UNM HEALTH SCIENCES | UNM HEALTH

Contract & Grant Accounting Update

April 21, 2023

FSD Inquiry Form Update

Department

Please select which department your request is for. If you are not sure leave this field blank.

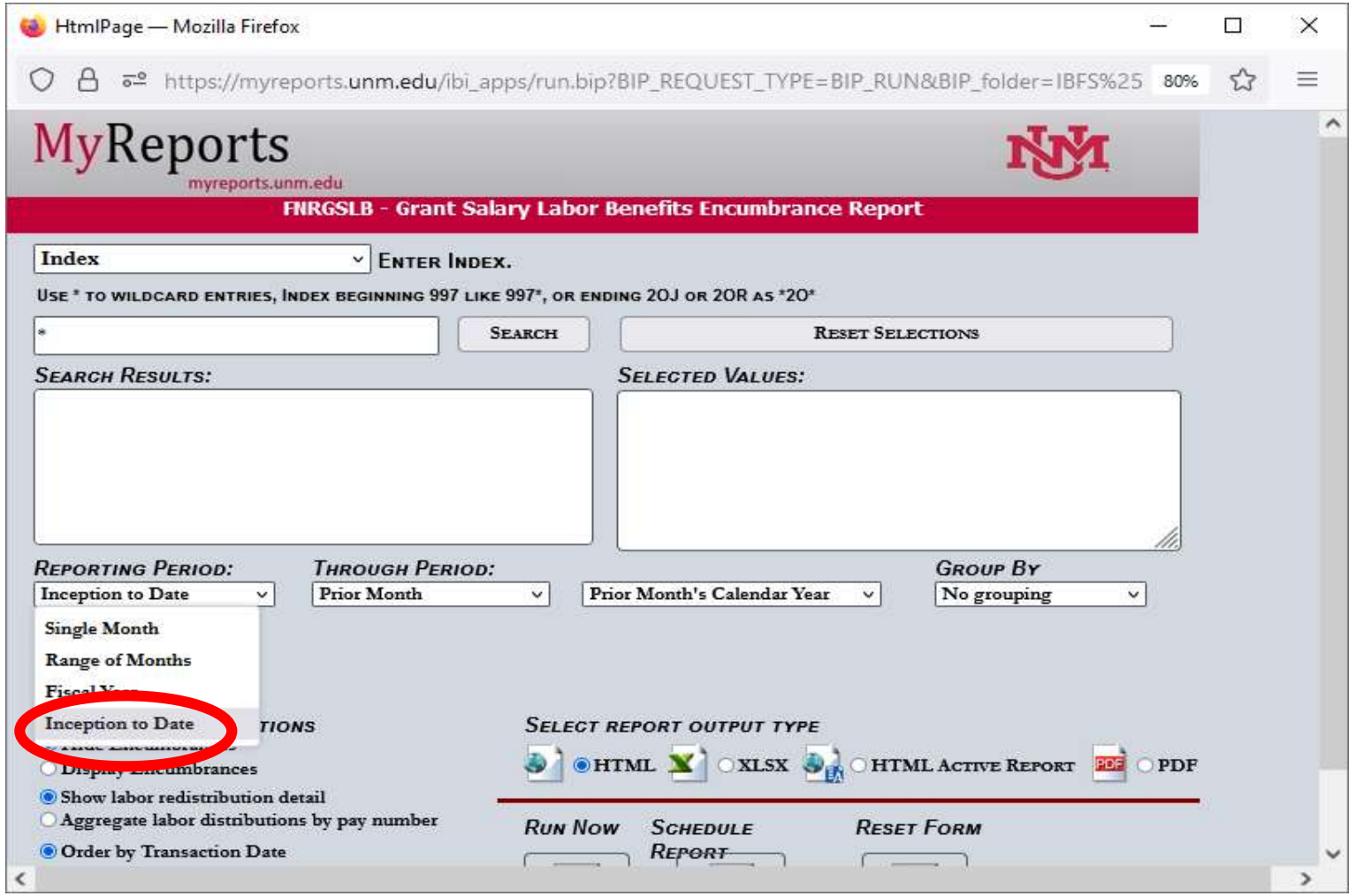
- ○ HSC Contract & Grant Accounting
- ○ HSC Sponsored Projects Office
- ○ HSC Unrestricted Accounting
- ○ RAFT Topics
- ○ Other/Unknown

https://app.smartsheet.com/b/form/06140ff3e615443587961e68f04fa592

2023 Quarterly C&G Compliance Trainings

- May 26, 2023, 9-10 a.m.
- This meeting with focus on Common Compliance Issues and UNM Travel Booking Tool
- Sign up - **https://app.smartsheet.com/b/form/68763b3f29d04e79bcc8e1396e4a76a8**

MyReports- FNRGSLB - Grant Salaries Report



Signature Authorization Forms

- We will add PI attestation to the - Submit For Department Review Endorsements

- A new activity will be added to all Click records for OEI

Sponsored Project Year End Billing

- State of New Mexico Agency Deadlines are being verified.

- Once all agency deadlines have been identified and confirmed, dates and deadlines will be communicated in the Sponsored Project Offices Weekly Newsletter.

What is Effort Certification?

- The Principal Investigator or responsible official certifies that the salaries and wages on restricted awards were reasonable in relation to the work performed.
- Policy E120 in the Faculty Handbook
- Uniform Guidance requirements under 2 CFR 200.430

