

New Guidelines Issued by Office of Budget and Management (OMB)

As reported in the Winter newsletter, the Office of Management and Budget (OMB) collapsed 8 circulars into one document commonly referred to as Uniform Guidance (UG). This guidance is applicable to new funding that is awarded on or after the December 26, 2014 effective date. UG replaces the three circulars that WVU historically followed for grants management:

- * **Circular A-21** to determine what could be charged to sponsored awards as direct and indirect costs.
- * **Circular A-110** to determine how to charge sponsored agreements i.e. purchasing systems, cost share, asset/inventory management, time, etc.
- * **Circular A-133** to determine how to audit compliance with Circulars A-21 and A-110.

Under UG, the University community is undergoing the biggest regulatory change in the last 50 years of research administration. WVU has addressed this situation by creating a working group comprised of central administrative (research and accounting) and academic unit representatives. To date, the group has either updated or written and published the following policies which are located at the following website <http://adminfin.wvu.edu/policies/finance>:

- [WVU-FS-23](#) Sponsored Agreement Closeouts
- [WVU-FS-39](#) Cost Sharing/Matching of Sponsored Projects
- [WVU-FS-40](#) Charging Costs of Computing Devices
- [WVU-FS-44](#) Administrative and Clerical Salaries
- [RO 1.1 Sub-recipient Award Management](#)

In the coming year, the Central Administration will update the University community of all changes implemented to ensure adherence to the UG.

New Quarterly Information Forums

The Office of Sponsored Programs, along with Sponsored Research Accounting, is creating a quarterly informational forum, Research Administrators' Round Table. The open forum will be duplicated at two separate locations (Downtown and Health Sciences Center), at two separate dates and times. The first open forum will be held from 1:30 to 3:30 p.m. on Tuesday, June 16th at Brooks Hall in Room 325 (Downtown) and the second will be held June 17th from 9:00 to 11:00 a.m. at HSC N in Room 2118 (Health Sciences Center).

Topics that will be covered include:

- ◇ Facilities and Administrative Costs (Indirect Costs)
- ◇ Basic Overview of Research Administration at WVU
- ◇ Allowable/Unallowable Costs —
 - ◆ Computing Devices
 - ◆ Administrative and Clerical Salaries

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As we know, Spring brings with it many changes. The Office of Sponsored Programs welcomes three new staff members, Tracy Collins, Darcy Kisko, and Cathy Tarabrella. We think you will enjoy working with these professionals as they assist you in managing externally sponsored projects.

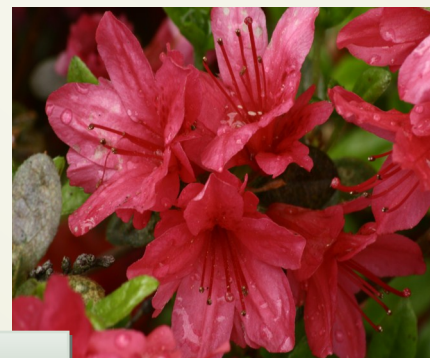
We have discussed pending changes to Federal research management regulations in the last two or three issues of this newsletter. Well, over the winter, we worked to modify University policies impacted by these regulatory changes. Those policies are now in effect and we are ready to work with you to implement them. Articles in this newsletter discuss the policies and upcoming discussion forums related to their meaning and implementation.

Speaking of discussion, we think it is high time that we, the research administration community, get together on a regular basis to address the many questions that arise regarding the compliant management of externally sponsored projects and programs. The **Research Administrators' Round Table** has been created to give us the forum necessary to discuss our issues, solve our problems, and develop more consistent and efficient approaches to sponsored program management. And, when I say 'our', I don't mean just central administration issues. All of us need to understand the management problems we face in the broadest context possible, otherwise we will only compound our University-wide problems with 'band-aid' solutions that are too narrow to serve the larger University community. So, a continuing focus of the Research Administrators' Round Table will be the engagement of research administrators at every operational level – departments, centers, schools/colleges, and central offices. This is the goal – it will take all of us to make it work. 'Us' includes anyone who assists in the management of externally sponsored projects, regardless of the type of transaction or duty performed.

We will encounter many research management issues and changes in the coming months. I hope you will join us to begin the dialogue on **June 16th (Brooks Hall, 1:30pm, Rm 325) or June 17th (Health Sciences Center, 9:00am, Rm 2118)** at the inaugural gathering of the **Research Administrators' Round Table**.

