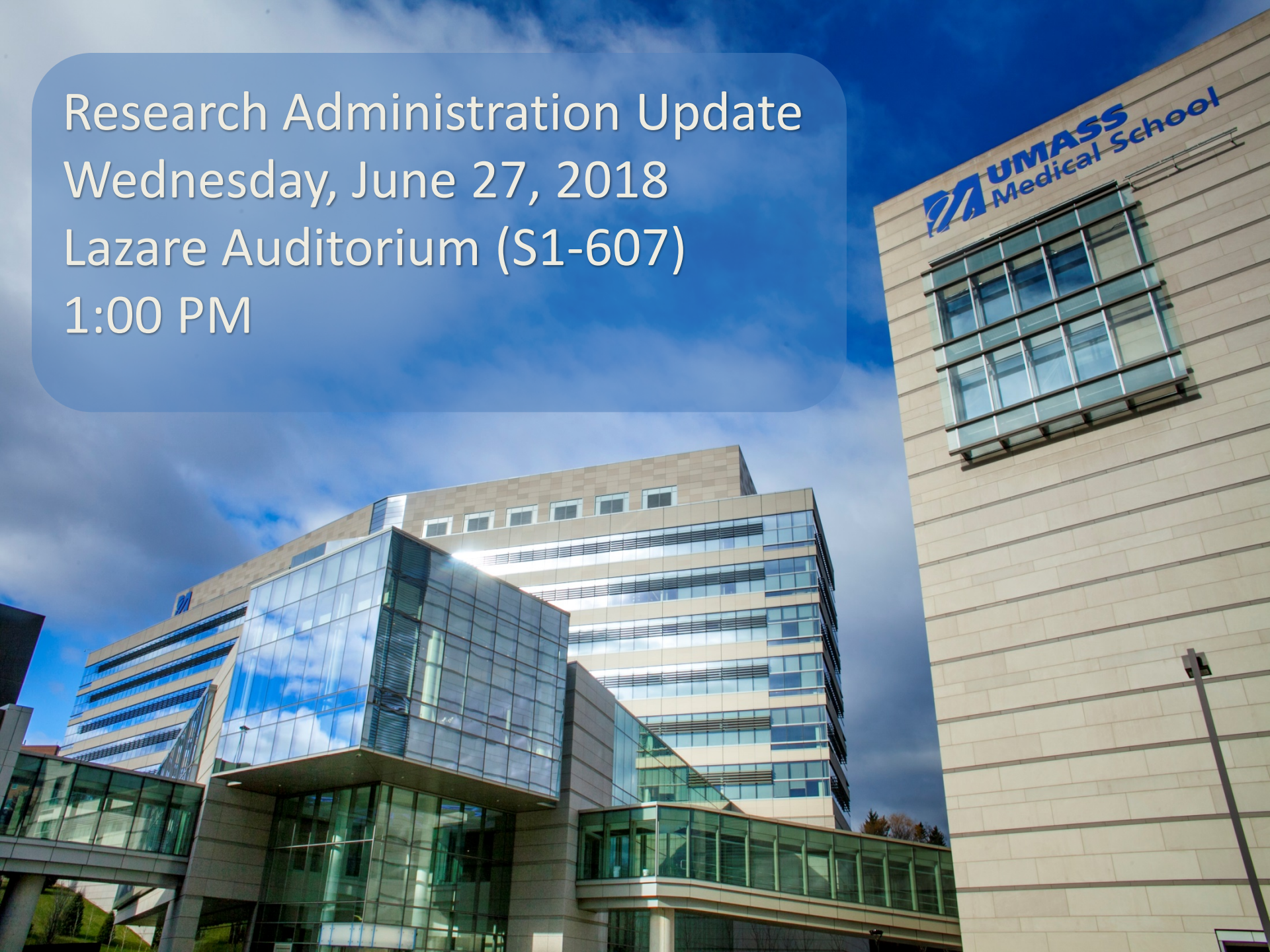


Research Administration Update
Wednesday, June 27, 2018
Lazare Auditorium (S1-607)
1:00 PM

