



UNIVERSITY *of* MARYLAND

SPA/SPAC UPDATE MEETING

May 21, 2015

2:30 – 4 pm

Pharmacy Hall: N103 Lecture Hall

TODAY'S AGENDA

- SPA Updates
 - SPA Organization Changes
 - NIH Biographical Sketch
 - SciENCv
 - eSuRF
 - Kuali Coeus Updates
- SPAC Updates
 - SPAC Personnel Update
 - FY 16 Fringe Benefit Rates
 - Year end and June 30
- Financial Services Reminders & Updates – Susan McKechnie
- MAS – Michelle Evans
- CASS - Shannon Wrenn
 - *Procedure Library Publishing Launch*



UNIVERSITY *of* MARYLAND

SPA Updates 2nd Quarter 2015

May 21, 2015

2:30 – 4:00 pm

SOP N103

Today's Agenda

- SPA Organization Changes
- NIH Biographical Sketch
- SciENcv
- eSuRF
- Kuali Coeus Updates

SPA Personnel

- Red Team
 - Gregory Sorensen - Manager
 - Towanda Gilliam – Grants and Contracts
 - Marie Coolahan - -Grants and Contracts
 - Stacey Boyd – Contracts and Outgoing Subcontracts
 - Venzula Harris – Contracts and Outgoing Subcontracts
 - Sheryl Gostomski – Award Setup

SPA Personnel

- White Team
 - Danielle Brown – Manager
 - Denise Meyer, Contracts and Outgoing Subcontracts
 - Emmanuel Shodeinde, Contracts and Outgoing Subcontracts
 - Dawn Swierczewski – Grants and Contracts
 - Briana Clark – Grants and Contracts
 - Jean Brent – Award Setup

SPA Personnel

- Yellow Team
 - Jeanne Galvin-Clarke, Manager
 - Debbie Griffith - Grants and Contracts
 - Suzanne Hollis - Grants and Contracts
 - Carli Bernal - Contracts and Outgoing Subcontracts
 - Michael Starace – Contracts and Outgoing Subcontracts
 - William Hugo – Award Setup

SPA Personnel

- Team Black
 - Richard Ingrao, Manager
 - Shelley Tiemann - Proposal Development
 - Dinnise Felder - Proposal Development
 - Jean Brent - KC Proposal Creation

NIH Biographical Sketch (NEW INSTRUCTIONS)

NOTE: The Biographical Sketch may not exceed five pages. Follow the formats and instructions below.

A. Personal Statement

Briefly describe why you are well-suited for your role in the project described in this application. The relevant factors may include aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and your past performance in this or related fields (you may mention specific contributions to science that are not included in Section C). Also, you may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project. If you wish to explain impediments to your past productivity, you may include a description of factors such as family care responsibilities, illness, disability, and active duty military service.

NIH Biosketch (New Instructions)

B. Positions and Honors

List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.

NIH Biosketch (New Instructions)

C. Contribution to Science

Briefly describe up to five of your most significant contributions to science. For each contribution, indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and your specific role in the described work. For each of these contributions, reference up to four peer-reviewed publications or other non-publication research products (can include audio or video products; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware) that are relevant to the described contribution. The description of each contribution should be no longer than one half page including figures and citations. Also provide a URL to a full list of your published work as found in a publicly available digital database such as SciENcv or My Bibliography, which are maintained by the US National Library of Medicine.

NIH Biosketch (New Instructions)

D. Research Support

List both selected ongoing and completed research projects for the past three years (Federal or non-Federally-supported). *Begin with the projects that are most relevant to the research proposed in the application.* Briefly indicate the overall goals of the projects and responsibilities of the key person identified on the Biographical Sketch. Do not include number of person months or direct costs.

