Quarterly Business Officers Meeting

December 12, 2024

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Today's Agenda

- Update on Business Services Portal in Campus Data
  - John Watkins

- Subvention Program
  - Dani Weber

- Fringe Rate Update
  - Ted Welter

- Grant Accounting Updates
  - Maria Soliman

- Fraud Discussion and Policies & Guidelines for Startup Companies
  - Rachel McGuire

Business Services BI Reports

- **Webpage with Business Intelligence (BI) Report Information**
  https://ap-purchasing.fo.uiowa.edu/business-intelligence-reports

- **Updated Business Services Portal in Campus Data**
  - **Link to Campus Data: https://data.uiowa.edu/**
  - **Link to Business Services Portal: https://data.uiowa.edu/portals/1238361400**

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Current Business Officer Reports

- **Purchasing Spend Explorer** – PO, eVoucher, and PCard spend information so users can explore and analyze payment data

- **Procurement Transaction Review** – PO, eVoucher, PCard, Out of Pocket Travel, and Inventory spend, helpful for adhoc reporting

- **Procurement Card Explorer** – PCard expense information

- **Travel Explorer** – Travel expense reports, trip data, journal data, and TEV data

- **Open Purchase Orders** – Open purchase orders (POs) by MFK

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Report Access

Current Model

- **All Users Request Access**
  - Supervisor Approves and Business Officer Approves

Possible Future Model

- **Automatically Grant Access by Institutional Role**
  - Business Officer (Member, Administrative Delegate)
  - Departmental Administrator (Member, Administrative Delegate)
  - Other Users Request Access
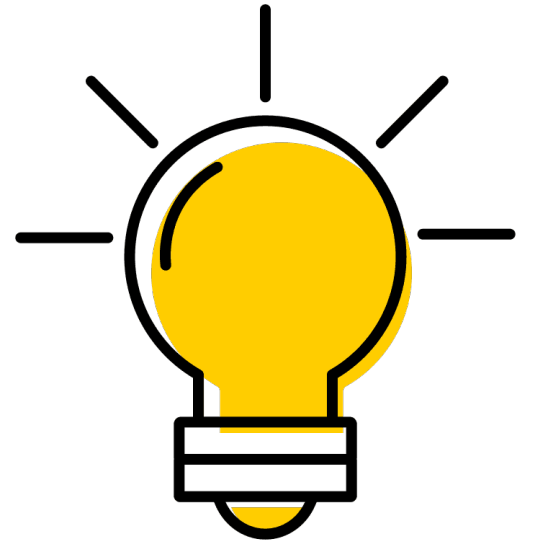
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Upcoming Training

Business Officer and Open PO

- January 10, 2025
  - 9:00 to 10:00 AM via Teams

- January 27, 2025
  - 1:00 to 2:00 PM via Teams

Inventory Business Unit

- February 2025

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Subvention Program Overview

- **CLAS Program Information:** https://policy.clas.uiowa.edu/book-tags/subvention

- **Subvention Types:**
  1. Performance/Exhibition Subvention
  2. Music/Sound Recording Subvention
  3. Book Subvention (focus for this training)
     - **Policy Purpose and Description:** Recognizing that the cost of publication of scholarly books sometimes falls at least partially on the shoulders of the scholar, the Office of the Vice President for Research provides funding to the College of Liberal Arts and Sciences for creative and scholarly book subventions. These funds are prioritized for items essential to the production of the book, such as obligatory press subsidies, permissions, or indexes. Generally, the maximum award will be $2,500. Cost sharing from the applicant's department is encouraged.

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Using Book Subvention Awards

- **Appropriate Form:**
  - eVoucher: When reimbursing the faculty member directly for out-of-pocket expenses they have already paid their publisher.
  - Requisition or Procurement Card: When paying publisher directly for appropriate subvention services.

- **Documentation Required:** The following documentation is required regardless of the form type being used.
  - Subvention award letter.
  - Documentation from faculty demonstrating what was paid out of pocket.

