FINANCIAL SERVICES CONNECTION

OFFICE OF GRANTS AND CONTRACTS

LOOKING FOR PAYMENTS?

As announced in the September Team Talks, there is a new PS Query to help with this. If you are expecting a payment that is not yet posted to your project, we have now provided a query to help. This query replaces the old OGC Holding list, and will show payments that have been deposited to OGC's University account, that we are not able to identify or link to a specific project. The list is available on demand with current information.

To access, please navigate in PeopleSoft Finance to PS query viewer. The query name is **UCD_AR_OA_HOLDINGS** and you can save the query as a favorite for future use. The query viewer path is Main Menu>Reporting Tools>Query>Query Viewer.

If you have questions about how to access the query or still need help locating a payment, please contact us via email at **OGC.4Payments@ucdenver.edu**.

OGC TEAM UPDATES

Financial Compliance and Training Manager – recently hired position

We are pleased to announce that we have hired TK Keith (former Contracts Manager for OGC) as the new Financial Compliance and Training Manager for Financial Services.

The new position will oversee a new team in Financial Services that is responsible for financial compliance, training, process improvements and real estate activities for all activities of the Financial Services units (Finance, Office of Grants and Contracts and Bursar). TK will report to Nara Shagdar, Senior Director. The initial focus of the team will be hiring a new Trainer position who will focus on sponsored projects training for the research community.

TK will continue to oversee the Contracts Team in OGC until a replacement Contracts Manager has been hired and trained to ensure an effective transition for our customers. The Contracts Manager position is posted in CU Careers at https://cu.taleo.net/careersection/jobdetail.ftl?job=11767&lang=en.

Welcome to the OGC Team!

JESSICA ALLEN will start this month as our new PreAward Specialist. Jessica is joining our team from the University of Arizona – Southwest Institute for Research on Women. She brings over four years of experience in administrative and program support working in research institutions and health organizations. She has earned her Master of Public Health (Global Health) and is a United States Peace Corps Paul D. Coverdell Fellow. Jessica also has an intermediate foreign language proficiency in French and Saramaccan.

We now have four PreAward Specialists on our team. The PreAward Services team has upgraded the previous PreAward Coordinator position to a PreAward Specialist. The team is currently in the process of automating administrative tasks of the group to allow for more focus on assisting with proposal development and review.

NATE BEIDLER AND MEG GOSE joined the OGC team as PostAward Specialists. Nate recently moved to Colorado from Florida where he was working in the College of Medicine at Florida State University as an Accounting Specialist. Meg recently obtained a Master's degree from Concordia University Chicago in Grant Writing, Management and Evaluation. Both are very excited to join the PostAward Team.

Award Setup Specialists: **CAROLINE WHITAKER AND MARCY PACHECO**. Caroline joined the team in September as a temporary aide for the Setup team and we were fortunate to hire her full-time when a position opened up. Marcy has been a student worker with OGC since 2016. During this time, she has gained valuable experience making her an ideal candidate for the Award Setup position.

Congratulations!

BRYCE WALSH was promoted to Setup Manager. His years of experience in OGC along with his excellent customer service skills prepared him for this next step. Congratulations Bryce!

OGC Job Opportunities
- ➢ Closeout Specialist – Interviews are taking place.
- ➢ Billing Specialist – Final interview stage.
- ➢ Subcontracts Specialist – PN 676876, Requisition 11698 in CU Careers
- ➢ Contracts Manager – PN 678993, Requisition 11767 in CU Careers
- ➢ Gift and EPER Accountant – Coming Soon

REMINDER: F&A Waiver Changes Announced in April

GREAT NEWS! A reminder on the F&A waiver change that we announced in our April newsletter – see below.

We have evaluated the F&A waiver policy and are implementing some changes to reduce F&A waivers for Government and Non-profit/Associations/Foundations. This policy change was supported by Terri Carrothers, Senior Vice Chancellor, Administration and Finance and Dr. Traystman, Vice Chancellor of Research.

The policy will no longer require a F&A waiver for Government and Non-profit/Associations/Foundations if Agency/Organization –
- Has an overall policy on F&A rate that applies to all awards
- Has stated the F&A rate in the funding announcement (*change in current policy*)

Please provide URL for stated policy in the notes section of the Proposal Routing form (see below) or attach policy if you have a document.

In addition, waivers may be approved for the current budget year or for the life of the award. If it is approved for the life of the award, then a waiver is not required for every budget year.

It is important to note that **all private sponsors** will continue to require waivers.

