

Post Award Advisory Committee (PAAC)

Wednesday, Oct 23rd
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 Gagane
Cardiac Surgery: Anne Hathaway
Cell & Developmental Biology: Deontae Hooks
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

Microbiology & Immunology: Kathy Olbrich
Molecular & Integrative Physiology: Anne Many
MSA: Anna Taylor
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
Pharmacology: *Deb Paris
PM&R: TBD [Donelle Goerlitz]
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

*denotes expected absence

Sponsored Programs: Leslie Chavez

Agenda Topic

Welcome and Introductions

General Announcements

- 11/4/2019 RAPPORT Discussion Group (pre/post award) – 4515 BSRB Fundamentals of Sponsor Salary Caps on Proposals & Awards
- 6 New Project Representatives in ORSP (Oct)
- Sponsored Programs 2,300 reports due through Dec 24, 2019 (Sept data)
 - Staff are relatively new (< 6 months of experience)
 - 5 New accounts started in September
 - Sponsored reports top priority: subaccounts, budget reallocation lower priority
- [PAR Approval Process Standard Video](#) (2 minutes) Available highlighting:
 - Communication
 - Cooperation
 - Collaboration
 - Coordination
- [PAR Error Message Tool](#) Available
HRRIS has developed a tool to assist with PAR errors. When creating a PAR, if an error message is received and assistance is needed to resolve the error, click on the link below and follow the instructions in the tool. The tool also provides a link to each job aid if additional assistance is needed to create the PAR.

Helpful Guide for Contacting Staff at the NIH Institutes and Centers

Role	When to Contact	Where to find Contact Information
Division of Receipt & Referral (CSR)	<p>To identify institutes/centers at NIH or a Scientific Review Group (SRG) that might be appropriate for your application.</p> <p>To request a reassignment of an application to an institute, center or review group seems inappropriate/</p> <p>To officially withdraw an application from funding consideration prior to review.</p>	<p>301-435-0715 csdrr@mail.gov</p>
Scientific Review Officers	<p>Point of contact for applicants during the review process to:</p> <ul style="list-style-type: none"> • discuss the review assignment • request permission to send additional/corrective materials • discuss any review concerns (e.g., expertise needed on the review panel, conflicts, reviewers that may have bias) 	<p>(FOAs) Refer to section VII of the FOA for Peer Review Contact(s)</p> <p>After submission: Look in your eRA account for the name and contact information for the assigned scientific review officer for your application</p>
Program Officials	<p>To identify the right type of grant program and/or funding opportunity for you and your research</p> <p>To verify that your idea fits within the mission and priorities of an NIH Institute or Center</p> <p>To discuss whether your research is considered a clinical trial</p> <p>For approval to submit an application with budget \geq\$500,000 direct costs for any single year or an R13 conference grant</p> <p>To discuss the summary statement and outcome of review</p> <p>To talk about progress or scientific and administrative issues that arise with the grant after award</p>	<p>Look at organization charts of each NIH institute or center (<u>IC</u>)</p> <p>(FOAs) Refer to section VII of the FOA for Scientific/Research Contact(s)</p> <p>(Award) Look in eRA account for assigned contact</p>
Grants Management Officials	<p>To discuss financial or grants administration issues</p> <p>For interpretation of grants policies</p>	<p>(FOAs) Refer to section VII for Financial/Grants Management Contact(s)</p> <p>After submission and/or award: Look in your eRA account for the name and contact information</p>

New Version of the [Management Reports \(MGMT\)](#) is now available!

Management Reports will be available as of October 1, 2019 in a tool called Tableau. This initiative was developed as a direct response to customer's requests for improved reporting tools and functionality. In addition to a new location and design, the reports will now have the ability to be scheduled to arrive right in your Inbox. There are no additional steps required for units, and the same control points and processes for access that exist today will remain. The following reports are currently available:

- Finance
 - ❖ Approver Table Roles
 - ❖ Finance Trend
 - ❖ JE's Initiated Outside Dept or Dept Group
 - ❖ Procurement Spend
 - ❖ Procurement Trend
 - ❖ SOA Case Detail
- Payroll Reports
 - ❖ Gross Pay Variance
 - ❖ Payroll Mismatch
 - ❖ Payroll trend

(Announced via 9/27 RAPid) Transition to New Subrecipient Form

New Subrecipient Statement of Collaborative Intent will replace the current Letter of Commitment on January 6, 2020 (*you can use either for now*).

[ORSP](#) has developed a new subrecipient commitment form (commonly referred to as the Letter of Commitment). This new [Subrecipient Statement of Collaborative Intent form](#) (*note the new name*) is based on a subaward template from the [Federal Demonstration Partnership \(FDP\)](#). It is more sponsor-friendly, and collects the most commonly needed information to help reduce negotiation and project execution time.

The current/[old LOC form](#) is still available along with the new. Either can still be accepted, though beginning January 6, 2020, we will only accept the new form, in conjunction with the launch of our new [Proposal Submission Deadline Policy](#)

Financial Project Close-Out:

As we head into heavy report season this is a reminder that financial close-out of a project is a **Multi-part process!** After you complete and sign your Financial Status Report (FSR) you must also:

- Address unallowable & pending expenses activity as reported on the FSR.
- Continue to monitor the project for any new unreported financial activity and address until the P/G is inactivated.

Failure to complete these activities results in a 'Final Closeout Request' email, which is separate from the Final FSR request email, and is received MANY months after the FSR has been signed and submitted. The enclosed presentation, a revised version of the information presented at the meeting, provides guidance on the steps in completing the financial close-out process.

Resources specific to the completing the Financial Status Report are also available

including: [Sponsored Programs Project/Grant Closeout Checklists](#)

E-ssentials e-LearningModules:

- Pre-Closeout Analysis
- Project Closeout
- Financial Status Report (FSR)

[May 2019 RAN Video](#) which includes a Closeout Best Practices presentation by Sponsored Programs (presentation begins at 8:15 timepoint of the full video)