Some examples for context are:

- John Doe agrees to receive experimental medication that is being tested as a possible cure for a known disease.
- Jane Doe agrees to allow her blood to be drawn and tested for research purposes.
- Johnny Jump agrees to allow samples of his skin tissue to be collected and examined for the presence of cancer cells. The researchers use these samples to identify whether or not a certain group of people are more prone to cancer than others.

All of these examples involve research that requires human subjects - without the subject's participation on a very personal level, the research could not be conducted successfully. Associate these costs with clinical trial activities. When processing actions related to study subjects, **use account code 514810 for incentive payments and 514820 for expenses**. Expenses typically include transportation, parking, and lodging. Meals are treated either as "stipends" or "expenses" depending on how those costs are reimbursed. If following University policy and paying a "per diem" rate for meals, code that cost as 514810 because you are not reimbursing actual expenses. If the terms of award require reimbursement of actual expenses supported by detailed receipts, code that cost as an expense using account code 514820.

Participants –individuals that provide or receive information/materials as part of a research project. Some examples for context are:

- John Doe agrees to participate in a workshop or conference. While there, he is provided with educational material.
- Jane Doe agrees to complete an online survey, providing her opinion on certain matters, which may or may not be incorporated into the research project.
- Johnny Jump agrees to be interviewed by a researcher, with the understanding that the interview will be placed on an information website for others to view.

In all of these examples, none of the individuals are the key focus of the research, but the exchange of information is. When processing financial transactions related to participants, **use account code 569311 for their stipend payments and 569312 for their expenses**. Expenses typically include transportation, parking, and lodging. Meals are treated either as "stipends" or "expenses" depending on how those costs are reimbursed. If following University policy and paying a "per diem" rate for meals, code that cost as 569311 because you are not reimbursing actual expenses. If the terms of award require reimbursement of actual expenses supported by detailed receipts, code that cost as an expense using account code 569312.

When in doubt, please reach out to your assigned OSR Program Administrator for help.

Statuses in CC Salary Redistribution Tool

Are you wondering what the statuses mean in the ConnectCarolina Salary Redistribution Tool and who is responsible for taking action?   Here's a quick users guide for those statuses:

Responsible for Action = Submitter:
Unsubmitted: The request/submission has been created as 'new' but the adjustment (chartfield and/or payroll adjustment dollars) have not been entered or forwarded for first line of approval
Reopened: The OSR reviewer has returned the adjustment to the submitter for additional justification/clarification – this adjustment should again be rerouted to OSR for assessment and final decision on approval or actions indicated below (a), (b) or (c)

Responsible for Action = Assigned L1 Approver:
Awaiting L1 Approval: The adjustment is awaiting the 1st level of review by the unit

Responsible for Action = Assigned L2 Approver:
Awaiting L2 Approval: The adjustment is awaiting the 2nd level of review by the unit/school/college

Responsible for Action = Office of Sponsored Research (OSR):
Awaiting OSR Approval: The adjustment is awaiting Office of Sponsored Research (OSR) assessment. The adjustment may be:
a) Approved for further processing
b) Reopened – see above
c) Denied/Deleted from the system

Responsible for Action = System Programming:
Approved: The adjustment has been approved by reviewing parties and will be transmitted to 'ready to send' or 'attention required' status
Attention Required: Some part of the adjustment did not validate correctly – an example might be related to the fringe calculations. The adjustment requires a manual review by the programming side supporting the tool before it can be uploaded, validated and posted to the proper project.
Ready to Send: The adjustment is awaiting the nightly batch upload process
Posted: The adjustment is awaiting next day electronic file validation of data, but has now posted/expensed to the proper project in CC. Infoporte posting will lag by a day
COMPLETED: The adjustment has been uploaded, validated and posted to the proper project in CC. All actions are final.

OSR - Connect Carolina Updates

Finding the fund and source that should be used with OSR project IDs:
OSR has received several questions regarding how to find the fund and source that should be used when initiating a transaction using a project ID. The fund and source values have been added to the RAMSeS new project ID notification email that is generated when a new project ID is created. In addition, the fund and source can be located on the PS Project ID page in RAMSeS, as well as on the budget overview in ConnectCarolina and on the OSR Ledger Rollup in InfoPorte. It is important to use the proper fund and source OSR has assigned to a project ID when processing direct charges to an award.

Viewing OSR budgets with cost share:
When viewing budget and actuals in ConnectCarolina and InfoPorte for a project ID that has cost share, please note that searching on the project ID only will return budget and actuals including cost share. To view budget and actuals for the non-cost share portion, you will need to search by a combination of the project ID and source. As a reminder, transactions using a project ID and non OSR fund (not equal to 252xx) with a non OSR source (not equal to 49xxxx) represent cost share.

