

## ***SOMRA Fall 2018 Update Meeting***

*October 23, 2018 – 10:00 AM – MMEC 3-101*

1. **Proposals and Award Stats, SOMRA Shared Services**
2. **Updated Tip Sheet for Routing FPs and CPs in RAMS-SPOT**
3. **PI Eligibility Exceptions and F&A Waiver Requests**
  - a. All **F&A Waiver** and **PI Eligibility Exception Requests** submitted to [SOMPROPOSALS@vcuhealth.org](mailto:SOMPROPOSALS@vcuhealth.org) must include a Funding Proposal number.
    - i. If a Funding Proposal number has not been identified in the request **OR** has not yet been created in RAMS-SPOT, SOM will request that the department begin the Funding Proposal in RAMS-SPOT and email the FP# to [SOMPROPOSALS@vcuhealth.org](mailto:SOMPROPOSALS@vcuhealth.org) before SOM will review the request. (It is OK if the FP is not completely filled out at the time the exception request is submitted to SOM).
  - b. **PI Eligibility Exception Requests** must include attached to the email, at minimum: Biosketch/CV, abstract/specific aims, program announcement (if there is one), proposed % effort for PI
  - c. **F&A Waiver Requests** must include attached to the email, at minimum: Budget and budget justification, supporting documentation to show F&A was requested from or at least discussed with sponsor
  - d. If SOM already approved and signed a PI Eligibility Exception or F&A Waiver request for your FP, and you are submitting a continuation or supplement proposal (CP), **do not send a new request form to SOM for signature – just use the request form previously approved.**
  - e. **You may not need to request a PI Eligibility Exception** – review VCU’s updated PI Eligibility policy to see if you really need to get a request approved or not.
4. **Budgeting Tuition on NIH Fellowship (F) Proposals – Next due date December 8!**
  - a. <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.330-phs-398-training-budget-form.htm#A>  
*“You should request full needs for tuition and fees. The awarding component will determine the amount of tuition and fees to be provided according to the policies current at the time of award. The formula currently in effect will be applied by the NIH awarding component at the time an award is calculated.”*
  - b. The awarding IC at NIH may ask for updated tuition and fee needs at Just-in-Time
  - c. When the F fellowship is awarded, NIH will provide 60% of the requested amount (up to \$16,000 for PhD students, up to \$21,000 for MD/PhD students)
  - d. For F30 submissions (MD/PhD Dual Degree students), request tuition for each year of the fellowship
  - e. Contact [SOMRESADMIN@vcuhealth.org](mailto:SOMRESADMIN@vcuhealth.org) if you have questions about how much to budget for full tuition and fee needs on NIH Fellowship (F) proposals
5. **Reminder: Budgeting Part-Time Faculty and Staff in RAMS-SPOT**
  - a. If someone has a 0.50 FTE part-time appointment, and will spend 100% of that part-time appointment devoted to the research project:
    - i. Manually annualize their 0.50 FTE salary in the RAMS-SPOT budget grid (if they receive \$50,000/year for a 0.50 FTE appointment, then manually enter \$100,000 in RAMS-SPOT as the annual salary)
    - ii. Enter 50% effort on the RAMS-SPOT budget grid

- b. Make sure calendar months are appearing correctly on the SF-424 budget: if someone has a 0.50 FTE appointment and will be working 100% on the project, their calendar months on the SF-424 budget should be **6.0** and not **12.0**
- c. Be as transparent in budget justification language as possible, example: *“Bob Smith, PhD, the proposed Research Manager, will spend 6 calendar months (50% effort) on this project. The requested \$50,000 will fund 100% of his 0.50 FTE appointment.”*

#### 6. VCU sIRB Fees for Single IRB Clinical Research

- a. Effective June 5, 2018, VCU IRB has rolled out a fee structure for when VCU is going to serve as the IRB of record for multi-site clinical research
- b. sIRB fees apply to new or competing grants or contracts
- c. PIs must include these fees as direct costs in their proposal budgets for each site where VCU IRB will conduct secondary review activities
- d. Contact [SOMRESADMIN@vcuhealth.org](mailto:SOMRESADMIN@vcuhealth.org) for budgeting assistance if you are working with a PI on a multi-site clinical research project where VCU will serve as the single IRB



#### 7. Research Management Dashboard – Reports you can use

- a. **“Active Awards Detail Data Report”** – ultimate tool for Research Dashboard Data Verification. Displays all fields from Banner and RAMS-SPOT that supply data to the Dashboard. Follow the link at bottom of the report to the legend, describes source of all data points.
- b. **“Active Awards-Current Budget Period with Projected Balances”** – similar to the “My Researchers” view in RA Dashboard. Displays the Research Dashboard’s projected balances for all active awards in department.

