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THE STATE UNIVERSITY OF NEW JERSEY  
**RUTGERS**

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**Business Managers Meeting**

December 8, 2005

# NIH's Electronic Receipt Goal

**By the end of May 2007, NIH plans to:**

- **Require electronic submission through Grants.gov for all NIH grant applications.**
- **Transition from the PHS 398 application form to SF424 family of forms data set.**
  - SF424 Research and Research-Related (SF424 (R&R))
  - SF424 Discretionary (of limited use for NIH)

**Announced in the NIH Guide, Aug. 19, 2005:**

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-05-067.html>

# Why Transition to SF424 Family of Forms?

- **SF424 consolidates forms currently used by Federal grant-making agencies**
  - Applicants can use standard forms regardless of the program or agency to which they are applying.
  - Reduces administrative burden on the Federal grants community.
- **SF424 (R&R) is the government-wide data set for research grant applications**

# What is Grants.gov?

- **A cross-agency initiative involving**
  - 900 grant programs
  - 26 grant-making agencies
  - Over \$350 billion in annual awards.
- **The Federal government's single, online portal for any person, business, or State, Local and Tribal government to electronically:**
  - Find Grant Opportunities
  - Apply for Grants

# NIH's Transition Strategy

- NIH will transition by individual research program/funding mechanism
- ALL applications in response to these announcements for transitioned mechanisms will require electronic submission through Grants.gov on the 424 family of forms
- Mechanisms not yet transitioned will continue to require submission on PHS 398 on paper or through service providers
- NIH will announce plan to transition mechanisms in NIH Guide for Grants and Contracts
- Funding Opportunity Announcements will be posted in Grants.gov "Apply", generally 2 months before the submission date.

# SF424 (R&R)

## Grant Application Package

- **SF424 (R&R) includes the following set of standard components:**
  - R&R Application/Cover Component
  - R&R Project/Performance Site Location(s) Component
  - R&R Other Project Information Component
  - R&R Senior/Key Person Component
  - R&R Budget Component
  - R&R Personal Data Component (NIH will not use)
  - R&R Sub-award Budget Attachment Component

# SF424 (R&R)

## Grant Application Package

- **In addition to the standard components, the following “agency specific” components will be used by NIH as part of our application package:**
  - PHS 398 Cover Letter File
  - PHS 398 Cover Page Supplement
  - PHS 398 Research Plan
  - PHS 398 Modular Budget
  - PHS 398 Checklist
- **NIH requires additional data collection to accommodate the unique information required for review of its biomedical research portfolio.**

## NIH Timeline:

Submission of Grant Applications through Grants.gov  
Using SF424 Family of Grant Application Forms

Post SBIR/STTR and R13/U13 Announcements  
on Grants.gov

Submit SBIR/STTR via Grants.gov (12/1/05)

Post R15 Announcements  
on Grants.gov

Submit R13 & U13 via Grants.gov  
(12/15/05)

Submit R15 via  
Grants.gov (2/25/06)

2005

AUG

SEP

OCT

NOV

DEC

2006

JAN

FEB

MAR

Post full schedule with all remaining mechanisms

# NIH Timeline:

Submission of Grant Applications through Grants.gov  
Using SF424 Family of Grant Application Forms (cont.)

Submit R03 & R21 via Grants.gov  
(6/1/06)

Post R01 Announcements  
on Grants.gov

Submit R01 via Grants.gov (10/1/06)

Post NRSA (T&F), Careers & Complex  
Grants Announcements on Grants.gov

Submit all Mechanisms  
via Grants.gov

## Abbreviation/Mechanism Key:

AREA/R15	Academic Research Enhancement
HTS/X01	High Throughput Screening
NRSA	National Research Service Award
R01	Research Project Grant Program
R03	Small Grant Programs
R13/U13	Conference Support
R21	Exploratory/ Development Research
SBIR/STTR	Small Business Research

2006



OMB Clearance for PHS398 form Expires ↗

# NSF Grants.gov Implementation Plan

- Office of Polar Programs
  - International Polar Year
- Math & Physical Sciences
  - Scientific Computing Research Environments for the Math Sciences
- Biological Sciences
  - Living Stock Collections
- Computer & Info Sciences & Engineering
  - Advanced Learning Technologies
- Geosciences
  - Coupling, Energetics, & Dynamics of Atmospheric Regions
- Education & Human Resources
  - Research in Disability Education
- Engineering
  - Infrastructure Materials Applications & Structural Mechanics
- Social, Behavioral & Economic Sciences
  - Geography and Regional Science

# Electronic Grant Systems

<u>Name of System</u>	<u>Agency</u>	<u>PI Registration</u>
• FastLane	NSF	Yes - ORSP
• eRA Commons	NIH	Yes - ORSP
• Grants.gov	Various Federal	No
• E-Grants	US Dept of Ed	Yes - Web
• E-Center	US Dept of Energy	Yes - Web
• CDMRP eReceipt	US DOD	Yes - Web
• NSPIRES	NASA	Yes - Web
• STGMS	Space Telescope	Yes - ORSP
• RAMS Proposal Central	Various Fdns.	Yes - Web
• SAGE	SNJ-Comm Affairs	Yes - ORSP



## COST TRANSFERS

What are they and what is an acceptable cost transfer?



