DGA Roundtable Meeting: 03/02/2023

Recording: <https://uidaho.zoom.us/rec/share/g0HVOadgMipwsMh6rFbtPUij3Go4L3mq0akrD3XQyacsUETElOqFuFU3KGldfuIe.7lOK-dqcL1ddK4Kv>

Passcode: VfYGC#08

* 1:30 Eric Everett: Updates to VERAS Proposal Form, Tips and Tricks, Commonly Missed/Incorrect Items
	+ Section 1: PI puts in their long and short titles for their proposal
	+ Section 2: Administrative Personnel
		- Fill in key personnel, DGAs, SPA, DGAs from other departments from other co-PIs
		- 2.5: DGAs do not need to fill this out as SPAs are not assigned per department but in rotation
	+ Section 3: Departments
		- 3.1: Home departments of any PIs or Co PIs
			* Any/all associated departments
		- 3.2: telling post award which department is administering the grant
			* Only 1 should ever be listed in this section
	+ Section 4: Important information about proposal/submission
		- Section 4.5: When is the proposal due
			* In section 4.5.A, fill in when the proposal is due to the sponsor or lead institution.
				+ 4-day rule is based on 4.5.A, do not account for this yourself as PI/DGA

Pre-award will determine 4-day rule date

* + - * + 4.5.D will be where you can list a preferred/suggested deadline.

Reach out to the SPA and let them know why there is a preferred/suggested deadline.

* + - * 4.6: Submission Method
				+ OSP will submit a proposal only if it is required to do so by the Sponsor/Submission Portal Access
				+ Otherwise, PI submit via email or sponsored portal that they have access to
	+ Section 5: Sponsoring Entities
		- Due to federal guidelines, 5.4 section has been added.
			* Identify agencies, other sponsor and regulatory requirements
			* Make sure section 5.4 is filled in thoroughly and accurately.
			* Include DMS funding even if it is 0.
			* NSF
				+ Use of SciENce for any new proposals submitted or due on or after 10/23/23.
				+ Offsite research: safe and inclusive plan during offside research

Considered offsite if the same campus resources are not available, even if the location is considered on campus, eg Experimental Forest

