

# **Division of Research**

## **Quarterly Research Administration Meeting**



**January 28<sup>th</sup>, 2014**

# AGENDA



- **Welcome and Introductions**
- **Vice President's Office Update**
- **Pre Award Update**
- **Post Award Update**
- **Budget & Cost Analysis Update**
- **Research Information Systems Update**
- **Office of Laboratory Animal Research**

Division of Research  
*Vice President's Office Update*

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- **Welcoming Remarks**
- **Introduction of the Division of Research Team**
- **Introduction of New College / Departmental Attendees**
- **Future Quarterly Research Administrators Meeting for 2014**
  - April 29, 2014
  - October 28, 2014
  - All meetings are from 10:00 am – 12:00 pm in the MARC Pavilion
- **Slides will be posted on the Division of Research website after meeting**

Division of Research  
*Vice President's Office Update*

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▪ **2 CFR Part 200 – Uniform Guidance on Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Omni-Circular)**

- Combines all OMB Circular Guidance (A-21, A-133, A-110 etc...) into a single circular for grant administration
- Covers the entire life cycle of federal grant administration from RFP to grant closeout requirements
- Released on 12/26/13 and will go into effect on 12/26/14
- Additional details will be provided at the April Quarterly Research Administrator's Meeting (QRAM)

# Division of Research

## *Pre Award Update*

- **Proposal Items**

- NIH Deadlines

- The NIH provides two business days to review the assembled application image before it is forwarded referral to ensure application is assembled correctly, all attachments are in the application and all images are legible.
    - In order to take advantage of this review window the application needs to be submitted with ample time (at least 48 hours) via both the grants.gov and NIH eRA Commons processes
    - NIH continues to strongly advise applicants submit their applications **at least** one week before their deadline
    - If an application is submitted on the date due any rejection and resubmission of a corrected application is subject to the NIH late application policy

## Division of Research *Pre Award Update*

- **Proposal Items -- Continued**

- Budget Development Assistance

- A reminder that the Division of Research provides budget development assistance to all faculty as part of the ePRAF process.
    - In order to take advantage of budget development assistance faculty can reach out to their ePRAF representative to set up an appointment (either in person or virtual)
    - Please note that sufficient time should be provided to meet with the ePRAFer.
    - Also ePRAFerS can translate sponsor budgets into internal budgets and vice versa

## Division of Research *Pre Award Update*

- **Proposal Items -- Continued**

- Mobile ePRAF Approvals

- We are pleased to announce that ePRAF approvals are now possible from mobile devices including iOS (iPhone and iPads), Windows Tablets and Android devices
    - Details on approving from iOS devices does require some setting changes regarding pop up blockers and are available at <http://research.fiu.edu/proposal-preparation/pages/epraf-mobile-instructions.html>.
    - For approvals from Windows tablets IE works best
    - For approvals from Android tablets FireFox works best

## Division of Research *Pre Award Update*

- **Proposal Items -- Continued**

- Proposal Submission Survey

- We will be releasing a proposal submission survey using Qualtrics to be in place later this semester
    - Survey will be sent automatically once proposal status is changed to submitted in the ePRAF
    - Survey will gauge the level of service received and any feedback PIs may have in regards to the proposal submission experience.
    - The survey should take no more than a few minutes and PI responses will be anonymous unless they wish to provide their contact information.



## Division of Research *Pre Award Update*

### ▪ **Progress Report Item**

- Research Performance Progress Report (RPPR) Required for All Multi-Year Funded Awards
  - NIH is implementing the RPPR for all Multi-Year Funded Awards (MYF) progress reports submitted on or after January 31, 2014.
  - MYF RPPRs must be completed by the PD/PI, and then submitted to DOR for review along with the NIH Assurance Form (<http://research.fiu.edu/forms/award-management/nihAssuranceForm.doc>).
  - Upon submission of the report via the eRA Commons, the NIH will review the report and request any additional information or clarification if required.
  - Unless follow-up is necessary, there will not routinely be any communication back to the PI by the NIH.
  - Additional details at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-026.html>.

