

DGA Roundtable 7-28-2010

Wednesday, July 28, 2010
9:56 AM

- Goals: network department administration

Agenda:

1. Training schedule:
 - i. Effort reporting training monthly (last Tuesday of each month) (not mandatory), biggest audit finding, may become mandatory in future.
 - ii. Faculty training
 - iii. Dept chair and dean training (webinars and live).
 - 1) Please have Mon, Weds, Fri training when classes start, same with Tues, Thurs to not eliminate 2 groups of people at once.
 - iv. DGA series
 - 1) DGA100 for new DGAs or those that don't work with sponsored projects often. Offered quarterly. Dates will be posted to the OSP website www.uidaho.edu/osp
 - 2) 101 series offered previously, bringing back program but moving to 6-8 modules that are topic specific instead of 2 day seminar. Still offering DGA certificate for completion of series.
2. New reports:
 - i. Current reports that can be run and printed by DGAs:
 - 1) FWRSUMR (inception to date) budget and all adjustments with synopsis of award
 - 2) FWRITEM is itemization of expenditures report for individual transactions for each category with additional parameters to look at people paid and how much
 - ii. Working with ITS to get these reports automatically run 10 days after month close, linked to specific PI. An email will go out to PI to notify the reports are viewable on VandalWeb. This will limit DGA time spent dealing with requests to print and send these reports. Hopefully ready to roll by end of August.
 - iii. Also working to get an audit report for Dean's and Directors/Chairs with synopsis of grant, PI, title and exceptions to show difference in amount of time left versus amount of money left (i.e. 10% of \$ v 90% of time).
 - iv. OSP will be exploring possibility of CO-PI access.
3. Cayuse424 integration:
 - i. It will fill out grants.gov forms for you. A lot of bigger agencies supported by Cayuse currently (NIH, USGS, NPS, NSF among others). Cayuse424 does not support US Dept Ed, Dept Energy, NASA currently. Soon all federal agencies will have to use grants.gov (federal mandate). There is a web-site to view <http://www.cayuse424.com/>. Training materials and how-to's on the OSP website www.uidaho.edu/osp. Kelly can set up training in dept, come to faculty meeting, etc to talk about, provide intro.
4. Post Award
 - i. Vicki Skow introduced herself as the Post Award Administrator who handles everything with an award from the time we receive an agreement to when it is closed out (modifications, time extensions etc).
 - ii. Post Award FAQs can be found on the OSP website as well as forms and letter templates.
5. Who can be a PI at the University of Idaho:
 - i. Only a draft policy created 3 years ago with faculty research council. Came about from collaborative projects and those PI's wanting to be PI on a project here but not faculty at UI.
 - ii. This draft policy is currently before Research Council and will be brought to their attention again.

