

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.

	Faculty	UHP/Mgr	Classif		
ied					
Grad Asst/NRAs					
Special Payroll					
Actual Rate - FY15	32.2%	56.8%	91.0%	24.4%	10.4%
Forecast Adjustment	1.6%	5.7%	n/a	-2.8%	4.2%
Carryforward Adjustment	2.5%	2.8%	n/a	4.0%	2.6%
Proposed Rate – FY17	36.3%	65.3%	79.0%	25.6%	17.2%
FY16 Negotiated Rate	35.5%	65.1%	79.0%	26.5%	9.7%

(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.

Rates for Budgeting for Grant Applications

	Faculty	UHP/Mgr	Classified	Grad Asst (including NRAs)	Special Payroll
Employee Class	Q	I/J/L/M1/O/P/R/V	A/B/C/D/E/F/W	M2/S	U/X/Z
Rates for Budgeting for Grant Applications	40.0%	68.0%	79.0%	28.0%	20.0%

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](#)

PHS 398 Research Plan

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

PHS 398 Research Plan

[View Burden Statement](#) **PHS 398 Research Plan** OMB Number: 0925-0001
Expiration Date: 10/31/2018


Section	Item	Attachment	Delete Attachment	View Attachment	
Introduction	1. Introduction to Application (Resubmission and Revision)	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
	Research Plan Section				
	2. Specific Aims	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
	3. *Research Strategy	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
4. Progress Report Publication List	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment	
Human Subjects Section					
5. Protection of Human Subjects	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment	
6. Data Safety Monitoring Plan	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment	
7. Inclusion of Women and Minorities	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment	
8. Inclusion of Children	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment	
Other Research Plan Section					
9. Vertebrate Animals	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment	
10. Select Agent Research	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment	
11. Multiple PD/PI Leadership Plan	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment	
12. Consortium/Contractual Arrangements	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment	
13. Letters of Support	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment	
14. Resource Sharing Plan(s)	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment	
15. Authentication of Key Biological and/or Chemical Resources	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment	
Appendix					
16. Appendix	Add Attachments Delete Attachments View Attachments				

PHS Assignment Request Form

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:

 **GRANTS.GOV™** **Grant Application Package** Print Cancel

Opportunity Title: NIH Research Project Grant (Parent R01)
Offering Agency: National Institutes of Health
CFDA Number:
CFDA Description:
Opportunity Number: RA-16-160
Competition ID: FORMS-D
Opportunity Open Date: 04/17/2016
Opportunity Close Date: 05/07/2016
Agency Contact: eRA Service Desk Monday to Friday 7 am to 8 pm ET <http://grants.nih.gov/support/>

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name:

Select Forms to Complete

Mandatory Save Save & Submit Check Package for Errors

[SF424 \(R & R\)](#)
[PHS 398 Cover Page Supplement](#)
[Research And Related Other Project Information](#)
[Project/Performance Site Location\(s\)](#)
[Research and Related Services](#)
[PHS 398 Research Plan](#)

Optional

[Research & Related Budget](#)
 [R & R Subaward Budget Attachment\(s\) Form 5 YR 30 ATT](#)
 [PHS 398 Modular Budget](#)
 [PHS 398 Inclusion Enrollment Report](#)
 [PHS Assignment Request Form](#)

Instructions
[Show Instructions >>](#)

NIH ASSIST Application:

Application Submission System & Interface
for Submission Tracking (ASSIST)
Sponsored by the National Institutes of Health

Username: PVACHON

Home > Search for Applications > Application Search Results > Application Information

Application Information

Tip:

- Some actions (e.g., Preview Application) are only available from this screen. The Return to Application action can be used to return to this screen.

Summary	R&R Cover	Cover Page Supplement	Other Project Information	Sites	Sr/Key Person Profile	R&R Budget	Modular Budget	Research Plan	Cumulative Inclusion Report
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Application Information

Application Identifier:	24510
Application Project Title:	Sample project
PD/PI Name:	KREUTZER, DON
Organization:	UNIVERSITY OF CONNECTICUT HEALTH CENTER
Project Period:	01/01/2016 - 03/31/2016

Actions

- MANAGE ACCESS
- ADD OPTIONAL FORM
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS
- COPY APPLICATION
- DELETE 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

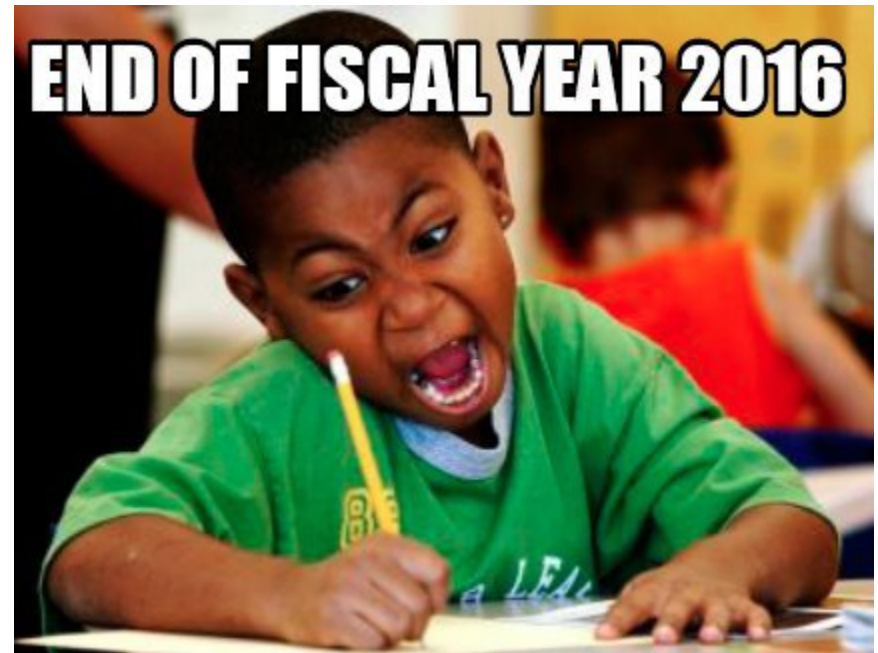
BRACE YOURSELF

FISCAL YEAR END IS COMING

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



Fiscal Year End Reminders

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 needs assistance, please contact [Jen Johnson](#).

L&L Survey Reminder (Sent on May 27th)