## Division of Research *Pre Award Update*

- **Budget Items**

- Tuition Increases

- Given recent trends the proposal tuition escalation factor of 15% increases in out years is being discontinued
    - The new escalation factor will be 5%
    - The internal budget sheet has been modified to reflect this change and will be released on the DOR website by the end of the week

- OPS on Grants

- A reminder that the budgeting and hiring of OPS employees on grants and contracts has to adhere to the institution's established policies and procedures
    - Non Student temporary employment cannot exceed 12 months

## Division of Research *Pre Award Update*

- **Budget Items**

- NIH Salary Cap
  - NIH is still operating under a Continuing Resolution and the salary cap for NIH applications and awards remains at Executive Level II
  - However, Executive Order 13655 increased the salary for Executive Level II by 1% to \$181,500 effective January 12, 2014.
    - 12 Month Appointment cap is \$181,500
    - 9 Month Appointment cap is \$135,603
- Additional details are available at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-043.html>

# Division of Research

## *Pre Award Update*

- **Budget Items**

- Purchase of Software on Sponsored Projects
  - Guidance provided by the federal government indicates that general purpose software is not an allowable direct cost on sponsored projects given that general purpose computing support is considered to be an administrative cost covered by F&A reimbursement.
  - In some specific and unique cases the use of software specifically required for individual research projects can be justified as directly benefitting those awards when the conduct of the research requires that software to complete the aims of the project and is for exclusive use on said project.
  - Software purchases should be coordinated with UTS whenever possible
  - Please refer to memo dated January 14<sup>th</sup>, 2014 for additional guidance.

# Division of Research

## *Post Award Update*

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- **New Staff**

- Lissvett Vergara, Post Award Assistant Financial Manager
  - Civil & Environmental Engineering,
  - Construction Management,
  - The Wolfsonian Museum
- Orbelina 'Orby' Mayea, Billing Specialist

## Division of Research *Post Award Update*

### ▪ **Record Retention**

- The Division of Research's Retention Policy will soon be updated to require;
  - State and federal sponsored award documents to be retained for 5 years
    - The state requirement for all grant files (federal, state or privately funded) should be maintained for 5 years after the completion of the award.
  - Private sponsored awards will retain records pursuant to the requirements of the award document, the sponsor guidelines, or if none, at least as long as the requirements for state awards (5 years)

## Division of Research *Post Award Update*

### ▪ **Participant Payment Fund Updates & Reminders**

- Student Financials has increased the fund to facilitate the replenishment process
- Remember peak periods in Student Financials are the first two weeks of classes or the days leading to the last day to pay.
  - Emily Burtt from Student Financials is sending email reminders to frequenters
  - Summer A&C –Mon., May 12<sup>th</sup> through Tues., May 20<sup>th</sup>
  - Summer B –Mon., June 23<sup>rd</sup> through Tues., July 1<sup>st</sup>
- All forms need DoR's approval prior to replenishment
- Logs must contain a minimum of;
  - Study name, project ID#, participant name or identifying number for confidential studies, date, payment amount and initials of the participant

## Division of Research *Post Award Update*

### ▪ **Participant Payment Fund Updates & Reminders**

- Custodian Acknowledgement form needs to be completed each fiscal year and returned to Emily Burtt, in Student Financials, PC 120
- Participant Payment Fund Extension Form is required when extending the date of the fund due to an award continuation. Once approved, is sent to Beatriz Blanco in the Controller's Office, CSC 310
- Participant Payment forms can be obtained from the Controller's website at;
  - <http://finance.fiu.edu/controller/Forms.html>
- Procedures are found in the Controller's website at;
  - <http://finance.fiu.edu/controller/Docs/PartPayCashFundPro.doc>



## Division of Research *Post Award Update*

### ▪ **Refund Checks**

- Checks to reimburse/refund travel expense;
  - Send to Inez Stokes, Controller's Office, CSC 342
  - Include with the check;
    - Expense report associated with refund
    - Memo including an explanation of the refund,
    - Project ID/Activity ID to refund,
  - Controller's will make the deposit and image all the documents with the expense report