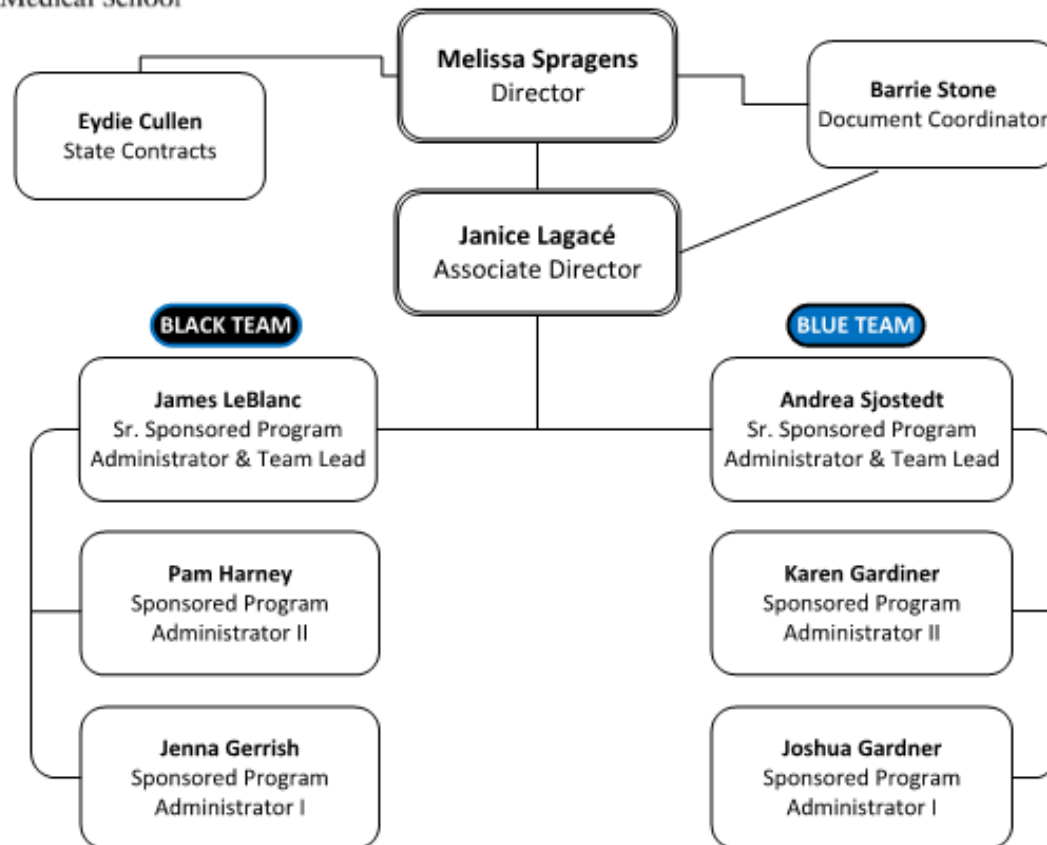


Agenda

- OSP Updates
 - OSP Staffing Updates
 - State Contracts
 - New Animal Per Diem Rates
- Post-Award Administration Updates
- Best Practices (Sharing is caring)
- Proposal Statistics

OSP Updates – Org Chart

Office of Sponsored Programs



Updates – Per Diem Rates

Department of Animal Medicine

FY19 Per Diem Rates

(Effective July 01, 2018)

Dogs	\$12.21/ animal
Fish	\$0.25 / tank
Guinea Pigs	\$0.78 / animal
Hamsters	\$0.79 / cage
Monkey	\$10.80 / animal
Mouse	\$0.64 / cage
Rabbits	\$1.64 / animal
Rats	\$1.31 / cage
Sheep	\$12.51 / animal
Swine	\$13.45 / animal



OSP Updates – State Contracts

What is CommBuys?



COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

Comm-Buys web address: <https://www.commbuys.com>
(Note: www.mass.gov will also allow access to CommBuys)

Types of State Contracts

Competitively Bid Contracts

These contracts are awarded in response to Request for Response/Proposal/Quote published on CommBuys & open to bid by any individual or organization capable of providing the requested service or product. The deciding criterion in evaluating competitive bids is often best value.

Sole Source Contracts

Sole source contracts are awarded when a procurement exception (waiver) is granted. They are generally awarded when a vendor has specific skills or knowledge that aren't readily available. For example, a medical specialist with credentials that few others have or a newly created service that only one company is currently providing.

Master Service Agreements

These contracts are generally used when there are needs for a particular service or product but the timing is uncertain and/or the service/product may be required by multiple groups. In many cases a list of approved vendors is created and then contracts are handled by the agency who will be contracting. Another case is when an agency wants to use a particular vendor and they have to have the services and rates preapproved.

Contract Paperwork

ISA

Interdepartmental Service Agreement is used when state agencies are contracting with each other.

Standard Contract Form

The Standard Contract Form can be used whenever an agency is contracting with a vendor. Many agencies choose to use this form with UMass because we don't use MMARS. This form is generally required with the submission of many bids. It can be used as the final contract document but frequently is replaced due to changes during negotiations.

Master Service Agreements

An ISA or Standard Contract Form can be used in this case. Another method is to set up a \$0 value version of either form when awarded and then Engagement documents are used to contract services as needed.

