Division of Research
Quarterly Research Administration Meeting

January 28th, 2014
Division of Research
Quarterly Research Administration Meeting

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

- 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

- 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)
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.
Proposition 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
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](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
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.
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.
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
**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

**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 14th, 2014 for additional guidance.
NEW STAFF

- Lissvett Vergara, Post Award Assistant Financial Manager
  - Civil & Environmental Engineering,
  - Construction Management,
  - The Wolfsonian Museum

- Orbelina 'Orby' Mayea, Billing Specialist
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)
• 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\textsuperscript{th} through Tues., May 20\textsuperscript{th}
  • Summer B – Mon., June 23\textsuperscript{rd} through Tues., July 1\textsuperscript{st}
• 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
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](http://finance.fiu.edu/controller/Forms.html)
- Procedures are found in the Controller’s website at:
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
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
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.
- 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/](http://www/ncura.edu/content/)
• **Tips for Monitoring Requisitions & Purchase Orders**

  - Presented by Nodalys Mosquera,
    - Grants Assistant Financial Manager
Requisitions, POs & Vouchers
Flow

Requisition
- Requester creates a requisition from quote or sub-contract.
- Department Administrator and/or DoR approves req.

Purchase Order
- Purchasing Agent creates a PO and both requester and vendor is notified.
- Receiving transaction is entered by requester once goods have been received.

Voucher
- Invoices are emailed to payables@fiu.edu or mailed by the vendor to AP.
- AP receives invoice and creates a voucher.
- Payment is mailed or electronically deposited net 30 days.
Requisitions:

This tab lets you see the status of the Requisition.

Click bubble to see notes from requester and any documents that were attached, usually the quote.
Checking req is ready for Purchasing:

Requisition will not be sent to Purchasing until the status is “Approved” and budget Status is “Valid.” If status says “Open” it means that the requester has not submitted the requisition for approval.
Purchase Order:

• Email sent to requester from Purchasing Department:

-----Original Message-----
From: fin-panthersoft@fiu.edu [mailto:fin-panthersoft@fiu.edu]
Sent: Monday, November 04, 2013 8:04 AM
To: Ricardo Delvalle
Subject: Your requisition has been sourced to a Purchase Order.

Requisition number 0000134367 has been sourced and dispatched to PO number 0000120197.
**Purchase Order Inquiry**

**Purchase Order**

**Unit:** FIU01  
**PO ID:** 0000120197

**PO Status:** Dispatched  
**Budget Status:** Valid

**PO Date:** 11/03/2013  
**Vendor:** AMERICANTH-004

**Vendor ID:** 0000035032  
**Buyer:** Crystal Ortiz

**PO Reference:**

**Header Details**  
**Header Comments...**  
**Change Order**

**Vendor Details**

**Backorder Status:** None  
**Receipt:** Received  
**Hold From Further Processing**

**Amount Summary**

**Merchandise:** 450.00  
**Freight/Tax/Misc.:** 0.00  
**Total:** 450.00 USD

**Select Lines To Display**

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Item Description</th>
<th>Category</th>
<th>PO Qty</th>
<th>UOM</th>
<th>Amount</th>
<th>Status</th>
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<td>1.0000</td>
<td>EA</td>
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<td>Active</td>
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<td>1.0000</td>
<td>EA</td>
<td>20.00 USD</td>
<td>Active</td>
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</table>
Checking your PO:

This page will show you in what step the PO is…
Distribution of Funds:

On the Purchase Order page, click on the red box. Then, click here.
Voucher

- Navigate to: <Main Menu – Purchasing – Purchase Orders – Review PO Information – Document Status> to check if a voucher has been created and get a voucher number. Then you can view at:
Business Unit: FIU01
Voucher ID: 00421444
Voucher Style: Regular

Invoice Number: 9572
Invoice Date: 10/07/2013

Copy from a Source Document

PO Unit: 
Purchase Order: 
Copy PO
Worksheet Copy Option: None

Vendor: 0000035032
Name: AMERICANTH-004
Location: HATTIESBURG
Address: 1 Advanced Vendor Search
AMERICAN THERAPEUTIC RECREATION
629 NORTH MAIN STREET
HATTIESBURG, MS 39401

Pay Terms: 01 Net30
Basis Dt Type: Inv Date
Comments (0)

Accounting Date: 11/07/2013
Currency: USD
Non Merchandise Summary
Session Defaults

Total: 450.00
Difference: 0.00

Packing Slip:

Invoice Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Distribute by</th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extended Amount</th>
</tr>
</thead>
<tbody>
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Ship To: CENTRL REC

Invoice Information

Distribution Lines

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<th>Exchange Rate</th>
<th>Statistics</th>
<th>Assets</th>
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<td>PO Percent</td>
<td>Percent Amount</td>
<td>Quantity</td>
<td>GL Unit</td>
</tr>
<tr>
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<td>430.00</td>
<td>1.0000 FIU01</td>
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**Payment Information**

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<th>Scheduled Due:</th>
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<tbody>
<tr>
<td>1</td>
<td>0000035032</td>
<td>450.00 USD</td>
<td>11/07/2013</td>
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</tbody>
</table>

**Location:**

HATTIESBURG, MS 39401

**Address:**

AMERICAN THERAPEUTIC RECREATION
629 NORTH MAIN STREET
HATTIESBURG, MS 39401

**Payment Method**

- **Bank:** BOA
- **Account:** BOT
- **Method:** EFT
- **Message:**
  Message will appear on remittance advice.

**Payment Options**

- **Hold Payment:** [ ]
- **Separate Payment:** [ ]
- **Hold Reason:**
- **Letter of Credit:**
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.
RECHARGE CENTER REVENUE

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

Note:
*All checks should include this deposit form, and a copy of Invoice or Agreement.
*For deposits use external customers revenue account 679119
**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
  - RECHARGE CENTERS  recharge@fiu.edu
  - F&A  f-and-a@fiu.edu
  - BUDGET  Mirtha Alberto x70166 or Sara Abraham x76438
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.
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?