SciENcv

- Science Experts Network Curriculum Vitae (SciENcv) is a new electronic system that helps researchers assemble the professional information needed for participation in federally funded research. SciENcv gathers and compiles information on expertise, employment, education and professional accomplishments. Researchers can use SciENcv to create and maintain biosketches that are submitted with grant applications and annual reports. SciENcv allows researchers to describe and highlight their scientific contributions in their own words.
- **What SciENcv does:**
- Eliminates the need to repeatedly enter biosketch information
- Reduces the administrative burden associated with federal grant submission and reporting requirements
- Provides access to a researcher-claimed data repository with information on expertise, employment, education, and professional accomplishments
- Allow researchers to describe their scientific contributions in their own language

Starting in SciENCv

- URL for SciENCv
- <http://www.ncbi.nlm.nih.gov/sciencv/>

Getting Started



A researcher profile system for all individual investments from federal agencies. SciENCv

About SciENCv

[Background Information](#)

[SciENCv FAQs](#)

[SciENCv YouTube video tutorial](#)

[Recent Changes to NIH Biosketch](#)

[Provide Feedback](#)

Interfacing with SciENCv

[SciENCv Data Documentation](#)

[SciENCv Data Schemas](#)

SciENCv is easy to use!
click here to try

Click here!!!!

Use eRA Commons to create

Sign in to NCBI

Sign in with



[See more 3rd party sign in options](#)

Use your NIH eRA Commons username and password

User Name:

Password:

[Change Password](#)

Log in

Use “By email” unless PI has an NCBI account

NCBI » Linked Accounts

Sign in via a Partner Organization

Please choose one of the following options:

- By email
- [Link an existing NCBI account](#)

NCBI accounts may be linked to one or more partner sign in accounts

NCBI Username:

NCBI Password:

Continue

You can set up the profile Information.

User profile has not yet been set up.
Click edit to set up your profile information.

Will automatically populate your
CV (Biosketch) when created.

Or just create a new CV without filling out the Profile Information

Last Update

You have not created any CV yet. Would you like to create one?

 Create New Profile

Type in a Name for your CV (NIH Biosketch)

eRA Commons will be down for scheduled maintenance between 9 AM - 5 PM EDT on Saturday, May 23.

Create New Profile

You have 3 options for creating a new profile in SciENcv:

From scratch From an external source From an existing profile

Name:

Enter a name to help you to identify this profile

Type of profile:

*NIH Biosketch (optional format for due dates before 5/25/15)
New NIH Biosketch (mandatory format for due dates 5/25/15 and beyond)*

Sharing:

Public Private

You can change the shared settings for this profile at any time.

Create

Cancel

Choose the Type of Profile: From scratch:
-New NIH Biosketch
or
NSF Biosketch



Start with a blank profile

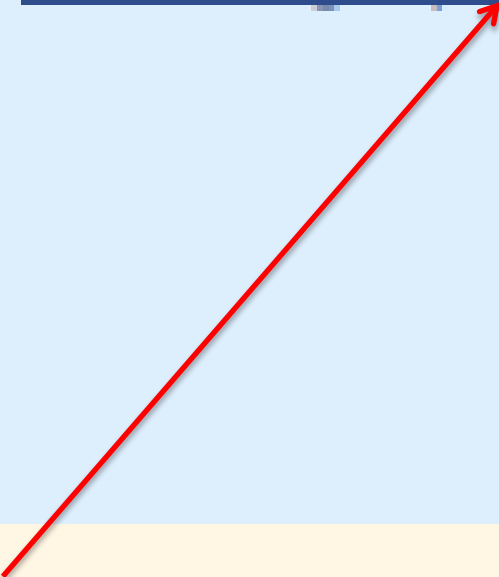
DPaffrath NIH [[Edit](#)]

New NIH BioSketch [NIH Biographical Sketch](#)

20 May 2015

Private [[Change](#)]

Need help in understanding what goes into your biosketch
....click on this link



Information needed for NIH

- Education/Training
- Personal Statement
- Positions and Honors
- Contribution to Science
- Research Support

Information needed for NSF

- **Professional Preparation** -List undergraduate and graduate education and postdoctoral training. List the year the degree was received as well as inclusive dates of postdoctoral training.
- **Appointments**- List, in reverse chronological order, all academic/professional appointments beginning with the current appointment.
- **Products** -Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and Uniform Resource Locator (URL) or other Persistent Identifier.

