AURA Meeting Agenda
Wednesday, March 23, 2011
10:00 a.m. – 11:30 a.m.
MSB 2.135

- Introductions
  - Jodi Ogden

- Proposal Submission
  - Jodi Ogden

- JIT Pop Quiz
  - Whitney Houston

- OSP Website
  - Cory Welch/Yvette Boyd/Karen Niemeier

- PAFT Update
  - Paul Comfort

- 2011 AURA Schedule
  - Jodi Ogden
Introductions

JODI OGDEN
Project Leaders

- Jodi Ogden, Executive Director, Sponsored Projects Administration
- Ryan Bien, Director, Research Financial Management, Provost & EVP for Research
- Connie Wooldridge, Director, Administrative Technology, Information Technology
Current System

- UTHealth’s existing HCM effort reporting system will be remain open until all existing effort reports have been certified

- The last reports generated were for the reporting period July-December 2010 and monthly reporting period December 2010
New System

UTHHealth’s new web-based effort certification and reporting tool is called ecrt™ (Effort Certification and Reporting Technology)
ecrt™ Benefits

- Improved reporting and decision-support capability
- Improved integration capability
- Enhanced operational and administrative decision-support
- Support of internal and external compliance requirements, audit controls and IT security policy
- Effective and efficient communication through system emails
System Process

- Certification will occur twice a year (Periods: January through June and July through December)
- No monthly reports
- When effort certification period becomes available, the appropriate staff will be notified and will have 30 days to complete the effort certification card
- Within ecrt™, Primary Individuals (PI’s) will self-certify their sponsored effort and the effort of all their Support Staff who work on their project(s). Faculty will also self-certify their own effort card
- The new ecrt™ technology is designed to help faculty and staff undertaking sponsored projects comply with the provisions of UTHealth, UT System and federal policies that govern the need to provide certification of an individual’s total effort including his/her sponsored and non-sponsored activities
Notable Changes

- No administrative approval required for certification
  - Replaced with an administrative pre-review prior to the end of a reporting period
- Effort “commitments” require certification
- No monthly reports for non-exempt employees
Welcome and Login Screens

In Production, users will only see the welcome text, login will be via Shibboleth and will be using your LDAP login.
The navigation squares at the top are present on every screen within the system. When the cursor is positioned over one of the squares a drop-down menu appears. The drop-down menu contains the same links as appear in blue around the circle. As with the blue links, the choices in the drop-down menu that a user can see are limited by security rights within the system. This view is for the Central Administrator.
The various functions that a user can perform are shown around the circle. Clicking any of these links will take the user to the page related to the function.

The links a user can see are limited by security rights within the system. Rights are bundled together and associated with Roles.
View Effort 01/01/2010 - 06/30/2010

Frequency: UT Health Semi-Annual Certifiers
Due Date: 2/13/2011

Covered Individual: Ms Victoria C Friedel - 118352
Title: SPH Graduate Asst Doctoral
Department: 67820000 - Human Genetics Center (67820000)
Email: nobody@uth.tmc.edu
Status: In Progress For Certification
On Hold:

Location: 500
Appointment: S
Effort Coordinator: Mr Terrance J. March - 112795
Period of Performance: 01/01/2010 to 06/30/2010
Committed Effort Level: Not Specified

Incomplete Effort Cards Highlighted in Drop-down Box

View Period

To certify your effort:
1. Type the percent of effort that you worked on each activity during the certification period in the box provided. All certification data must be entered as a whole number.
2. Click each of the certify checkboxes and press the Certify button.
3. Click I Agree to the attestation statement on the next page.
4. Your certification statement is then automatically routed to your effort coordinator for processing.

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<th>Payroll</th>
<th>In Effect Commitment</th>
<th>Cost Sharing</th>
<th>Loaded Cost Share</th>
<th>Commitments</th>
<th>Required Effort</th>
<th>Computed Effort</th>
<th>Certified Effort</th>
<th>Certify Checkboxes</th>
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Need Assistance Save to Complete Later Do Nothing
Proposal Submissions

- **HOOP Policy 64**
  - Faculty should submit proposals to OSP as soon as possible to expedite the review process. The final administrative and financial portions of the application and the Review and Approval Form (complete with signatures and appropriate approvals for use of animals, human subjects, etc.) are due to OSP 10 working days prior to the sponsor deadline. The final application, complete with science, is due three working days prior to the submission deadline. OSP will handle late applications (i.e., applications not submitted in accordance with the above schedule) at the discretion of the director of OSP.
What is a JIT?

B. A process where the sponsor requests additional information or revisions just prior to award

C. Immediately contact Tiffany Sagers, Grants Assistant in OSP

The minimum amount of time that OSP needs to review and submit a JIT request is_______?

E. 24 hours
JIT Pop Quiz cont.

- T/F - A supplemental data request is the same as a JIT
  False
- T/F – All JITS must be submitted through the NIH era commons
  False
- T/F - Although my IRB approvals are pending I can still submit my JIT
  True
- T/F - JIT is the perfect opportunity to revise my budget
  True
- T/F If I route my JIT to the Grants Director I will get a quicker response
  False
The items most commonly requested from NIH at JIT are: Other Support, IACUC Approval, IRB approvals, Human Subject Education Certification, Revised Budget.

OSP must review and submit my JIT documents because: NIH and most other sponsors require that an Authorized Signing Official or Business Officer submit the requested documents. OSP offers assurance that the documents are accurate and in compliance with agency guidelines.

The four steps for a successful JIT are:
(1) Communicate early with OSP; (2) Format the requested documents per agency instructions; (3) Include all of and only what has been requested or approved for submission; (4) Timely submission to OSP for review and submission to the agency.
OSP Website

https://inside.uthouston.edu/finance/sponsored-projects/

Overview
FAQs
Institutional forms
Proposal upload
Percent of Effort Conversion (& Other Tools)
Policies & guidelines
CRA study group
Matrix
AURA Schedule for 2011

- January 26
- March 23
- May 25
- July 27
- September 28
- November 30

All meetings will be held in MSB 2.135 at 10:00 a.m.