EXPORT CONTROL

*a. Will the project require any *export controlled* information to be received by CU Denver, or is the Program Announcement or Request for Proposals designated as "Export Controlled"? ☐ Yes ☐ No

*b. Is project participation (faculty, student, other) restricted based on country of origin or citizenship? ☐ Yes ☐ No

*c. Will the sponsor have the right to approve or restrict the publications or other disclosure of the research results? ☐ Yes ☐ No

*d. Will the project include collaboration with a foreign organization or be conducted outside of the United States? ☐ Yes ☐ No

*e. Will the project involve the shipment of equipment, software, data, or biological materials to a foreign country? ☐ Yes ☐ No

*f. Will the project require the use of another party's proprietary information or materials? ☐ Yes ☐ No

NOTES

Add any additional information here

SUMMARY OF PROPOSED BUDGET

Budget Summary

Start Date	End Date	Direct Costs	Subawards	Indirect Costs	Total Project
03-Apr-2017	02-Apr-2018	$0.00	$0.00	$0.00	$0.00
03-Apr-2017	02-Apr-2018	$0.00	$0.00	$0.00	$0.00

*What is the F&A Rate on the Budget Period for this routing?

Have UCD's standard F&A costs been calculated into the budget? ☐ Yes ☐ No

AWARDED PROJECT PRIOR APPROVAL REQUESTS

Relinquishment –Grant Transfer Out
Carry Forward Requests
No Cost Extension Requests

We would like to provide some best practices and information to help prevent delays with executing prior approval requests for PI projects. The following common requests require sponsor and/or institutional Authorized Official Representative (AOR) approval. They are processed and submitted by the PreAward Manager.

Common Steps of Prior Approval Process
1. PI/Dept contacts sponsor for requirements for specific request (Excludes 1st NIH NCE and all NSF NCE requests)
2. PI/Dept emails sponsor requirements and request materials to xenia@ucdenver.edu for review and processing
3. OGC PreAward records receipt of request
4. OGC PreAward does preliminary review and submits to Dept Postaward Admin if necessary for review
5. OGC PreAward conducts final review of request and request any necessary changes from PI/Dept
6. AOR submits the request to the sponsor per the sponsor instructions

In depth instructions for CF and NCE request can be found at the following links:

NCE Requests: http://www.ucdenver.edu/research/OGC/awardadmin/postaward/Pages/NCE.aspx
- 1st NIH NCE request approved up to 12 additional months via eRA Commons by the Institution AOR
- Subsequent NIH NCE requests are formal request to the PI's assigned NIH Grants Management Specialist
- NSF NCEs are requested by the PI via NSF Research.gov
- All NCEs must be requested prior to the end of the project period (applies even when currently within an extension period)
- Submission after the project end date can put the approval of the request in jeopardy
- NCEs cannot be requested after the submission of the FFR

CF Requests: http://www.ucdenver.edu/research/OGC/awardadmin/postaward/Pages/CFRequest.aspx
- Unobligated balances (UOB) of 25% or less are automatically carried forward if the NIH award is under expanded authority
- UOBs over 25% of the total approved budget are subject to offset
- Must wait for the prior year FFR to be completed prior to requesting carry forward funds

Relinquishment – Grant Transfer Out: **Link Coming Soon**
- Notify NIH Grant Management Specialist as soon as PI is certain of transfer
- Complete internal relinquishment approval form – Transfer Sponsored Project Template
- Send completed internal relinquishment form to xenia@ucdenver.edu

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COMMUNITY WORKING GROUPS

In our efforts to enhance our customer service to faculty and colleagues, OGC has initiated a series of collaborative community working groups meetings to identify opportunity areas for improvement, brainstorm new business processes and solicit feedback on potential changes within OGC and department operations as related to post award and closeout. Within our Post Award and Financial Services sector of OGC, we have begun an assessment to enhance our training and resource documents for new and existing staff as well as streamline our business processes to provide more timely award setup and reporting. We have included a sample of department partners, post award accountants and billing specialists in this group. If you have interest in joining this group, or finding out which of your colleagues are involved, please contact Stephanie Chandler-Thompson, stephanie.thompson@ucdenver.edu. We will continue to share the focus of this group with our broader community as we progress.

IN MEMORY

As most of you know, we lost a valuable colleague in OGC with the passing of Leila Rabaa in September. OGC was deeply saddened by this loss. Leila was a bright shining light in our office and loved team member. We are working very hard to fill her shoes and keep her eager spirit alive within our office. We have received a great out pouring of support with many kind words and cards. It is all very much appreciated and we Thank You for all your support!

www.ucdenver.edu/OGC