NSF, cont'd

- **Synergistic Activities** - List up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.
- **Collaborators & Other Affiliates**
 - Collaborators and Co-Editors
 - Graduate Advisors and PostDoc Sponsors
 - Thesis Advisor and PostGrad-Scholar Sponsor

eSuRF (Subrecipient Agreements)

Section A - UMB Project Information

Principal Investigator

First Name

Last Name

Email Address

Phone Number

Prime Sponsor Name

Sponsor award number

Project Title

Chartstring funding the subrecipient agreement PO

Project ID

Owner Dept

PI for this Project ID

eSuRF (Subrecipient Agreements)

*Please fill in the information in the fields below. Fields marked with an asterisk *are required.*

Section B - Subrecipient Agreement Information

* 1 - Period of performance of subagreement: from through*

* 2 - Amount awarded for the period of performance (direct + F&A)

* 3 - Payment Information (Choose One)

- Pay for actual expenses of subrecipient (cost-reimbursement)
 Pay a fixed amount for milestones or deliverables completed (e.g. per subject fee)

* 4 - Subrecipient Reports and Deliverables

*Check all that are applicable:

Annual Report Final Report
CRF Biological Materials
Other None Required

* 5 - Subrecipient compliance approvals

Other compliance information may be attached below.

*Subrecipient's scope of work involves:

*Use of Human Subjects Yes No

*Use of Vertebrate Animals Yes No

eSuRF (Subrecipient Agreements)

Section C - Uploads

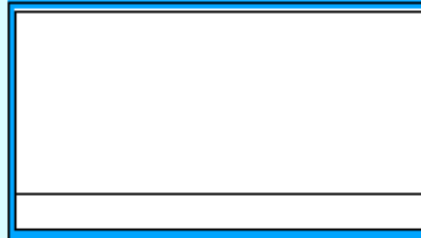
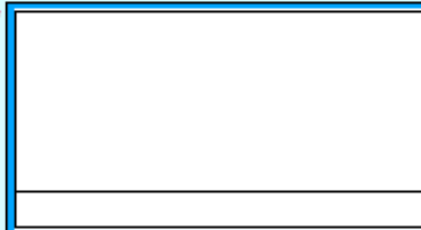
Required Uploads

- * 1 - Detailed budget for cost-reimbursement type agreement *
or
Payment schedule for fixed amount type agreement

* Budget Attached Yes

- * 2 - Subrecipient Statement of Work
A description of the work that subrecipient will contribute
towards the specific aims of UMB's project *

* Statement of Work Attached Yes



To ATTACH a file:
Click the "Choose File" button, navigate to the desired file, select it, then click the "Upload File" button to confirm.
Alternatively, simply drag and drop the appropriate file anywhere over the upload box.

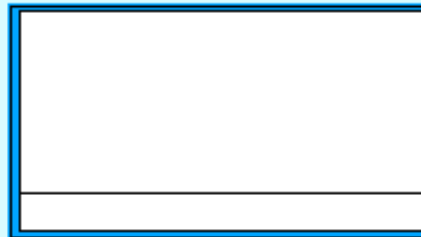
To REMOVE a file:
Click the "Delete" button and confirm your wish to delete the file.

To REPLACE a file:
Drag and drop a file over the existing file, or remove the existing file and attach a new one.

To VIEW a file:
Right-click the file and select "Open file in default application" or "Save file..." then select a location to store the file and double-click on the file's icon to open it.