## Division of Research *Post Award Update*

### ▪ **Refund Checks**

- Checks to reimburse/refund non-travel expense;
  - Send to Accounts Payable, Controller's Office, CSC 310
  - Include with the check;
    - Memo including an explanation of the refund, the project ID/Activity ID to refund, & voucher # and date of the original expense
  - Controller's will make the deposit and image all the documents with the original voucher

- **International Travel**

- Travel to countries with travel warnings from the US Department of State, such as Haiti, need prior approval from the University
  - Students need to submit a brief proposal to Laura Boudon including the following;
    - Anticipated dates of travel
    - Program location
    - Host Institution
    - Description of on-site support
    - Phone/email for the contact person/coordinator at the Host Institution
    - Emergency procedure & safety measures for the Host Institution, if available

## Division of Research *Post Award Update*

### ▪ **International Travel**

- How the program will address/ensure your safety & specific safety measures as indicated by the State Department, in the Country Notes and Travel Warning for the Country;

[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

- Rational for why you must go to this location instead of another that is not on a travel warning
  - Steps that you will take to minimize your risk while on site/in country
- 
- This will be reviewed by the University's Travel Warning Committee, which then recommends to the Provost

- **International Travel**

- Faculty

- Must obtain approval from the Provost via an email addressed directly to him or to his Chief of Staff Birgitta Rausch-Montoto
    - Email must explain;
      - the purpose of the trip,
      - where the faculty member will be staying/traveling,
      - who is the sponsor,
      - the length of the trip.

## Division of Research *Post Award Update*

- **National Council of University Research Administration (NCURA)**
  - Is an organization of people involved in the administration of sponsored programs at colleges, universities and teaching hospitals in the USA
  - Conferences;
    - Financial Research Administration Conference (FRA)
    - Pre-Award Research Administration Conference (PRA)
      - These conferences cover such topics as; Audit & Compliance, Clinical/Hospital, Costing/F&A/Departmental Administration, Funding Opportunities/Proposal Development, Human Capital, International & PUI (Predominantly Undergraduate Institutions)

- **National Council of University Research Administration (NCURA)**
  - NCURA also has a Regional & National Conference as well as various workshops such as;
    - The Departmental Research Administration workshop,
    - Fundamentals of Sponsored Project Administration workshop
    - The workshops are given throughout the year.
  - For additional information on Conferences, & workshops you can view their website at;
    - <http://www/ncura.edu/content/>

▪ **Tips for Monitoring Requisitions & Purchase Orders**

- Presented by Nodalys Mosquera,
  - Grants Assistant Financial Manager



## Division of Research *Budget & Cost Analysis Update*

### ▪ **EFFORT REPORTING**

- Today is Effort Certification Kickoff for Summer & Fall 2013
- 2/26/14 is the deadline for both semesters to be certified & processed


### ▪ **CHART OF ACCOUNTS (COA) REDESIGN - ACTIVITY NUMBERS IN FUNDS 651/652 CONVERTING TO PROJECT IDS**

- As initially mentioned in the April 2013 meeting, the Division of Research has been working with Controller's, UTS, Office of Financial Planning, Human Resources and Academic Affairs to implement a completely new way of managing research F&A and miscellaneous accounts (funds 651 and 652).
- Very soon, we will be rolling out non-sponsored project ID's in place of activity numbers. Under the current accounting structure, one activity number may have multiple independent balances at the cost PID level.
- With this new structure, balances will be available in individual project ID's and will not be shared with others at a cost PID level.
- We will be contacting those who had volunteered to help test as we systematically work thru department orgs.

# Division of Research Budget & Cost Analysis Update

## RECHARGE CENTER REVENUE

- Recharge Center Deposit Form to accompany all deposits to avoid delays.