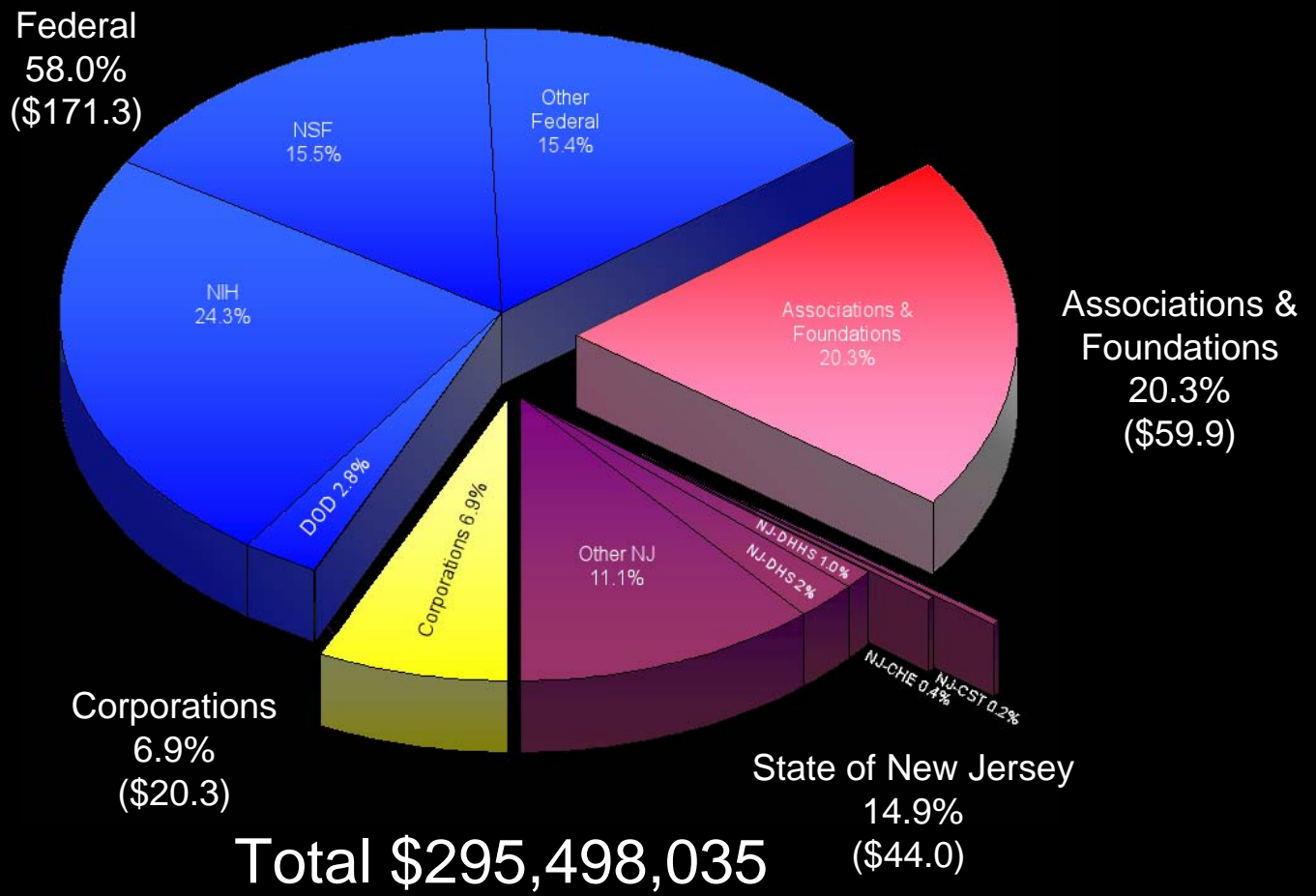
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# FY 2005 Awards By Funding Source (In Millions of Dollars)



**Total \$295,498,035**

# What is a cost transfer?

- A cost transfer is the reclassification of an expense after the original transaction is recorded.
- All journal entries, regular salary reallocations and tuition remission adjustments are cost transfers.
- Purchase requisitions/orders, check requests, travel and business expense reports, PAFs and time reports are **NOT** cost transfers.
- PDR changes can be cost transfers if retroactive.

