



**VCU**Health™

VCU School of Medicine

Office of Research Administration

Quarterly Meeting

June 2016

# Today's Topics

- Postdoc salaries/FLSA
- Exempt F&A categories (pre- and post-award)
- Bank of America Works – new P-Card system
- Purchasing Gift Cards – Rainbow Society option
- SOMCT study approval vs. Dean's Office approval
- Reminders / Upcoming SOM training events

# Postdoc Salaries



# Postdoc Salaries and the FLSA

## What's the big change?

- US Dept. of Labor has proposed new rules governing exemptions to the Fair Labor Standard Act's (FLSA) overtime pay requirements for employees.
- Previously, any employee with a salary of \$23,660/year or more was considered "exempt" from the FLSA's overtime pay requirement, dependent upon requirements of their job.
- With this change, the new minimum salary is **\$47,476/year**.
- **Effective December 1<sup>st</sup>, any employee making less than this amount must be paid overtime for any hours worked above 40 hours/week.**

# Postdoc Salaries and the FLSA

## How does this impact postdoctoral scholars/fellows?

- **Effective December 1<sup>st</sup>**, the minimum salary for a postdoctoral scholar/fellow in the School of Medicine will be **\$47,476**.
- The U.S. Dept. of Labor will continue to increase this minimum every 3 years.
- **Effective immediately**, all outgoing grant proposals must budget postdocs at this new minimum rate.

# Postdoc Salaries and the FLSA

## **What about postdoc trainees paid from NIH NRSA training grants?**

NIH has committed to increase postdoc NRSA stipends to levels at or above the new minimum.

(see May 18<sup>th</sup> NIH “Open Mike” blog entry: <https://nexus.od.nih.gov/all/2016/05/18/nih-flsa-2016/>)

NIH plans to “increase the awards for postdoctoral NRSA recipients to levels above the threshold.”

([http://www.huffingtonpost.com/francis-s-collins-md-phd/fair-pay-for-postdocs-why\\_b\\_10011066.html](http://www.huffingtonpost.com/francis-s-collins-md-phd/fair-pay-for-postdocs-why_b_10011066.html))

Post Doc trainees will continue to be paid monthly stipends through Accounts Payable, not through VCU Payroll.

**Proposal budgets for NRSA programs should continue to use the appropriate NRSA published rate, those rates will be updated by NIH.**

# Exempt F&A Categories



# Exempt F&A Categories

*A helpful reminder!*

- **When budgeting grant proposals using the Modified Total Direct Cost base** (excludes equipment, student tuition, research patient care costs, rent, etc.):
  - **Ensure that you are budgeting costs correctly into the excluded categories!**

**Real world example...**



# Exempt F&A Categories

Proposed grant budget to NIH included funds for RENT (about \$20,000/year):

Proposed Year 1 Direct Costs-included \$20K in RENT:	\$	326,416
Proposed Year 1 Indirect Costs:	\$	151,676

Awarded Year 1 Direct Costs:	\$	325,903
Awarded Year 1 Indirect Costs (RENT excluded from base):	\$	151,422



NIH will award you the indirect cost budget that you ask for

**Why is this important?**  
**Rent is EXCLUDED from F&A**

# Exempt F&A Categories

Throughout the award, **no funds in this budget were ever used for RENT**. Instead, the funds were used for other direct costs that DO incur F&A.

The department never notified NIH or Grants & Contracts of this change.

**The PI continued to spend down the entire direct cost budget** as usual, including the \$20,000/year originally allocated for RENT.

The result?

**The indirect cost budget was spent into major deficit by the end of the award**



# Exempt F&A Categories

## *How to avoid this scenario:*

- **MONITOR** the indirect cost budget on your grants that use MTDC base no less than **QUARTERLY**
- If you budgeted costs in excluded categories at the proposal stage, but plans change after the award is received, **notify the sponsor as soon as possible!**
  - You may need to request additional funds from the sponsor to cover the increased indirect costs
  - If the sponsor is not willing to increase the total award, you will need to re-budget funds out of DIRECT COSTS and into INDIRECT COSTS
  - **Advise faculty at the proposal stage the importance of budgeting costs in excluded categories as accurately as possible!**

# New Process for P-Cards



# P-card Allocations in Bank of America Works

- Starting April 16<sup>th</sup>, there is a **new GL Allocation feature** in Bank of America Works
- Benefits of this new GL Allocation feature include:
  - Ability to allocate to department indexes and expense account codes PRIOR to transactions being loaded into Banner
  - Significant reduction or possible elimination of internal JVs
- If a P-card is used to purchase supplies for multiple grants, **administrators will be able to allocate expenses to the appropriate grant indexes** before the transactions are ever loaded into Banner!