- iii. Currently the draft does not seem to cover all employees who currently are PIs.
 - iv. OSP will look into language revision.
6. Open session:
- i. **DGA ran into problem where they were told they cannot put travel on a grant. The individual needed to travel on a grant that they were not paid from.**
 - 1) The problem is that the employee is 100% grant funded, but no time is being charged to the project where travel is occurring
 - 2) Advisable solution: if funded 100% grant, put a small % of effort on the grant they are doing work for and then submit travel
 - ii. **Does DGA have to ask PI to justify questionable expenses every time they are made?**
 - 1) I.E. research supplies like print cartridge. Answer from DGA: yes, need to prove it is for project, not for teaching. If you have already discussed with him put same text in, it is ultimately PI responsibility to know what is for research and what is not.
 - a) Separate situations: if printer in lab then yes, only once. It is best to check every-time if you have any doubts, esp. for office supplies, etc.
 - b) If it is used for multiple projects divide each cartridge up as compared to % of effort.
 - c) Many DGA's have PI justify all expenses every time.
 - 2) Suggestion made to have OSP issue a statement to PIs regarding allowability of charges in order to support DGAs asking for this information.
 - 3) www.Costaccounting.org has a clearing house of situations where non-justification of expenses causes audit findings and monetary fines.
 - 4) **information obtained between the meeting and the time the minutes were sent out**
 - a) APM Chapter 6
 - B-5. **Operating Expenditures.** Ensure compliance with the following requirements:
 - o Operating supplies and services must be purchased during the time period of the project.
 - o Operating supplies and services must be received prior to the termination of the project.
 - o **Operating supplies and services must provide a direct, verifiable benefit to the funded project.**
 - b) **Cost Allowability** (Federal Guidelines). How is ALLOWABILITY determined? Costs are REIMBURSABLE by the Federal Government only if they are:
 - **REASONABLE:** Any prudent person would have purchased this item at this time and paid this price.
 - **ALLOCABLE: They can be assigned to the activity in accordance with the relative benefit provided to the activity.**
 - **CONSISTENTLY TREATED:** Like costs must be treated the same in like circumstances, as either direct or pooled F&A costs.
 - **LIMITATIONS/EXCLUSIONS:** They must conform to any limitations or exclusions set forth in [OMB Circular A-21](#) or in the sponsored agreement as to types or amounts of cost items. (**NOTE:** If a cost cannot meet the above criteria, it is UNALLOWABLE, no matter what it is for. In addition, [OMB Circular A-21](#) and Federal regulations specify certain costs as always UNALLOWABLE.)
 - c) **C-4.** Employees should speak with their direct supervisor, college finance administrator, chair, director, dean or OSP in regards to situations where there is undue influence to process charges that are unallowable. Employees should note that protections are afforded through federal and university policies to prevent retaliation in such instances. It is a violation of university policy for any employee to

engage in retaliatory conduct. (see [FSH 3810](#)). As public employees, university faculty and staff are responsible for reporting any actions by university employees that are illegal or incompatible with the conscientious management of resources and assets of, or entrusted to, the university. ([FSH 3170, Section C](#)).

Pasted from <<http://www.uihome.uidaho.edu/default.aspx?pid=108947>>

- 5) See also, FSH 5100H3
- 6) PI's often feel that granting agency does not care about justification of expenses, etc. They think all these rules are generated by OSP. This creates frustrations for DGA's.
 - a) The underlying issue appears to be that PIs often communicate with their program officer at the agency, not realizing that the agency has a granting office, just like the University has a program side (Department) and administrative side (OSP). The programmatic side at the agency does not always care about what expenses are made as long as the work is completed, but the contractual side does.
 - b) Suggestions for Faculty training: talk about staff person/DGA is only trying to follow rules and do their job to protect PI's and help them follow regulations and rules.
 - c) Underlying themes for faculty training: when do you ask the question to whom?
 - d) Shift the theme of DGA/OSP as being a pain to being the ones with the knowledge to assist faculty.
- iii. **Can you write a person into a proposal even if they are not hired for that position yet or you have to open up a search?**
 - 1) Call Kathy Vellegas at Human Resources.
 - 2) **information obtained between the meeting and the time the minutes were sent out** Need to be careful to be in compliance with labor laws. If the person is being issued a service agreement and we are hiring them to speak at a conference or provide a specific service we can name them in the grant. If they are going to be hired as a University employee, it is much more difficult to name them. Best course of action is to call Polly Knutson at OSP to walk through it at the proposal stage.
 - 3) **Can we have someone from HR come at next DGA Roundtable. Could possibly do a theme with payroll, HR, human rights, etc.**
- iv. **Is faculty training going to be mandatory?**
 - 1) Not yet. Waiting to hear from President and Dr. McIver. This is a definite future possibility
 - 2) **Can DGA's attend?**
 - 3) Would be helpful. If DGAs are willing to attend, there would be no reason they couldn't.
7. Future Schedule for DGA Roundtable:
 - i. Second Tuesday of every month, mid-morning. Possibly 10 to 11am. See how it goes and change accordingly.
 - ii. **information obtained between the meeting and the time the minutes were sent out** Kelly contacted Professional Development and Learning to help schedule and advertise the meetings. They are working with the Commons to get a large room (same one each month) on the second Tuesday of every month from either 9-10 or 10-11. They will also publicize the meetings, but we will still continue to send notices via the DGA email list.