Post Award Advisory Committee (PAAC)

Wednesday, May 22nd
10:00 a.m. – 11:30 a.m.
1122 NCRC

Members:

- Anesthesiology: Kathy Majors
- Biological Chemistry: Mary Grapp
- Biomedical Engineering: Scott Stanfill
- Cancer Center: Dianne Gagne
- Cardiac Surgery: Anne Hathaway
- Cell & Developmental Biology: *Jennifer McPeake
- CTSUs: Jim Dickelman
- DCMB: Jessica Mirelez
- Dermatology: Ann Marie Ball
- DLHS: Jennifer Hoy
- Emergency Medicine: Shelley Haack-Withem
- Family Medicine: Judy Connelly
- Human Genetics: Karen Sturtz
- Internal Medicine: Donna Boyer
- Internal Medicine: Carrie Lapham
- Internal Medicine: Beth Murray
- Internal Medicine: Sheree Temple
- MBNI: Steve Stinnett
- MSA: Anna Taylor
- Microbiology & Immunology: Kathy Olbrich
- Molecular & Integrative Physiology: Anne Many
- Neurology: Diana Miller
- Neurosurgery: Donna Gauss
- Ob/Gyn: Marni Arnett
- Ophthalmology: Lisa Dwyer
- Orthopaedics: Sharon Vaassen
- Otolaryngology: Sue Kelch
- Pathology: John Harris
- Pediatrics: Megan Cross [Sarah Ward]
- Pharmacology: Deb Paris
- PM&R: Jill Malayang
- Psychiatry: Loree O'Jack
- Radiation Oncology: Rhonda Hubbard
- Radiology: Linda Bailey
- Surgery / Cardiac Surgery: Marlie Bartow
- ULAM: *Phillip Boetsch
- Urology: *Tasha Garwood

PAAC Chair: Beth Brant

*S denotes expected absence

Sponsored Programs: Lisa Wintergerst

Agenda Topic

Welcome and Introductions

General Announcements

- 6/3/2019 RAPPoRT Discussion Group: (post-award topic) 4515 BSRB
  Navigating Post-Award Change Requests
  Office of Research Staff Recognition Awards following RAN meeting
- No June PAAC Meeting – next meeting is scheduled for July 24th

Strategic Supplier Program Update - JE process for procurement discount - Lisa Wintergerst

The May 16th RAPiD included an announcement that information on how to process a journal entry for transactions impacted by the Strategic Supplier Program Fee has been added to the FAQ section. Sponsored Programs walked the group through the Journal Entry transfer grid. You can find information and instructions for preparing journal entries here.

If you are processing a journal entry you must:

- Remember to include appropriate supporting documentation
- Be sure to include the program fee discount in your transaction if applicable

Please be sure to visit and review the instructions for these transactions.
DHHS Salary Cap Review & Reporting
It’s that time of year! Project and faculty review is underway for compliance with DHHS salary cap requirements. Salary cap worksheets were distributed to department administrators on Monday, May 20th. Departments have until Friday, June 7th to submit corrections line items on the report exceeding the allowable DHHS cap. Departments should be reviewing faculty and projects where they are the administrative home and taking corrective action as needed. Salary cap reports, which are distributed to Sponsored Programs and the Cost Reimbursement Office, will be run and sent to the departments the week of June 10th. If you have questions about the salary cap review or reporting process, please check with your PAAC departmental representative.

Revised VA/MoU and Over the Salary Cap Workbooks Posted
Updated VA/MoU and Over the Salary Cap Workbooks are now available online. You may notice a slightly different look and feel to the new workbooks. Based on feedback from the units we’ve made the following updates:

- Data entry guidance text has been added to the blue data fields
- Additional rows have been added to “Other Activities” to allow units to enter additional activities
- There is a validation check to ensure Hrs/Week equals Total Hours
- Comp Rate has been moved to the Wksht Tab so all data entry is completed on one tab
- The Enter in HR effort decimals for % Effort and % Dist have been updated to reflect the decimals in the HR system
- Salary Cap Distribution has been updated to round down to ensure distribution calculates below the allowable cap salary recovery
- The UM HR System Numbers Tab DHHS Cap levels have been updated to allow users to select either the current and prior cap for individual projects for an investigator

You can find both the VA MoU workbook and the Over the Cap Salary workbook on the Grants Services & Analysis website. Links to both workbooks are included below.

The VA Mou workbook is located here (See BUDGET TEMPLATES / VA MoUs & VA Cost Share Form / 2019 VA MoU):
https://research.medicine.umich.edu/our-units/grant-services-analysis/pre-award/budgeting-costs

And the Over the Salary Cap workbook is here in the ‘Handling in Post-Award section:
https://research.medicine.umich.edu/our-units/grant-services-analysis/post-award/handling-salary-over-cap

Award Management - Access to Award Record will grant access to Associated PAF(s)
- July 22 (Anticipated):
Based on unit feedback ITS is in the process of giving all project personnel on an Award Record access to view PAF’s associated with the Award. This will alleviate the need for ITS to update project personnel on PAF’s, which are locked for editing after awarded, to allow administrators to view PAF’s associated with Awards they are managing. This enhancement is tentatively scheduled for July 22\textsuperscript{nd}.