

SPA & SPAC QUARTERLY UPDATE MEETING



FIRST QUARTER, 2012

Today's Agenda

- ▶ **Coeus Reminders and Updates**
- ▶ **NIH Updates**
 - ▶ Just-in-Time Information
- ▶ **Access to computer systems**
 - ▶ Coeus
 - ▶ eSuRF
 - ▶ NIH Commons
 - ▶ NSF Fastlane
- ▶ **Enhancement to SPA Website**

Reminder - Coeus Training for 2012

- ▶ All dates for Award, Aggregator, Budget, and Narrative sessions are scheduled in the Enterprise Training database:
 - ▶ http://cf.umaryland.edu/cits_training/index.cfm
 - ▶ If you've taken class and want attend a session for a refresher, please contact Maggi Smith in CITS to be added to a class roster.
- ▶ Training is now held **every other month**, with the next training occurring in June.

Reminder - Coeus and Fringe Benefits

- ▶ Email from Dennis to RAC List on Feb 21st contained this information
- ▶ Info is also available on the ORD website at http://www.ord.umaryland.edu/budgetdevelopment/fringe_ben.html
- ▶ The new personnel cost element descriptions in COEUS are now the same as those in eUM

Cost Element Table

Cost Element	Old Description	New Description	eUMB account budget	FY 12 Rate	FY 13 Rate	FY 14 Rate	eUMB account expense
000001	Senior Personnel Salary	Faculty Salary	1011, 1012	26.0%	25.0 %	26.0%	2790
000025	Postdoctoral Salary	Postdoctoral Salary	1021	26.0%	23.0%	23.5%	2792
000026	Other Professional Salary	Other Professional Salary	1013, 1014	26.0%	40.0%	41.0%	2791
000028	Graduate Students Salary	Graduate Students Salary	1020	26.0%	0.0 %	0.0%	
000030	Undergraduate Students Salary	Undergraduate Students Salary	2074, 2075	26.0%	0.0%	0.0%	
000032	Project Support Staff Salary	Secretarial/Clerical Staff Salary	1013, 1014	26.0%	40.0%	41.0%	2791
000034	Other Personnel Staff Salary	Contractual Staff Salary	2072, 2073, 2090, 2071	26.0%	8.25%	8.5%	2793

Coeus and Fringe Benefits

- ▶ **If you are working on a proposal that has never been routed or copied**
 - ▶ Go into the budget and click Edit > Rates (or click on the % icon) and sync the new rates
 - ▶ All of the new fringe benefit rates will be sync up to your salaries
- ▶ **If you are working on a proposal that has already been routed and rejected, or if you have copied a previously approved proposal**
 - ▶ Highlight each cost element and click on ITEMS > PERSONNEL BUDGET DETAILS (or click on Ironman icon) and delete all listed salary. Click okay & save your file.
 - ▶ You need to go into each budget year and do the same within each budgeted salary cost element.
 - ▶ After doing so, save your entire COEUS record. Go back to Period I and enter the salary cost elements and complete the Personnel budget details.
 - ▶ After completing period I and saving it, highlight the cost element, then click on ITEMS > APPLY TO LATER PERIODS to create the budget for this cost element through the rest of the periods listed.
 - ▶ OR you can create a whole new budget after syncing the rates as mentioned above for a new proposal

NIH Update – Just In Time (JIT) Process

- ▶ Most of us have been submitting JIT info electronically via the NIH Commons for quite some time.
 - ▶ Now (as of 4/20/12) it's required for us to do so
 - ▶ The PI and/or Department Administrator should enter and/or upload JIT info into the Commons
 - ▶ When the info is ready for SPA review and submit, send an email to the SPA Team (or to the individual if it's been previously assigned)
 - ▶ SPA will access the Commons to review and submit

