SPA Updates

Kathy Bradley
Assistant Director, Contracts, OSP
Updated OSP Contact List

• Revised Department Assignments

With the addition of new team members, there have been some revisions to the OSP department assignments. The updated OSP Contact List is on our OSP website.
Revised NIH Salary Cap

Effective January 12, 2014, the Executive Level II (used for the NIH Salary cap) was increased by 1 percent from $179,700 to $181,500. Please reference:

Website Spotlight

Cherrelle Duncan, MPSA
Transfer In Application

With new PI transfers it is important to be able to locate this document for the grants team. There are two ways to find this information.

- Awards
  - Transfer In
  - Transfer Application (from the "new" University)

- Forms
  - NIH Forms
    - PHS Face Page
    - PHS 398 Checklist
FEDERAL REVENUE CHANGES AND EFFECTS

Victoria Briscoe
Asst. Director, Post Award Finance
Sponsored Projects Administration
New Requirements

- Drawdown of federal funding will be fully implemented for all funding (new and renewal) by FY 15. New fund 50032 established for this.

- As soon as the 90 days passes after the termination of a grant, it leaves PMS (the Payment Management System) from which we draw down funds.

- An agency request and review is required to reinstate the account in PMS to allow completion of the draw.

- Any account included in a draw which has passed off the records will cause the non-reimbursement of the entire drawdown.
Impacts

• In order to meet the 90 day deadline, final billing receipt for subcontracts (both in and out) may be shortened to 45 days.

• PAF may alter FFR reporting to 60 days after the termination date, to hasten encumbrance clearance and allow time for all reviews/final adjustments/final draws prior to the 90 day deadline.

• Subcontract/encumbrance billings must be received well in advance of the 90 days to ensure all expenses are paid and funding fully recouped.

• Late billings/expenses falling after the 90 days will not be reimbursed by the grant funds.
Research Patient Payments

Karen Niemeier
Director, Contracts, OSP
Study Subject Payments

New Procedures for Processing

- Payments <$100 each, <$600 in calendar year, no other studies
  - Should be paid with petty cash or gift card
  - No W-9, Form W-8BEN required
- Single Payment >$100 or total >$600 in calendar year
  - Subject must be set-up as a vendor
  - Coordinator must get W-9 or W-8BEN from subject

- All payments must be tracked and sent to BFR annually
- Detailed guidance available on [OSP website](#)
Travel Restrictions for Outstanding Effort Cards

William Mitchell, MPSA
Supervisor, Systems & Reporting
Sponsored Projects Administration
Restrictions on Effort Cards

- Restrictions on University funded travel will be placed on all un-certified effort cards at the end of a certification period.
- Policy will be applied retroactively to outstanding cards.
- Restrictions will be lifted upon certification of effort.
Regulations

- **OMB Circular A-21**: Cost Principles for Education Institutions
- **OMB Circular A-133**: Audits of States, Local Governments, and Non-Profit Organizations
- **HOOP 93**: Effort Certification Reports
- More information: [UTHealth Effort](#)
Notification Procedure

• Faculty receive reminder emails:
  • Upon period opening – Jan 20\textsuperscript{th}
  • 21 days before certification is due
  • 14 days before certification is due
  • 7 days before certification is due
  • Final reminder when certification is due – Feb 20\textsuperscript{th}

• Coordinators receive manual follow up emails for open effort cards after period close (>30 days)

• Effective February 21, 2014, effort cards not certified after 30 days will have travel restricted.
Contact the Effort Team

For additional questions, contact the Effort Team

- Effort@uth.tmc.edu
- 713-500-3392
- go.uth.edu/effort
iPad & Portable Tablet Policy

Jodi S. Ogden, MBA, CRA
AVP, Sponsored Projects Administration
iPad & Portable Tablet Policy

https://inside.uthouston.edu/it/cio/policies/policy.htm?id=2589e134-b556-4ade-945a-ee9e9f6f817&catVar=itPol
iPad & Portable Tablet Policy

- Devices under $500 and wifi only may be purchased for Institutional purposes
- Requires SPA approval when purchased on sponsored projects
- Tablets are not reimbursable and may not be purchased on Buycards
Omni Circular

Omni Circular

• This final guidance supersedes and streamlines requirements from OMB Circulars:
  • A-21
  • A-87
  • A-110
  • A-122
  • A-89
  • A-102
  • A-133
  • A-50
Omni Circular

• Future reform efforts may eventually seek to incorporate the Cost Principles for Hospitals in Department of Health and Human Services regulations.
• Copies of the OMB Circulars that are superseded by this guidance are available on OMB's Web site at http://www.whitehouse.gov/omb/circulars_default/.
• The final guidance consolidates the guidance previously contained in the aforementioned citations into a streamlined format that aims to improve both the clarity and accessibility.
• This final guidance is located in Title 2 of the Code of Federal Regulations