

The background features a red-tinted image of a laboratory setting. In the foreground, there are several rows of glass test tubes. In the background, a hand is holding a glass pipette, dispensing liquid into one of the test tubes. The entire scene is overlaid with a semi-transparent red circle that has a dotted pattern on its right side.

OCG Administrative Changes and Updates

CDA Monthly Meeting

September 8, 2022

David M. Schultz

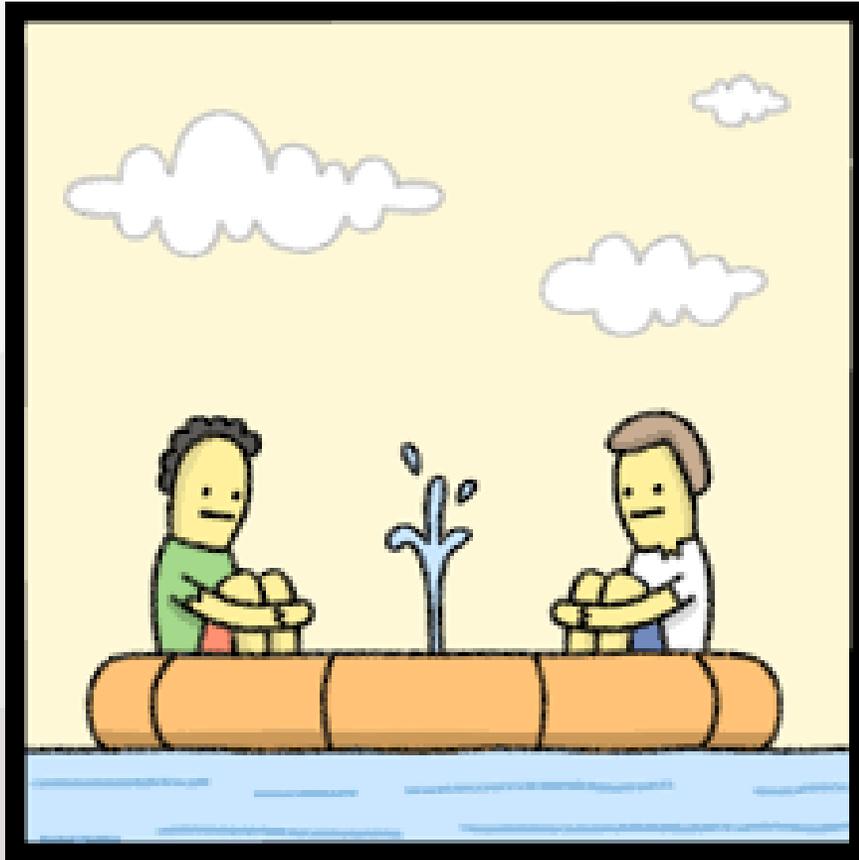
Assistant Vice President for Sponsored Programs

Office of Contracts and Grants

Agenda

- Staffing and Resources
- Outstanding Action Items
- RACP Training Updates
- Functions
- Cost Transfers
- PI Request to Issue a Subrecipient Agreement
- Process Mapping
- Contact Information
- Q&A

Staffing and Resources



- Currently we have 10 vacancies (26% vacancy rate)
 - 8 positions posted
 - 2 external FTEs (Consultants)
- We are currently in Phase I of our Re-Org (Research Administrative Services)
 - Phase II has not been finalized (Research Financial Services)

Phase I

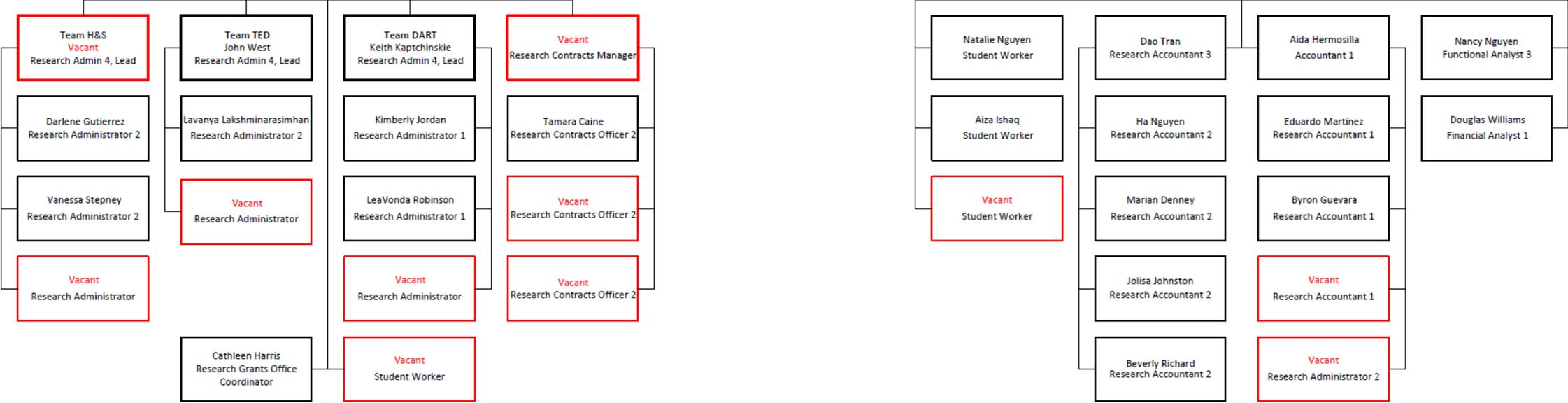
Office of Contracts and Grants
David Schultz
Assistant Vice President for Sponsored Programs

