Office of Research and Sponsored Programs

GRANT Forum
Grant Research Administrators' Network Team

August 17, 2022

OFFICE OF RESEARCH AND SPONSORED PROGRAMS

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AGENDA

1. Policies and Procedures
2. Award Kick-Off
3. Kuali User Testing
4. New Core Facilities

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1. Policies and Procedures

- **Sponsored Award Authorized Signature Policy**
  - **Required by UMass Internal Control Plan**
  - **Unit/Department level standing authorized signatories**
    - **Authority is role based, not person based**
      - **May designate specific types of transactions**
      - **Automatically transfers to new role/title holder**
    - **Department Head is responsible for updating at least annually**
  - **Project specific additional signatories (optional)**
  - **Graduate assistant payroll authority to Graduate Studies**
  - **Replaces these old forms:**
    - **Request for New Project/Grant**
    - **Authorized Signature Form**

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University of Massachusetts Boston
ORSP Signature Authorization Form
Fiscal Year 2023

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| Unit ID: | B9XXXXXXXX | Unit Description: | XXXXXXXXXXXXXXXXXXXXX | Dean/VC: | Last Name, First Name |
| Dept ID: | BXXXXXYYOOO | Dept Description: | XXXXXXXXXXXXXXXXXXXXX | Department Head: | Last Name, First Name |

The following individuals are authorized to sign the transactions specified on this form for all department sponsored awards. Sponsored awards are all funding sources falling under the purview of the Office of Research & Sponsored Programs. Internal funding sources within the University are subject to the Administration & Finance Signature Authorization process.

Role	Title	Name of Authorized Signer	Signature of Authorized Signer	Transactions Authorized	Note
Dean's Office	All	All	All	ALL	Dean's Office signatories are also authorized signatories for all departments within the Unit.
Department Chair					
Grant Administrator					
Business Manager					
Graduate Studies	Director of Financial Management for Research & Grad Studies	Paul Mullane		HRP	Graduate Student payroll only (as per UMB policy)
Graduate Studies	Assistant Director of Financial Management for Research & Grad Studies	Simon Haile		HRP	Graduate Student payroll only (as per UMB policy)

* Should an authorized signatory change due to personnel changes, the new Title holder will be accepted as the authorized signatory until such time as this form is updated. It is the Department Head's responsibility to ensure this form is updated in a timely manner.

Signatures authorizing a department's legal obligations, contracts, payments, payroll and other fiscal transactions shall be interpreted as certification that the document upon which the signature appears, and any attachments, are accurate and complete and comply with all applicable general and special laws and regulations, including sponsor requirements.

*TA = Transactions Authorized

Legend of Transactions Authorized

ALL - All Transactions

BUD - Budget Submissions

HRP - HR & Payroll Documents

EXP - Non-Payroll Expenditure Documents (e.g. PO Vouchers, Invoices, Procard Authorization)

REC - Receipts/Deposits

TIME - Time and Attendance

Department Head Signature	Date
Dean or Vice Chancellor Signature	Date

Print Dean or Vice Chancellor Name

1. Policies and Procedures cont.

- **Award Closeout Procedures**
  - **Deficit Procedure (Write-Offs)**
    - **Expenses and Uncollectible Invoices**
      - **e.g. Over-expense or post end date expenses**
    - **Designates funding responsibility: Department or VPR**
    - **Steps taken by ORSP to reduce potential deficits**
      - **Regular meetings with department contact**
      - **Final expense certification**
      - **Collections due diligence**
    - **ORSP will initiate write-off entries to clean award for closeout**
  - **Excess Cash Procedure (Refunds & Residuals)**
    - **When do we send money back and when do we get to keep it?**
      - **Cost Reimbursement vs Fixed Price**
    - **Cost Reimbursement:**
      - **Federal goes back**
      - **Non-Federal goes back if sponsor requires it, or if over $500**
    - **Fixed Price: UMB keeps excess cash**
      - **Department/VPR allocation depends on the award budget**

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Example: A PI received an award in 2018 that allowed for full F&A rate for research of 52.5%. The calculation for the F&A recovery and subsequent residual balance transfer is below.

