

# Post Award Advisory Committee (PAAC)

Wednesday, January 24th

10:00 a.m. – 11:30 a.m.

1122 NCRC

## Members:

Anesthesiology: Amy Harms  
Chemistry: Mary Grapp  
Biomedical Engineering: Nancy Paskievitch  
Cancer Center: Susan Agnew  
Cell & Developmental Biology: Jennifer McPeake  
Jessica Mirelez  
Dermatology: Ann Marie Ball  
Jennifer Hoy  
Emergency Medicine: Shelley Haack-Withem  
Family Medicine: Judy Connelly  
Human Genetics: Karen Sturtz  
Internal Medicine: Donna Boyer  
Internal Medicine: Judy Carrillo  
Medicine: Carrie Lapham  
Internal Medicine: Sheree Temple  
MBNI: Steve Stinnett  
Microbiology & Immunology: Kathy Olbrich  
Molecular & Integrative Physiology: Anne Many

MSA: Anna Taylor Biological  
Neurology: Diana Miller  
Neurosurgery: Donna Gauss  
Ob/Gyn: Marni Arnett  
Ophthalmology: Lisa Dwyer DCMB:  
Orthopaedics: Sharon Vaassen\*  
Otolaryngology: Sue Kelch DLHS:  
Pathology: John Harris  
Pediatrics: Megan Cross\* (Sarah Ward)  
Pharmacology: Nancy Katon  
PM&R: Dawn Krause  
Psychiatry: Loree O'Jack\* (Jacqui Grisdale)  
Radiation Oncology: Rhonda Hubbard Internal  
Radiology: Linda Bailey  
Surgery / Cardiac Surgery: Emily Hamilton  
ULAM: Phillip Boetsch  
Urology: Tasha Garwood

**PAAC Chair:** Beth Brant

\*denotes expected absence

**CTSUs:** Jim Dickelman

**Sponsored Programs:** Lisa Wintergerst

## Agenda Topic

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### 1 Welcome and Introductions

- **New Members** – Diana Miller (Neurology) & Jim Dickelman (CTSU)

### 2 General Announcements

- **Congratulations!**

**Sue Kelch** appointed Regional Representative to the National Board for NCURA (National Council of University Research Administrators) effective 1/1/18

- **New email groups for PAAC / GPAC Attendees & Michigan Medicine Research Administrators Group**

As announced in the 1/9/18 email sent by Heather Offhaus, we are taking a new approach to communications. Three new email groups have been established: email groups specifically for PAAC and GPAC attendees and a third email group for Michigan Medicine Research Administrators. PAAC & GPAC attendees will receive meeting information and agendas for the respective PAAC & GPAC meetings. To ensure the larger research community stays informed, after meetings follow-up notes will be sent to the Michigan Medicine Research Administrators group. The Michigan Medicine Research Administrators group will also receive general informational and announcements (think NIH info, NIH Ranking Data, training opportunities etc).

- **Sponsored Programs Update**

Reporting has restructured and split oversight functions. Kristie Beckon will focusing on recruiting and training Sponsored Programs Report Staff and Aaron Campbell will take on a new role in overseeing Reporting Operations.

### 3 Rate Changes Impacting Post-Award (be aware of & plan for rate increases!)

- **Changes to ULAM per-diem rates Effective January 1, 2018**

Please note that effective January 1, ULAM rates for per diem changed. If you have investigators that work with animal colonies, please take time to review all current animal per diem use. Per diems will be charged at the new rates beginning January 1st. Again, depending on the size of the animal colony, this could have a significant impact on your forecasted expenses and remaining budget. Carefully going over this with faculty will help identify any financial impact early. Because most sponsors will not provide additional funds in order to cover unexpected increases of any budget item, there may need to be a new spending plan related to other expense categories. Remember that ULAM expenses post to the GL a month in arrears so expect to see the new rates reflected in February financials.

- **NoA's awarded with split IDC rates**

Be on the lookout for **sponsor** notice of awards coming through with IDC awarded for the project period at both the current rate of 55% as well as 56%, the predetermined rate effective 7/1/2018.

Facilities and Administrative Costs	Year 1	Year 2
F&A Cost Rate 1	55%	56%
F&A Cost Base 1	\$283,952	\$368,516
F&A Costs 1	\$145,174	\$206,369
F&A Cost Rate 2	56%	
F&A Cost Base 2	\$52,790	
F&A Costs 2	\$29,562	

When there is an IDC rate increase (e.g. increase from 55% to 56%), the new rate is applied to expenditures when the project receives an award notice funding IDC at the new rate. This is so investigators are not penalized by the rate increase. Projects with notices funded at the new rate begin using the new IDC rate effective 7/1/2018. Note that UM PAN / PAC's list one, not both rates, so review your sponsor notices and budget accordingly. Updating projects to the new rate structure is a manual process, if the new rate has been funded in a notice of award but is not reflected in the July close of business financials contact the Sponsored Programs Customer Service representative for the project.

