

Department Administrator Forum

Med Campus
Hiebert Lounge
10/14/2014
3:00 – 5:00 pm

CR Campus
PHO 206
10/17/2014
3:00 – 5:00 pm

Agenda

- Introduction
- Concur Travel System
- PAFO Updates
 - PAFO Announcement
 - Property
 - A-133 Update
 - Personnel Activity Reports
 - Non Salary Cost Transfer Update
 - Salary Cost Transfer
- OSP Updates
 - Staffing Updates
 - NIH Updates
 - F & A Waiver Procedure
 - Revised PSF
 - Upcoming forums on Uniform Guidance
- My Grant Expenses demo

Agenda

Concur Travel System

Matt Abrams, Associate Comptroller

Kara Sechrist, Travel Manager

PAFO Updates

- PAFO Announcements
 - Lisa Ortega
 - Miscellaneous Receivables
 - New Banking Relationship
- Property
 - Moveable Capital Equipment Manual has been updated
 - Disposition (p. 21)
 - Biennial Equipment Inventory
- A-133 Update
 - Finalize December 2014

PAFO Updates

- Personnel Activity Reports (PARs)
 - Deadline for the 6/30/2014 PAR period was Friday, October 3rd
 - Statistics

	Sent
Professional	2,206
Non Professional	411
Students	1,414
Total*	4,031

* Within September 22nd – October 3rd (last two weeks before due date), we received 58% of the open PARs or 2,359

PAFO Updates

- PAR Concerns
 - Review PARs when you first get them
 - Tally to 100% only
 - Use whole numbers... no decimals
 - Not employee or PI, indicate you are supervisor
 - If you scan, we don't need original copy
 - Don't need back of PAR scanned to us
 - Forms go to auditors so be careful of what you write on the form