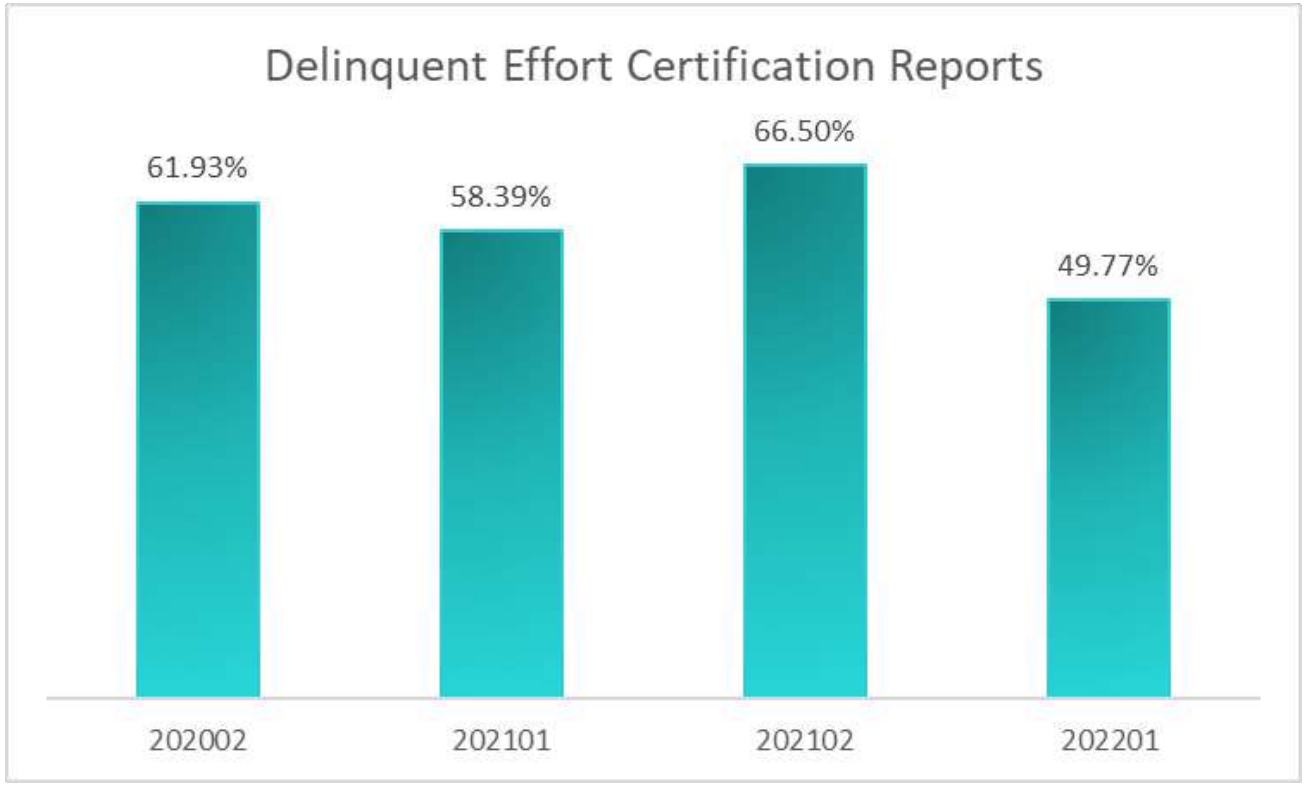
Current Process

- Semi-Annually
- By employee
- Exempt (5R) including faculty, staff, and post-docs
- Pre-review completed by department employees
- Certification completed by PIs

Issues with Current Process

- Multiple pre-reviewers and PIs per employee
- Requires Learning Central training and BAR role
- Email Notification errors and issues
- Manual work involving FSM
- Requires MyReports and other reporting options to assist with process
- System is not user-friendly or intuitive

Effort Certification Delinquencies



- 202202 EC is currently in process

New Process

- By Fund/Index
- One certification for all employees on fund
- Budget Period End Date or Annually (multi-year)
- Pre-review by department employee – Always one person
- Certification by PI – Always one person

Advantages

- Timelier review and certification
- No delay from project end dates and certification
- Less certifications required – less administrative burden for PI
- Access to certification can be obtained directly from emails
- No BAR role necessary
- Access to salary and operating fund expenditures in system
- Elimination of multiple pre-reviewers and/or certifiers
- Matches audit requests

Next Steps

- Continue technical work in APEX
- Beta Testing by departmental personnel
- Schedule training sessions and development of training material
- Go live – estimated Fall 2023

Questions

ORCID Connecting Research and Researchers | Member Organization

HEALTH SCIENCES LIBRARY & INFORMATICS CENTER

April 21, 2023

ENHANCE YOUR SCHOLARLY VISIBILITY WITH ORCID

LORI SLOANE, HSLIC DATA MANAGER

What is ORCID and why do you need one?

Open Research and Contributor ID

It is a not-for-profit organization with the vision to create a "world where all who participate in research, scholarship, and innovation are uniquely identified and connected to their contributions across disciplines, borders, and time."

ORCID
Connecting Research and Researchers

Member Organization

https://orcid.org/0000-0001-2345-6789

ORCID iD icon

Text

Unique, persistent identifier for researchers

https://orcid.org/
0000-0002-1189-6338

Websites & social links

College of University Libraries & Learning Sciences Faculty Profile

Other IDs

ResearcherID: O-7624-2017

Scopus Author ID: 57195918246

Keywords

Libraries, STEM, Life Sciences, Information Literacy, Outreach, Archives

Countries

United States

Printable version

Name

Amy Jankowski

Activities Expand all

Employment (3) Sort

Education and qualifications (2) Sort

Membership and service (1) Sort

Works (5) Sort

Strategic source evaluation: addressing the container conundrum

Reference Services Review
2019-08-01 | Journal article
DOI: 10.1108/rsr-04-2019-0024
Part of ISSN: 0090-7324
Part of ISSN: 0090-7324

Show more detail

Source: Amy Jankowski

Biology Student Perceptions of Information Literacy Instruction in the Context of an Essential Skills Workshop Series

Issues in Science and Technology Librarianship
2019-07-05 | Journal article

Show more detail

HEALTH SCIENCES CLINICAL & TRANSLATIONAL SCIENCE CENTER

VIVO enabling national networking of scientists

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Lambert, Christophe G. | Professor of Medicine

Positions

- Informatics Core Lead, Clinical and Translational Science Center , Health Sciences Center 2018 -

Co-author Network

Map of Science

Co-investigator Network

I received my PhD in Computer Science from Duke University in 1997. In August 2014, following a faculty appointment at Montana State University Department of Computer Science, and nearly 15 years as CEO of a bioinformatics software company, Golden Helix, I became a faculty member in the University of New Mexico Center for Global Health, Division of Translational Informatics, and Department of Internal Medicine.

My research areas include clinical research informatics, bioinformatics, and s (... more)

Contact Info

CGLambert@unm.edu

CGLambert@salud.unm.edu

505-272-9709

Websites

- Orcid
- Global Health Informatics
- Research Gate
- Google Scholar

ORCID Connecting research and researchers

SIGN IN/REGISTER English

Search...

https://orcid.org/
0000-0003-1994-2893

Is this you? Sign in to start editing

Printable version

Published name
Christophe Gerard Lambert

Name
Christophe Gerard Lambert

Websites & social links

University of New Mexico Health Sciences Center
PubMed
Google Scholar
ResearchGate
LinkedIn
YouTube
Vimeo
Golden Helix blog articles

Activities Expand all

Employment (1) Sort

Education and qualifications (3) Sort

Funding (8) Sort

Works (50 of 55) Sort

Item per page: 50 Page 1 of 2

Genetic variation in CSF2 (5q31.1) is associated with longitudinal susceptibility to pediatric malaria, severe malarial anemia, and all-cause mortality in a high-burden malaria and HIV region of Kenya.

Tropical medicine and health
2022-06-25 | journal article

Show more detail

Federal Funding Mandates

NIH, AHRQ, and CDC are required to have ORCID iDs

Federal Funding Requirements

- National Security Presidential Memo. 33 4(b)v) (Jan. 2022)

"Consistent with applicable Federal laws and statutory authorities, within 1 year of the date of this memorandum, funding agencies shall establish policies regarding requirements for individual researchers supported by or working on any Federal research grant to be registered with a service that provides a digital persistent identifier for that individual."

- WH Office of Science and Technology Policy (August 2022)

By December 31st, 2024, federal agencies should submit to OSTP [an] update to their public access plans specifying approaches taken to implement the [DPI] provisions. Agencies should complete and publish full policy development for plans implementing these provisions by December 31st, 2026, with an effective date no later than one year after the publication of the agency plan.

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University Libraries / Research Guides / ORCID / What Is ORCID?

ORCID

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- What Is ORCID?
- Why ORCID?
- Get an ORCID
- Add Your Works
- Use Your ORCID

What Is ORCID?

ORCID--or Open Researcher and Contributor Identifiers--are unique IDs that you can use as a researcher to identify your academic work. The IDs help funders, publishers, scholarly societies, and other researchers to quickly find and distinguish your work from materials created by other researchers with similar names. ORCIDs are being used increasingly by publishers ranging from the Royal Society to PLOS, the American Geophysical Union, IEEE, and Wiley.

To get started with ORCID, follow these three steps:

1.) Get an ORCID for free at **https://orcid.org/register**. Use your UNM email to register.

2.) Add your scholarly works: Once you've created your ORCID ID, you can add works to your record, set up automatic updates, or delegate management of your account to someone else.