I wish you all the best and "Let's go!"

John Childress



Preferred Terms in Sponsored Research Agreements

The Office of Sponsored Programs (OSP), working with Principal Investigators (PI), negotiates the terms and conditions of the sponsored research agreement. The OSP is the only office authorized to conduct negotiations or sign research agreements. This is the fourth in a series of newsletter articles that discusses terms and conditions commonly included in Sponsored Research Agreements, and the preferred terms.

Intellectual Property (IP) terms establish which party owns intellectual property that may be developed as a result of the sponsored research project. WVU generally has a preference to either own, or jointly own, new IP that is created. The preferred term is that "all right, title, and interest to all industrial property and intellectual property including, but not limited to; inventions, improvements, discoveries, patentable materials, copyrightable materials, trademarks, trade secrets, technology, machinery, hardware, software, know-how, methods, data, documents, materials, tests, and all other intellectual or industrial property and improvements thereto, which are conceived and/or made by one or more employees, agents, contractors, or students of WVU/RC in the performance of this Agreement, shall be owned by WVURC." However, in some instances these rights are given up. OSP will work with PI to determine, if it is acceptable, to relinquish the rights to IP, and some additional paperwork may be required from the principal investigator.

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Revised NIH Grants Policy Statement Now Available

If you received an NIH grant, cooperative agreement, or supplement with a budget period that started anytime on or after December 26, 2014, the [revised NIH Grants Policy Statement](#), that was released on March 31, 2015, now serves as a term and condition of your award. The revised NIH Grants Policy Statement includes changes in statutes, regulations, and policies that have been implemented since the previous version, including the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards*.

The October 2013 NIH Grants Policy Statement continues to be the standard term and condition for all NIH grants and cooperative agreements with budget periods that began between October 1, 2013 and December 25, 2014. See [NOT-OD-15-187](#) for details.

For more information on the changes coming to NIH, the [NIH Implementation of Uniform Guidance Presentation](#) provides viewers with information on recent and upcoming changes to NIH policy as a result of the publication of HHS regulations implementing OMB's Uniform Guidance, and how it affects the grants process (Pre-recorded prior to the March 12 Q&A).

Electronic Systems for Research Administration

This quarter's spotlight for Electronic Systems for Research Administration is on US Department of Energy (DOE) and their respective electronic submission methods. This is a brief overview of their systems and the registrations required in order to submit to DOE. The table below indicates whether a Principal Investigator (PI) registration is required.

DOE Office	Submission Mechanism	Electronic DOE System	Institutional Registration	PI Registration
Office of Science Portfolio Analysis and Management System (PAMS)	Grants.Gov	PAMS Progress Reports Renewal Proposals (effective February 1, 2015 for existing awards. Award Modification Requests Proposal Withdrawals	Yes	Yes
Office of Energy and Efficiency and Renewable Energy	EERE	EERE Concept Papers/LOI Proposal Submission	Yes	Yes Allows PI input and then share with OSP.
The Advanced Research Projects Agency - Energy	ARPA-E	ARPA-E LOI/Concept Papers Full Proposals	Yes	Yes Allows PI input and share submission with OSP.
FEDCONNECT Public Portal for posting of government acquisitions. (Hosted by CompuSearch and used by several federal agencies)		FEDCONNECT View and Post Questions regarding Funding Opportunities Award Notifications Submission of bids, proposals, and grant applications.	Yes	No

All submissions are required to be reviewed and submitted by OSP. However, some allow for PI to do upload and then share access with OSP. **As always, refer to the specific solicitation to have specific submission requirement.**

New Fringe Benefits Rates FY16 for WVU

West Virginia University and our federal cognizant audit agency, U.S. Department of Health and Human Services, have reached an agreement on fringe benefit rates for fiscal year 2016. It is important to note that **effective April 1, 2015**, all proposals that have a budget period of July 1, 2015 or after must use the new fringe benefit rates. We are providing the signed [copy](#) of the rate agreement between WVU and DHHS. For more information on the University fringe benefit rates, please visit our [Facilities and Administration and Fringe Benefit Rates](#) webpage.