PAFO Updates

- Salary Cost Transfers

- Metrics
- Q&A

	Salary Cost Distribution Form (September)
< 90 Days	267
> 90 Days	48
Total	315

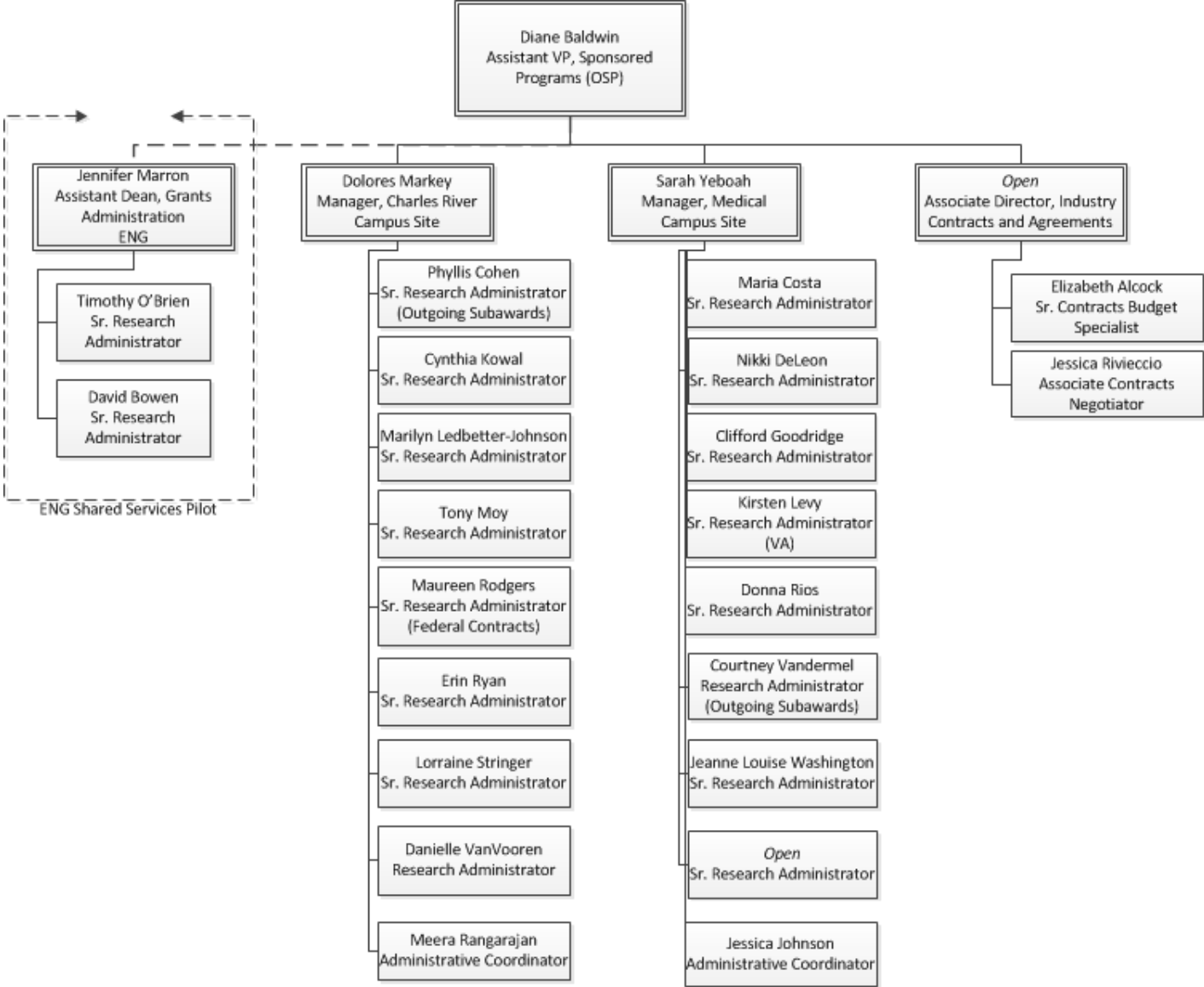
- Non Salary Cost Transfers

- Timeline Implementation (12/6/2014)
- Process
- Doc Types
 - ZJ = Reallocation of Expenses
 - ZK = <90 Cost Transfer
 - ZV = >90 Cost Transfer

OSP Staffing Updates

- **Jen Marron** – Assistant Dean for Grants Administration in ENG
 - Leads a Shared Services Pilot program in ENG
 - Retains OSP ties
- **Sarah Yeboah** hired as OSP Manager – Medical Campus team
 - We have an open RA/SRA position on the MED team
- **Erin Ryan** has accepted a position at the School of Social Work as their Senior Grants Administrator as of January 19
- **Danielle VanVooren** – promoted to Research Administrator on the Charles River Campus
 - Danielle was a Lead Award Analyst on the ROSA team
- Associate Director of Industry Contracts and Agreements position is open
 - Formerly held by Anne Clark
 - Job is posted and interviewing has begun
 - Interim support plan in place

OSP Organization



NIH Updates

- RPPR will be required for Non-SNAP progress reports beginning October 17 <http://grants.nih.gov/node/172>
- eRA system-wide software release – October 16-17 <http://grants.nih.gov/node/166>
- Upcoming webinars on what you need to know about the NIH application Submission and Review.
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-002.html>
- Use of Individual Development Plans (IDPs) for Graduate Students and Postdoctoral Researchers Required in Annual Progress Reports beginning October 1, 2014
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-113.html>

F & A Waiver Process – November 1, 2014

- Approval is needed when requesting an F & A rate that is lower than the maximum allowed by the sponsor
 - Approval form created
 - PI secures F & A Waiver approval before proposal is submitted to OSP
 - Requires the School's Department Chair and/or Center Director and Dean approval
 - For CRC, requires VP for Research (or designee) approval (before submitting to OSP)

Uniform Guidance

- Upcoming forums designed for faculty and administrators. We will share key information about the new OMB Uniform Guidance (effective December 26, 2014)
- Website has been created to serve as a resource with up-to-date information as it is released
 - November 18th from 12-2pm Hiebert Lounge
MED
 - November 20th from 12-2pm Photonics, Colloquia
Room, 9th floor CRC

Revised PSF

Revised Proposal Summary Form (PSF)

- Goals:
 - Remove information that isn't being used
 - Add additional information, based on feedback and requests
 - Streamline and improve formatting
 - Facilitate Med reporting pilot (space and centers)
- Approach:
 - Worked with other stakeholders at BMC and in compliance areas
 - Requested feedback from OSP staff and from small number of DAs on each campus
- Timeline:
 - Implement within the next month.

My Grant Expenses

- My Grant Expenses Demonstration