3.) Use your ORCID ID: Include your ORCID ID on your webpage, when you submit publications, on grant applications, and in other research workflows to ensure that you get credit for your work.

Librarian

Jon Wheeler

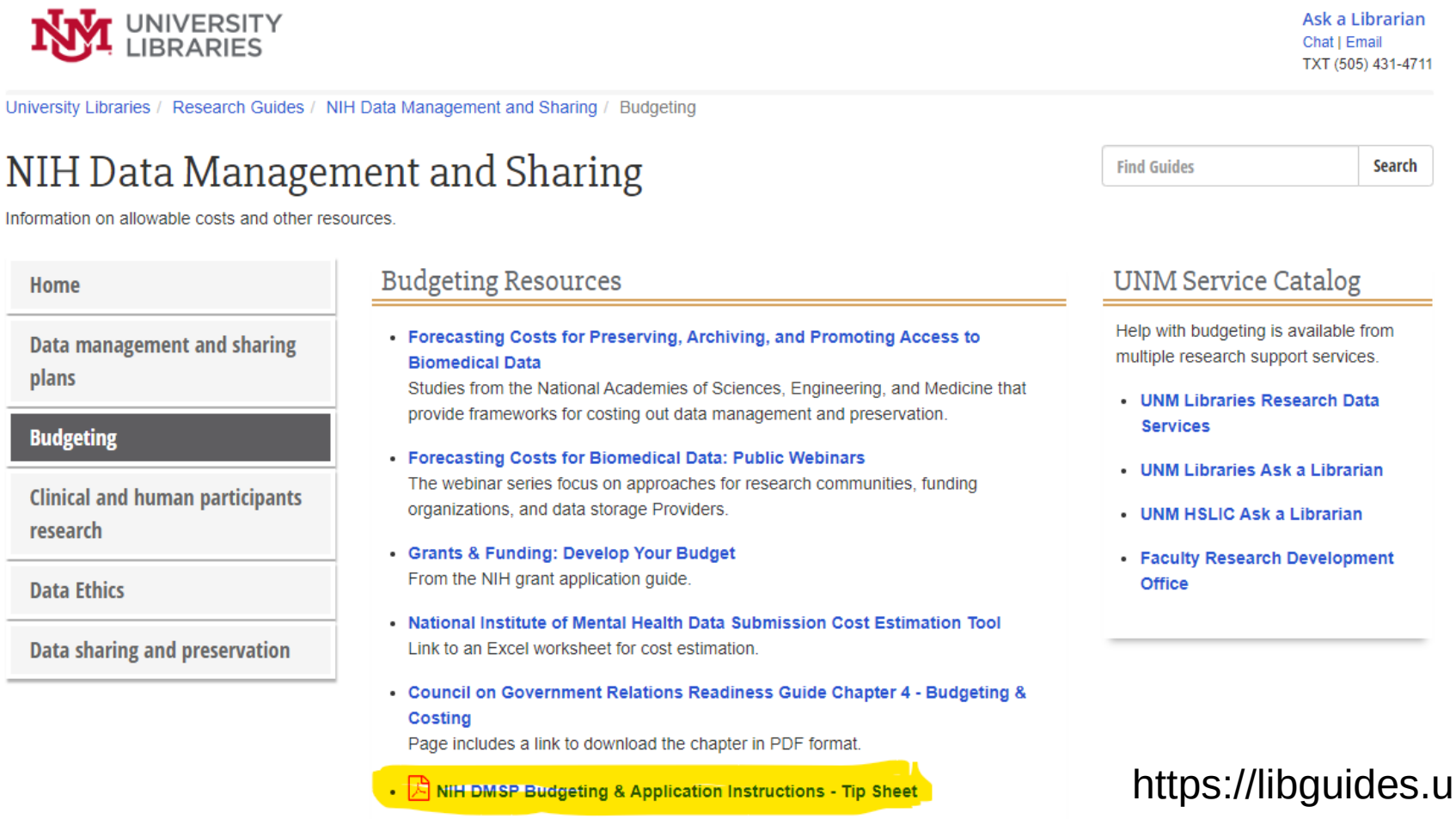
Email Me

Schedule Appointment

https://libguides.unm.edu

UPDATE

NIH DMSP Budgeting & Application Instructions - Tip Sheet



https://libguides.unm.edu/nih-data-sharing

HSLIC in coordination with CTSC, University Libraries and EPSCoR are hosting the "R for Reproducible Scientific Analysis" Workshop on May 15-19th. Everyone is welcome to attend.

References & Credits

https://info.orcid.org/what-is-orcid/

National Security Presidential Memo. 33 4(b)v) (Jan. 2022)

WH Office of Science and Technology Policy (August 2022)

UNM ORCID Library Guide

UNM NIH Data Management and Sharing Library Guide

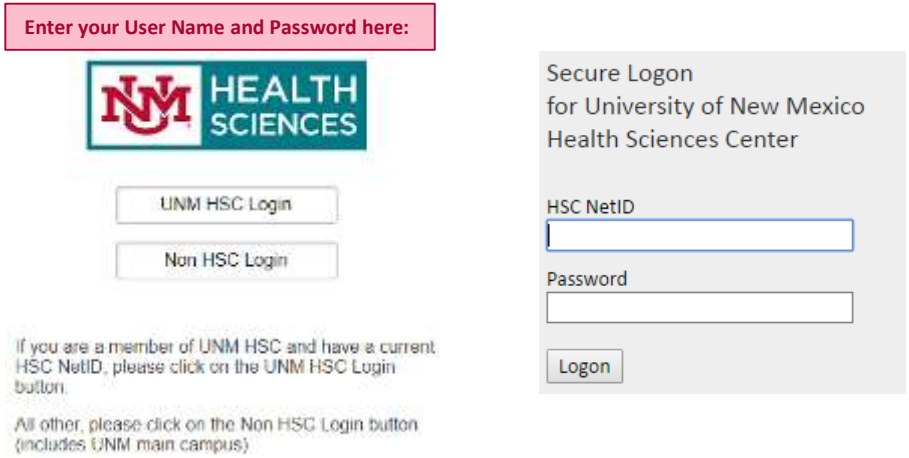
Slide Content, by Amy Jankowski and Jonathan Pringle

ORCID images and branding

US Capitol, by snty-tact, https://upload.wikimedia.org/wikipedia/commons/8/88/WDC_Capitol_1.jpg

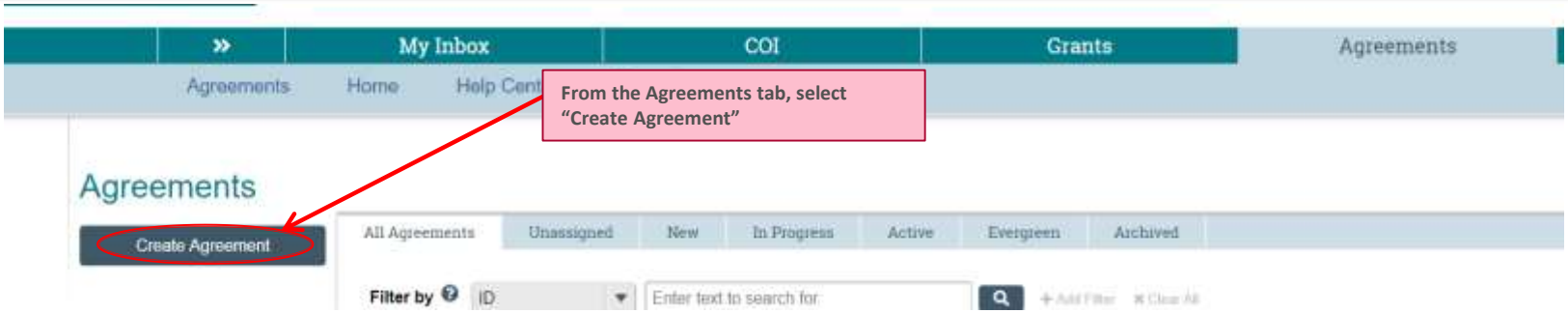
HSC sponsored projects/ RAFT Training Click-Agreements (SUBAWARDS)