Processing subcontract payments in ConnectCarolina:
There is still confusion over which GL accounts to use when processing subcontract payments. Going forward, 569461 should be used for subcontract payments that are subject to F&A. This can include subcontracts that are associated with awards subject to total direct costs or the first $25K in payments for awards subject to modified total direct costs (MTDC). 569486 should be used for subcontract payments that are not subject to F&A. 569485 should not be used. Please use the subaward F&A calculator located at http://research.unc.edu/files/2014/10/Subaward-IDC-Calculator.xls to assist with tracking the proper assignment of subaward costs.

It is also important to note that campus should refrain from reallocating subcontract costs that were processed prior to 10/1/2014 from 569461 to 569486 because F&A costs have already been appropriately assigned to these transactions in the legacy system. If you have questions regarding the proper account to use when charging these costs please contact your assigned OSR Program Administrator.

Five Questions - Michelle Shoffner

Meet Michelle Shoffner, OSR's Data Management Accountant and Team Lead. Michelle works to make sure awards are set up in ConnectCarolina so that Researchers can proceed with their Sponsored Projects.

1) **How long have you worked in Research Administration?** I have been with OSR for 14 years.

2) **What is your favorite part of Research Administration?** My favorite part would be working with the people.

3) **If you could have one superpower, what would it be and why?** I would have the power to save the animals.

4) **If you could travel anywhere in the world, where would you go?** Hawaii

5) **What is your favorite pastime?** Spending time with my daughter.

TIP: Completing an NOTR: What Financial Data and Time Frame Should I Use

In order to utilize the most complete financial data, it is important that when preparing the Notice of Termination Reply (NOTR) for sponsored project closeout, you select an end of a calendar month time frame. The month that is selected needs to have been officially 'closed' by the University's Controller/Finance Office.

We recommend using the **_OSR Ledger Report_** from InfoPorte which provides 'life-to-date expenses' through the month end period you have chosen along with imbedded detailed financial transactions by Account.

For example, if preparing your NOTR in April, please use the OSR Ledger Report from March 2015 or as listed in the drop down in the 'Acct Period' field, 9-March.

Any questions related to this guidance, can be directed to your OSR Reporter as listed in RAMSeS on the _Project Administration – Billing tab_. (See Article on Getting to Know Your OSR Financial Reporter, pg 5).

What is the Difference between Project Funding, Budget Balance Available and Project Cash on Hand?

Most of UNC's awards are '_cost reimbursable'_ and not cash on receipt of the agreement. Most sponsors/agencies provide us a specific amount of funding to spend against in order to complete the objectives and deliverables on the project. However, they do not give us the cash until expenses are incurred and subsequently reported or invoiced. Because of this common nature of sponsored funding, most of the time the '_cash on hand'_ by project runs in a negative balance in comparison to the expenses incurred.

For example:
Project 5123456: Terms are to invoice monthly for recovery of costs
Funded for $100,000
Expenses life-to-date total $10,000 (direct & indirect/F&A costs)
Current budget balance available $90,000
OSR invoices for the first month's total expenses of $5,000
Payment is received and applied for $5,000
Cash on hand is $5,000.00

In managing 'cost reimbursable' awards, OSR either:
    a) provides an invoice/financial report, OR
    b) performs cash draws from the federal Payment Management System (PMS) or the Automated Standard Application (ASAP).

Cash draws for payment are completed by accessing these two web-based systems or other sponsor specific secure sites from to request cash reimbursements for costs already incurred.

In summary, receiving the award and associated funding does not equate to having the cash on hand. Nor does the budget balance available equate to cash on hand, until the time of final closeout and inactivation of the project.

Getting to Know Your OSR Financial Reporter

Good News! You can now determine your OSR Financial Reporting Team or individual Financial Reporter by project. Additionally, from the same system resource, you can also determine your OSR 'Pre-Audit' contact!

Where Do I Go? Answer = RAMSeS

After searching for your Project ID from the main RAMSeS application page, select the 'Project No' on the next screen (the PS Project ID Usage screen).

Selecting the Project No, takes you into the Project Administration screen

Click on the ***'Billing'*** tab for OSR personnel details

From this Billing details screen you will see the 'Reporting Person'. This individual is in the OSR and is tasked with high level financial oversight, recovery of cash - either through a Letter of Credit (LOC) draw down or through the submission of invoices and/or reports and assisting

the department with project closeout. The payment basis and any invoicing frequency is also noted on this Billing tab.

