

# RESEARCH ROUNDTABLE

Presented by:  
Office of Grants & Contracts Accounting  
Office of Research & Sponsored Programs

June 20, 2007  
Institute of Psychiatry Auditorium

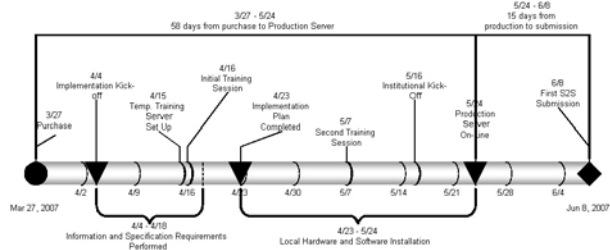
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# Cayuse Update

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June 20, 2007

# Implementation



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# Initial Pilot and Roll Out

- 5 Volunteers for Initial Pilot
  - June 16 Deadline (18<sup>th</sup> on Monday)
- 4 Actual submissions accomplished
- System available for submission to following agencies
  - NIH
  - CDC
  - AHRQ

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## Why Use Cayuse?

- Features not available in PureEdge forms
  - Web Based – platform independent
  - Automatic fill in of Institutional Information
  - Automatic fill in of Personnel Information
  - Automatic calculation of Budgets
    - Includes IDC calculation
  - Ability to copy and escalate budgets across budget periods
  - Error Checking to NIH business rules

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## Proposals-Autofill

Person to be contacted on matters involving this application

Profile:	* First Name	Middle Name	* Last Name	ORCID
* Phone Number	Fax Number		Email	

- The pencil means you can fill the fields from profiles.
- You can re-Autofill if the profile information changes or if you change your mind.
- Autofill of certain sections fills other logically-connected fields

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## Proposals Autofill

- Institutional Information maintained by ORSP
  - EIN
  - DUNS
  - Fringe Benefit Rates
  - IDC Rates
  - Institutional Official Information

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## Proposals Autofill

- Personal Profile information
  - Maintained by creator
  - All rights may be delegated
  - Used by Faculty/Staff to complete proposals

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## Proposals Autofill

Budget	Cat Salary	Acad. Salary	Sum. Salary	Cat. Months	Acad. Months	Sum. Months	Reg. Salary	Fringe Benefits	Funds Requested
prd 1	\$160,000	N/A	N/A	0.30	N/A	N/A	\$1,000	\$1,100	\$1,100
prd 2	\$160,000	N/A	N/A	0.30	N/A	N/A	\$1,000	\$1,100	\$1,100
prd 3	\$160,000	N/A	N/A	0.10	N/A	N/A	\$333	\$366	\$366
prd 4	\$160,000	N/A	N/A	0.09	N/A	N/A	\$300	\$330	\$330
prd 5	\$160,000	N/A	N/A	0.30	N/A	N/A	\$1,000	\$1,100	\$1,100

- Add Key Persons to both the Senior/Key Person page and to multiple periods of the budget from one dialog
- Attach BioSketches
- Specify roles (all periods)
- Escalate salaries on an individual basis

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## Profile Permissions

- Profile Permissions allow others to use your profile to auto-fill proposals
  - You can share your profile with other users by granting appropriate permissions
  - You can change or remove permissions at any time

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## Profile Permissions

- The creator of a Professional Profile is automatically granted all permissions associated with using that profile.

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## Professional Profiles Profile Permissions

When checked,  
this permission:

Grants you the ability to:

List	Allows the "User" to view a profile to be viewed on the professional profiles list.
Read	Allows the "User" to read the details of a profile.
Read/Write	Allows the "User" to add, change or delete information on a professional profile.
Autofill	Allows the "User" to Autofill the professional profile onto an application.
Delete	Allows the "User" to delete a professional profile.

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## Professional Profiles Profile Permissions

When checked,  
this permission:

Grants you the ability to:

Change  
Permissions

Allows the "User" to change security permissions on a professional profile.

Add User/Group

Allows the "User" to add other users to the professional profile

Remove/User  
Group

Allows the "User" to delete the professional profile.

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## Profile Permissions: TO DOs

- Determine who you want to have access to your profile
  - See only?
  - Read/write?
  - Etc.
- Bring up your profile and while in it, create permissions using the Cayuse424 Permissions Facility

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## Budget Calculations

Profile*	First Name	Middle * Last Name	Suffix *	Project Role	Base Salary (\$)	Cal. Monthly	Acad. Monthly	Sum. * Requested Monthly Salary (\$)	* Fringe Benefits Requested (\$)	* Funds Requested (\$)
Dr.	Brogus		Investigat	PI/PI	80,000	4,000		26,688	3,888	36,522

- The **months of effort** must be entered in order to perform the calculations.
- Fringe Benefits are auto-calculated from the institutional rate selected in the profile.