Logging In



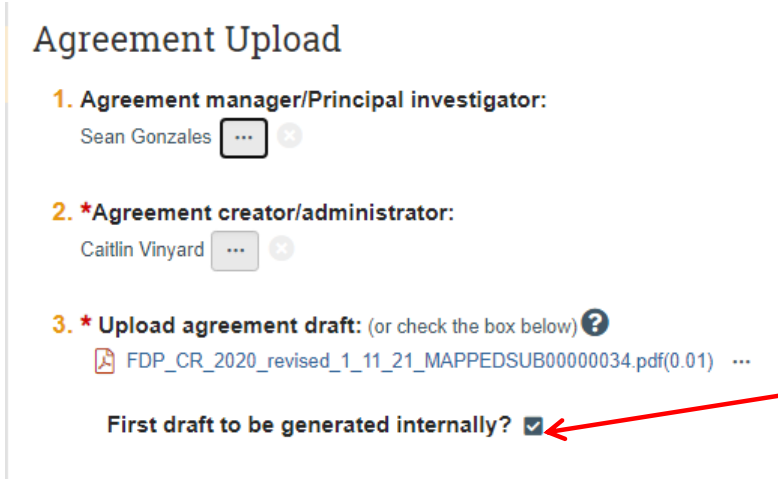
- This login screen can also be reached directly at: https://era.health.unm.edu/Agreements
- If you have problems logging in, please contact the administrator below:
  - **Sean Gonzales, SGonzales@salud.unm.edu, 505-272-3495**

Creating a New Subaward Agreement



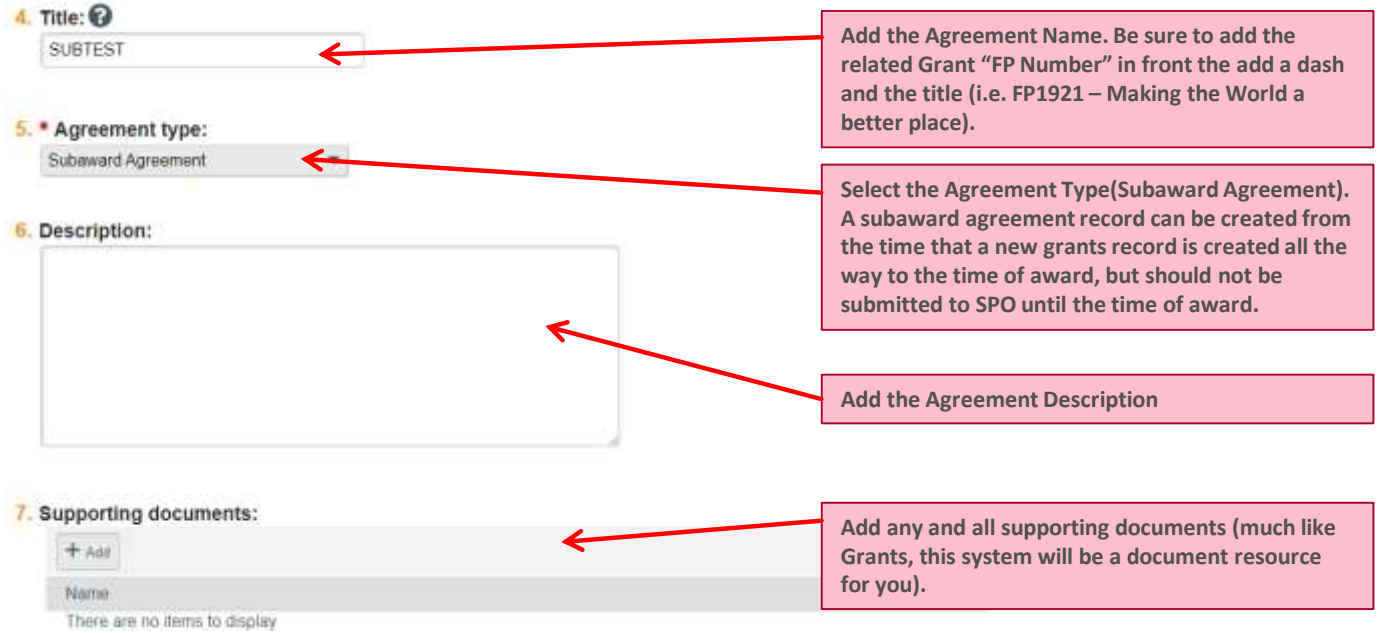
Note The department is to initiate ALL New Subawards and Subaward amendments in the Agreements module.

Creating a New Subaward



For Subawards:
Please check off "First Draft will be generated internally". We generally generate the subaward agreement for outgoing subawards. In very rare cases We will use the subawardee's template.

Creating a New Subaward Agreement

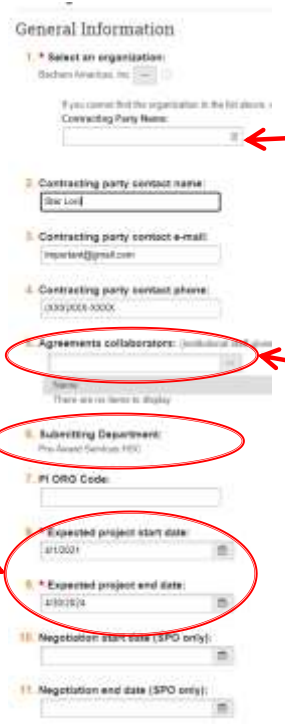


Creating a New Subaward Agreement

Be sure to enter as much information as you can as this will be useful for contacting the contracting party

Be sure the submitting department is correct. This can be edited.

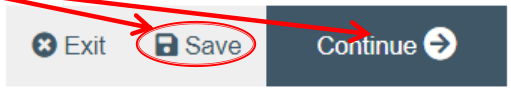
Make sure to fill out expected start and end dates.



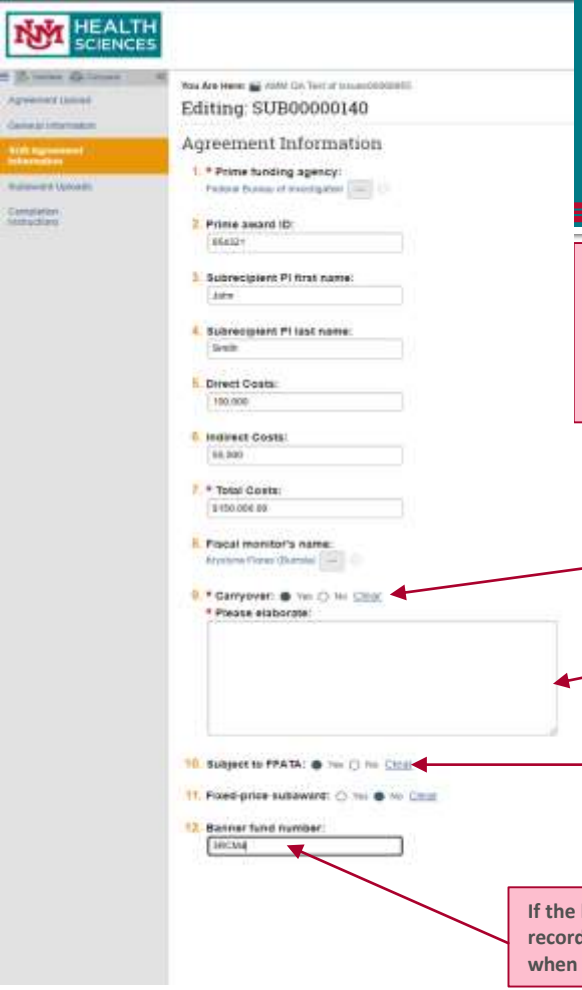
If you cannot find the sponsor you need, simply enter their information here and click “SAVE”. An email will be sent to SPO/Pre-Award to update the system.

