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THE STATE UNIVERSITY OF NEW JERSEY  
**RUTGERS**

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Business Managers Meeting

June 7, 2005

# Agenda

## 1. Subcontracting Plans – Keith and Marta

- Why/How
- Template
- Resources to Identify Vendors/Purchasing Website Links
- Build from ground up; do not use “pre-set” or artificial goals
- If a sponsor imposes goals, contact ORSP for assistance
- What to do if a sub versus prime contractor (prime is responsible for overall goal; individual subs may contribute greater/lesser amounts to total goal(s))

## 2 Vacation/Accrued Annual Leave – Ron and Keith

- Two Federally accepted methods
- Impact on “softmoney” employees on projects ending/scheduled to end-Leave should be used prior to end of project
- Permanent (non-softmoney) employees retain leave, in accordance with RU HR policies and remain employed after end of sponsored project as do “softmoney” employees moving to another sponsored project to cover his/her salary or accepting a permanent position at Rutgers
- Rutgers’ policy/approach

# Agenda

## 3. Subawards in foreign countries, – Keith and Donna

- Cost reimbursable subawards are the norm. We do not pay funding upfront; this is how we operate with subawardees within the US, and likewise how we are paid when we receive an award or a subaward
- Advances of limited amount of funds depending upon special circumstances; discussion of those conditions and the need to contact ORSP in advance to plan for that contingency. An exception, not the norm

## 4. Budget Template – Keith (updated versions are on the ORSP website)

- The Budget template has again been updated and is available on the ORSP website. Please use the latest version dated June, 2005 for all proposals and revised budgets.

# Agenda

## 5. Electronic Submission Systems – Keith and Mary

- Update of 9 electronic grant systems:
- Grants.gov
- NASA NSPIRES
- RAMS Proposal Central
- NIH eRA Commons
- NSF Fastlane
- US Dept. of Ed e-Grants
- US Dept. of Energy e-Center
- US Dept of Defense eReceipt
- Space Telescope Science Institute STGMS

## 6. Effort Reporting Under the new TRS - Ron

- The rules for Effort Certification have not changed
- Effort Reporting is now separate from time reporting under the new TRS
- Departments must develop ways to maintain the proper certification
- The DGCA will be developing statistical audits to determine rates of compliance

# Subcontracting Plans

- These are not commonly requested, but if the RFP/Proposal Submission requirements indicate that such a plan is required contact Keith and your grant specialist immediately.
- Both ORSP and Purchasing now have a template with no pre-set goals (in the past this chart had goals which some individuals mistakenly just copied, an incorrect way to build a plan).
- Finalize your direct cost budget. Then remove all items that are fixed expenses (e.g., salaries, fringe benefits, subawards to other universities), and examine the remaining line items, especially areas such as equipment, supplies, and travel.
- Then begin to identify vendors and “build from the ground up”. Goals should be reasonable, not inflated. Some categories will have “zero” for dollar allocations and “zero” percent. Other categories, if used may have fractional percents, and be very small in terms of overall dollars.
- The Purchasing website has a list of vendors in each of the categories to help identify such sources:
  - Small Business, Small Disadvantaged Business, Women-Owned Small Business, HUBZone Small Business, Veteran-Owned Small Business and Service-Disabled Veteran-Owned Small Business
- Finally a list of “other than small business” such as subawards to other universities is put into the “other” category.
- All of these together then become the dollars/percentage goals for your subcontracting plan.

ORSP will be glad to review and assist prior to submission. **DO NOT DO THIS ON THE DAY OF SUBMISSION.** Purchasing Buyers and the Purchasing website can also assist in identification of appropriate vendors to help you establish reasonable and achievable goals.





# Supplier Diversity Business Directory



[Return to the Supplier Diversity Main Menu](#)

[Contact Us](#)

Last Updated: April 1, 2005

Purchasing Department  
Rutgers, The State University of New Jersey  
Administrative Services Building III, 2nd Floor  
3 Rutgers Plaza  
New Brunswick, NJ 08901-8559  
Phone: 732/932-4370  
Fax: 732/932-4390  
**Web Site:** <http://procure.rutgers.edu/sdp.html>

The vendors listed in this directory may have provided a good or service to the University or have expressed an interest to do so. All departments and buyers are encouraged to notify the [Supplier Diversity Coordinator](#) when they become aware of an opportunity for these types of businesses to provide a good or service.

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**Instructions:** Select a category below to review available suppliers.



