SPA Updates
3rd Quarter 2013

July 25, 2013
2:30 – 4:00 pm
HSF-II Auditorium
Today’s Agenda

• Deadlines
• Subteam Updates
• Coeus Reminders
• NIH Commons Updated Profile

• Questions for us?
The Deadline Drum

• We’ve been “beating the deadline drum” for quite awhile & mentioned last quarter some communication from NIH that showed a shift towards strict enforcement of deadlines.

• In June – 2 UMB applications were submitted on deadline with errors and we were unable to correct before 5:00 deadline. We submitted corrected applications after the deadline. Both applications were rejected despite SPA’s efforts to have them accepted.

• Please share with your PIs. We don’t want this to happen. When NIH suggests early submission, they mean DAYS, not HOURS, early.
What’s New with the SubTeam?

• “Internal” Subcontact action has been created in the eSuRF System. Please use this action whenever requesting an internally funded Subrecipient Agreement.

• Outgoing Subrecipient Compliance Policy is currently being drafted. Expect training to become available next quarter.

• A Friendly Reminder...
  – The Subteam does not have the ability to look up PO#’s using the requisition #’s provided in eSuRF.
  – Please email the Subteam member who is processing your request as soon as the PO# is created to avoid delay in Agreement execution.
Coeus Reminders

• In the Key Personnel Tab, the “role” for an individual should be the role on that project (not their faculty title)

• For NIH Multiple PI Applications with a PI outside of UMB
  – The External PI must be listed on the Key Personnel Tab (only UMB personnel should be entered on the “Investigator Tab”)
  – External PI’s role must be entered as “PD/PI” to pull into the SF424 forms correctly
  – Double check that the forms populated correctly by going to Action – Grants.gov – Forms Tab and print the Senior/Key Person Form
Coeus Reminders – Sub Budgets

1) Check to see that this "Attachments" field is populated after you "Translate" the file.

2) Click "Sub Award Details"
Coeus Reminders – Sub Budgets

Sub Award Budget

<table>
<thead>
<tr>
<th>No</th>
<th>Organization Name</th>
<th>Form Name</th>
<th>PDF</th>
<th>XML</th>
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<tbody>
<tr>
<td>1</td>
<td>University of Miami</td>
<td>RR Budget V1-1</td>
<td>✔</td>
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<tr>
<td>2</td>
<td>Barnard College</td>
<td>RR Budget V1-1</td>
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Sub Award Detail Entry

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<tr>
<td>Period</td>
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PDF Last Updated: 28-Jun-2013 04:35:16 PM by
XML Last Updated: 28-Jun-2013 04:35:16 PM by
Namespace: http://apply.grants.gov/forms/RR_Budget-V1.1
Status: XML Generated successfully
NIH Commons
Updated Personal Profile

Personal Profile Summary

There are problems in the Demographics section.

Important
Changes to your Personal Profile will NOT save if there is any missing data in the required fields. Before navigating away from or closing the Personal Profile, review and enter missing information.

Red “X” shows missing data
NIH Commons
Updated Personal Profile
Quick Update

United States
Email: asnyd007@umaryland.edu
Phone: 410-706-5590

Updated Info
My information has changed at this job:
Phone: 410-706-5590
Email: asnyd007@umaryland.edu
Title: Assistant Director, SPA

Update | Cancel

Past Jobs

Add a Past Job

There are no past jobs on file.
Employment – Edit Current Job

Edit Current Job

Employer
- I work in a company or institution outside NIH
- UNIVERSITY OF MARYLAND BALTIMORE
- Change
- I work inside NIH
- Select One

Start Date
- 07/2006

End Date
- MM/YYYY (leave blank if still in this job)

Job Title
- Assistant Director, SPA

About this job
NIH uses this information for statistical analysis
- This is my primary employment
- This job is Full time
- Part time
- This is a job working directly for the federal government
- Yes
- No
- This is a faculty teaching position
- This is an academic administrative position

Your address and contact information at this job
- Street Address
  - 620 W. Lexington St.
  - 4th Floor
- City
  - Baltimore
- Country
  - UNITED STATES
- State
  - MARYLAND
- Zip Code
  - 21201
- Phone
  - 410-706-5590
- Email
  - asnyd007@umaryand.edu

[Update] [Cancel]
NIH Commons Contact Info Reminder

• Updating the Personal Profile is something the PI does him/herself as we just saw (SPA cannot do this for the PI)

• New PIs (and Post Docs & Grad Students) to UMB must also be affiliated with UMB
  – Affiliation in Commons is handled by SPA
  – Send an email to Colin Hunter (chunter@umaryland.edu) with the individual’s UMB email address and status (faculty, post doc, grad student)

• Affiliation must occur before any proposals are submitted for this person as PI, otherwise we receive an eSubmission error

• Personal Profile update can occur at any time
Questions?
Final Notes

• Both presentations will be available on SPA and SPAC websites

• Future Quarterly Meetings for 2013:
  – October 24th, 2:30 - 4:00, Location TBD

• Thanks for joining us today!