Be sure to make everyone in the institution who will be working on the agreement “Agreements Collaborators”(including yourself). This will be especially important if the person is not in your department as we are adjusting security parameters for department personnel to be able to see all records in their department. If the person is not in your department, but need to see the record, then this is the only way to allow access. This also gives edit rights and makes sure important emails from the system to be sent to staff.

Always Click “Save” first, and then click “Continue”.



Creating a New Subaward Agreement



Be sure to fill out all of this information. The PRIME award ID and whether it is subject to FFATA(how to find FFATA explained below) , The Fiscal Monitor and banner fund number will be the same as for your Grant record related to this agreement.

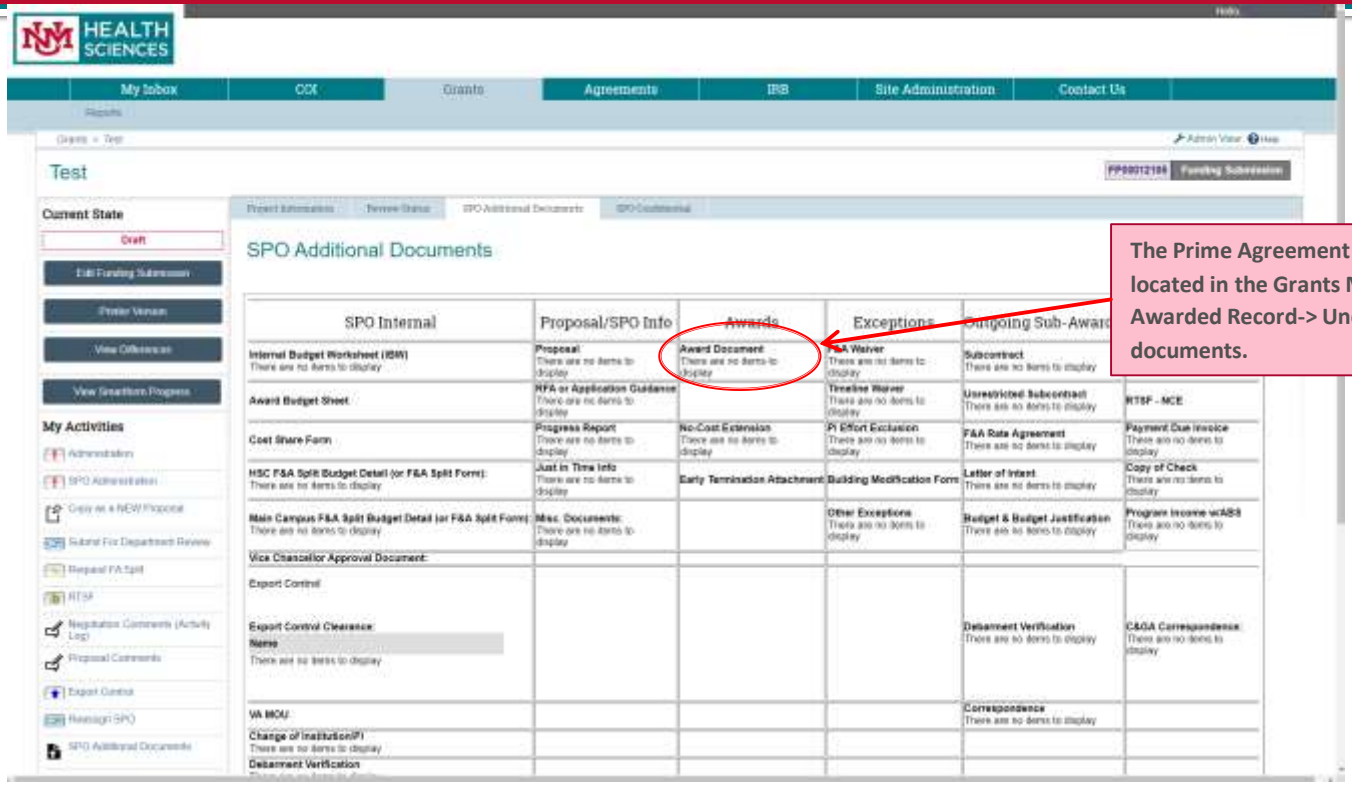
If there is Carryover or "Carry forward", then please elaborate as to why as it is UNMHSC policy to not allow automatic carryforward and any carryforward needs justification. This box will only appear if "yes" is selected for question 9.

FFATA (Federal Funding Accountability and Transparency Act) information can be found in the NOA(Notice of award) in the Grants module. It can either say Subject to FFATA, Subject to Federal Funding Accountability and Transparency Act, or subject to the transparency act. I recommend downloading and opening the PDF, pressing CRTL + F on your keyboard and typing in "subject to", and then seeing all of the items that your award is subject to. If you do not see anything that looks like example to the right or what has been mentioned, then odds are your grant or contract isn't subject to FFATA.

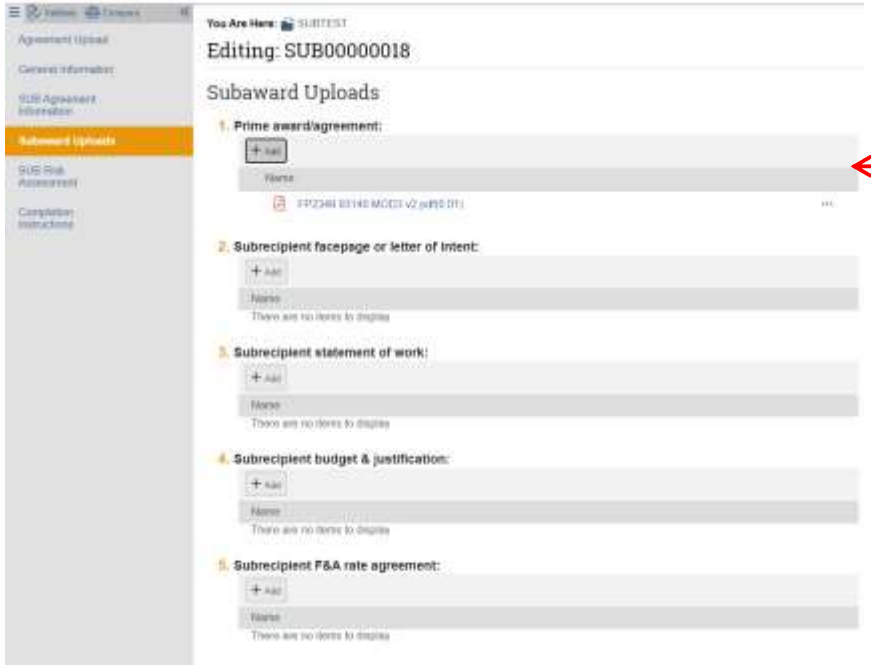
Based on the project period start date of this project, this award is likely subject to the Transparency Act subaward and executive compensation reporting requirement of 2 CFR Part 170. There are conditions that may exclude this award; see http://grants.nih.gov/grants/policy/awardconditions.htm for additional award applicability information.

