Research Administration Update
November 20th 2019

Grants & Contracts Administration
Agenda

- GCA Updates
- New Sponsor Request Form
- New Investigator requirements for set up
- Cayuse Account Request
- eRA Commons Registration
- Cost Transfers
- UMASS Grant Closeout Checklist
- Billing/Reporting
- ProCard Gift Card
- Research Volunteer Compensation Form
GCA Updates

• RAU – Next meeting Feb 26
• March and April – Training ideas
• Pre-award system update
## FY20 Q1 Report

<table>
<thead>
<tr>
<th></th>
<th>September 30, 2018</th>
<th>September 30, 2019</th>
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<tbody>
<tr>
<td><strong>Total Direct</strong></td>
<td>$185,717,721</td>
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<td><strong>Total Indirect</strong></td>
<td>$78,746,484</td>
<td>$78,146,927</td>
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<td><strong>Total</strong></td>
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<td>$266,896,610</td>
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<td><strong>Federal-NIH</strong></td>
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<td>$168,164,010</td>
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<td><strong>Federal-Other</strong></td>
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<td><strong>Total Federal</strong></td>
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<td>$215,133,943</td>
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<td><strong>Foundations</strong></td>
<td>$19,965,167</td>
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<td><strong>Industry</strong></td>
<td>$18,585,636</td>
<td>$19,641,291</td>
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<td><strong>Other</strong>*</td>
<td>$11,151,911</td>
<td>$11,187,008</td>
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<tr>
<td><strong>100.0%</strong></td>
<td></td>
<td></td>
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</tbody>
</table>
Proposal Status FY20

Through November 13, 2019

- ON-TIME: 53%
- EXPEDITED: 32%
- LATE: 10%
- ATF: 5%
- (blank): 16
New Sponsor Request Form

Please use this form to request changes to an existing sponsor or adding a new sponsor to the PeopleSoft Grants Sponsor table.

New/Update Sponsor

- New Sponsor
- Changes to Existing Sponsor/Customer

*Entity Legal Name

*Requester's Email

Attachments

Choose Files

Submit
Now located on the OSP website as a fillable webform.

When do you need to complete the form?

_The Sponsor is not listed in PeopleSoft when you build a proposal._

What needs to be attached?

_Nonthing for new/Sponsor letter for Changes to Existing_

Where does it go once submitted?

_The President’s Office for set up._

Who is notified?

_OSP will be notified when complete and will forward to initiator._

https://www.umassmed.edu/research/sponsored-programs/policies-guidance--forms/rfsform/new-sponsor-request/
New Sponsor Request Form

New Sponsor form requirements:

• Entity name
• Address
• Website
• Contact name and information (if applicable)
• IRB for Click Commerce (yes or no)

When a request is received, the President’s Office completes several verification steps before creating or making updates to a sponsor or customer.

These steps include: reviewing the entity’s website, checking PeopleSoft to prevent duplicate entries, and confirming the entity’s legal name and status using the IRS nonprofit listing or local Secretary of State business registration listing, as applicable.

Occasionally, additional information may be requested from the campus in order to ensure that the correct legal entity is set up.
New Sponsor Request Form

Changes to an existing Sponsor:

In requesting changes to an existing Sponsor, complete the form fields and provide an explanation of the change.

For Attachments, you can simply upload a copy of the letter that was received from the Sponsor indicating their change in name/address/etc.
New Investigator Requirements

New and/or first-time UMMS employees with intentions to submit sponsored-project applications are required to sign the UMMS Participation Agreement and acknowledge receipt of the institutional conflict of interest and intellectual property policies before being granted Principal Investigator status.

The forms and policies are listed below. Once completed, please scan signature page from each agreement to OSP research.funding@umassmed.edu.

