Lunch and Learn

June 2016
Agenda

- New Fringe Benefit Rates
- PHS Updates
- Miscellaneous
- End of Fiscal Year Critical Dates
- Survey Reminder
Fringe Benefit Rates

PROPOSED FRINGE BENEFIT RATES FOR FY2017
Our fringe benefit rate proposal for FY2017 has been submitted to DHHS. The proposed rates for FY17 are slightly higher than FY16 for faculty and UHP and significantly more for the special payroll class. Changes in the Affordable Care Act (ACA) requirements that went into effect on January 1, 2016 now require us to extend benefits to any employee working an average of more than 30 hours/week over an extended period of time. We are waiting for more information from HR on how the eligibility determination will be made.

<table>
<thead>
<tr>
<th>Class</th>
<th>Faculty</th>
<th>UHP/Mgr</th>
<th>Classif</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Rate - FY15</td>
<td>32.2%</td>
<td>56.8%</td>
<td>91.0%</td>
</tr>
<tr>
<td>Forecast Adjustment</td>
<td>1.6%</td>
<td>5.7%</td>
<td>n/a</td>
</tr>
<tr>
<td>Carryforward Adjustment</td>
<td>2.5%</td>
<td>2.8%</td>
<td>n/a</td>
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<tr>
<td><strong>Proposed Rate – FY17</strong></td>
<td><strong>36.3%</strong></td>
<td><strong>65.3%</strong></td>
<td><strong>79.0%</strong></td>
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<tr>
<td>FY16 Negotiated Rate</td>
<td>35.5%</td>
<td>65.1%</td>
<td>79.0%</td>
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</tbody>
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(Note that the classified rate is currently capped at 79.0%)

While the highlighted rates shown above are the anticipated rates for fiscal year 2017, Sponsored Program Services recommends that the rates below be used for all grant proposals that will be submitted. Due to the fact that most applications include budgets for future periods, as much as five or six years in advance, we have included an increase to cover anticipated changes and increases in future years.
<table>
<thead>
<tr>
<th>Employee Class</th>
<th>Faculty</th>
<th>UHP/Mgr</th>
<th>Classified</th>
<th>Grad Asst (including NRAs)</th>
<th>Special Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates for Budgeting for Grant Applications</td>
<td>Q</td>
<td>I/J/L/M1/O/P/R/V</td>
<td>A/B/C/D/E/F/W</td>
<td>M2/S</td>
<td>U/X/Z</td>
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<tr>
<td>Q</td>
<td>40.0%</td>
<td>68.0%</td>
<td>79.0%</td>
<td>28.0%</td>
<td>20.0%</td>
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Recent PHS Changes

NIH Parent Announcements

• Several parent announcements have been updated. Please be sure to always obtain your Parent Announcements from the NIH website:
  
  • F30 Fellowships: Now have 2 Parent Opportunity Announcements:
    
    • PA-16-305
      NRSA Fellowship for Students at Institutions WITH NIH Funded Institutional Predoctoral Dual-Degree Training Programs
    
    • PA-16-306
      NRSA Fellowship for Students at Institutions WITHOUT NIH Funded Institutional Predoctoral Dual-Degree Training Programs
Rigor & Reproducibility

Significance
Describe the scientific premise for the proposed project, including consideration of the strengths and weaknesses of published research or preliminary data crucial to the support of the application.

Approach
Describe the experimental design and methods proposed and how they will achieve robust and unbiased results.

Additional Websites for Information:
- NIH Policy and Compliance - Rigor and Reproducibility
- What Criteria Will Be Used to Assess How I Address Scientific Rigor In My Application?
- Rigor and Reproducibility Changes, Visualized
- Notice Number: NOT-OD-16-011
Section 9. Vertebrate Animals

• The justification narrative has been simplified:

• **Description of Procedures.** Provide a concise description of the proposed procedures to be used that involve vertebrate animals in the work outlined in the “Research Strategy” section. Identify the species, strains, ages, sex, and total numbers of animals by species, to be used in the proposed work.

• **Justifications:** Provide justification that the species are appropriate for the proposed research. Explain why the research goals cannot be accomplished using an alternative model (e.g. computational, human, invertebrate, in vitro)

• **Minimization of Pain and Distress:** Describe the interventions including analgesia, anesthesia, sedation, palliative care and humane endpoints to minimize discomfort, distress, pain, and injury

• **Notice Number:** NOT-OD-16-006
Authentication of Key Biological and/or Chemical Resources

- This is now to be uploaded in Other Research Plan Section – Item 15
New optional form

- This information was previously collected in the Cover Letter Attachment, but now, this optional information must be provided on the Assignment Request Form and not in the Cover Letter Attachment.