If the banner fund number isn't available in the grants record, then your Subaward Specialist will fill this out when the number becomes available.

Where Do I Find the Prime Agreement/Award?



Creating a New Subaward Agreement - Documents

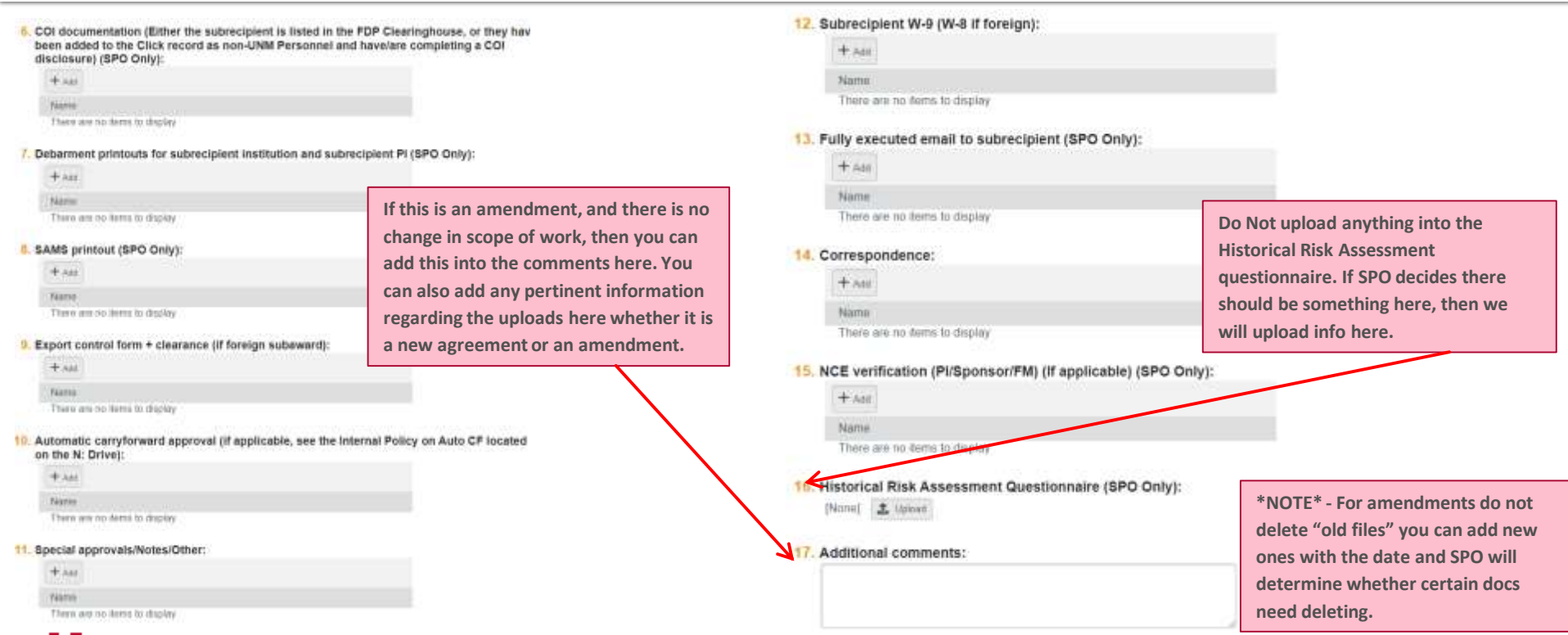


Be sure to add any uploads that don't have "(SPO Only)" noted in their text.

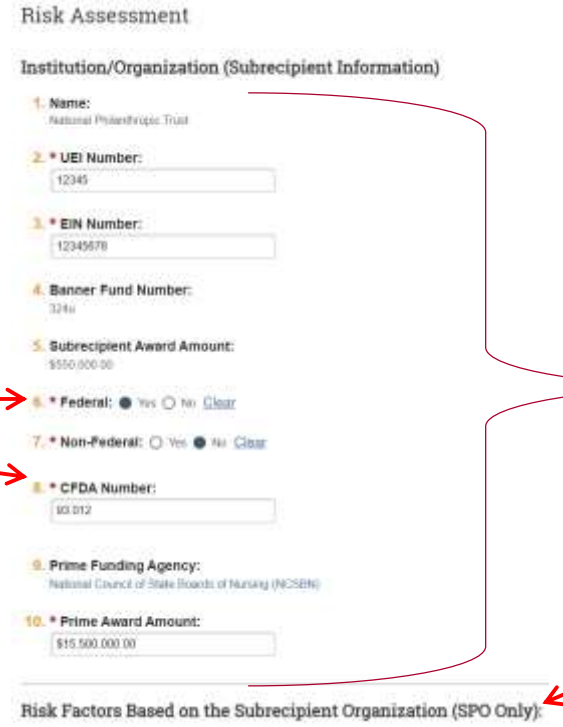
Upload the prime agreement here. If this a new year of funding, then ALWAYS add the NEW prime award for that year.

If you cannot find one of the documents, the please ask your subaward specialist as to how to best obtain the document. They are always happy to help!

Creating a New Subaward Agreement – Documents Cont'd



Creating a New Subaward Agreement (Risk Assessment)


Risk Assessment

Institution/Organization (Subrecipient Information)

1. Name:
National Philanthropic Trust

2. * UEI Number:
12345

3. * EIN Number:
12345678

4. Banner Fund Number:
324u

5. Subrecipient Award Amount:
$550,000.00

6. * Federal: Yes No Clear

7. * Non-Federal: Yes No Clear

8. * CFDA Number:
93.012

9. Prime Funding Agency:
National Council of State Boards of Nursing (NCSBN)

10. * Prime Award Amount:
$15,500,000.00

Risk Factors Based on the Subrecipient Organization (SPO Only):

If this is a Federal Award, then be sure to mark Federal and Fill out the CFDA Number(This can be found on the prime award you downloaded from the grants record).

Be sure to fill out all of the info in this area.

DO NOT fill out any information below here on the Risk Assessment. The information below is "SPO Only".

Creating a New Agreement

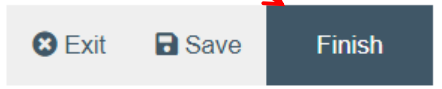
Editing: SUB00000018

Completion Instructions

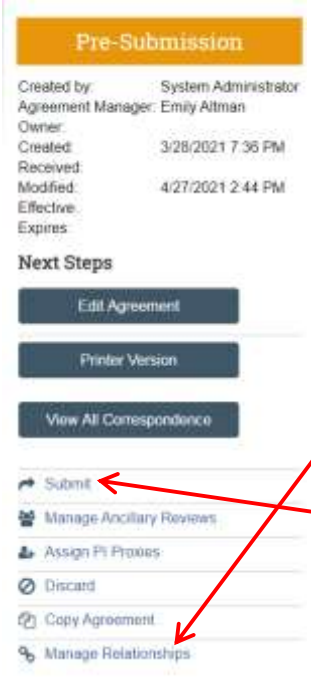
You have reached the end of the Agreement form. Read the next steps carefully:

1. Click **Validate** to verify that all required questions in this Agreement form are answered.
2. Correct any errors or omissions and refresh the error report.
3. When no errors are reported, click **Finish** to exit the form.
4. From the workspace, click **Submit** to send the Agreement for review.

