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| *C:\Users\esaus\Pictures\dualCampus_sl_clr.jpg*  *June 2019* |
| **FINANCIAL SERVICES CONNECTION**  Office of Grants and Contracts |

**Salary Cap for NIH and Other Sponsors Including PCORI**

NIH salary cap is out for 2019. The cap has been increased to $192,300, effective January 6th, 2019, the salary rate cap applies to many of our Federal sponsors such as ,the National Institutes of Health (NIH), the Agency for Healthcare Research and Quality (AHRQ), and the Substance Abuse and Mental Health Services Administration (SAMHSA) to name a few. In addition, various private agencies have adopted the cap into their policies. These include the Juvenile Diabetes Foundation (JDF), the American Cancer Society (ACS), and the Susan G. Komen Breast Cancer Foundation (SGKBCF). Please note that this listing is not all-inclusive. Please be aware of sponsor policies when submitting grant proposals. Another Sponsor we have that enforces a salary cap is Patient Centered Outcomes Research Institute (PCORI). They use an annual capped rate of $200,000. Therefore when setting up pay on a PCORI award that is the cap that will apply.

For more information on how to handle the salary cap when entering funding distribution or completing effort reporting, please see our write up and sample calculations on our Salary Cap Calculation Document in the A-Z section of the OGC website. You can also find links to NIH site and policy by searching “Salary Cap” in A-Z <http://www.ucdenver.edu/research/OGC/Pages/AtoZ.aspx>

**Payroll Expense Transfers**

We are seeing an issue related to Payroll Expense Transfers. This issue is the creation of PETS that are changing the distribution of RGS salary but not including leave (VAC or SCK most commonly) to follow that same distribution percentage in the “New Check Distribution” section of the earnings tab. Please make sure these distributions are staying in sync for charges to sponsored projects funds 3X.

*TIP: Sort the “New Check Distribution by Speedtype and make sure regular rows and leave rows are set at same distribution percentage.( Note small rounding variances are acceptable).*

This cross check needs to be done, for each pay period end date, you are including. For additional training and resources please see HCM Training Page <https://www.cu.edu/hcm-community/hcm-projects/training-webinars>

**Historical Project Closeouts**

As part of our continued closeout efforts, historical projects in funds 30 and 31 ending 12/31/2017 and prior, still awaiting closeout, are in process of having their project status updated to R “Reporting status”. This status will help OGC closeout staff work in conjunction with departments for this population of projects as we all work to clean up projects to transition to C (closed) status. If you need to process a transaction that requires a different status, please contact [Stephanie.Chandler-Thompson@cuanschutz.edu](mailto:Stephanie.Chandler-Thompson@cuanschutz.edu) for status updates.

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| **Team Talks Session – CU Medicine / OGC Contracting Guidance**  Please join us at the next Team Talks session on **June 25, 2019 at 11am**. This session will provide guidance on contracting between CU Medicine and the Office of Grants and Contracts to help clarify which contracts should route to which office.  ***REGISTER at*** [***https://www.surveymonkey.com/r/TT\_June25***](https://www.surveymonkey.com/r/TT_June25)  **CU Anschutz**  **Date: Tuesday, June 25**  **Time**: 11:00-12:00pm  **Location**: Education 1, Room 1400  **To join via Zoom, click** [**https://ucdenver.zoom.us/j/511124497**](https://ucdenver.zoom.us/j/511124497) |

**Applications Available for the 2nd RAWC Cohort**

The Research Administration Workforce Committee (RAWC) and Financial Services will be sponsoring a second workforce development cohort starting in September. The workforce development cohort is designed to provide sponsored project training to any university employees seeking to transition into research administration.  The first cohort is currently finishing their program, and three participants have already taken research administration positions at the University.

Cohort participants will complete ten weeks of classroom training from the week of September 9 through the week of November 11. Each week, participants will complete two hours of training courses. For the Anschutz campus, the two hours of training will be Tuesdays and Wednesdays from noon until 1pm each day. For the Denver campus, the two hours of training will be from 10am until noon on Fridays.

Following the fall semester trainings, cohort participants will then complete 20 hours of hands on mentoring and practice modules to apply the training principles to pre-award and post award activities. The mentoring and practice modules will occur in spring of 2020.

The application for the cohort is found at: <https://ucdenverdata.formstack.com/forms/rawc_application>. Applications are due by Friday, July 12.