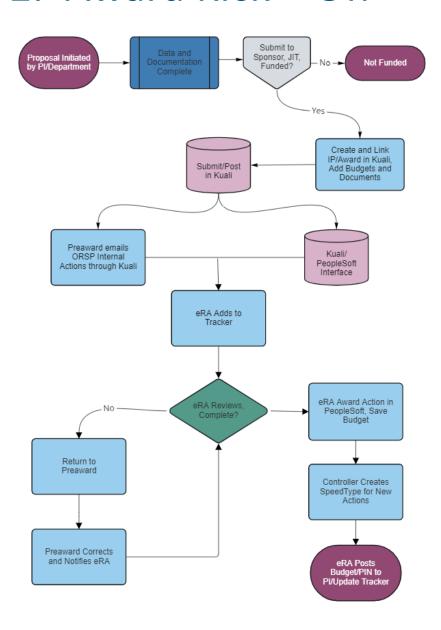| Residual Calculation		Award Budget	
Total Revenue (Cash Received)	$50,000	Regular Salary	$20,000
Sponsored Award Expenses	($47,000)	Fringe Benefits	$8,796
Residual Balance	$3,000	Operational Costs	$2,000
Posted F&A Expense	$16,180	Supplies & Materials	$1,991
Residual Offset (Budget less Exp)	$1,033	F&A (MTDC 52.5%)	$17,213
Residual Balance Transfer to PI/Department	$1,967		

Example: A PI received an Instruction award in 2016 that allowed for 10% TDC F&A rate based on a sponsor F&A limit. The University will recalculate the award budget at the standard 2016 instruction rate of 46%. The calculation for the F&A recovery and subsequent residual balance transfer is below.

Residual Calculation		Award Budget	
Total Revenue (Cash Received)	$50,000	Regular Salary	$20,000
Sponsored Project Expenses	($47,000)	Special Salary	$10,500
Residual Balance	$3,000	Fringe Benefits	$8,826
Recalculated F&A (MTDC 46%)	$20,909	Operational Costs	$2,000
Residual Offset (Recalc less Budget)	$16,364	Supplies & Materials	$4,129
Residual Balance Transfer to PI/Department	$0	F&A (TDC 10%)	$4,545

2. Award Kick – Off

Current State Flowchart
- This shows the current state award setup
- **Award Kick-off** will be the *next* step in the award setup process

2. Award Kick – Off

Award Kick-off

- Attendees: Pre-Award, Post-Award, Key Personnel, Unit Administrators, *Compliance (as needed)*

- Award Documentation and Resources: i.e. NoGAs, award management policies, systems and tools

- Project Plan, Roles and Responsibilities

Fall 2022 Pilot:

- New PI's

- Complex Awards

- Multiple Collaborators

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3. Kuali User Testing

Kuali Proposal Development - Testing
- Currently developing training resources
- Opening testing to a small group of diverse users
  - Limited focus group, please reach out if interested

- Go Live targeted for October/November of 2022

3. Kuali User Testing

Kuali Proposal Development - Testing

- Goal is to bring external processes into Kuali

Kuali Build

- Reduce administrative burden
- Achieve efficiency through electronic processes

4. New Core Facilities

I. Biophysical Instrumentation Core – Daniel Dowling/Chemistry/$1.6M MLSC
II. Scanning Electron Microscope Core – Niya Sa/Chemistry/$426,500 NSF
III. Environmental Analytical Core – Karen Johannesson/SFE/$491,796 NSF
IV. Quantum Hardware Development & Commercialization Core – Matthew Bell/Engineering/$1M MTC
V. Intelligent Image Processing Core – Daniel Haehn/Computer Science/$750,000 MLSC

High Sensitivity SPR System

High Resolution ICP-MS

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4. Core Facilities Student Engagement

Rachel Muriph – started as a full RA in Fall 2019 in the Proteomics Core, PHD in Analytical/Physical Chemistry, has been offered with full time job from ThermoFisher and Spectrus (life sciences consulting company). "she's getting world – class experience from working in the Proteomics Core and collaborating with life sciences companies ."

Michaela Mulhearn – Michaela joined the Genomics Core as a work study student in Spring 2022 with an interest and academic background in bioinformatics. She has quickly mastered an increasing number of QC, sequencing, and library preparation protocols and lent her skills and interest in programming to a new project utilizing the Biomek FxP platform to automate existing RNA and DNA library preparation protocols. She will graduate in August with a B.S. in Biology from UMB and hopes to join the Genomics Core full time as Genomics Core Assistant this fall.

Kayla Kilduff - Associate Scientist, Product Development at actnano, Inc. , previously doing thesis Research in Foster Physical Chemistry Lab at UMB - American Chemical Society (ACS) Certified Graduate.

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Future Grant Forum

-September – TBA

-Time & Effort

-New Policies & Procedures

-Award Kick-off

-Kuali Testing & Implementation Updates

QUESTIONS

Matthew Meyer
Associate Vice Provost for Research
and Director of ORSP

Shala Bonyun
Associate Director of ORSP
Preaward Support Services

Rebecca Hanson
Assistant Director of ORSP
Postaward Support Services

Tracey Poston,PhD
Assistant Director of ORSP Research
Compliance and Integrity

Virginia Maki
Assistant Director of ORSP eRA
Systems and Training

Serena Wang
Research Core Facilities &
Operations Manager of ORSP