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## Cost Replication & Escalation

Escalation Enabled	Budget Category	Rate (%)
<input type="checkbox"/>	A.J. Senior /Key Persons	15.0
<input type="checkbox"/>	B.J. Other Personnel	15.0
<input type="checkbox"/>	B.J. Travel	25.0
<input type="checkbox"/>	E.A. Participant/Trainee Support Costs	0.0
<input type="checkbox"/>	F.J. Materials and Supplies	2.0
<input type="checkbox"/>	F.J. Publication Costs	2.0
<input type="checkbox"/>	F.J. Consultant Services	15.0
<input type="checkbox"/>	F.J. ADP/Computer Services	2.0
<input type="checkbox"/>	F.J. Equipment or Facility Rental/User Fees	0.0
<input type="checkbox"/>	F.J. Alterations and Personalities	0.0
<input type="checkbox"/>	F.J. Tuition Reimbursement	2.0
<input type="checkbox"/>	F.J. Other 2	0.0
<input type="checkbox"/>	F.J. Other 3	0.0

BP 1 BP 2 BP 3 BP 4 BP 5  
Begin/End

Escalate Selected Categories  
Replicate During Budget Period Without Escalation  
Cancel

view all | view full

- Rates inherited from Institutional Profile
  - Can locally override for the proposal
- Choose categories and periods
  - Key Persons may have been done individually

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## Budget-Subaward

Create New Grant Proposal?

Budget types:  Project  Generic  Subaward

Proposal Name:  (For reference within Cayuse 424)

Principal Investigator:  Please select.

# of Budget periods:  1  2  3  4  5

- Need an Institutional Profile *with at least one named IDC rate with a start date*
- Need an investigator attached to that Institutional Profile

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## Budget-Subaward

- Subaward is basically just a detailed budget and a DUNS number
- Once created you can link them into a Prime
- The budget periods must match the Prime

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## Errors/Warnings

- Errors cause proposal rejection at Grants.gov or NIH
- Warnings won't stop your proposal, but can delay it at NIH
- The links are live-they take you to the field!

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## The Research Plan

- One of the challenges of electronic submissions to Grants.gov is preparing PDFs of your Research Plan and attaching them into the correct sections of the grant proposal.
- Cayuse424 provides several Word templates that make this job quick and easy.
- If you create your Research Plan using one of the Cayuse424 templates, you will be able to create PDFs and attach them to the appropriate sections in a few simple steps.

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## Cayuse Can Help You:

- Create the Research Plan – from scratch or using an existing plan.
- Upload the entire plan in PDF format to the proposal at once.
- Upload individual plan sections in PDF format to the proposal.
- Replace previously uploaded PDF sections.
- Preview the Research Plan in PDF format.

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## How Do Templates Work?

- The templates provide bookmarks, along with header and footer commands.
- Bookmarks are the mechanism that ensures that each section of the Research Plan is attached to the appropriate section of the proposal when it is uploaded.

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## Template Options

- **ResearchPlan1\_1:** provides section heads with bookmarks so that the Research Plan can be efficiently uploaded into your grant proposal. Use when you are starting a Research Plan from scratch.
- **ResearchPlanAddIn1\_1:** will insert section heads with bookmarks that will help you upload your existing plan into your grant proposal. Use if you have an existing Research Plan.
- **BioSketch:** Use when creating bio-sketches that must be uploaded into your grant proposal.
- **BlankContPage:** Use to upload individual pages such as Abstracts, Narrative, Equipment, Facilities, etc. into your grant proposal

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## SCIENCE – TO DOs

- Download Cayuse424 Templates onto each desktop
- Download Cayuse424 PDF Print Installer onto each desktop
- Determine if starting research plan from scratch or from an existing plan and use appropriate template to complete plan

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## Where Do I Sign Up?

- To get an account
  - Email [orsp@musc.edu](mailto:orsp@musc.edu) with “Request Cayuse Account” in Subject line

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## Help and Support

- MUSC Cayuse Web Site
  - <http://research.musc.edu/ERA/Cayuse/>
- Help Desk Support
  - Robbie Lee
    - 792-7198
    - [leer@musc.edu](mailto:leer@musc.edu)
  - Jackie Middleton
    - 792-7196
    - [middletj@musc.edu](mailto:middletj@musc.edu)

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## Training Workshops

- Thursday June 21 – 10:00 a.m.
- Tuesday June 26 – 2:00 p.m.
- Thursday June 28 – 10:00 a.m.
- Additional to be scheduled
- Registration & schedules can be found at <http://research.musc.edu/orsp/registration.htm>

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## Research Administration Update

R. Darren McCants, Assoc. Director  
Office of Research & Sponsored Programs (ORSP)  
6/20/07

## Research Administration Update

- NO COST EXTENSION REQUESTS
- NSF UPDATES
- NIH UPDATES
- ORSP REMINDERS
- MUSC RESEARCH ADMINISTRATION RESOURCES
- YOUR QUESTIONS/COMMENTS

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## NO COST EXTENSION REQUESTS What information is necessary?