Forms:

PI Eligibility Policy

Participation Agreement (includes Intellectual Property policy)

Acknowledgement Form (Includes Conflict of Interest policy)
In order to make a PI eligible and available in PeopleSoft, you must complete the following forms:

- Participation Agreement (includes Intellectual Property policy)
- Acknowledgement Form (Includes Conflict of Interest policy)

Once completed, please scan *signature pages only* from each agreement to the OSP central mailbox: research.funding@umassmed.edu

You can also review the policy regarding PI Eligibility at the same location.

https://www.umassmed.edu/research/sponsored-programs/policies-guidance--forms/new-investigator-requirements1/
Cayuse Account Request

New faculty, postdocs and graduate students intending to submit a grant or fellowship proposal to federal funding agencies via Grants.gov, as well as those providing their administrative support, will require a Cayuse account.

Please e-mail the following information to the OSP central mailbox: research.funding@umassmed.edu

- Full Name
- Department Name
- Full School Address including 9 digit zip code
- Title (e.g., Assistant Professor, Postdoctoral Associate, etc.)
- Role (e.g., Principal Investigator or Assistant)
- Phone & Fax
- UMMS e-mail address

OSP will email the registrant their username with a link to Cayuse with instructions on changing their password.

https://www.umassmed.edu/research/sponsored-programs/policies-guidance--forms/new-investigator-requirements1/
This electronic form is located on the OSP website under Policies, Guidance & Forms.

When do you need to complete the form?
New registrations only.

What needs to be attached?
No attachments required.

Where does it go once submitted?
OSP receives the completed form.

Who is notified?
eRA Commons will notify the person being registered via email with their username and temporary password.

https://www.umassmed.edu/research/sponsored-programs/policies-guidance--forms/rfsform/era-commons-account-request-form/
### eRA Commons Registration

**Mandatory Fields to complete:**

- Name
- Department
- UMass email account
- UMass phone number
- Select Role (PI/Admin/Trainee)
- Username

Your username must be between 6 and 20 characters and is not case sensitive.

This form needs to be filled out if you are requesting a new eRA commons account.

By hitting the submit button, the form will be sent electronically to the OSP central mailbox and processed within 2 business days.

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<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Required, up to 25 characters, case sensitive</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Not required</td>
</tr>
<tr>
<td>Last Name</td>
<td>Required, up to 25 characters, case sensitive</td>
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<tr>
<td>Department</td>
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<tr>
<td>UMass Email</td>
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<tr>
<td>UMass Phone</td>
<td>Required, up to 20 characters, case sensitive</td>
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<tr>
<td>User Role</td>
<td>Multiple choices, not required, case sensitive</td>
</tr>
<tr>
<td>Username</td>
<td>Required, up to 25 characters, case sensitive, must be between 6 and 20 characters, not case sensitive</td>
</tr>
</tbody>
</table>

* If you choose the PI role, your eRA Commons username will follow you throughout your career regardless of a future change in institutional affiliation. Please choose carefully and accordingly.

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In order to submit a fellowship application (F31/F32 Pre-doctoral or F33 Postdoctoral) to NIH, you must be assigned the PI role in the Commons, in addition to the role of Graduate Student or PostDoc.
Cost Transfers

• Assumption: Adequate financial management practices and policies exist to support position that costs are appropriately allocated when incurred – significant adjustments should not be required

• Answer the questions on the form
UMASS Grant Closeout Checklist

- Originally developed to assist departments in closeout process and address issues preventing timely closeout of grants
- Sent to departments as an attachment to 120-day email/letter
- Form updated
- Questions/suggestions welcome
Billing/Reporting

• **Final** Reports and Invoices to Sponsors

• All expenditures *posted* to the ledger
ProCard Gift Card

• Special Program
• Used to obtain gift cards for participant stipends as part of a project
• No more than 2-4 weeks of activity may be requested at a time

• Gift cards are not allowable as a purchase on a standard ProCard
Research Volunteer Compensation Form

- On HR Forms Page - https://inside.umassmed.edu/uploadedfiles/RVC.xls
- Employees (students and staff) of UMass Medical School that participate in clinical studies
- Complete the form and submit to PAC.
Questions & Comments