The first RAWC Cohort graduated from the program on June 3. Six of the cohort participants have already found employment in research administration jobs at the University.

Please feel free to reach out to TK Keith ([Thomas.Keithiii@cuanschutz.edu](mailto:Thomas.Keithiii@cuanschutz.edu)) if you have any questions.

**Financial Services Sponsored Project Training Program – Summer 2019**

Financial Services is pleased to announce that registration for the sponsored projects training course for summer 2019 is now open in SkillSoft.

The courses are offered at both CU Anschutz and CU Denver and are open to all employees.

**The courses for the summer are:**

* SP 1 – Introduction to Sponsored Projects
* SP 2 – Cost Principles for Sponsored Projects
* SP 3 – Pre-Award Administration for Sponsored Projects
* SP 4 – Post Award Administration for Sponsored Projects
* SP 11 – Contracting for Sponsored Projects
* SP 12 – Introduction to 2 CFR 200 (Uniform Guidance)
* SP 13 – Introduction to the NIH Grants Policy Statement (NIHGPS)
* SP 16 – Subrecipient Monitoring Policies and Procedures
* **NEW COURSE** SP 18 – Compliance Updates

Registration, course descriptions and time and date offerings for each course is found on SkillSoft.

If you have questions about how register, you can visit the Skillsoft Help Page: <https://www.cu.edu/employee-services/career-advancement-learning/learning/skillsoft/skillsoft-help>.

Under the Resource Tab, there a number of resources and quick reference guides. In particular, the Instructor Led Training (ILT) guide covers how to enroll in an ILT course, how to check your enrollment status, and how to withdraw from an ILT course: <https://www.cu.edu/doc/sbsiltpdf-1>. The Enrolling in Instructor Led Training may be helpful as well: <https://www.cu.edu/doc/ssqrenrolliltpdf>. Finally, under the Instructor Led Training tab, there is information about where to find instructor led training (ILT) courses.

Please feel free to email TK Keith ([Thomas.Keithiii@cuanschutz.edu](mailto:Thomas.Keithiii@cuanschutz.edu)) or Shane Jernigan ([Shane.Jernigan@cuanschutz.edu](mailto:Shane.Jernigan@cuanschutz.edu)) if you have questions about the training program.

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| **Authorized Organization Representative (AOR) / Signing Official (SO)**  Starting July 1, 2019, Michael Moore, PreAward Manager, will be the primary Authorized Organization Representative (AOR) / Signing Official (SO). Ryan Holland will be the secondary and David White will be the third official. |

**How To Get Assistance With InfoEd**

To request assistance with InfoEd, users should always start by sending an email to [erasupport@ucdenver.edu](mailto:erasupport@ucdenver.edu). This ensures the issue is tracked and the correct personnel work on the issue. Users should direct their inquiries to the [erasupport@ucdenver.edu](mailto:erasupport@ucdenver.edu) address instead of individual team members or reaching out to InfoEd directly.

**OGC Team Updates**

**Senior Cash Accountant** – **Morgan Hubbard** has transitioned into a new role within OGC. She will be working on Letter of Credit Draws, quarterly 272 Federal Financial Reporting, and reconciling and analyzing cash with sponsor balances against budget. We’re excited to have Morgan in this position! *This position was previously held by Brooke Schoenbeck in the Finance Compliance department.*

**Departures** – Regretfully, we announce the resignation of **Brent Larson** who left the University on June 5 for another opportunity. He was a great asset to the OGC Contracts team and his contributions to the department will be missed. The Contracts Specialist position has been posted and TK Keith will assist the Contracts team in the interim.

**Employment Opportunities**

The Office of Grants and Contracts is conducting several searches. To see a list of specific job duties, please refer to the job posting in [CU Careers](https://cu.taleo.net/careersection/2/moresearch.ftl?lang=en&radiusType=K&location=6200103016&searchExpanded=true&radius=1&portal=101430233).

* **Contracts Specialist** (16546) – Position is posted in CU Careers. Accepting applications. Preferred application deadline is June 23. Position previously held by Brent Larson.
* **Sponsored Project Award Specialist** (15955) – Position is posted in CU Careers. Interviews in progress. Position formerly held by Caroline Whitaker.
* **SubContracts Specialist** (16401) – Position is posted in CU Careers. Interviews in progress. Position previously held by Eric Maize who is now on the PostAward team.