### 4 NIH Enforcement of Closeout Policies

- **Notice Number NOT-OD-18-107**

In November NIH issued **NOT-OD-18-107 NIH Enforcement of Closeout Policies** to remind recipients Final Federal Financial Reports (FFR / SF-425), Final Research Performance Progress Reports (F-RPPR) and the Final Invention Statement (FIS) are due within 120 calendar days of the end date of the project period. The notice also serves as an alert to the research community NIH is strengthening enforcement of the longstanding closeout requirements. NIH will no longer delay the closeout of awards unless the recipient submits a prior approval request to the IC providing an acceptable written justification. Without prior approval from the awarding IC, NIH will initiate unilateral closeout (meaning NIH closes the award without receiving a final report from UM) for all awards that fail to meet closeout requirements within 120 days.

**Note:** failing to submit reports in a timely manner may result in disallowed costs. Departments are responsible for any disallowed costs that result from untimely reporting.

- **Reporting Resources for Identifying Final Federal Financial Reports (FFR / SF-425)** The *Reporting Resources for Identifying Final Federal Financial Reports* document included below contains information about reporting resources available for identifying upcoming Final Federal Financial Reports due dates at the project level or by department ID. Keep in mind the report due date reflects the date the report is due to the sponsor. Utilizing [the Project/Grant Closeout Checklists](#) helps ensure timely reporting and that if a FFR is due, the RPPR and FIS are due as well.

## 5 Salary Cap Update

- **Salary Cap Reporting & Monitoring**

The Medical School partners with Cost Reimbursement Office to prepare salary cap analysis reports for Medical School departments as well as provide oversight of adherence to salary cap requirements. The first FY18 Salary Cap report was finalized and distributed CDA's, Sponsored Programs Reporting and the Cost Reimbursement Office on December 8<sup>th</sup>. Departments are expected to review salary cap reports and address report lines where salary exceeds the allowable cap. The next salary cap review is scheduled for the second week in February *or* at least three weeks after NIH officially acknowledges the change in rate (whichever date is later).

- **2018 Post-Award Salary Cap Info**

Official government offices have posted the new Executive Level salary caps for 2018 with Executive Level II pay set at \$189,600 (a \$2,600 increase). Although congressional language specifies that charges may run at Exec Level II (not a \$ amount) the Medical School defers applying the increase until NIH issues a notice officially acknowledging the change in rate.

Once NIH issues the notice:

- You may charge salary to an ongoing project (where the award terms use Exec Lvl II) based on \$189,600.
- The dollar amount for the cap to apply is by date of expenditure.

A few things to remember:

- You are not required to move from the old cap to new.
- The sponsor will not be giving you more funds to cover the increase. It needs to be out of the current award amount and budget.

We will send an email once NIH officially acknowledges the change to let you know you may begin using the new rate. If you have a federal contract, review your terms carefully, or contact our office if you need help determining if another contract term does not preclude a change of rate. We will also be updating the "Over the Cap" and "VA MoU" calculation sheets to reflect the new amount.

## 6 Professional Development Opportunities

- **RAPPoRT Discussion Group & Open Door Series (New for 2018!)**

The *Grant Review & Analysis Office* is pleased to announce the launch of the **RAPPoRT (Research Admin Pre & Post Research Topics) Discussion Group & Open Door Series**. RAPPoRT is designed to provide Michigan Medicine pre & post research administrators a forum for discussion, networking, and opportunity for 'talk-time' with *Grant Review & Analysis Office* pre & post award management (Jane Sierra & Beth Brant). Information on **RAPPoRT**, including description, schedule and planned topic of discussion, is available [here](#).

- **UM CRA Program & Other Professional Research Organization Opportunities** Information was presented on the Certified Research Administrator (CRA) study program and Research Administration Organizations available to the research community.
  - **aiMHigher** – UM's CRA Study Program. The application deadline is February 9, 2018. Application requirements and the online application are available [here](#).
  - **National Council of University Research Administrators (NCURA)**
  - **Society of Research Administrators International (SRA)**

# Reporting Resources for Identifying Final Federal Financial Reports (FFR / SF-425)

## PROJECT LEVEL: Wolverine Access M-Pathways FINPROD (path below)

- Main Menu
- Set Up Financials / Supply Chain
- Common Definitions
- Design Chartfields
- Define Values
- Chartfield Values
- Project/Grant <enter PG>
- Spon Prj Reports Tab
- Select 'View All'

Report Details													Find   View All	First	1 of 4	Last		
Type: 425			Frequency: Final															
Month Due:			Days to Complete: 120															
Reporting Details													Personalize	Find	View All	First	1 of 1	Last
Activity End Dt	Report Due Dt	Cr'd Prep	Start Date	Dept N/A	Sent to Dept	Returned from Dept	Supvr N/A	Given to Supvr	Approved by Supvr	Completed /Sent	Rpt Status	Ext Rqst	Billed Amount	Comments				
1 08/31/18	12/29/18			<input type="checkbox"/>			<input type="checkbox"/>							Comments				

**Helpful Hint:** Final Federal Financial Reports (SF-425) are entered at the parent P/G level. Subaccounts will see reporting for the Close-out (inactivation date) row but will need to look at the parent P/G for the Final report row.

## DEPARTMENT LEVEL: Wolverine Access Business Objects

- Folders
- Public Folders
- User Shared
- Sponsored Programs
- Upcoming FSRs by DeptID
- Enter DeptID or leave blank to see all FSR's

**Helpful Hint:** This report lists all Project Grant Report Types due in the next 90 days (e.g. final invoice, close-outs etc) you can search for FFRs or Final Financial Reports by report Type '425'.