- This information will not be part of your application, and it will not be made available to program staff or provided to reviewers. It is used specifically to convey additional, optional information about your preference(s) for assignment and review of your application to DRR and SROs.
**Grants.Gov Application Package**

**Opportunity Title:** MOR Research Project Grant (Parent R01)

**Offering Agency:** National Institutes of Health

**CFDA Number:**

**CFDA Description:**

**Opportunity Number:** 21-10-10-0

**Competition ID:**

**Application Close Date:** 09/07/2019

**Agency Contact:** eRA Service Desk, Monday to Friday 7 am to 5 pm ET

**http://grants.nih.gov/support/**

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**Select Forms to Complete**

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<thead>
<tr>
<th>Mandatory</th>
<th>Save</th>
<th>Save &amp; Submit</th>
<th>Check Package for Errors</th>
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<tbody>
<tr>
<td>SF-424 (R &amp; R)</td>
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<tr>
<td>PHS 300 Cover Page Supplement</td>
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<tr>
<td>Research And Related Other Project Information</td>
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<tr>
<td>Project/Performance Site Location(s)</td>
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<td>Research And Related Date</td>
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<tr>
<td>PHS 300 Research Plan</td>
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**Optional**

- Research & Related Costs
- R & R Supplement Budget Attachments, Form 2-YR 10 ATT
- PHS 300 Modular Budget
- PHS 300 Inclusion Enrollment Report
- PHS Assignment Request Form

**Instructions**

*Show Instructions >>*
NIH ASSIST Application:
Cover Letter Attachment

Cover letter should contain any of the following information that applies to the application:

- Application Title
- Funding Opportunity (PA or RFA) title of the NIH initiative
- For late applications include specific information about the timing and nature of the cause of the delay
- When submitting a Changed/Corrected application after the due date, a cover letter is required explaining the reason for the late submission of the Changed/Corrected Application. If you already submitted a cover letter with a previous submission and are now submitting a late Change/Corrected Application, you must include all previous cover letter text in the revised cover letter attachment. The system does not retain any previously submitted cover letters.
- Explanation of any subaward budget components that are not active for all periods of the proposed grant
- Statement that you have attached any required agency approval documentation for the type of application submitted. This may include approval for applications $500,000 or more, approval for Conference Grant or Cooperative Agreement (R13 or U13), etc. It is recommended that you include the official communication from an NIH official as part of your cover letter.
- When intending to submit a video as part of the application, the cover letter must include information about the intent to submit it; if this is not done, a video will not be accepted.
- Include a statement in the cover letter if the proposed studies will generate large-scale human or non-human genomic data as detailed in the NIH Genomic Data Sharing Policy
Fiscal Year End Reminders

06/15/16
Fiscal Year End Reminders

LDCAs
• Deadline for FY16 LDCAs is this Friday June 17th
• The following funds will not be able to be adjusted after this date:
  – General Funds (Ledger 1)
  – Operating Funds (Ledger 2)
  – Cost Share Funds (C Funds)
  – Departmental Research Funds (U Funds)
Fiscal Year End Reminders

Finance Related

- Review fiscal funds for any adjustments (TVs)
- Fiscal Funds include:
  - General Funds (Ledger 1)
  - Operating Funds (Ledger 2)
  - Cost Share Funds (C Funds)
  - Departmental Research Funds (U Funds)
  - Service Center Funds
- Any cost transfers will have to be completed by July 8th
- Delinquency in doing so will affect the already tight FY17 budgets for your Department
Fiscal Year End Reminders

Research Finance Related

• Close out any inactive funds & clean up any funds with deficits
  – Funds to Review:
    • Gifts
    • Residuals
    • DCAAs
    • Academic Enhancements

• Send us any Banner PI or Admin changes needed on FZMACCI
  – New Dept. Admin
  – PI Left
Fiscal Year End Reminders

HuskyBuy/Purchasing

• All approved invoices must be delivered to AP by Thursday June 23rd to ensure processing in FY16.
• Anything received after this date will be processed against the FY17 budgets.
• INVOICE BLACKOUT PERIOD: July 1-10 during FY close and roll.
HuskyBuy/Purchasing cont.

- HuskyBuy will be open for FY17 PO processing around **Thursday June 23rd** (check for updates)
- All travel reimbursements must be delivered to Finance by **Thursday June 23rd** to ensure processing in FY16
- Review FY End Procedures Document in Purchasing Portal for additional info on Requesting Non-Grant FY17 contracts.
Sponsored Program Services invites you to complete an anonymous survey on our monthly meeting (Lunch & Learn – Farmington, RAWG – Storrs). The survey can be found at the following website:

https://www.surveymonkey.com/r/HG8ZZHY

If you have any questions or need assistance, please contact Jen Johnson.

05/26/2016