# Purchasing Gift Cards – Rainbow Society Option



# Gift Cards – VCUHS Rainbow Society

## **An option for compensating research or survey participants:**

- VCUHS Rainbow Society can handle the purchase of gift cards used in research studies.
- They have over 50 different vendors – contact them directly to see what’s available.
- Purchase Orders are created in eVA.
- Simply select your quantity and price point
- After the order is approved you can pick up the cards at 10<sup>th</sup> & Leigh Street

# Gift Cards – VCUHS Rainbow Society

## LINE ITEM DETAILS

Market Price:

No.: 1

Description: Walmart gift cards for focus group research participants

Supplier Part Number:

Supplier Auxiliary Part ID:

Qty: 17

UOM: each

Price: \$25.00000 USD

NIGP Commodity Code: 03723 - Cards, Greeting and Gift (Including Rec...)

Supplier: VCU HEALTH SYSTEM

Location: VCU HEALTH SYSTEM [ select ]

Reg. Type: Self-Registered

Contract List: | | | Not On Contract

Contract #:

Small Business:

Minority Business:

Woman Owned Business:

Micro Business:

Currency Code: USD-US Dollars

Item Cross Reference:

Amount in Qatar Rials: 425.0000000000

NIGP Commodity Code: 03723

Non-Registered Vendor DUNS:

Bill To: A23600-Virginia Commonwealth University

## How To:

1. Create a purchase order in eVA. PO Category is X02 for government to government purchases. Check the “Bypass ERP Integration” box.



# Gift Cards – VCUHS Rainbow Society

2. Supplier should be “VCU Health System” (Self-registered).
3. Key your quantity and prices. Also enter card sponsor name (i.e. Target) in the description box.
4. Once your order is approved, contact VCUHS Rainbow Society.  
Patsy Moon – [Patricia.Moon@vcuhealth.org](mailto:Patricia.Moon@vcuhealth.org)  
Cynthia Kelley – [Cynthia.Kelly@vcuhealth.org](mailto:Cynthia.Kelly@vcuhealth.org)
5. Once you pick up your gift cards, complete your receiver in Banner.
6. Be sure you follow VCU’s protocol and keep them secure.  
(inside a locked drawer/cabinet, within a locked office)

# Gift Cards – VCUHS Rainbow Society

7. Once you distribute the cards to your research participants, they must complete the Research/Survey Participant Form: <http://www.vcu.edu/treasury/w9.pdf> Please let them know there may be tax implications (\$600 or more).
8. Submit the invoice to [Deptinvoices@vcu.edu](mailto:Deptinvoices@vcu.edu). Be sure the EP# is on the invoice and in the subject line of the email. Complete your receiver in Banner.
9. Submit a copy of the purchase order and the completed participant forms to Marvin Lee at [mlee@vcu.edu](mailto:mlee@vcu.edu). Be cognizant of sensitive information on the forms.

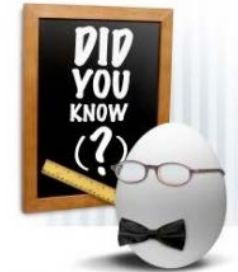
*\*\*If you run into any problems with this let Margaret Phillips know so we can update our process and disseminate it out the departments.*

# Compensating Research Participants

Please see Procurement's website for more information on compensating a research or survey participants.

<https://procurement.vcu.edu/i-want-to/pay-an-individual/compensate-a-research-participant/>

## IMPORTANT NOTE



- **Gift cards must not be charged against a grant or state funds when purchased in advance of the services being rendered.**
- Use a 2-9 Ledger or an unrestricted local fund.
- A Journal Voucher must be processed to charge a grant account only for the amount of gift cards disbursed for the project.

# SOMCT Approval vs. Dean's Office Proposal Review

- Full pre-study process with SOMCT is required prior to routing a submission in RAMS-SPOT for:
  - Industry clinical trials
  - Any other clinical study where VCU has received an agreement (contract) from the sponsor
  - **Complete the pre-study process prior to routing a submission in RAMS-SPOT**
- Submissions will be returned to departments if the SOM pre-study process was not completed prior to routing in RAMS-SPOT.
- Once all phases of the pre-study process are complete the submission should be routed in RAMS-SPOT for Dean's office review.



# SOMCT Approval vs. Dean's Office Proposal Review

- Clinical research proposals that will undergo a sponsor review before a funding decision is made are not required to undergo the full SOMCT pre-study process prior to proposal submission.
- At minimum, the CA Screening Form (form 1) is required for all clinical research at the point of proposal submission and will be verified in RAMS-SPOT during Dean's office review.
- **Consultation with SOMCT at the proposal stage is recommended for any submission that identifies "Yes" – coverage analysis will be required on the screening form. Allow plenty of time prior to your deadline for SOMCT review and feedback.**
- For more information see:

[Submission & Planning Process - External Sponsor](#)

[SOM Clinical Research Administration – Home](#)

[Coverage Analysis Screening Form](#)

DON'T  
FORGET



# Reminders



DON'T  
FORGET

# Internal Service Fees

- Fees are commonly budgeted into sponsored projects for:
  - Ancillary service
  - Core facilities
  - CCTR / CRS services
- Quotes, pricing lists, are expected to support fees budgeted into proposals.
- **In order to charge a fee you must be established as a university approved service center.**



# Internal Service Fees

We cannot establish “fees” on our own!