#### 8. FY19 Clinical Faculty Salary Cap Cost Share Allocations (Clinical departments only)

- a. Email sent to Clinical departments in August 2018 outlining guidelines and process for FY19
- b. Applies only to MD Clinical Faculty with effort on grants that have sponsor mandated salary caps
- c. First set of cost share payroll reports will be sent to Clinical departments to verify in January 2019. Final FY19 salary cap allocations will be JvD to Clinical departments in April 2019. **All salary cap cost share must be appearing accurately on payroll reports by April 2019 in order for SOM to provide funding.**

#### 9. Reminder: Fixed Price Closeouts

- a. The SOM Dean’s Office reviews and signs-off on requests to pool remaining balances on fixed price contracts that are being closed (when the balance is greater than \$5,000 or greater than 10% of the total budget received)
- b. Please refer to SOM guidance documents on submitting fixed price closeout paperwork for review and signature, both linked on the front page of SOMRA website (<https://medschool.vcu.edu/researchadmin/>)
  - i. “Department Guidance for Submitting Fixed Price Closeouts”
  - ii. “SOM Evaluation of Fixed Price Closeout Requests”
- c. Both internal and sponsor budgets are reviewed by the Dean’s office along with other study documentation. **It is expected personnel time/effort is charged reasonably in accordance with budget and actual activity that occurred on the study. Departments are to justify all changes that would cause effort not to be charged according to the budget plan. Failure to do so will result in reductions to amounts approved to be pooled at the department level.**
- d. Majority of fixed price contracts are for industry clinical studies. As of 7/1/2016 all SOM clinical studies are expected to follow SOM process for opening clinical studies and VCU/SOM minimum system use requirements for managing studies in OnCore (e.g. –data entry timelines). Having access to study data in OnCore allows department research administrators better access to information necessary to apply labor and other expense to projects accurately and timely. This includes start-up expenses, per visit costs, and other expenses. **Requests to pool balances above 10% or \$5,000 should always include**

**detailed justification for why a large balance remains and how it is intended to be used. Balances on studies starting after 7/1/16 will be evaluated especially closely, since OnCore should have greatly improved the department's ability to effectively financially manage clinical studies.**

- e. Study Team Effort for Start-Up Activities – clinical studies
  - i. **On any project**, when budget is received for study team start-up efforts, the SOM Dean's Office reviews expenses to ensure that these efforts were charged to the project prior to closing
  - ii. **When a project is closed before a contract could be executed OR before opening to enrollment, and VCU successfully negotiates funds from the sponsor to cover the cost of start-up activities**, the SOM Dean's Office reviews expenses to ensure that these efforts (and any other start-up fees) were charged to the project prior to closing
    - 1. ***In these instances***, there should be zero balance to pool as the "start-up settlement" negotiated with the sponsor represents VCU's actual costs
    - 2. ***In these instances***, the SOM Dean's Office will centrally pool any remaining unspent balance as these balances indicate a mismanagement of funds at the department level

**10. Misc. CAR Meeting notes and G&C reminders from the June-October FA Newsletters**

- a. New link for logging in to ECRT system: <https://go.vcu.edu/ecrt>
- b. Reminder: new simplified FACR distribution codes in use, make sure they are correct on new grant indexes being set up by G&C
- c. Please review at award set-up: PROGRAM CODES, make sure these are correct. G&C putting these on the New Banner Account Create Memo, use this website for reviewing: <https://controller.vcu.edu/banner-/banner-program-codes/>
- d. SOM requested: reports from G&C notifying departments exactly which closeout documentation is missing for expired awards, we will keep you posted on this
- e. DAR: Transition period from "per head" to "per cage" mouse per diem is ending, this will impact existing budgets and proposed budgets going forward! Check DAR's website for pricing and info on transition.