# What is a cost transfer?

- State funded cost sharing salary reallocations are a special form of cost transfer that must be completed by early December and June each year.
- Allocations of departmental expenses such as computer services are cost transfers but **NOT** allowable under OMB A-21 unless established in an authorized recharge center approved by the DGCA.

# What are the rules for cost transfers?

- The transfers must be made in a timely manner, i.e. within 120 days of the original transaction.  
Exceptions:
  - State Funded Cost Sharing Salary reallocations
  - Tuition Remission Adjustments
- There must be sufficient justification and supportive documentation to explain the transfer to an outside auditor.
- The transfers must be properly approved by the original approval authority of the underlying transaction and the approval authority where the charge is being transferred.

# What are the rules for cost transfers?

- Salary cost transfers that involve a change in previously certified effort require a statement explaining why the effort report was not corrected prior to certification. In addition, these also require a statement that the revised distribution of salary accurately represent the effort during the period involved with the change. This information should be on the Supplement to the PDR.

# Other

- Cost transfers occurring over 120 days after the initial charge are only allowed in very exceptional circumstances.
- Starting 1/1/06 late transfers and other exceptions will be tracked, reviewed and approved/rejected by the Assistant Controller/DGCA Senior Managers.

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**SUBRECIPIENT  
COMPLIANCE**

# What is a subrecipient?

- A subrecipient is an entity that has responsibility for a portion of an award or subaward that was received indirectly from the sponsor through a third party.
- Rutgers is both a Federal subrecipient on many pass through awards and a prime contractor on many subawards to subrecipients.

# Subrecipient Compliance

- Applies to subrecipients not vendors.
- Applies to awards and subawards not contracts.
- Applies primarily to Federal sponsors and SNJ sponsors that apply Federal rules.
- Requires a risk assessment of the subrecipient.
- Requires monitoring by the ORSP, the PI, the Department and the DGCA – a team effort.

# Risk Assessment Categories

- Prime Sponsor – 15%
  - Major Federal agency to small company or association.
  - Standard award to special award
  - Size of Award; small & simple to large & complex
- Rutgers – 15%
  - Experienced PI to first award PI
  - Experienced Dept. to newly formed Dept.
  - Size of award relative to Dept, to Rutgers
- Subaward/Subcontract – 20%
  - Standard award to complex award
  - Size of subaward relative to prime award
  - Location of award work at Rutgers vs. one of the Stans

# Risk Assessment Categories

- Subrecipient – 50%
  - Subject to A-133 to foreign corp. or government.
  - Rutgers experience with subrecipient – considerable to none
  - Compliance issues – Human & Animal subjects or Select Agents?
  - Size of award & relative size to size of subrecipient.

# Overall Risk Assessment

- Low
- Medium
- High

# Monitoring Activities

- Before accepting the award.
  - Insure the subrecipient is financially sound and technically competent.
  - If subject to OMB A-133, are there any findings not resolved from prior audits?
- During the award.
  - Insure the work at the subrecipient meets standards and deadlines.
  - Insure that subrecipient invoices are billed in a timely and accurate manner and that they are certified by the subrecipient PI and approved by the Rutgers PI.
  - Insure that the spending is on track and within budget.

# Monitoring Activities

- At closing and after the award ends.
  - Insure final technical report is timely and complete.
  - Insure final financial report (invoice) is
    - timely and accurate
    - within budget
    - certified by subrecipient PI and
    - approved by Rutgers PI.
  - If subrecipient subject to A-133, that the A-133 is requested, reviewed and a management decision made on it.

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**Transfer of Grants**

# Open awards **NOT** transferred

- These must be in good shape, i.e. not in an overspent condition with technical reports up to date. In addition, a suitable replacement PI (acceptable to the sponsor, if required) must be available to assume responsibility for completion of the work.

# Ended awards **NOT** transferred

- The final technical report must have been completed and submitted to the sponsor and the accounts not in an overspent condition.

# Open awards being transferred

- These must be approved in writing by both the sponsor and the Dean or Director overseeing the area. This is to avoid problems with the sponsor since the grant or contract is officially awarded to Rutgers and not the PI. The Dean or Director needs to approve the move in order to make sure co-principal investigators and equipment issues are handled appropriately. Also the account(s) can not be in an overspent condition.

# Equipment

- The only equipment items that may be transferred are those items charged as equipment to the grants or contracts being moved. Equipment purchased on grants or contracts remaining at the University can not be transferred to the new location. Similarly, equipment purchased on closed grants or contracts can not be transferred to the new location unless related to a longitudinal study paid by the sponsor of the transferred grant or contract.

# Gift or non-budgetary accounts

- Gift or non-budgetary accounts can not be transferred.

# Exceptions

- The Dean or Director who approves the transfer of the grant or contract must also approve equipment transfers and any exceptions to these rules.