Whew, now we are done with the smartforms! Be Sure to click "Finish"!



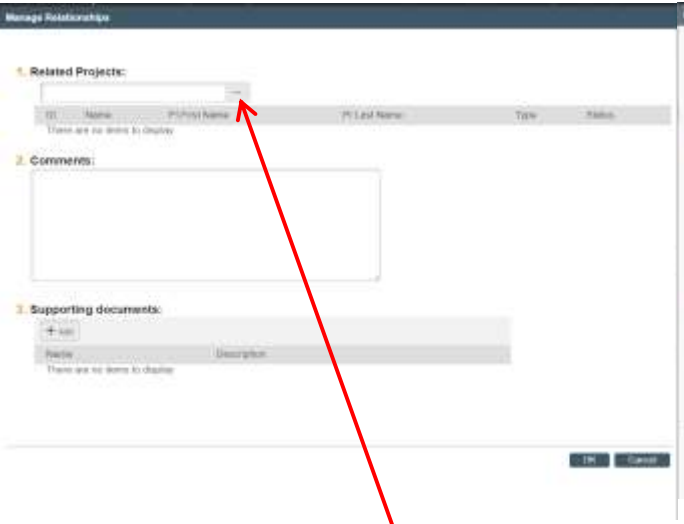
Creating a New Agreement

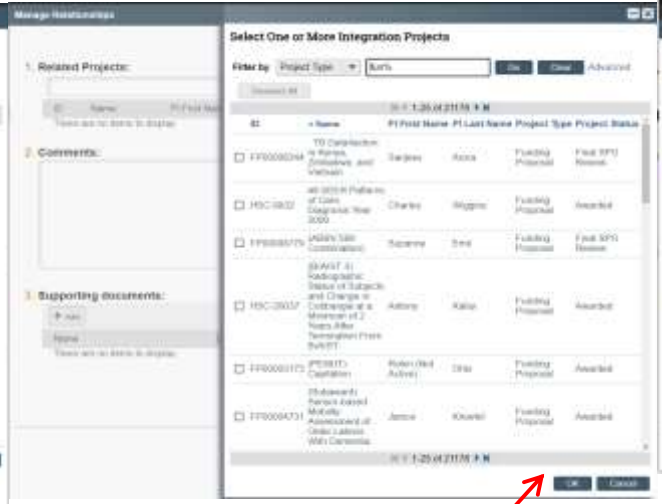


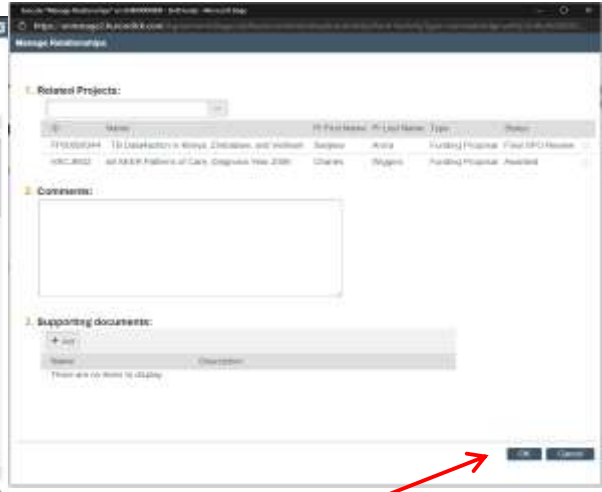
1)This is the manage relationships activity. This will allow you to connect your agreement to a funding proposal (FP in the Grants module)(REQUIRED FOR A SUBAWARDS) or an IRB record. From the IRB platform you can relate IRB proposals to Funding Proposals and Agreements, and From Grants you can relate Funding Proposals to IRB Proposals and Agreements.

2) From here you will submit your record and it will be picked up by your assigned SPO person, or you can do any of the other activities here. Keep in mind that if you discard a record, then it cannot be brought back.

Managing relationships







Once Manage Relationships is Open you can click the ellipses button and find the correct related submissions and add them. Click ok and then click ok again on the bottom righthand corner. (Note: Always connect the Subaward to the most recent Grant number(So if its an amendment connect it to the new non-compete continuation if it is a new year.)

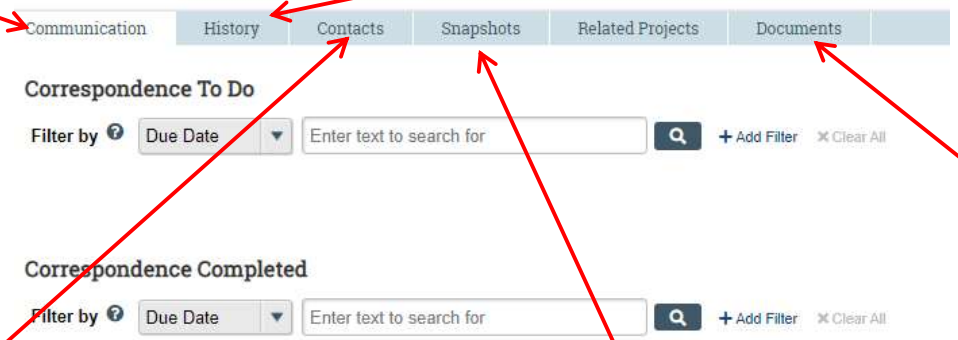
Finding Relationships

To find your related projects all you have to do is click the related projects tab at the bottom. The name is clickable and if you have access to the record in the other system, then you will be able to go to it.

Sub Tabs

Shows Communication

Shows History, State Changes, comments, etc…

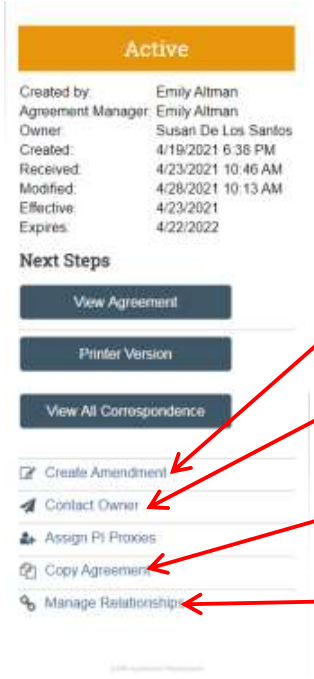


Shows Documents uploaded

Shows Snapshots of changes made

Has a list of the contacts that were added.

Your agreement is active. What do you do?



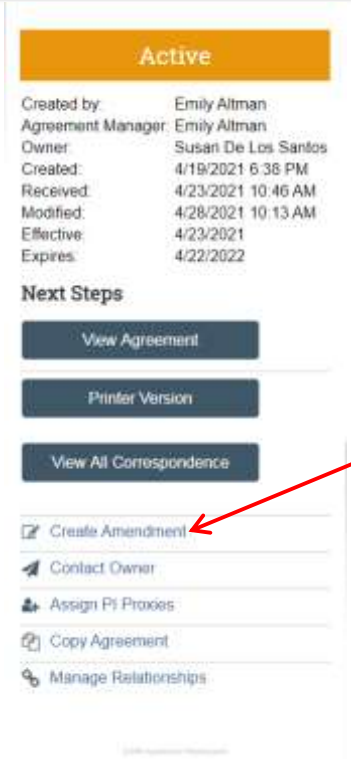
If your agreement is ending or something needs to change with it, then you can create an amendment.