Optional Uploads

Any other relevant document



eSuRF (Subrecipient Agreements)

Subrecipient Institution/Organization/Company (Required)

Section D - Subrecipient Information

*Please fill in the information in the fields below. Fields marked with an asterisk *are required.*

* Organization Name

1138 Pearson Hall

Ames IA 50011-2207 USA
IA-004 42-6004224 005309844

If the subrecipient organization is not in the list, please click the "Add new subrecipient organization" button and complete the form. You will receive an email once the new organization has been set up.

Subrecipient Principal Investigator (Required)

* Kualii-Coeus Address Book ID (PI)

Eric Sobie Assistant Professor
Icahn Medical Institute, Rm 12-53B
1425 Madison Avenue
New York NY 10029 USA
2126591706 2128310114
eric.sobie@mssm.edu

Enter the Address Book ID from Kualii Coeus for each person in the appropriate field, then click the green "Confirm Kualii Coeus" button to pull in the person's data from KC.

If the person is not in the Kualii Coeus Address Book, click the blue "Add new person to KC Address Book" button and complete the form. You will receive an email once the person has been entered.

Subrecipient Authorized Official (If known)

Kualii-Coeus Address Book ID (Auth Off)

Gary Smith
3089 Wolverine Tower
3003 South State St.
Ann Arbor MI 48109-1278 USA
734-763-4606 734-647-4865
garyms@umich.edu

eSuRF (Subrecipient Agreements)

Section E - Comments (optional)

Section F - Contact Information

	Name	Phone	Email
* Prepared by	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Submit Request](#)

[Start New Request](#)

[Retrieve a Subaward in process](#)

[Log off](#)

[Save](#)

