
THE STATE UNIVERSITY OF NEW JERSEY

RUTGERS

Business Managers Meeting

December 12, 2006

AGENDA

Business Managers Meeting

December 12, 2006

IMCS - Alampi Room

9:00 -11:00 am

- **ORSP Staff Announcements**
- **SRA DA201 Training**
 - March 26-27, 2007
 - January registration
 - \$100 fee
- **Grants.gov Deadlines**
- **NIH R01, USDA, NSF**
 - Sign up for training (12/14,12/15,12/20,01/08)
 - More to come week of 01/08, 2x monthly through May
- **2007 Business Managers Meetings**
- **9:00 AM – 11:00 AM, Alampi Room, IMCS, Cook Campus**
 - March 13, 2007
 - June 12, 2007
 - September 11, 2007
 - December 11, 2007
- **RU Foundation and Endorsement Processing**
- **NSF Audit Work Plan**
- **HHS Audit Work Plan**
- **New HHS Cost Transfer Policy per the revised Grants Policy Statement**
- **Manpower Reporting**

SRA DA201 Training

- March 26-27, 2007
- Registration Begins in January
- \$100 fee, includes curriculum materials and meals
- Agenda
 - Day One
 - Management Principles
 - Compliance: Export Controls, Conflict of Interest, HIPAA
 - Supervisory Techniques – Engaged Management
 - Human Resources Interactive Activity
 - Intellectual Property and Technology Transfer
 - Day Two
 - Financial Reporting and Cost Sharing
 - Financial Planning and Shadow Accounting
 - Subcontracts, Consulting and Service Agreements

Grants.gov Deadlines

- NIH RO1, USDA, NSF
- Training dates
 - (12/14, 12/15, 12/20, 01/08)
- More to come week of 01/08
- 2x monthly thru May

SOLD OUT

Grants.gov

- ORSP is the registered applicant, **NOT** the faculty member
- Notify grant specialist of intent to submit
- PI Responsibilities
 - Download, Read and Follow instructions in RFA/FA and Application kit
 - Download and complete PrueEdge Application kit
 - Fill out and upload .pdf files (per instructions) to the application forms
 - Check for compliance with sponsor instructions
 - Font sizes, page limits, margins, etc.
 - Check instructions for file format type
 - Inclusion of all required forms
 - In order for the application to be submission ready, all required forms must be moved to right side of SF424
 - Insure the application is final when submitted to ORSP
 - Prints out in proper format
 - Error free per grants.gov error check
 - Save application file according to standard naming convention
 - Last name, first initial.sponsor.keyword.deadline date(yymondd)
 - Example: SmithR.NIH.R01geneBRAC1.070201

Grants.gov cont'd

- ORSP/Grant Specialist Responsibilities
 - Consultation and Guidance
 - Be familiar with Program Announcement/RFA
 - Advance notice required
 - Budget
 - Review and Approve PI-prepared budget
 - Compliance with RU and sponsor guidelines and regulations
 - Inclusion and correction application of F&A
 - » Documents supporting F&A exceptions
 - Administrative Info
 - Check administrative pages for correct information
 - Applicant name, address, contact info
 - Representation and Certification pages
 - Application Submission
 - Authorized Officials for Electronic Submission
 - Authorized Officials for Hard Copy/Paper Submissions

ORSP PDS

(Proposal Delivery System)

DO NOT send proposal applications to ORSP or Grant Specialists via Email

- Size of applications packages prevent consistent transmission
- Transmission is not obvious to the sender or ORSP as recipient

Before you upload your proposal for submission by ORSP:

- Name your application file accordingly:
 - P|lastname|firstinitial.sponsorabbreviation.keyword.deadlinedate(yy/mm/dd)
 - Example: SmithJ.NIH.geneticslink.061117
- Print out the entire proposal and all attachments
 - Check compliance with page limits, font size and margins
 - Insure that all mandatory and supplementary documents are there
 - Insure that all text and graphics print out as expected
- Verify that all attachments are in PDF format
- Make sure that all completed documents to be submitted as part of this application are complete and have been moved from the left side to the right side of the form
- Run the “error check” function and correct all errors. DO NOT upload to PDS with any errors.

2007 Business Managers Meetings

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RU Foundation and Endorsement Processing

- Proposals to foundations & private-not-for profits subject to gift fee
- All endorsements to be signed off prior to ORSP sign-off

RU Foundation and Endorsement Processing

- **Location:** Van Nest Hall
- 2nd Floor, room 201
- **Authorized signers:**
- Jennifer Dalesandris, Administrative Assistant, CFR
- Erin Gavarny, Director, CFR
- Joyce Hendricks, Acting Senior Director, CFR
- Jackie Perkel-Joseph, Senior Assistant Director
- Napis Wong, Director, CFR
- General CFR line, 2-8208
- Email: jdalesandris@winants.rutgers.edu (email requests will be forwarded to the appropriate director)

NSF OIG AUDIT PLANS

- Rutgers climbed from #32 national in NSF funding to #22 and from \$36.4 million in funding to \$42.6 million in FY 2006
- Rutgers is experiencing more NSF audits
- Specific audit areas for grantees follow

NSF OIG AUDIT PLANS

(cont'd)

- Effort Reporting – recent False Claims Act settlements justify more OIG involvement
- Overall Systems to Adequately Safeguard and Properly Account for NSF Funds, including subrecipient monitoring
- Science and Technology Centers – looking at management and oversight practices
- Contract Closeout Audits will increase

HHS OIG Audit Plans

- Rutgers has more NIH funding than NSF but we are a smaller piece of the NIH pie. FY 05 we were \$71.8 million and FY 06 we dropped some to \$68.2 million.
- HHS OIG's audit focus has been on Medicare/Medicaid fraud and only recently has returned to universities.
- Specific university audit areas follow

HHS OIG AUDIT PLANS

(cont'd)

- Effort Reporting
- Administrative and Clerical Salaries
- Cost Transfers
- Graduate Student Compensation – looking at tuition remission as a component of compensation to determine if consistent with NIH guidelines. At Rutgers it is a fringe benefit!

HHS OIG AUDIT PLANS (cont'd)

- A-133 Audit Reviews – looking at quality of audit. At Rutgers quality has jumped with KPMG replacing Deloitte & Touche.
- Director of Grants Compliance and Oversight concerned about the timely closeouts of grants, particularly final technical reports

HHS Cost Transfers Policy Change

- The latest Grants Policy Statement effective October 1, 2006 states “Permissible cost transfers should be made promptly after the error occurs but no later than **90 days following occurrence** unless a longer period is **approved in advance** by the GMO (Grant Management Officer).”

HHS Cost Transfers Policy Change (cont'd)

- Support of Change Required – “The transfer must be supported by documentation, pursuant to 45 CFR 74.53 or 92.42, that fully explains how the error occurred and a **certification of the correctness of the new charge by a responsible official** of the recipient, subrecipient, or contractor.”

HHS Cost Transfers Policy Change (cont'd)

- Weak explanations unacceptable – “An explanation merely stating that the transfer was made “to correct error” or “to transfer to correct project” is not sufficient.”
- Impact on FSRs – “If the transfer affects a previously submitted FSR, **a revised FSR must be submitted.**”

Trend for Hourly Reporting

- Army Contractor Manpower Reporting – requires estimated direct labor hours on Army Contracts.
- General Service Administration Schedule Contracts – usually used for contractors. Required reporting direct labor hours and billing on a loaded hourly rate according to an agreed on schedule that covers a number of years (usually five).