- Recognize “one-size-fits-all-approach” won’t work.
- What to consider before preparing a no-cost request?
  - Terms & Conditions of the Award
  - Timing of requests (ORSP suggests at least 1 month in advance)
  - First or second extension request
  - To whom is the request made, ORSP or the agency? (depends)
  - When in doubt ask your Grant Administrator in ORSP.
- Typical elements found in a thorough no-cost request:
  - Grant title and grant number
  - Proposed NEW end date (clarify, and make the first one count)
  - Technical reason for the extension request
  - Estimated available balance at the end of the original period
  - Will effort of “key personnel” be reduced by more than 25% in the extended period, if so why? (Change of Scope?)

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## NO COST EXTENSION REQUESTS What information is necessary? (continued)

- Typical elements found in a thorough no-cost request:
  - Need to acknowledge that all required certifications and assurances, to include those pertaining to human subjects and animal welfare, will be maintained and in accordance with the applicable regulations and policies.
  - Appropriate departmental administrators copied
  - ORSP requires Chair approval
  - “The fact that funds remain at the expiration of the grant is not, in itself, sufficient justification for an extension without additional funds.”

1/29/2008 (Taken from the NIH Grants Policy Statement)

## NSF UPDATES SPRING 2007

- Issuance of the new NSF Proposal & Award Policies and Procedures Guide (effective 6/1/07)
  - The Grant Proposal Guide (GPG) and the Grant Policy Manual (GPM) are being combined and consolidated into a single electronic policy framework
  - New NSF guide will eventually include NSF Grants.gov Application guide and other post- award policy issuances
  - Part I: Proposal Preparation & Submission Guidelines
  - Part II: Award & Administration Guidelines

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## NSF UPDATES SPRING 2007

- Benefits of the new NSF Proposal & Award Policies and Procedures Guide
  - Should improve the awareness and knowledge of the complete set of NSF policies and procedural documents
  - Easier access to the policies and procedures that govern the entire grant lifecycle
  - Electronic submission options are described clearly
  - Eliminates duplicative aspects of the old Grant Proposal Guide and the Grant Policy Manual
  - Goal was to increase transparency of NSF's proposal and award process
  - Should allow NSF to better manage changes/amendments between the documents due to administrative changes
  - The new document can be viewed or printed in its entirety or as separate files.

1/29/2008 (Take from NSF update presentation at the NCURA meeting in TN)

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## NSF UPDATES SPRING 2007

- Designated Fonts to Use in Proposals
  - Arial, Helvetica, Palatino, Computer Modern or Georgia
  - MUST BE BLACK
  - At least 10 points or LARGER
- 1% Cost Sharing Requirement (NO LONGER)
  - The 1% statutorily mandated cost sharing requirement is NO LONGER in effect; cost sharing is solely at the discretion of the applicant and WILL NOT be a factor in the grant-making decision.
  - NOTE: Only for NEW Awards made after June 1, 2007
- F&A Costs on Participant Support Costs
  - Used to be a blanket exclusion on this (F&A could NOT be charged)
  - NSF will CONSIDER assessment of F&A costs on participant support in a VERY LIMITED number of instances, SUCH AS LARGE PROGRAMS.

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## NIH UPDATES SPRING 2007

- NIH Revises Notice of Grant Award (NGA)
  - <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-060.html>
  - No more NGAs from NIH (mid April)
  - Renamed Notice of Award Letter (NoA)
    - Still delivered electronically via e-mail
    - As a PDF attachment
    - Has lead to less pages and blank space on the notices
    - Two summary tables included in new NoA
      - One table summarizes all award actions made in a particular budget year (even includes supplements)
      - The other table is a summary table of total costs that includes cumulative totals for the competitive project period

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## NIH UPDATES SPRING 2007

- Adobe Forms Delayed (surprise surprise)
  - Not clear why, but
  - Will be a transition period whereby Adobe and PureEdge will be utilized depending upon agency and particular program solicitation
    - AVOID ALL THIS BY USING CAYUSE!
- NIH Expects Fellowship, Career and Training Grants to go Electronic in Mid 2008
- NEW NIH Salary Cap \$186,600.00 (effective Jan. 2007)  
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-051.html>