* + - 5.5: Other Support Requirements
			* PIs must certify that their current and pending/other support is correct to the best of their ability/knowledge.
				+ PIs will be asked to research, identify, and certify these.
			* 5.5.B Digital Persistent Identifiers
				+ This will be required for all PIs.
			* Foreign Support Reporting: CHIPS & Science Act
				+ PIs need to certify this in section 5.5C
		- 5.6 Significant Financial interest Disclosure Requirement
			* Anyone responsible for reporting needs to be filled in the FCOI section.
		- 5.7: RCR/RECR PI certification/training required and certified
	+ Section 6:
		- 16 days advance of submission deadline, institutional commitment letter draft
		- 6.8 required if any funding flows through federal agency.
		- Dates in 6.9 need to match the dates in 8.2.
	+ Section 8: Budget
		- Use basic budget tab!
			* Have PIs upload an excel budget.
				+ Budget templates with formulas live here: <https://www.uidaho.edu/research/faculty/resources/forms>
			* Budget Justification are always required despite listed sponsor requirements.
		- Cost share minimum amount, anything over needs to be a request in the ticketing system.
		- Cost share indexes need to be in the details in the sections.
			* Routing cannot happen without these indexes.
		- 9.0 Grants.gov submissions
			* Add new grant opportunity, search grant opportunities, retrieve opportunity, search by package ID (may need to be researched to find this number)
				+ Package ID for grants.gov can be looked up directly in grants.gov using Funding Opp # in the search field in grants.gov directly.
				+ package ID directly from a grants.gov search of the opportunity number.
			* File names submitted on the proposal form need to be 30 characters or under including the .pdf characters.
* 2:04 Sarah Martonick: Ticketing System: [Service Catalog - Office of Sponsored Programs (uidaho.edu)](https://support.uidaho.edu/TDClient/40/Portal/Requests/ServiceCatalog?CategoryID=143)
	+ Questions, Concerns, Feedback
		- People are having a hard time knowing when to submit to the ticketing system and when to not submit.
			* OSP is working on a guidance document.
			* If there is a request that can go into VERAS, use VERAS.
			* If there is not a VERAS function, ticketing system.
			* Request Assistance from OSP ticket type is an option when in doubt.
			* Contact Chelsea (osp@uidaho.edu, 5-6651) with questions about ticket submission, system navigation, or ticket status.
		- Is Cost Accounting using the ticketing system?
			* Yes – but from the request assistance from OSP ticket type for now.
				+ CAU will be getting specific ticket types, estimated by end of next week (week of 3/6/23).
				+ Same with billing unit.
	+ When you have multiple requests tied to one, how do you submit?
		- Judge by the order of operations of what needs to be completed. Example: If you need an index to setup for a subaward, you should input an index request first and then a subaward issuance request ticket.
	+ Creating new tickets for current and pending support:
		- CHIPS & Science act of 2022, NSPM33
			* Beginning a working group to ensure all policies for these are followed: **Email Sarah if you would like to be part of this working group.**
			* Links for these policies: [View the CHIPS+ Legislation - U.S. Senate Committee on Commerce, Science, & Tran...](https://www.commerce.senate.gov/2022/8/view-the-chips-legislation)
			* [GUIDANCE FOR IMPLEMENTING NATIONAL SECURITY PRESIDENTIAL MEMORANDUM 33 (NSPM-33) ON NATIONAL SECURITY STRATEGY FOR UNITED STATES GOVERNMENT-SUPPORTED RESEARCH AND DEVELOPMENT (whitehouse.gov)](https://www.whitehouse.gov/wp-content/uploads/2022/01/010422-NSPM-33-Implementation-Guidance.pdf)
			* Team in OIT working on research security standards.
		- Mandating the collection of foreign support information.
			* VERAS questions reflect these, but the ticketing system will soon have a “request for information from OSP” service request.
				+ OSP can only provide what OSP has access to.
		- New ticket types with 4 new ones to hopefully bel be live by end of next week.
			* Current and pending support – request data OR submit data (see details on the policies per agency below). *Request data* allows you or a PI to request data from OSP to complete a C&P form. *Submit data* is to submit out-of-cycle (previously undisclosed or newly acquired) current and pending support changes per agency policy.
			* Budget transfer – only budget transfers NOT requiring sponsor approval should go here. This should NOT be used to initiate closeout or to move funds between grant codes (the latter is not allowable).
				+ Can request a transfer within a single index, or multiple indexes under one grant code.
				+ Will be asked if you are wanting this transfer to zero out an index (and if you want that inactivated).
				+ Will be asked to provide FOATEXT information (justification) and/or the JV # for a JV that you started but that needs finished by OSP b/c it effects indirect costs.
			* Subaward risk assessment – this will be internal to OSP only.
			* Initiate early closeout of a grant code – this is for submitting a request or notice to OSP Financial Unit that a project is ready for an early closeout.
			* FFR/Financial report – request a financial report (FFR/SF-425) from OSP Cost Accounting outside of the normal cycle for the project. This typically is needed for a second extension request, a progress report, a continuation confirmation, or a carryforward request.
			* JIT “Just in Time” – NIH uses Just-In-Time (JIT) Procedures to allow certain elements of the application to be submitted later in the process, after review has begun. These items include other support for senior/key personnel. Please note that other support must be declared in the JIT process and during Annual Progress Reports (RPPRs).
				+ Information on the NIH JIT process can be found here: https://grants.nih.gov/grants/policy/nihgps/html5/section\_2/2.5.1\_just-in-time\_procedures.htm
				+ Information on the requirements for reporting Other Support can be found here: https://grants.nih.gov/grants/forms/othersupport.htm
				+ Information on the types of other support/information to disclose can be found here: https://grants.nih.gov/policy/foreign-interference/requirements-for-disclosure
		- Current/Pending Support ticket: Info on current/pending support: [Instructional Resources (uidaho.edu)](https://www.uidaho.edu/research/faculty/resources/instructional-resources)
	+ More communications on what goes to email, ticketing system, or VERAS will be provided.
	+ F&A Waiver documents will be added to VERAS when complete from ticketing system.
	+ Budget Transfer questions: not all will have to go through the system, this will be clearly highlighted in the request form and more communication will be send out regarding this request
* DGA Site Updates
	+ <https://www.uidaho.edu/research/faculty/dga>
	+ More to come!
* Contract Review behind in outgoing subawards.
	+ Timeline: about 60 days behind
* Future Meeting topic ideas
	+ Mollyann Jones will be presenting at the next Roundtable meeting on the Institute Affiliation checkboxes in VERAS.
	+ Terminology
		- Subaward vs service agreement
	+ Summer Salary contracts
		- softdocs/training/release time
			* this is not an OSP item: please direct these questions to Kenwyn Richards – she is leading a task force for this effort.
	+ Jaegger/approvals for grant purchases
		- Heather Clark is the OSP representative for this process.
	+ When would OSP require a new grant code and index rather than using the same grant code and index to process an amendment?
	+ Overview of the protocol submission process and best practices that faculty should follow to allow timely setup of sponsored funding (IACUC/IRB/Biohazard).