Updates – Post Award

- Annual Space Survey and Effort Certification
- 2018 is the F&A proposal base year
- Timely completion is critical this year
- Extra scrutiny on research spaces

- Tentative Schedule:
- Space Survey July 25 – Sept 25
- Effort Certification July 25 – September 12 (open to PI's August 15)
- Training scheduled last week of July and first two weeks in August (ready for registration)
- Weekly labs scheduled August 15 through end of effort certification

- Proposal Resubmissions
- Cayuse Permissions
- Maximum Budget Allocation

Proposal Resubmissions

- Repurpose the Proposal Routing Form (PRF)
- Re-use of the previous number
- Re-set to draft for editing
- Replace the Dates/Dollars as needed

Cayuse Permissions

OSP Staff have access to all proposals in Cayuse.

In adding users to the Permissions section, there is no need to include any of the OSP staff.

Proposal creators only need to add departmental staff to the Permissions section.

Cayuse Permissions

Proposals List

Osman/Chen R21

Proposal Permissions

+ Add user

	List	Read	Write	Attach	Break Lock	Delete	Print	Change Permissions	Add User	Remove User	Submit
✗ Welch, Karen (WelchK)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
✗ Bilsel, Osman (BilselO)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
✗ Lima, Jackie (LimaJ)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
✗ Xu, Chen (XuC)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
✗ Zitzewitz, Jill Ann (ZitzewiJ)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Maximum Budget Allocation

A recent notification received by OSP:

Your R01 application has been received by the Division of Receipt and Referral in the Center for Scientific Review at the NIH. This application is subject to the NIH's policy regarding applications or a group of collaborative applications requesting **\$500,000 or more** in subtotal direct costs for any year (NOT-OD-02-004).

Maximum Budget Allocation

The policy has the following requirements:

- The Principal Investigator must contact and obtain agreement from an appropriate Institute/Center to accept assignment of the application, at least six weeks in advance of submission.
- The Principal Investigator must include a cover letter identifying the program staff member or the Institute/Center that has agreed to accept the assignment of the application.
- The Institute or Center that is willing to accept the application must notify the Center for Scientific Review (CSR), Division of Receipt and Referral (DRR) directly, that the application is acceptable.

Maximum Budget Allocation

- Be careful with building budgets to the max amount allowed.
- Recent rejection due to the 'rounding' of salary/fringe that pushed the budget over the limit in 1 of the 5 years.

Total Direct Costs less Consortium F&A

NIH policy (NOT-OD-05-004) allows applicants to exclude consortium/contractual F&A costs when determining if an application falls at or beneath any applicable direct cost limit. When a direct cost limit is specified in an FOA, the following table can be used to determine if your application falls within that limit.

Category	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
Total Direct Costs less Consortium F&A	499,999	499,999	499,999	500,000	453,788	2,453,785

Maximum Budget Allocation

- This 50 cent mistake resulted in:
 - 17 emails
 - 4 days of negotiation
 - NINDS senior management approval
 - All parties agreeing that it was due to rounding

We recommend that you keep a \$5 - \$10 margin open on your budget to avoid any rounding issues.

PROPOSAL SUBMISSIONS TO OSP

May 2017 – May 2018

	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018
Count	51	49	30	23	34	23	34	36	100	106	90	49	90
On Time	59%	63%	37%	52%	47%	61%	65%	56%	56%	56%	52%	33%	37%
Late	35%	29%	50%	39%	29%	26%	29%	36%	42%	45%	43%	63%	59%
After the fact	6%	8%	13%	9%	24%	13%	6%	8%	2%	5%	5%	4%	4%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Expedited Request (3 days or less)	22%	22%	40%	26%	24%	9%	21%	19%	24%	28%	26%	51%	38%

On Time: Received by OSP 5 business days prior to the requested return date.

Late: Received by OSP less than 5 business days prior to the requested return date.

After the Fact: Received by OSP after the requested return date.

Expedited Request Received by OSP with 3 business days or less to review before requested return date.



PROPOSAL SUBMISSIONS TO OSP

May 2017 – May 2018

PROPOSALS	2017	2018	Change
Count	51	90	+39
On Time	59%	37%	-26
Late	35%	59%	+24
After the fact	6%	4%	-2
Total	100%	100%	-
Expedited Request (3 days or less)	22%	38%	+16

On Time: Received by OSP 5 business days prior to the requested return date.

Late: Received by OSP less than 5 business days prior to the requested return date.

After the Fact: Received by OSP after the requested return date.

Expedited Request Received by OSP with 3 business days or less to review before requested return date.

QUESTIONS???