In some cases the 'Reporting Person' field may not be updated with an individual's name. If that is noted, please then use the 'Billing Team Code' in order to determine the financial team that is managing the project. Codes are used as follows:

Codes – 02, 04 and 06 = Team Jim Kelly
Codes – 01, 08 = Team Betty Williams
Codes – 03, 05 – Team Nancy Armstrong

For additional information on the OSR teams, please visit the website at: http://research.unc.edu/offices/sponsored-research/about/staff/

We hope that this newly released view of information in RAMSeS is beneficial to you!

Reminders Regarding 3xxxxx Project ID Series

Since go-live with ConnectCarolina on October 1, 2014, the OSR has established a new 3xxxxxx series of Project IDs to segregate certain types of sponsored agreements from the existing 5xxxxxx series – encompassing the majority of sponsored projects and the 4xxxxxx series – housing the non-federal/industry clinical trials.

Here are some reminders about this new range of project IDs:

- This series of projects is intended to represent 3 types of programs: 1) federal clinical trials, 2) indirect or pass-through federal clinical trials and 3) capitation (per patient/per output) projects

- These projects will follow the same pre-audit workflow as the 5xxxxxx series projects

- The budget will be updated/loaded based on cash

received from departmental invoicing actions

- The commitment control option in CC will be set to *'Track without Budget'* at the parent and child project level (which mirrors the 4xxxxxx – non-federal clinical trials series)

- *The respective department is responsible for direct invoicing to the Sponsor based upon enrollments/ per patient or per/event-output activity*

- *Reimbursements (checks) are to be directed to OSR for timely and proper deposit*

Contact OSR with any questions about this new series and the responsibilities that go along with the 3xxxxxx projects.

Important Links

Read about what's happening in Research at UNC, Endeavors: http://endeavors.unc.edu/

Receive timely, informational emails specific to Research Administration: http://lists.unc.edu/read/all_forums/subscribe?name=res_info

Find out about upcoming training courses: http://research.unc.edu/offices/sponsored-research/training/

Award Reminder

Awards received outside of OSR should be sent (scan and send, if hard copy), as soon as possible, to resadminosr@unc.edu for processing

Communicating Sponsor Invoicing Concerns

When sponsors contact you or your faculty regarding financial matters, please forward these situations to osrsystemissues@unc.edu

TIP: What Information Do I Provide on the NOTR for Salaries Noted as Reconciling Items?

Salary costs that have not yet posted to the sponsored Project ID at the time the NOTR is due to OSR's Financial Reporting team need to include backup and supporting information – just as a reconciling item for an equipment purchase would be supported by a purchase order date and number.

This detail is used by OSR in assessing the required reporting or invoicing actions to ensure that all allowable, allocable and reasonable costs can be recovered from the Sponsors.

For salary transactions that are handled within the ConnectCarolina Salary Redistribution Tool, please record the specific *'Submission No'* that is assigned upon entry of the salary adjustment request. This number is first associated to the request at the point of creation in the 'Unsubmitted' status.

For salary transactions that are handled through the Funding Swap mechanism, please record the *'eForm No'* that is assigned via this process.

Five Questions - Betty Williams

Meet Betty Williams, a Financial Reporting Team Lead. Betty & her team report financial data for all NIH research grants, cooperative agreements, contracts, training, career development, fellowship and Fogarty grants.

1) How long have you worked in Research Administration? June will be 14 years.

2) **What is your favorite part of Research Administration?** I enjoy the Accounting.

3) **If you could have one superpower, what would it be and why?** Remove the violence from the world - it would make it a better place for all.

4) **If you could travel anywhere in the world, where would you go?** Paris, France

5) **What is your favorite pastime?** Reading

Gift or Grant? Guidance on Making the Distinction

Accurately distinguishing between gifts and sponsored projects is important for a several reasons. There are variations regarding how gifts and sponsored projects should be budgeted and how the resulting projects should be administered. Another important consideration is that gifts do not trigger review for the university's obligations with respect to research compliance (e.g., IRB or IACUC), whereas sponsored projects do and are, therefore, reviewed and monitored. And, the distinction also determines which office to work with to properly account for the funds.

With continued growth in Carolina's research program, and on-going capital giving campaigns a task force was convened to review and update the guidance used when making the determination of gift or sponsored project. The final report includes definitions and a decision tree to help guide you in making an accurate determination. The full report can be found on the OSR webpage or can be accessed here: http://research.unc.edu/files/2015/05/Gift-vs-Sponsored-Project-determination-guidance-May-4-2015.pdf

NIH Correspondence

In preparation for the NIH June, 2015 deadlines, the notice below contains instructions for subaward budgets for subcontractors who don't have budgets in all the years of the grant.
http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-073.html
If you have any questions, please don't hesitate to contact your proposal specialist at OSR or SPO.