# Vacation/Accrued Annual Leave Methods

- Central Pool



- Direct Charging

# Subawards in foreign Countries

Issued as cost reimbursable or fixed price agreement  
Need crystal-clear scope of work, approved budgets and payment plan for subcontractor

More complex, require diligent departmental scrutiny  
Review of project progress with PI  
Timeliness and accuracy of invoicing  
Expense monitoring in accordance with approved budget

Foreign entities NOT excluded from sponsor terms and conditions, federal laws and human subjects/animal regulations

May present EAR/ITAR, IP issues unforeseen at the time of application

# Subawards in foreign Countries

Payments made by wire transfer, not by cash/check

Require Subcontractor's banking information

- Bank Name and address

- Bank swift or code number

- Name of account and the account number

Advance funds may be considered in exceptional circumstances

- Discuss with designated Grant Specialist

Subrecipient monitoring issues still apply

# Budget Templates

- The F&A rates have been updated.
- The fringe rates have been updated, however until we hear the effective fringe rates from the State of New Jersey we will use estimated rates.
- Lines were added for each category for other subcodes.
- The cells were extended to be able to fit more numerical characters.

<http://orsp.rutgers.edu/CostShare/default.asp>

Microsoft Excel - ORSPCSBudget.xls

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|    | A  | B | C | D | E | F | G | H | I | J | K | L |
|----|--|---|---|---|---|---|---|---|---|---|---|---|
| 3  | <b>Rutgers, The State University of New Jersey</b>   |   |   |   |   |   |   |   |   |   |   |   |
| 4  | <b>Office of Research and Sponsored Programs</b>   |   |   |   |   |   |   |   |   |   |   |   |
| 5  |  |   |   |   |   |   |   |   |   |   |   |   |
| 6  |  |   |   |   |   |   |   |   |   |   |   |   |
| 7  |  |   |   |   |   |   |   |   |   |   |   |   |
| 8  | <b>Sponsored Program Cost Sharing Budget Template - Instructions</b>   |   |   |   |   |   |   |   |   |   |   |   |
| 9  |  |   |   |   |   |   |   |   |   |   |   |   |
| 10 | <b>General:</b>  |   |   |   |   |   |   |   |   |   |   |   |
| 11 |  |   |   |   |   |   |   |   |   |   |   |   |
| 12 | The Budget Template is meant to provide a user friendly way to develop a budget. It is also meant to standardize the way   |   |   |   |   |   |   |   |   |   |   |   |
| 13 | budgets are developed at Rutgers. This is critical in complying with the Federal Cost Accounting Standards. The subcodes   |   |   |   |   |   |   |   |   |   |   |   |
| 14 | included in this template are the only subcodes that will be allowed for award proposals. For a complete description of what is  |   |   |   |   |   |   |   |   |   |   |   |
| 15 | chargeable to a subcode, contact your departmental personnel or visit our website at <a href="http://postaward.rutgers.edu">http://postaward.rutgers.edu</a> . While the |   |   |   |   |   |   |   |   |   |   |   |
| 16 | Budget Template should be used with all new proposals, it does not replace sponsor required forms. The column "Cross   |   |   |   |   |   |   |   |   |   |   |   |
| 17 | Reference to Proposal" is an optional alpha-numeric field provided to help group/reference items for a sponsor required form.  |   |   |   |   |   |   |   |   |   |   |   |
| 18 | The cells with a red triangle in the upper right corner provide instructions and/or definitions. Information should be entered only                                      |   |   |   |   |   |   |   |   |   |   |   |
| 19 | in blue cells or where the word "enter..." appears. System Requirements: Minimum Microsoft Excel 97  |   |   |   |   |   |   |   |   |   |   |   |
| 20 |  |   |   |   |   |   |   |   |   |   |   |   |
| 21 |  |   |   |   |   |   |   |   |   |   |   |   |
| 22 | <b>Instructions:</b>   |   |   |   |   |   |   |   |   |   |   |   |
| 23 |  |   |   |   |   |   |   |   |   |   |   |   |
| 24 | <b>Step 1 - General Information (as a general guide, you should type in blue areas)</b>  |   |   |   |   |   |   |   |   |   |   |   |

Welcome Instructions Legend Summary BP1 BP2 BP3 BP4 BF

Draw AutoShapes

Ready NUM

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Adobe Acrobat Professional - [ORSPNCSBudgetInst[1].pdf]

File Edit View Document Comments Tools Advanced Window Help

Create PDF Comment & Markup Send for Review

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## Rutgers, The State University of New Jersey

### Office of Research and Sponsored Programs

#### Sponsored Program Budget Template - Instructions

The Budget Template is meant to provide a user-friendly way to develop a budget. It is also meant to standardize the way budgets are developed at Rutgers. This is critical in complying with the Federal Cost Accounting Standards. The subcodes included in this template are the only subcodes that will be allowed for award proposals. For a complete description of what is chargeable to a subcode, contact your departmental personnel or visit our website at <http://postaward.rutgers.edu>. While the Budget Template should be used with all new proposals, it does not replace sponsor-required forms. The column "Cross Reference to Proposal" is an optional alphanumeric field provided to help group/reference items for a sponsor required form. **The cells with a red triangle in the upper right corner provide instructions, tips, and/or definitions. Information should be entered only in blue cells or where the word "enter..." appears.** System Requirements: Minimum Microsoft Excel 97.