NIH Update – Just In Time (JIT) Process

- ▶ **Timing of submission**
 - ▶ At least 60 days before the proposed project period start date (or sooner if requested by the IC)
 - ▶ If we don't submit and they need the JIT, we will receive a request from the NIH
- ▶ **Impact score of 40 or less will receive a standard notice and request for submitting JIT information**
 - ▶ Note: Score of 40 doesn't reflect any individual IC's payline & will be re-evaluated by NIH along with funding environment in future
 - ▶ Automated E-mail to the PI 2 wks after release of score indicating the importance of beginning the JIT process, particularly the need to obtain any necessary IRB and IACUC approvals

NIH Update – Just In Time (JIT) Process

- ▶ JIT link will be active within 24 hours after the impact score has been released for ALL applications
 - ▶ This is different than NIH's former practice of only opening the JIT link for applications receiving impact scores within a certain range.
- ▶ Since the JIT link will be available for all applications, we should NOT rely on existence of the link as an indicator of the need to submit JIT information.
- ▶ We will need to rely on the JIT notification email to the PI and/or any specific requests from NIH staff.

Getting Access to Computer Systems

- ▶ Coeus – Complete the on-line form under the “Forms” header at <http://www.umaryland.edu/coeus/tools.html>
- ▶ eSuRF – Email Colin Hunter chunter@umaryland.edu
- ▶ NIH Commons/NSF Fastlane
 - ▶ Email Colin Hunter chunter@umaryland.edu
 - ▶ If Colin is not available, Dennis or Amanda can help with NIH Commons and Dennis can help with NSF
 - ▶ Remember that new faculty need to be “Affiliated” to UMB if they have a user ID from their prior institution. Please take care of this as part of their transfer in, rather than waiting until it becomes urgent.

SPA Website Enhancement

NEW A-Z INDEX

- ▶ Quick links to commonly needed information
- ▶ Currently 79 Research Administration topics & growing
- ▶ Let us know your topic suggestions (email jclarke@umaryland.edu)
- ▶ Content also being updated
- ▶ Link to Index is on Left Menu, accessible from all other pages
- ▶ http://www.ord.umaryland.edu/ord_research/alpha.html



Office of Research and Development

- >> HOME
- >> **SPONSORED PROGRAMS**
 - Alpha index of key topics**
 - Developing Proposals
 - Award Management
 - Forms
 - Policies and Procedures
- >> **TECHNOLOGY TRANSFER**
 - Awards and Resources
 - Functions of OTT
 - Industry Partners' Resources
 - Inventors' Resources
 - OTT Staff
 - Responsibilities of OTT
 - Search Technologies
- >> **CLINICAL TRIALS & CORPORATE CONTRACTS**
- >> **GLOBAL HEALTH INITIATIVES**

Sponsored Programs Administration
Index of Key Terms and Topics

Links to pages on key research administration topics are listed in alphabetical order. This page will be an ongoing project. Please [let us know](#) what important term, policy or procedure we should add!

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

- [Absence of PI](#)
- [Acronyms](#)
- [Administrative salaries](#)
- [Allowable costs](#)
- [Animal use](#)
- [Authorized signature](#)
- [Budget development](#)
- [Budget modification](#)
- [Carry forward funds](#)
- [Child account/Project ID](#)
- [Clinical trial agreements](#)
- [Coeus access](#)
- [Coeus budget](#)

- >> **QUICK LINKS**
- Annual Reports
 - Coeus
 - Export Control
 - Rates and Institutional Data
 - Research Administration Training
 - eSuRF Log-in
 - Technologies Available for Licensing
 - SciVal® Experts**
 - UMB Faculty Research Profiles



Questions and Answers

- ▶ This presentation will be available on both the SPA and SPAC websites.
- ▶ Future 2012 Quarterly Meeting Dates, HSF-II Auditorium, 3:00 – 4:30 pm:
 - ▶ July 26, 2012
 - ▶ October 25, 2012 (tentative)
- ▶ Thank you for joining us today!