- Dr. X is planning to support Dr Y’s research project
- Dr. Y will use some materials/equipment in Dr. X’s lab.
- Dr. Y agrees to pay Dr X’s lab \$200 per day \* 20 days work.



- Dr. X gets budgeted into Dr. Y’s project as a collaborator for the appropriate amount of time/effort,
- There is also a non-personnel budget to include materials or supplies needed for the work to be performed in Dr X’s lab.



# VCU/VA MOU Updates



- This month departments will be contacted to begin the annual process of updating joint appointment MOUs
- Necessary for all faculty holding joint VCU/VA appointments who actively conduct sponsored research.
- **Timeline: all fully executed MOU's on file in the Dean's office by the beginning of FY17.**

**If you know you have someone with a joint VCU/VA appointment in your department that conducts research and you do not receive an MOU template for that individual please contact us!**

[somresadmin@vcuhealth.org](mailto:somresadmin@vcuhealth.org)

# VCU/VA MOU Updates



MOUs clearly outline the total professional activity of a faculty member holding joint appointments. The MOU clearly summarizes the amount of time dedicated for research at both VCU and the VAMC. MOUs are meant to certify that there is no possibility of dual compensation for the same work or no actual or apparent conflict of interest.

See our website for full guidance and a MOU template:

<http://www.medschool.vcu.edu/about/finance/researchadmin/investigators/jointappts/>

# International Research Collaborations

## Hosting International Visitors @ VCU

- All international employees and visitors must be processed through the Global Education Office
- The Office of Research also monitors international visitors as it relates to facility access and export control regulations
- Any visiting scholar working in a VCU lab (and not paid or otherwise formally affiliated to VCU) should have a visiting scholar agreement completed.

<http://www.global.vcu.edu/students/info3/>

[http://www.research.vcu.edu/export\\_control/international\\_visitors.htm](http://www.research.vcu.edu/export_control/international_visitors.htm)

## Traveling Internationally

<http://www.internationaltravel.vcu.edu/>

[http://www.research.vcu.edu/export\\_control/travel.htm](http://www.research.vcu.edu/export_control/travel.htm)



# Upcoming Summer 2016 SOM Trainings

## **Managing FACR Distribution Codes and F&A**

July 13<sup>th</sup> 10:00 AM

## **Best Practices for Subaward Management – Pre- and Post-Award**

July 18<sup>th</sup> 10:00 AM

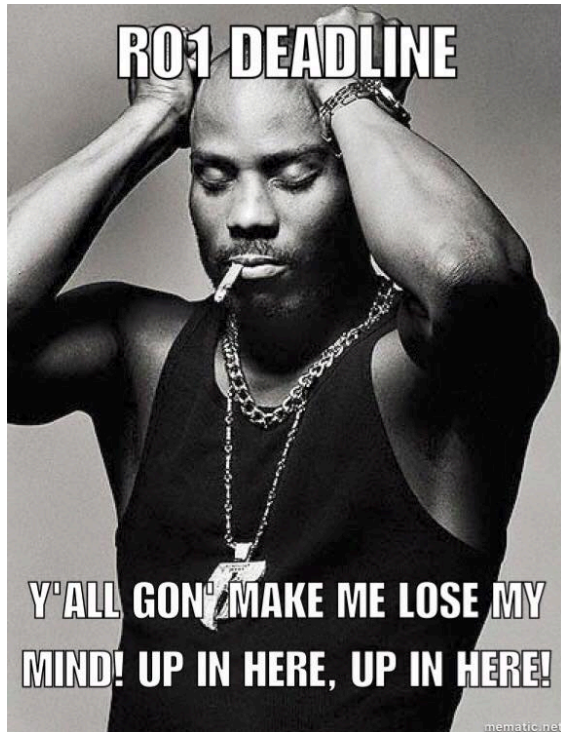
## **Sponsored Research Effort Allocation and Management**

July 28<sup>th</sup> 10:00 AM

***\*\*All events take place in Sanger Hall room 1-038***

***\*\* To sign up, go to <http://training.vcu.edu> and select sponsor “Medicine.”***





# Wrap Up

SOM Research Administration website:  
[go.vcu.edu/SOMResAdmin](http://go.vcu.edu/SOMResAdmin)

SOM Clinical Research Administration  
website:  
[go.vcu.edu/SOMClinRes](http://go.vcu.edu/SOMClinRes)



Proposal questions:  
[SOMPROPOSALS@vcuhealth.org](mailto:SOMPROPOSALS@vcuhealth.org)

Research Administration questions:  
[SOMRESADMIN@vcuhealth.org](mailto:SOMRESADMIN@vcuhealth.org)

For assistance with Clinical Studies:  
[SOMCT@vcuhealth.org](mailto:SOMCT@vcuhealth.org)