#### Step 1 - General Information

You can only enter data in the **BLUE cells**. If you try to enter elsewhere you will get an error message.

Within the worksheet, HELP is available on-screen by moving your cursor on top of the **RED triangles**.

We have provided up to five years of budget planning. We have also identified them by fiscal year. If you know that your funds will not arrive until a future fiscal year, you might consider budgeting that fiscal year

1 of 2

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# Electronic Grant Systems

1. Grants.gov
2. NASA NSPIRES
3. RAMS Proposal Central
4. NIH eRA Commons
5. NSF FastLane
6. US Dept of Ed e-Grants
7. US Dept of Energy e-Center
8. US Dept of Defense eReceipt
9. Space Telescope Science Institute STGMS

# Grants.gov

## Various Federal Agencies

- Commerce-NOAA
- HUD
- DHHS
- Energy
- Nat'l Endow Human.
- Nat'l Endow Arts
- Labor
- Education
- EPA
- Interior
- DOT
- Agriculture
- State
- Small Business Adm.
- Justice

# Grants.gov

- PI registration only necessary to receive announcements, not to submit proposals.
- Must download free software - PureEdge Viewer.
- PI downloads application package and prepares proposal on his/her computer.
- Tipsheet for proposal preparation on ORSP website at <http://orsp.rutgers.edu/Grants.gov> Tipsheet.doc.
- Send completed application as attachment to ORSP.
- ORSP reviews and submits proposal.
- Contact agency for status of proposal.
- <http://www.grants.gov>

# NASA NSPIRES

- PIs must register via website  
<http://nspires.nasaprs.com/external/>
- ORSP will approve registration
- Used to submit and review proposals

# RAMS Proposal Central

## Various Foundations and Non-Profits

- Alliance for Lupus Research
- American Cancer Society
- American Lung Association
- Arthritis Foundation
- Burroughs Wellcome Fund
- Cystic Fibrosis Foundation Therapeutics
- Food Allergy & Anaphylaxis Network
- Juvenile Diabetes Research Foundation
- Lance Armstrong Foundation
- New Jersey Commission on Spinal Cord Research
- Paralyzed Veterans of America
- University of California AIDS Research Program
- US Immunodeficiency Network

# RAMS Proposal Central

- PI must register via website.

<https://v2.ramscompany.com/Login.asp>

- PI submits proposals directly to sponsor.
- Used by foundations and non-profits.
- New agencies are added often.

# NIH eRA Commons

- PI must register through ORSP
  - Need name and email address
- Uses
  - Internet assisted reviews
  - Submission of financial reports
  - To track status of proposals
  - To submit e-SNAPs (electronic Streamlined Non-competing Award Process) (**coming soon**)
- <https://commons.era.nih.gov/commons/>

# NSF Fastlane

- PIs must register through ORSP.
- Everything is done electronically.
- Allow SRO Access to ORSP and DGCA to review and submit documents.
- Training held twice a year or as needed.
  - Next class will be in Fall 2005.
- <https://www.fastlane.nsf.gov/fastlane.jsp>

# US Dept of Education

## e-Grants

- PIs register via website.  
<http://e-grants.ed.gov/e-app/eaHome.asp>
- PIs submit proposals directly to sponsor.
- PIs must submit hardcopy with signatures to sponsor.
- Transitioning to Grants.gov

# US Dept of Energy e-Center

- PIs register via website.  
<http://e-center.doe.gov/>
- PI sends proposal files to ORSP.
- ORSP uploads files and submits.
- Some submissions through Grants.gov.

# US Dept of Defense

## CDMRP eReceipt

(Congressionally Directed Medical Research Programs)

- PIs must register via website.  
<https://cdmrp.org/>
- Send proposal files to ORSP.
- ORSP uploads files and submits.

# Space Telescope Science Institute

## STGMS

(Space Telescope Grants Management System)

- PIs must register through ORSP.
- Must download Java application software.
- ORSP submits proposals, etc.
- <http://gms.stsci.edu/index.jsp>

# Effort Reporting Under the new TRS

- The rules for Effort Certification have not changed
- Effort Reporting is now separate from time reporting under the new TRS
- Departments must develop ways to maintain the proper certification
- The DGCA will be developing statistical audits to determine rates of compliance