You can contact the SPO Specialist to see if there is an issue.

You can copy the agreement if there is a similar one you're doing.

You can Manage Relationships if there are other agreements, IRB's, or Funding Proposals that are Related.

Amendments



If you hit create amendment, then much of the information from the parent is going to carry over. Remember much like grants continuations amendments can only be created from a “Parent Record”.

This is for any amendment you will be doing (e.g. year 2 etc…, more money, change in terms). When there’s new year of funding the Department must make an amendment record so the Subaward Specialist can start negotiations.

Need Help?

- Contact Sean Gonzales to schedule on-site assistance or if you have system problems, or email HSC-Preaward@salud.unm.edu:
  - **Sean: Sgonzales@salud.unm.edu, 505-272-3495**

And, as always, call or email your Sponsor Projects Officer for help!

Kelsie Benson
Admin Assistant II
Email: KWBenson@salud.unm.edu
Phone: (505) 272-9383

Mike Schwantes
Chief Financial Services Officer
Email: mschwant@salud.unm.edu
Phone: (505) 272-3069

Stacy Catanach, MBA, CRA
Associate Director, SPO
Email: scatanach@salud.unm.edu
Phone: (505) 272-9448

Jillian Chavez – Program Specialist
SmartSheet
Email: JicChavez@salud.unm.edu
Phone: (505) 272-7955

TEAM SILVER CONTACTS

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Sean Gonzales, CRA – Sponsored Projects Officer
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(505) 272-3495

Susan De Los Santos, BA CRA – Sponsored Projects Officer
Grants
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Phone: (505) 272-4685

Kenia Aguilar-Pineda – Sponsored Projects Officer
ECHO - All
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Madison Dow – Sponsored Projects Specialist, Sr.
Outgoing Subawards
Email: Mdow@salud.unm.edu
Phone: (505) 272-6264

Gocelyn Beasley, CPMP, MHA – Sponsored Projects Specialist, Sr.
Contracts
Email: GBeasley@salud.unm.edu
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TEAM TEAL CONTACTS

Aida Andujo, MPA, CRA
Manager
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Phone: (505) 272-1219

Caitlin Vinyard, CRA – Sponsored Projects Officer
Clinical Trials ALL HSC
Email: CVinyard@salud.unm.edu
Phone: (505) 272-4678

Siiri Wilson, M.S., J.D., LLM – Sponsored Projects Officer
Ancillary (MTA, CDA, OTHER)
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Key Dates and Information for FY23 Year End Close

Presented by:
John Brandt, Associate Controller
HSC Financial Services, Unrestricted Accounting
April 21, 2023

Chrome River
Expense/Invoice Report Deadlines

Departments must submit by **Friday, June 30, 10:00 pm**.

* * * * *

Departments must approve by **Thursday, July 6**

* * * * *

Financial Services will review by **Friday July 7, 3:30 pm**.

PCard Report Deadlines

Departments must submit **AND** approve PCard Reports with a transaction date through 6/30/23 (FY23) by **Friday, July 7**.

* * * * *

The PCard department will review and approve PCard Reports through **Sunday, July 9**.

PCard Report Deadlines

Do not mix FY23 and FY24 purchases on the same report. Each report should contain only purchases from the same Fiscal Year.

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Include “FY23” or “FY24” in the name of your report.

Tips for Meeting PCard Deadlines

Complete

PCard purchases

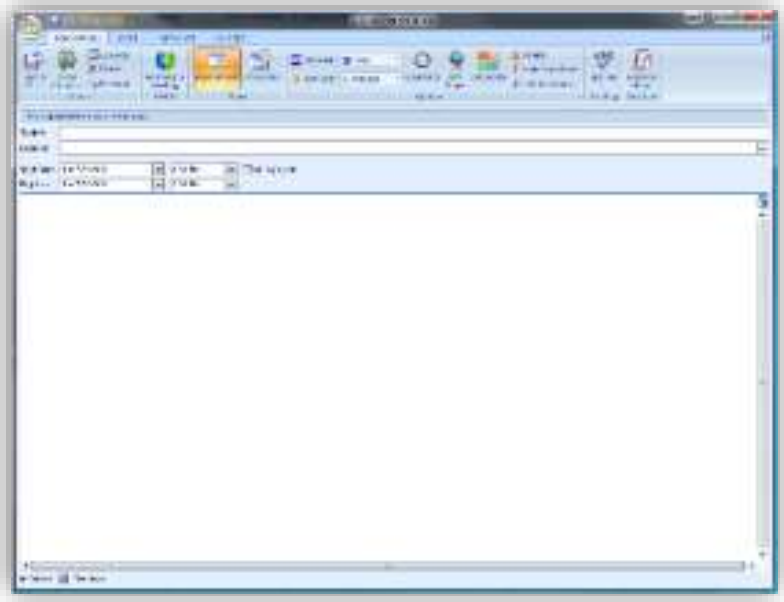
*on or before **June 27**.*

Tips for Meeting PCard Deadlines

- Check your CR eWallet daily.
- Be sure to read PCard department emails. These will be sent daily beginning around **June 27** to alert you to new items that need to be reconciled.

Tips for Meeting Chrome River Deadlines

Add a daily reminder to your calendar to check on the status of all Chrome River Reports



Journal Voucher Deadlines

Departments must submit **AND** approve Journal Vouchers by **5:00 p.m. Thursday, July 6.**

* * * * * *

Departments will have not have access to create JVs from **July 6, 5:01 p.m. until July 18, 8:00 a.m.**

* * * * * *

Financial Services will review and approve through **Friday, July 7.**

Helpful Tip

Sarah Martinez in SOM Finance Office will be available to enter material JVs for departments before **5:01 p.m., Friday, July 7**.

SMartinez@salud.unm.edu
2-0454

Labor Redistributions (PHAREDS) Deadlines

- All PHAREDS must be completed AND approved by **5:00 p.m. Thursday, July 6**.

- Departments will have not have access to submit labor redistributions (PHAREDS) from **July 6, 5:01 p.m. until July 18, 8:00 a.m.**

NSAR Billing Deadlines

- All NSAR invoices for FY22 must be entered by noon **Friday, June 30.**
- NSAR backup must be emailed to HSC Unrestricted Accounting by noon **Friday, June 30.**

LoboMart Purchase Requisitions

FY23 requisitions greater than $60,000 must be completed and approved by Departments on **Friday, April 28.**

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FY23 requisitions $5,001 to $60,000 must be completed and approved by Departments on **Friday, May 26**.

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FY23 requisitions under $5,000 must be completed and approved by Departments on **Friday, June 2.**

Other Important Dates

Accounts Payable last day to cut checks for FY23 is **Monday, July 10.**

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Final FY23 MyReports will be available **Thursday, July 20**.

* * * * * *

Financial Services Support Center information will email periodic reminders on key dates.

Final Tips

- If you haven't reviewed and reconciled your indexes … Start Now!
- Do NOT wait until June 30 to submit Chrome River reimbursements. Get all reports submitted and approved as soon as you can. Verify all required backup is attached. This gives us time to review and make requests/corrections as needed to post in FY23.

Final Tips

- PLAN AHEAD - July 4 is a Tuesday.

Some departments may have personnel on annual leave on Monday, July 3 and Tuesday, July 4.

- That only gives departments 2 days left (Wednesday, July 5 and Thursday, July 6) to meet the above deadlines. PCard transactions have a July 7 deadline.

Latest updates to Finance Fiscal Year End 2023 Close Schedule can be accessed at:

http://fssc.unm.edu.