



UNIVERSITY *of* MARYLAND

# **SPA Updates**

## **3<sup>rd</sup> Quarter 2013**

July 25, 2013

2:30 – 4:00 pm

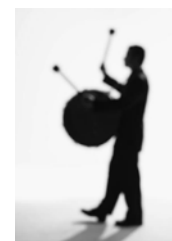
HSF-II Auditorium

# 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

Sub Award Budget

Proposal Number:  Version Number: 1

No	Organization Name	Form Name	PDF	XML
1	University of Miami	RR Budget V1-1	✓	✓
2	Barnard College	RR Budget V1-1	✓	✓

Comments:

Details

Attachments:  Details

PDF File: Barnard subaward budget.pdf  
PDF Last Updated: 28-Jun-2013 04:35:16 PM by

XML Last Updated: 28-Jun-2013 04:35:16 PM by

Sub Award Last Updated: 28-Jun-2013 04:35:16 PM by

Namespace: [http://apply.grants.gov/forms/RR\\_Budget-V1.1](http://apply.grants.gov/forms/RR_Budget-V1.1)

Status: XML Generated successfully

Buttons: OK, Cancel, Add, Delete, Upload, Translate, Sub Award Details, View Form, View XML

2) Click  
"Sub  
Award  
Details"

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

# Coeus Reminders – Sub Budgets

The screenshot displays the 'Sub Award Budget' window in a Coeus application. It features a table with two rows of sub-budgets and a modal dialog for 'Sub Award Detail Entry' for Barnard College. The modal dialog contains a table with five rows of cost data. Below the modal, there are status messages and a namespace URL.

**Sub Award Budget**

Proposal Number: [Redacted] Version Number: 1

No	Organization Name	Form Name	PDF	XML
1	University of Miami	RR Budget V1-1	✓	✓
2	Barnard College	RR Budget V1-1	✓	✓

**Sub Award Detail Entry**

Name: Barnard College

Period	Direct Cost	Indirect Cost	Cost Sharing	Total Cost
1	\$36,563.00	\$15,639.00	\$0.00	\$52,202.00
2	\$37,481.00	\$16,109.00	\$0.00	\$53,590.00
3	\$38,426.00	\$16,592.00	\$0.00	\$55,018.00
4	\$39,397.00	\$17,090.00	\$0.00	\$56,487.00
5	\$40,399.00	\$17,602.00	\$0.00	\$58,001.00

PDF Last Updated: 28-Jun-2013 04:35:16 PM by [Redacted]  
XML Last Updated: 28-Jun-2013 04:35:16 PM by [Redacted]  
Sub Award Last Updated: 28-Jun-2013 04:35:16 PM by [Redacted]  
Namespace: [http://apply.grants.gov/forms/RR\\_Budget-V1.1](http://apply.grants.gov/forms/RR_Budget-V1.1)  
Status: XML Generated successfully

# NIH Commons

## Updated Personal Profile

U.S. Department of Health & Human Services eRA Logout Partners Help

**eRA Commons**  
Sponsored by National Institutes of Health

Amanda Snyder  
ACSNYDER76  
UNIVERSITY OF MARYLAND BALTIMORE  
SO BO PACR

**NIH** National Institutes of Health  
Office of Extramural Research

Home Admin Institution Profile **Personal Profile** Status RPPR xTrain Admin Supp eRA Partners

Personal Profile  
**Ms Amanda C Snyder**  
*Roles:*  
PACR - Public Access Compliance Role  
SO - Signing Official  
BO - Business Official  
  
Person ID: 8732348

### 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.

✖ PERSONAL PROFILE SUMMARY










- ✔ NAME AND ID
- ✖ DEMOGRAPHICS
- ✔ EMPLOYMENT

Profile updated:  
03/28/2013

[Change your password](#) by:  
09/21/2013

**eRA Commons Help Desk**  
Hours: Mon-Fri, 7AM-8PM EDIT/EST  
Web: <http://era.nih.gov/help/>  
Toll-free: 866-504-9552  
Phone: 301-402-7469  
TTY: 301-451-5939

Contact initiated outside of business hours via Web or voice mail will be returned the next business day

 NAME AND ID ?	  EDIT VIEW
 DEMOGRAPHICS ? <div style="font-size: small; color: red; margin-top: 5px;">✖ Ethnicity is a required field. ✖ A minimum of one Race option is required if Withheld is not selected.</div>	  EDIT VIEW
 EMPLOYMENT ?	  EDIT VIEW

←

Red "X" shows missing data



# NIH Commons

## Updated Personal Profile

- ✓ NAME AND ID
- ✓ DEMOGRAPHICS
- ✓ EMPLOYMENT

### eRA Commons Help Desk

Hours: Mon-Fri, 7AM-8PM EDT/EST

Web: <http://era.nih.gov/help/>

Toll-free: 866-504-9552

Phone: 301-402-7469

TTY: 301-451-5939

Contact initiated outside of business hours via Web or voice mail will be returned the next business day

DEMOGRAPHICS

EMPLOYMENT

VIEW

CLOSE

### You have 1 current job(s) and 0 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your grants and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

---

#### Current Jobs

[Add a New Job](#)

Dates	Employment and Contact Details	Status
July 2006 to present	UNIVERSITY OF MARYLAND BALTIMORE Assistant Director, SPA 620 W. Lexington St. 4th Floor Baltimore, MD 21201 UNITED STATES Email: <a href="mailto:asn007@umaryland.edu">asn007@umaryland.edu</a> Phone: 410-706-5590	<input checked="" type="checkbox"/> You are affiliated with this institution. <input checked="" type="checkbox"/> This is your Primary Employment.

[Edit](#) [Quick Update](#) [Leave Job](#) [Delete](#)

---

#### Past Jobs

[Add a Past Job](#)

There are no past jobs on file.

[Save All](#)

[Discard Changes](#)

# Quick Update

UNITED STATES  
Email: asnyd007@umaryland.edu  
Phone: 410-706-5590

Edit

Quick Update

Leave Job

Delete

## Update Info

My information has changed at this job:

Phone

Email

Title

Update

Cancel

---

## Past Jobs

Add a Past Job

There are no past jobs on file.

# Employment – Edit Current Job

**Edit Current Job** \*Required Field(s)

\*Employer  I work in a company or institution outside NIH  
UNIVERSITY OF MARYLAND BALTIMORE [Change](#)

I work inside NIH

\*Start Date  MM/YYYY

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

Job Title

**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

\*City

\*Country

\*State

\*Zip Code

\*Phone

\*Email

[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](mailto: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!