Effective July 1, 2015

Benefits Eligible, Full time	24.5%
Non-Benefits Eligible, Part time	7.00%
Undergraduate Student	1.80%
Graduate Student	10.50%

	<u>Full Time</u>	<u>Part-Time</u>	<u>Undergraduate Student</u>	<u>Graduate Student</u>
Social Security/Medicare	6.83%	6.72%	1.60%	0.74%
Worker's Compensation	0.20%	0.20%	0.20%	0.20%
Unemployment	0.13%	0.08%	-	-
Insurance	10.97%	-	-	9.56%
Retirement	6.01%	-	-	-
Child Care	0.01%	-	-	-
Terminated Annual Leave Pay-out	0.35%	-	-	-
Total	24.50%	7.00%	1.80%	10.50%

Reminder: NIH Biosketch Requirements for Due Dates On or After May 25, 2015

Remember, the [modified biosketch format](#) is required for applications submitted to NIH for due dates on or after May 25, 2015. Biosketch format pages, instructions, samples, and [FAQs](#) are available on the [Biosketches](#) section of the [SF424 \(R&R\) Forms and Applications](#) page.

We encourage applicants to use the Science Experts Network Curriculum Vitae ([SciENcv](#)) system to generate their biosketches in the new format. NIH's National Library of Medicine/National Center Biotechnology Information (NCBI) has published a number of resources, such as a [video tutorial](#) and [user guide](#), to help you use SciENcv.

SciENcv provides you with full control of the content displayed in your SciENcv biosketches. If you have an NIH eRA Commons, National Science Foundation [FastLane](#), My [NCBI/My Bibliography](#), and/or [ORCID](#) account, you can easily populate your SciENcv profiles with information from any or all of these accounts.



Changes for Program Solicitations in Fastlane

Beginning April, 24, 2015, proposals submitted in response to Program Solicitations in FastLane will undergo a series of automated proposal compliance validation checks to ensure they comply with requirements outlined in the [Proposal & Award Policies and Procedures Guide \(PAPPG\)](#) (Chapter II.C.2. of the Grants Proposal Guide (GPG)). These checks will automatically validate a proposal for compliance against proposal sections per type of funding mechanism. For example, an error message will appear if a project description or budget are not provided in proposals submitted in response to a Program Solicitation.

Checks will be triggered when proposers select the “Check Proposal,” “Forward to SPO,” or “Submit Proposal” functions. Depending on the rule being checked, a warning or error message will display when a proposal is found to be non-compliant. If an error message appears, the proposal cannot be submitted until it is compliant.

Please note that these automated compliance checks will not be conducted on proposals submitted to NSF via Grants.gov.

(IP, continued from page 2)

The IP term of a Sponsored Research Agreement may also include licensing rights. WVU seeks to maintain ownership of, or the right to use, data that is created as a result of a sponsored research project. Preferred term is Institution shall be permitted to use any data resulting from the Scope of Work and this Agreement for internal non-commercial educational, research and for purposes of publication.

The summer newsletter will discuss preferred terms for Liability and Insurance in Sponsored Research Agreements.

(Forums, continued from page 1)

- ◆ Cell Phone Allowances
- ◆ Participant Support Costs
- ◇ Cost Share
- ◇ Third-party Agreements (Sub-contract, Sub-award, etc)

If you have any questions regarding this or upcoming forums, please contact Cindy Jarvis at Cindy.Jarvis@mail.wvu.edu or (304)-293-3998.

Welcome!

We would like to take the time to welcome three new staff members to OSP. **Cathy Tarabrella** is a Grant Resource Associate working with the Pre-Award team. Cathy previously worked in the Eberly College of Arts and Sciences Undergraduate Studies office.

Tracy Collins is a Senior Sponsored Programs Administrator who will be working with the Award Initiation and Management unit within OSP. Tracy was previously employed with the Procurement Contracting and Payment Office.

Darcy Kisko is a Senior Sponsored Programs Administrator who will also be working in our Award Initiation and Management unit. Darcy moved to our office from the Provost Expert Business Office.

Reminder

OSP would like to remind the University research community of our RSS feed. Researchers, faculty, and staff are now able to receive updates as they are posted to our website blog without the hassle of going to our site daily. For individuals that have not used RSS feeds with Outlook, please check [here](#) for directions. If you have any technical difficulties or questions, please feel free to contact [Margaux Johnson](#).

