3.20.19 UA Research Administrator Forum

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Today’s Agenda

- Request for volunteers for future Contracting session
- NIH RPPR Overview
- Grant Transfer Out Overview
- Q&A, Office hours, collaborate
- SPCS Lifecycle and overview

Future Contracting Session Discussion

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RPPRs
NIH Research Performance Progress Report

What is a RPPR and a FRPPR?

Most importantly with a show of hands….do we spell out the acronym or pronounce it?

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RPPR Overview Objectives

- The RPPR instruction guide is the ultimate guideline and training tool

- Review RPPR dashboard tool
- Excel unobligated balance worksheet
- What we review and hot topics that come up

Report usage

- Enter the account and budget period in the prompts
- Report is defaulted to an account so it doesn’t hang up when you load the page
- The report may run slowly for large projects or during periods of heavy Analytics usage

Responsibilities

- Annual RPPRs should be routed to SPCS Proposal Team Lead
  - Kyle Johnson
- Final RPPRs should be routed to SPCS Postaward Team Lead
  - Team 1 – Ashley Taylor
  - Team 2 – Yohana Orduno
  - Team 3 – Margaret (Meg) Martin
  - Team 4 – Doug Dawson

Intro

- Making sure RPPR cover sheet matches what we have in UAR:
  - Check title and account number
  - Check PI
  - Check special review
    - Human subjects and Vertebrate Animals must match RPPR

Section B

- FYI
- Tip: If there is a 3 before the grant number, tells you there is a supplement
  - (From last 12 months)
- If you have an administrative supplement, must be reported as separate line items
  - After the parent reporting, have to fill out supplement reporting at the end of the RPPR (i.e. progress on diversity supplement….)

Section C

- Departments must come up with information, it is not stored in UA systems (that we are aware of)
- Possible issues: Non compliant with public access regulations. NIH will hold next years funding. If there are questions or difficulties, refer them to UA Library contact: Ahlam Saleh at UAHS Library

Section D

- This section and unobligated balance (section G) have the most issues and take the most time
- Refer to NIH Instructions for participants:
  - Individuals with more than 1 person month
    - All sources – direct charge or cost share
  - PI and CO-PI must list regardless of time
  - Subaward PD/PI effort must be listed
- Final: Only use the last budget period for participant calculations, do not include NCE period

Section D

- The list of investigators is from UAR proposal. SPCS does not verify the effort field, it is up to your unit to fill it out correctly. This list may or may not match the key personnel on the NOA.
- If you increase effort in a year, and then the next year decrease again, you may have to explain the decrease in subsequent RPPR (25% reduction)

Section D

- DCC’s that are PD/PI need to have their effort included in the RPPR
- If they are DCC not paid through UA payroll, need to reach out to that individual to confirm effort

Section D

- If the individual did not work for the entire budget period due to late hire or termination, need to prorate the calculation
- If the budget period was less than 12 months, need to prorate calculations
- Prorations are based on appointment – see dashboard notes

Section E

- Only matters if we have a foreign subaward – then list

Section F

- The fields show what is last on record from the award in UAR
- User should verify changes to these items are addressed in the RPPR
  - Problem example: Had a PI who discussed animal subjects in the RPPR but did not have approval from NIH to work with animals. Not great!

Section G

- Do these items exist?
- G.9.: From the foreign involvement flag
- G.11: Program income

Section G

- Unobligated balance – About 50% of RPPRs have balance questions/issues during SPCS review
- Include the new UA RPPR unobligated balance worksheet with your RPPR submission if you are including estimates not reflected as encumbrances in Financials
- https://rgw.arizona.edu/sites/default/files/estimated_unobligated_balance.rppr_.xlsx

Section G

- If unobligated balance is less than 25% on the dashboard, SPCS does not review
- NIH is checking their cash payment system when they review the field. If the RPPR says less than 25% and payment system implies greater than 25%, they will followup with questions

Wrap up

- Look at the Excel unobligated sheet on RGW
- Questions

Grant Transfer Out Overview – PI’s leaving and taking grants with

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Overview documentation – please see guidance on RGW for overview of transfer process.

- https://rgw.arizona.edu/administration/managing-projects/special-circumstances/award-transfers/award-transfer-process

Timely notice and authorized approvals to transfer

- Timely notification to SPCS
  - As soon as the departure of PI is official
  - Agencies are unhappy with last minute notice - NSF
- Department head approval
  - SPCS grant transfer out memo
  - Must happen prior to contacting sponsor
  - Department may replace PI and keep award with agency approval or request

Pending proposals

- Relinquish, withdraw, update with a new PI

Closeout

- Department official needs to reconcile expenditures for closeout
- NIH – provide an estimate at transfer process, then a final closeout
- NSF – One time to get it right

Equipment

- Belongs to either UA or sponsor, not the PI
- May or may not be eligible for transfer
- If eligible, requires VPR sign off
- Eligible entities to receive equipment
- Export control

Fixed Price Complete, Gift, IDC Funds

- University funds, not eligible for transfer

Questions?

Open Q&A