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## ORSP REMINDERS

- Get Cayuse Training
- Clarify 25% Reduction of Effort of “Key” Personnel
  - NIH indicates Key Personnel are those named in the Notice of Award (NoA)
  - Not listed there, then NOT deemed “Key”
  - More flexibility for PI to enjoy

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## ORSP REMINDERS

- NIH Salary Cap of \$186,600 DOES NOT Apply to All Other Agencies (ex. DOD and ONR)
  - Keep this in mind especially when dealing with other departments...costs can get high quick when the cap is NOT in play.
- Memorandum of Understandings (MOUs)
  - ORPS must certify at the time of the proposal, therefore the Grant Administrators will need this prior to obtaining approval/signatures
- Un-obligated balances questioned more frequently and drawing more scrutiny

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## ORSP REMINDERS

- Communicating with Our Sponsors
  - All administrative type communications should be coordinated through ORSP
    - Ensures institutional approval
    - Ensures all necessary parties are involved (departmental business staff, chair, etc.)
    - Ensures the communication to the sponsor is even necessary...you'd be surprised...

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## ORSP REMINDERS

- Communicating with Our Sponsors
  - Typically scientific/programmatic communications would be addressed by the PI with the Program Official or Director of the Awarding Institute/Center
    - ORSP would need to be in loop before contact is made with Sponsor if this communication involved a major shift (like Change of Scope)
    - REMEMBER just because a Program Official said it doesn't mean it is DONE...there are procedures that MUST BE FOLLOWED
    - RECENT EXAMPLES to Share

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## ORSP Reminders

- Make Contact & Submit EARLY to ORSP
  - May need to be “registered” to submit
  - Necessary with electronic submissions
  - Others can cost you
- ALL GRANTS Come Through ORSP
  - Health Sciences South Carolina Included (HSSC)

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## MUSC Research Administration Resources

- Office of Research & Sponsored Programs (ORSP) Staff 792-3838 front desk
  - Call Your Assigned Grant Administrator
  - <http://research.musc.edu/orsp/Home.htm>
    - Grant Preparation Tips
- MUSC Research Administration Web Portal
  - <http://research.musc.edu/>
    - All research administrative units listed (like ORD, ORI, GCA, FRD etc.)

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## MUSC Research Administration Resources

- ORSP list serve (call 792-3838 to subscribe)
  - News, updates, changes
  - First way we get information to campus
- Quarterly Research Round Tables (like today)
- ORSP QUICK REFERENCE CARD
  - Listing of services provided
  - Where to go for what service in research
  - Telephone numbers provided
- National Council of University Research Administrators (NCURA) Video Workshops (Sponsored by GCA)
  - 7/10/07 (next one on Indirect Cost Fundamentals)
  - <http://academicdepartments.musc.edu/vpfa/finance/gca/training/ncurahome.htm>

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## Conclusion

- YOUR COMMENTS/QUESTIONS
  
- THANK YOU!

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## Grants and Contracts Accounting Update

- Policy/Procedure Updates
  - Requesting a Cost Transfer to/from a Sponsored Project (4-3.12)
  - Program Income (4-6.01)
- ePEAR System
- Fiscal Year-End Closeout

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## MUSC's Activity Reporting

- Outstanding Activity Reports
- Activity Reports for the quarter ending 06/30/07
  - Due date: 30 days
  - Delinquent after 60 days
- Be careful of what you are verifying
- Updated Activity Reporting Policy/Procedure
  - Compliance Requirements for Activity Reporting (4-5.02)

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## Governmental Update

- Rate Study
- NIH/OIG Audit Plan
- Fringe Benefits Rates

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## New Fringe Benefits Rates

Current MUSC Fringe Benefits Rates Effective July 1, 2007 through June 30, 2008		
Employee Category	Negotiated Rate	Applicable to Employment Types
Staff	26.5%	- Faculty - 9-Month Faculty - Unclassified Non-Faculty - Classified
Post Doc/Temp	19.3%	- Temporary Faculty - Temporary Non-Faculty - Post Docs
*Ph.D. Students/Student/ Temp with No Benefits	1.8%	- Research (Temporary) Grant - No Benefits - Research (Temporary) Grant - Insurance Only - Research (Temporary) Grant - Leave Only - Student

\* Ph.D. Students are not a separate employee category in the new Fringe Benefits Agreement. Ph.D. Students/Student/Temp with No Benefits now have the negotiated rate of 1.8%.  
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