**Division of Research**

**Recharge Center Deposit FORM**

Deposit Form Date:

**All checks from External Customers should be sent to:**  
**Florida International University**  
**11200 S.W. 8th Street**  
**MARC 430**  
**Miami, Florida 33199**  
**Attn. David Rice**

**Billing Information:**

<b>Customer Name:</b> <input style="width: 100%;" type="text"/> <b>Address:</b> <input style="width: 100%;" type="text"/> <b>City:</b> <input style="width: 100%;" type="text"/> <b>State:</b> <input style="width: 100%;" type="text"/> <b>Zip Code:</b> <input style="width: 100%;" type="text"/> <b>Customer Type:</b> <input style="width: 100%;" type="text"/> <b>Rate used:</b> <input style="width: 100%;" type="text"/>	<b>Invoice number:</b> <input style="width: 100%;" type="text"/> <b>Check No.:</b> <input style="width: 100%;" type="text"/> <b>Recharge Center Name:</b> <input style="width: 100%;" type="text"/> <b>Preparer Name:</b> <input style="width: 100%;" type="text"/> <b>Department Name:</b> <input style="width: 100%;" type="text"/> <b>Phone:</b> <input style="width: 100%;" type="text"/> <b>Email:</b> <input style="width: 100%;" type="text"/>
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**Deposit Information:**

Account	Fund	Department	Activity Number	Site	Program PCS Code	Amount
<b>TOTAL Payment:</b>						\$ -

**Note:**  
 \*All checks should include this deposit form, and a copy of Invoice or Agreement.  
 \*For deposits use external customers revenue account 679119

# Division of Research

## *Budget & Cost Analysis Update*

### ▪ **F&A RETURNS**

- PI F&A Returns for Jul 2012–Dec 2013 processed & posting this week
- IMPORTANT TO NOTE – PI F&A returns done via new COA project IDs

### ▪ **PERSONNEL ANNOUNCEMENT**

- David Snider's last day with the Division of Research is Fri 1/31/14
- Currently recruiting for position, but in meantime address your questions as appropriate:
  - EFFORT REPORTING      [ecrt@fiu.edu](mailto:ecrt@fiu.edu)
  - RECHARGE CENTERS      [recharge@fiu.edu](mailto:recharge@fiu.edu)
  - F&A      [f-and-a@fiu.edu](mailto:f-and-a@fiu.edu)
  - BUDGET      **Mirtha Alberto x70166 or Sara Abraham x76438**

# Division of Research Research Information Systems Update

- **Automated Monthly Financial Reporting**
  - Successful pilot amongst selected departmental administrators in December/January.
  - Available to all administrators after January month-end close.
    - Email to administrators will be sent when reports are available.
  - Gathering feedback from researchers in February.

The screenshot displays the FIU Research Intranet interface. At the top, the FIU logo and 'Research Intranet' text are visible, along with navigation links like 'Home' and 'All Sites'. A sidebar on the left contains links for 'Libraries', 'Monthly Financial Reports', and 'All Site Content'. The main content area features a 'Welcome to the FIU Research Intranet' message and a section for 'Monthly Financial Reports'. This section includes a table with columns for Award Number, Name, Description, As of Date, Department ID, Department Description, Subdivision, and University Area. Below the table, there are two sections for Principal Investigator (PI) information, one for Adjouadi, Malek (6) and another for Barreto, Armando B (2). On the right side, there is a 'Division of Research Contacts' section with a table listing names and phone numbers under categories like 'Budget & Cost Analysis', 'Office of the Vice President', and 'Research Administration--Post Award'.

