SPA & SPAC QUARTERLY UPDATE MEETING

FOURTH QUARTER, 2011

Today’s Agenda

- Introduction of new SPA Team Member and update of SPA Organizational Chart
- Coeus Updates
- Review of Subcontracts vs. Consultants
- Creating a new eSuRF Record
- Joint SPA & SPAC Topics
  - Review of Award Process
  - Preaward Policy Review
SPA Personnel Update

- Kristie Nichols will be joining Team C on October 31st
- Venzula Harris will be be taking on a new role as a floater, working with all teams to help SPA effectively manage workflow
Coeus Update

- Version 4.4.4 is up and running
- New Coeus Cost Element for Short Term Trainees

Subcontractors vs. Consultants

- Recently SPA has noted increasing confusion in determining whether a collaboration is more appropriately categorized as a Subcontractor or a Consultant
- Next few slides offer some characteristics of both and some questions you can ask yourselves when helping your PI's make this determination
Characteristics of Subcontractors

- Collaborators under a subcontract will perform their work on the project as part of an institutional appointment.
- Performance of the work will involve the use of institutional facilities, students, and/or staff.
- Subcontractor investigators will have programmatic decision-making responsibility on the project.
- Subcontractor will manage technical and administrative aspects of a portion of the overall project statement of work.
- Subcontractor will be independently performing a portion of the research work using their own facilities.

Characteristics of Consultants

- Consultants act in an advisory role, lending their expertise to and advising on the project.
- Consultants are not directly responsible for the completion of the project's specific aims.
- Consultants do not conduct independent research.
- Intellectual property or publishing rights are not anticipated as part of a consulting relationship.
- A consultant is neither affiliated with UM nor using its facilities.
Questions to help determine Contractor vs. Subcontractor

- What will your collaborator be doing/providing?
  - Deliverables such as reports, most likely a subcontract
  - Periodic Advice, most likely a consultant
- Will your collaborator be involved in programmatic decision making related to the project?
- Will the collaborator be managing a portion of the statement of work of the overall project?
- Will your collaborator use facilities and/or staff from another institution?
- Does your collaborator expect to be listed as an author on publications?

Creating a New or Modifying an eSuRF Record

- Click this selection if the award has a new eUMB award ID and Project ID
- Click this selection if the award USES THE SAME eUMB award ID and has a new project id or using an existing project id.
- Click this selection if you need to retrieve a request in progress or if you need to fix a rejected eSuRF record.
New additions to eSuRF

New box for cost reimbursable agreements to be clicked if the information can be pulled from the proposal (it must be an exact budget match, which includes Direct and F&A costs)

NIH New Award Example

NIH New Award Example

Workflow for New NIH Awards

Award Received via email by SPA and SPAC simultaneously and is available to view in the NIH Commons.

SPAC reviews Award Document and information in Coeus Institute Proposal (IP) to obtain data for award set up in eMIR.

After SPAC sets up award in eMIR, an email notification is sent to SPA & Departmental Distribution List (including Coeus IFP, Project DOs), and eMIR Award ID.

At this time, chartstring information can be obtained by accessing Grants Projects View in eMIR.

After SPA enters award into Coeus Award, an email notification is sent to Departmental Distribution List with the Coeus Award record number.

At this time, award documents and associated data are available for view in the Coeus Award record.
Non-NIH New Award Example

Workflow for New non-NIH Awards

1. Award Received by SPA, and SPA verifies-Coas Record routing.

2. SPA uploads the Award Document to Coas Institute Proposal (IP) Negotiations module and sends a notification email to SPAC, Department Distribution List, and PI indicating that a new award document is available in Coas IP Negotiations.

3. After SPAC sets up award in eWMS, an email notification is sent to SPA & Departmental Distribution List (including Coas IP, Project ID(s), and eWMS Award ID(s)).
   At this time, chartering information can be obtained by accessing Grants Projects View in eWMS.

4. After SPA enters award into Coas Award, an email notification is sent to Departmental Distribution List with the Coas Award record number.
   At this time, award documents and associated data are available for view in the Coas Award record.

Other Award Actions

Workflow for Modifications

1. Award documentation received by SPA, and SPA verifies-Coas Proposal routing and authorization for action, as appropriate.

2. SPA uploads the document to Coas Institute Proposal (IP) Negotiations module and sends an notification email to SPAC, Department Distribution List, and PI indicating that award documentation is available in Coas IP Negotiations.

3. After SPAC makes appropriate changes in eWMS, an email notification is sent to SPA & Departmental Distribution List (including Coas IP, Project ID(s), and eWMS Award ID(s)).
   At this time, chartering information can be obtained by accessing Grants Projects View in eWMS.

4. After SPA enters appropriate changes into Coas Award, an email notification is sent to Departmental Distribution List with the Coas Award record number.
   At this time, revised award documents and associated data revisions are available for view in the Coas Award record.

Note: This workflow does not apply to budget modifications which are sent directly to SPA.
A few items of interest regarding the Award Process

- Multi-year project ID’s are established in advance
- SPA will not be sending Notice of Awards in all cases
  - Available in Coeus when SPA is done processing
    - First available in Coeus IP, then available in Coeus Award
  - NIH are available online using Commons
    - Contact Colin Hunter in SPA for access to the NIH Commons
    - Have your PI’s delegate authority to you for access to their grants
    - Step by step instructions for delegating authority in Commons: [http://era.nih.gov/commons/steps_commons.cfm](http://era.nih.gov/commons/steps_commons.cfm)
    - SPA manager will also send a courtesy copy of the NGA to the department distribution list
- Awards should be reviewed using the Grants Project View
  - Departments are no longer receiving the Award Initiation Sheet

Questions and Answers

- This presentation will be available on both the SPA and SPAC websites.

- Stay Tuned for the 2012 Quarterly Meeting Dates

- Thank you for joining us today!