Research Administration Network Agenda

SUB Lobo A&B
February 13th, 2018
9:00am to 10:00am

1. Pre-Award Items
   - General Announcements-Chris Saxton
   - Survey Results-Chris Saxton / Rebecca Valdez
   - Customer Service Link

2. Post Award items
   - Closeout timing and reporting overview (Teresa Hammitt)
   - Technical Reports check-C&G to add to closeout reviews going forward (Teresa Hammitt)
   - Reminder-BAR Role needed for PI’s to complete effort reports (Jessica Alderete)
     - EOD 931 Training (very quick and easy) in Learning Central
     - “Department Effort Certification Reviewer” BAR Role

3. Question and Answer Session
RAN Meeting
February 12, 2018

Closeouts
This is based on a 90 day closing. Some agencies, such as higher education agencies, require sooner closeout.

It is the department’s responsibility to monitor awards on an ongoing basis. We expect final transactions to be done within 30 days after the award ends with correcting entries to be done within 60 days. At setup, FTMFUND is set where the fund/index terminates 60 days after the award ends. If there is an unusual situation that prevents this, please contact your fiscal monitor.

Our department needs to confirm information at times with other departments before submitting non-technical reports. We need time to be able to review the final transactions, confirm information with other departments, and prepare/submit reports. That is why the 60 day termination setting.
We require documentation for any charges made after the project end date. If a charged payroll period goes past the project end date, we will require days/hours worked on the award to verify they were part of the performance dates.

We check Key Personnel Salary on all Federal and many other awards that mention key personnel. The accepted proposed key personnel salary determines the expected effort by the agency. Per the Uniform Guidance, any reduction of the salary by 25% or more requires agency approval. We verify that at least 75% of the salary was charged to the award.

When tuition is part of the compensation packet for graduate students, the tuition must match the salary on where it is charged. For full Fall and Spring semester tuition charges, at least three months of the semester must have been worked on the award charged. For Summer semester, one month must have been worked on the award. Otherwise, the tuition must be prorated based on the distribution of salary.

Subawards: We require the final invoice. Our department handles the rest of the non-technical close-out requirements. As a reminder, subawards are a legal obligation, therefore if you want to utilize the funds elsewhere, a subaward request must be made to de-obligate funds.

We look at participant support to verify that any remaining balance on participant support was not used elsewhere.

We review F&A for accuracy.
- We look at Equipment. If equipment was purchased that was not part of the accepted proposed budget, we determine if the agency allows for the purchase of that equipment without approval.
- Cost Share is reviewed to determine if we met the cost share. The departments are responsible for giving us third party and in kind cost share documentation.
- Program Income – program income must be spent before the funds of the main award.
- Material/Supplies at end of award – we review to verify that materials and supplies were not purchased at the end of the award that could not be utilized for the award.
Gone stands for “Grants Oversite and New Efficiency”. This 2016 act requires agencies to submit to HHS every year: lists of every federal grant award not closed which had ended 2 or more years, total number of awards, period of expiration, undisbursed balances, challenges leading to delays in grant closeouts, AND SUBMIT TO CONGRESS WHY the 30 oldest federal grant awards have not been closed.

Agencies are taking this very seriously and are working hard at getting awards closed. Our biggest issue has been final technical/progress reports.
These are excerpts from two email received from different agencies. Notice that future funding may be affected because of late technical reports.

“Failure to comply with the procedures as outlined in your agreement could impact final payments and any future project funding.”

“We are concerned that your institution has been unable to comply with the terms and conditions of the award by submitting the required closeout documents. As previously noted, failure to submit timely and accurate closeout documents may affect future funding to the organization. Additionally, without UNIVERSITY OF NEW MEXICO's cooperation in submitting acceptable final reports, NII may take unilateral action to close the grant as a measure of last resort, and may also take additional actions, including, but not limited to, enforcement actions that may affect future funding.”
In a meeting with the Associate Deans of Research and Sponsored Projects Management, the ADRs asked if we could find a way to verify whether or not final technical reports have been submitted. To do so, we have modified our closeout reconciliation form to add a section where the PI states the date that he/she submitted or will submit the final report. We are also requesting verification it was submitted by a confirmation email or screenshot of the online submission. We will gather this information through Banner and give a list to the ADRs of the reports that were not submitted.

If no report is necessary, “n/a” can be placed on this section.

For questions, please contact your fiscal monitor.
Date: January 22, 2018
To:
From: UROC Committee
Re: UROC Volunteers

The first UNM Undergraduate Research Opportunity Conference (UROC) will be held on April 19, 2018 and we are seeking volunteers. This event has been planned and sponsored by various programs, departments, and colleges in order to promote and showcase the UNM undergraduate research activities. To make this event successful we need your help. We need people to take different tasks at different times throughout the day of the event. We would greatly appreciate your participation as a volunteer thereby demonstrating support of our students.

The UROC provides four presentation types – Oral Presentation, Poster Presentation, Special Exhibition and UROC 180 (180 seconds presentation). You can find out more about each presentation type at the UROC website (UResearch.unm.edu).

The volunteer activities include:
- Providing feedback to Poster and Oral presentations using a short easy to fill out rubric
- Timekeeping at Oral presentation sessions and UROC 180
- Checking in the participants
- Help putting up posters on the boards

Please fill out the volunteer sheet at uresearch.unm.edu/volunteer to help the exciting UROC event.

It is our hope that UROC will become an annual event which will provide Undergraduates with the following to enhance their educational and research experience.

UROC Goals:
- Provide an opportunity for undergraduate students to present their research projects in and outside of classroom/lab
- Create the opportunities for undergraduate students to network with faculty, graduate students, and greater UNM community.
- Showcase the undergraduate research to UNM communities including donors, policy makers, local business and industries, etc.

UROC Committee:
Greg Lanier, Ph.D., Dean of Honors College
Sarita Cargas, D.Phil., Honors College
Laura Crosse, Ph.D., Associate Dean of Arts & Sciences
Tim Gutierrez, Ed.D., Associate Vice President for Student Services
Tara Hackel, STEM Collaborative Center
Trish Henning, Ph.D., Associate Vice President for Research

Michael Hoodless, College Enrichment Program
Scott Olds, Ph.D., Population Health
Alejandro Rivera, El Centro de la Rasa
Luis Rocha, Honors College
Ricardo Romero, McNair/ROP program
Kiyoko Simmons, Honors College

UROC Sponsors:
Honors College
Student Affairs

Office of Vice President for Research
College of Arts & Sciences