Award Number	Name	Description	As of Date	Department ID	Department Description	Subdivision	University Area
Principal Investigator Name : Adjouadi, Malek (6)							
AWD0000000000820	212400587	CREST: Center for Innovative Information Systems Engineering	12/31/2013	212400000	Elec and Computer Eng	College of Engineering and Computing	
AWD0000000001259	80000573	MRI-R2: Development of an Instrument for Information Science and Computing in Neuroscience	12/31/2013	212400000	Elec and Computer Eng	College of Engineering and Computing	
AWD0000000002042	800001491	BPC-AE: Computing Alliance of Hispanic-Serving Institutions (CAHSI) Renewal	12/31/2013	212400000	Elec and Computer Eng	College of Engineering and Computing	
AWD0000000002042	800001601	BPC-AE: Computing Alliance of Hispanic-Serving Institutions (CAHSI) Renewal	12/31/2013	212400000	Elec and Computer Eng	College of Engineering and Computing	
AWD0000000003775	800003430	SBIR/CREST Phase I(a): Efficient Comparative Effective Research Tools In Real Time Environment	12/31/2013	212400000	Elec and Computer Eng	College of Engineering and Computing	
AWD0000000003873	800003539	Imaging for Alzheimer Detection and Prediction	12/31/2013	212400000	Elec and Computer Eng	College of Engineering and Computing	
Principal Investigator Name : Barreto, Armando B (2)							
AWD0000000000820	212400588	CREST: Center for Innovative Information Systems Engineering	12/31/2013	212400000	Elec and Computer Eng	College of Engineering and Computing	

Full Name	Business P
Budget & Cost Analysis	
Alejandra Salas	305-348-1696
Cristina Loreto1	305-348-0038
David Snider	305-348-7687
Desiree Mesa	305-348-8308
Mirtha Alberto	305-348-0166
Sara Abraham	305-348-6438
Office of the Vice President	
Andres Gil	305-348-0556
Diana Taveras-Larrosa	305-348-6224
Ileana Medina	305-348-1504
Joseph Barabino	305-348-0176
Leah Varga	305-348-2643
Luis Salas	305-348-5952
Marcelo Rodriguez	305-348-0057
Nathalie Salgado	305-348-0558
Rebecca Diao	305-348-2148
Susan Webster	305-348-2349
Valeria Espino	305-348-0535
Research Administration--Post Award	
Aida Reus	305-348-2133
Ana Villanueva	305-348-3440
David Rice	305-348-6365
Diana Alfonso	305-348-0164
Estelle Vera	305-348-2546
Gabriela Gonzalez	305-348-2678
Jorge Yi	305-348-0536

Division of Research  
*Research Information Systems Update*

- **651/652 COA Project Based Solution Update**
  - Implemented changes in PeopleSoft for Office of Budget and Cost Analysis to create Project IDs for activity currently in funds codes 651/652.
  - Key Project Benefits:
    - Enhanced reporting
    - Streamlined activation/deactivation process
    - Simplified end user experience at transactional level
  - F&A returns to be distributed in January to new Project IDs
  - Conversion schedule to move historical balances currently in Activity #/Cost PIDs being confirmed with Controller's Office.
    - Additional communications will be made once schedule is confirmed.

## **Association for Assessment and Accreditation of Laboratory Animal Care, International (AAALAC Intl)**

- The animal research and teaching program at Florida International University underwent in mid-November 2013 an accreditation site visit by the AAALAC Intl.! Following a comprehensive site visit and by submitting our response letter to the site visitors' suggestions for improvement we hope that in late January 2014 the Council will grant our program full accreditation. Our institution will join the select group of over 850 AAALAC accredited institutions worldwide, to receive this gold standard accreditation.
- Some of the main benefits to AAALAC accreditation include promoting scientific validity through excellent animal care, ensuring quality research, and demonstrating the accountability of the FIU animal research program.
- According to AAALAC, an accreditation shows that an institution is serious about setting, achieving, and maintaining high standards for animal care and use and is committed to animal welfare in science.

## **Association for Assessment and Accreditation of Laboratory Animal Care, International (AAALAC Intl)**

- Our participation in the rigorous AAALAC accreditation process demonstrates our commitment to humane and responsible animal use in research, instruction and testing, as well as dedication to excellent science.
- The accreditation process was made possible by the entire animal use community at FIU. The OLAR would like to take this moment to once again thank the DoR, IACUC, all the FIU faculty, staff and students involved in animal care and use, both on and off campus, for their help and dedication to the animal program.

Without you, the AAALAC accreditation would not have been possible!

Questions?