TODAY'S AGENDA

- SPAC Personnel Update
- FY 16 Fringe Benefit Rates
- Year end Prep

New/Changed Staff

COSTING

Manager

Beryl Gwan

INTERNATIONAL

Accountant

Kevin Cooke

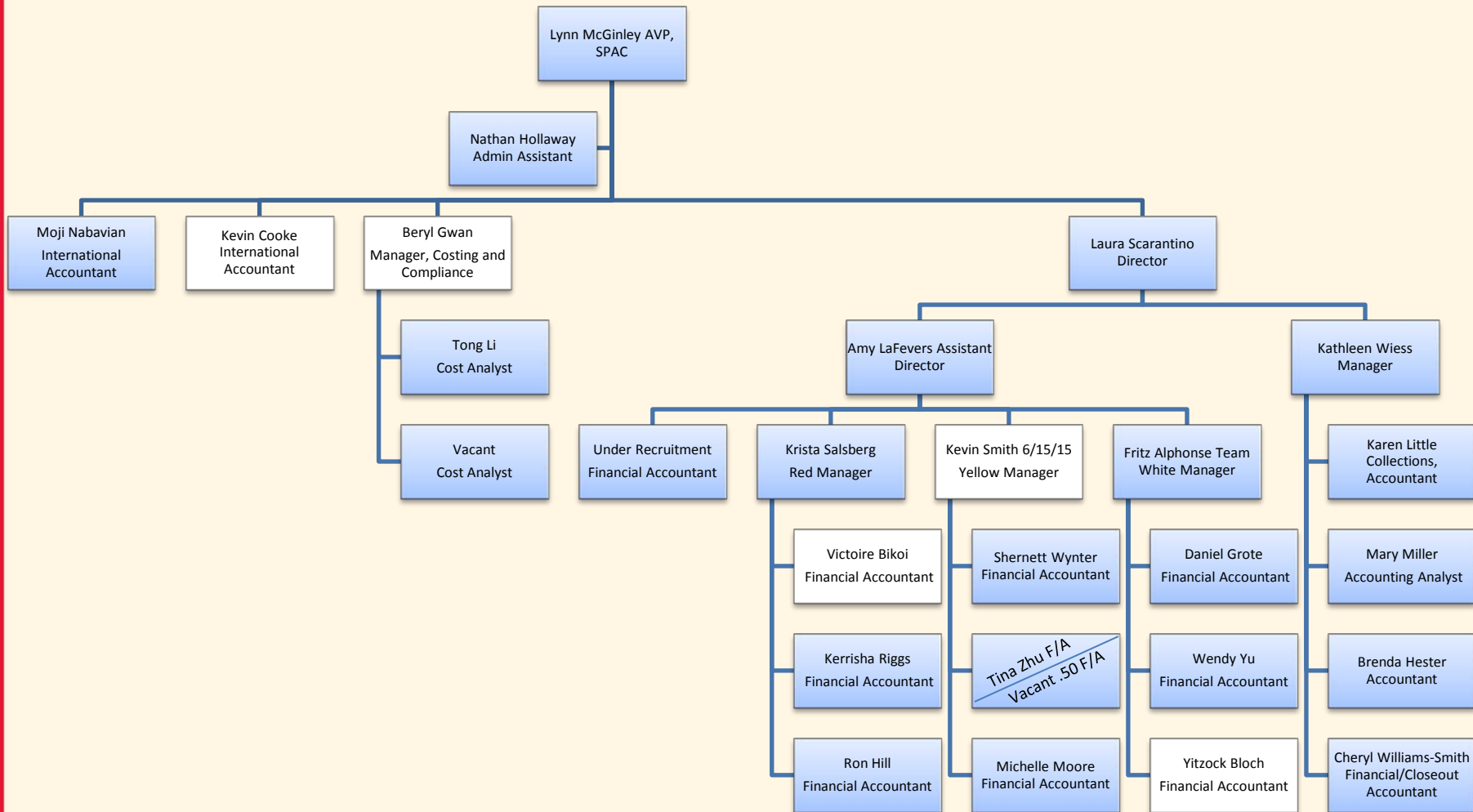
New/Changed Staff – Post Award

- Manager Team Yellow, Kevin Smith (6/15/15)
- Victoire Bikoi, Team Red
- Yitchok Bloch, Team White
- 2 positions available



SPAC ORGANIZATION CHART

Effective 6/1/2015



FY 16 Fringe Benefit Rates

- Not yet negotiated, planning rates are now in COEUS
- Pay period 16-01 (6/28/2015 – 7/11/2015)
 - New FY 16 F&A rates will be applied to the full pay period
 - 6/28 – 6/30 wages and fringes will post in FY 15

Year End EFP and DR Deadlines

- Friday, June 26th – Last day to submit DRs to be sure they post in FY 15 (if approved)
- Tuesday June 30th – Last day to submit EFPs to be sure they post in FY 15
- Reminders
 - Physician Service Contracts cannot be adjusted for FY 15 after these cutoffs
 - DRs cannot be processed if a BR has already been processed that pay period
 - Plan accordingly – you have three pay periods left for FY 15 processing

Year End Processing on Grants

Non Employee Travel	June 12th
Working Fund Check Request	June 17th
AP Invoice Payment	June 17th
International Payments – to Moji Nabavan	June 22 nd , 10:00 am
Employee Travel	June 19th
Journal Entries affecting sponsored projects	June 24th
Direct Retros	June 26th
EFPs	June 30th
Deposits	June 30th
June 2015 Pcard Allocations	July 10th

<http://www.umaryland.edu/media/umb/af/fs/FY15-Year-end-memo-final.pdf>

June 30 Invoicing and Reporting

- Monday, July 20th
 - June sponsored expenditures should be finalized in RAVEN
 - First day SPAC can start generating invoices/reports for June

Cost Share Funding Journal

- June cost share expenses are funded in June
- Any journal entries needed to override the default funding source need to be sent via email
 - Sheri Myers (smyers@umaryland.edu)
 - Monday, July 20th

Questions?



Final Notes

- Both presentations will be available on SPA and SPAC websites



FINANCIAL Services

Reminders & Updates