Administrative Assistant
Irene Ray

Research Administrative Services
Shannon Gary
Director

Research Systems and Reporting
Vacant
Director

Research Financial Services
Grace Rosanes
Director





Outstanding Action Items

- Current delay in processing of items acknowledged
- Scheduling one on one meetings for weekly updates for certain areas
 - Provided to eliminate the need for follow up on outstanding items
 - Reduces email volume for everyone
- Decrease in outstanding items will be seen
 - Additional staff and consultants are in training
 - Updates to functions will allow for items to be routed in one place

RACP Training Updates

- Currently reviewing and updating the content
- Assessing the frequency for recertification
- Potential expansion for certification

OFFICE of CONTRACTS and GRANTS

DIVISION OF RESEARCH

**Research Administration Certification Program (RACP)
Online Registration User Guide**

Functions

- Currently reviewing all function to reduce/combine steps
- Meeting regularly with Enterprise Systems
- Increase campus use of functions
 - Establish formal process based on activity type (e.g., NCE, Subs, etc.)
- Reduce the number of outstanding/historic functions

Function Status	Proposal	Contract	Award	Project	Other	Grand Total
New			112	9	1	122
Pending	8	507	997	72		1,584
Grand Total	8	507	1,109	81	1	1,706



Functions



Phase 1

Projected Go Live:
10/01/2022

Award

- Award Setup
- Monetary Modification
- No-Cost Extension
- General Award Inquiry

Contract

- Grant Contract
- General Contract Inquiry

Proposal

- General Proposal Inquiry



Phase 2

Projected Go Live:
01/01/2023

Award

- Award Closeout
- Non-Monetary Modification
- Sub-Award Setup



Phase 3

Projected Go Live:
04/01/2023

Award

- Interim Funding
- Pre-IRB Funding

Proposal

- Interim Funding



Phase 4

Projected Go Live:
07/01/2023

Contract

- Consortium
- Data Use Agreement
- Master Agreement
- Material Transfer
- Memorandum of Understanding
- Non-Disclosure/Confidentiality
- Other-Custom Contracts
- Reps and Certifications
- Requisition Contract



Cost Transfers

- Updated process & procedure for requesting a cost transfer to ensure compliance with OMB 2 CFR Part 200
- Revising form to include specific instructions for payroll cost transfers and all other expense cost transfers
- Will be required for any expense being moved onto a sponsored program
- Notice will be sent to the CBA-DBA listserv when this new requirement will go into effect
- Projected Go Live: November 1, 2022

PI Request to Issue a Subrecipient Agreement

- Request to Issue form required for all Subaward actions (new and amendments)
 - Must be signed by PI
 - Must include Budget and SOW
- Completed form and accompanying documentation should be submitted to subaward@central.uh.edu
- Update form is located at: <https://uh.edu/research/resources/dor-forms/post-award-forms/>

PI Request to Issue a Subrecipient Agreement

Once this form is completed, it should be sent to subaward@central.uh.edu with the subrecipient's Scope of Work and Budget attached.

REQUEST INFORMATION			
PeopleSoft Award ID:	Sponsor:		
UH Principal Investigator:	Email:	Telephone #:	
Subaward is:	New	Amendment of Subaward No:	
Was the Subaward in the original proposal?	Yes	No <small>(Provide a brief explanation for why it is being added in the space below.)</small>	

SUBRECIPIENT CONTACT INFORMATION		
Name of Subrecipient Institution:		
Sub Principal Investigator:	Email:	Telephone #:
Sponsored Research Contact:	Email:	Telephone #:

GENERAL INFORMATION <small>(attach documents as needed)</small>			
Obligated Budget Period	Start Date:	End Date:	Obligated Budget Amount:
Anticipated Total Project Period	Start Date:	End Date:	Anticipated Total Budget Amount:
Will human subjects be involved in subrecipient's scope of work?	Yes	No	
Will animals be used in the subrecipient's scope of work?	Yes	No	
Will other safety considerations be a part of the subrecipient's Scope of work? <small><i>Le. biohazards/chemicals/radiation</i></small>	Yes	No	
Are there any known, or disclosed, conflict of interest issues? <small><i>if "YES," provide additional explanation as an attachment.</i></small>	Yes	No	
Are there any special Reporting Requirements for the subrecipient? <small><i>if "YES," provide additional explanation as an attachment.</i></small>	Yes	No	
Are the subrecipient's SOW and proposed budget reasonable? <small><i>Cost and price analysis required by Uniform Guidance 2 CFR 200.</i></small>	Yes	No	

ADDITIONAL INFORMATION <small>(attach documents as needed)</small>
Provide any additional information that you feel will be useful to OCG to prepare the subrecipient agreement.
Provide any specific requirements you wish to have set forth in the agreement. For example: special considerations about publication, intellectual property or reporting requirements that may be necessary.

PRINCIPAL INVESTIGATOR'S SIGNATURE AND CERTIFICATION
I certify that I understand my responsibilities for monitoring this subaward in accordance with University and agency policies and guidelines.
PI Signature: _____
Date: _____

Process Mapping



- Shannon Gary is leading a collaborative effort between Research Administrative Services and Research Financial Services
 - Process mapping in PSG for full award life-cycle (i.e., Transmittal to Project Closeout)
 - Document, evaluate and eventually streamline
- Process mapping in Research Contracts Office
 - Internal routing and approvals
 - Interface with OTTI and OGC
 - Interface with RIO and OCG

Contact Information

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Proposals

- preaward@central.uh.edu

Awards

- uhpostaward@uh.edu

Subawards

- subaward@central.uh.edu

Research Finance

- dorbill@central.uh.edu

OCG Contracts

- dorcontracts@listserv.uh.edu

Questions



TO SERVE

the research community, grad students, keeping us compliant, satisfying client requirements, protecting our intellectual and financial interests

TO LEAD

managing the conversations, institutional research priorities, leading the implementation, supporting the broader view of individual and small-group research