- **Things to note:**
  - Transaction should not exceed the total amount of the subvention award.
  - Only subvention award MFK should be used. Other University funds cannot but used to pay additional expenses associated with publishing faculty/staff books.
  - These are only awarded/provided for the first publication of a book.
  - Subvention awards are not taxable to the employee.

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Subvention Award Sample

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College of Liberal Arts and Sciences
Office of the Dean
University of Iowa
240 Schaeffer Hall
Iowa City, Iowa 52242-1409
Phone: 319-335-2625 | Fax: 319-335-3755
Email: clas@uiowa.edu | Web: clas.uiowa.edu

October 21, 2024

██████████

English

Dear ██████,

I'm pleased to inform you that the College of Liberal Arts and Sciences has approved a book subvention of $2,500 to defray expenses associated with your forthcoming book, ████████ ███████████████████████████████████. The Office of the Vice President for Research has provided $2,500 in funds toward this subvention.

$2,500 in OVPR funds will be made available in the following account:

240-11-1140-00000-52561100-40: Book Subvention

We ask that you acknowledge this support by including the following statement on the copyright page of the book: "This book was made possible with generous support from the University of Iowa's Office of the Vice President for Research and College of Liberal Arts and Sciences."

We also ask that you provide two (2) copies of your book, one each for CLAS and OVPR to display and catalogue. These may be dropped off at the CLAS Dean's office, 240 SH.

Please contact your departmental administrator or accountant regarding paying your subvention fee from this account. Note that this money must be spent on or before June 30, 2025. Feel free to contact Kristina Swanson (kristina-swanson@uiowa.edu) in CLAS Finance if you need an extension or have any questions about this award.

I congratulate you on your upcoming project!

Sincerely,

Joshua A. Weiner, Ph.D.
Associate Dean for Research
College of Liberal Arts and Sciences

C: Loren Glass, Barb Pooley, Kelly Riessen, Kristina Swanson, Roland Racevskis, Kristy Nabhan-Warren

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Fringe Benefit Rates

Ted Welter, Assistant Controller
Dec. 2024 Quarterly Business Officer Meeting

FY26 Fringe Rates

Rate Pool	FY25	SUBMITTED FY26	Change
Clinical Faculty	24.7%	23.9%	(0.8%)
Non-Clinical Faculty	31.4%	30.8%	(0.6%)
P&S	40.5%	40.1%	(0.4%)
SEIU	42.5%	42.8%	0.3%
Merit	54.0%	53.1%	(0.9%)
House Staff	26.0%	26.0%	0.0%
Grad Asst/Post Docs	19.7%	17.3%	(2.4%)
Fellowships	9.6%	8.9%	(0.7%)
Temporary	11.8%	12.6%	0.8%
Student	7.2%	7.5%	0.3%
Miscellaneous	4.7%	4.9%	0.2%

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Non-Clinical Faculty Rate Calculation

	FY24 Actual	
Salary Base (A)	205,147,392	
Fixed Rate	31.2%	
Benefits Recovered	64,005,986	
Benefit Costs (B)	63,037,608	30.7%
Over (Under) Recovery	968,378	
Carryforward from FY22	(1,117,624)	
Carryforward to FY26 (C)	(149,247)	
Submitted Rate (B-C)/A	30.8%	

Three-Year Actual Rate History

Rate Pool	FY22	FY23	FY24	SUBMITTED FY26
Clinical Faculty	24.0%	24.2%	24.0%	23.9%
Non-Clinical Faculty	30.6%	31.0%	30.7%	30.8%
P&S	40.0%	40.2%	40.2%	40.1%
SEIU	42.4%	42.3%	42.0%	42.8%
Merit	54.4%	54.1%	52.9%	53.1%
House Staff	25.5%	25.7%	25.2%	26.0%
Grad Asst/Post Docs	20.0%	19.8%	18.7%	17.3%
Fellowships	10.6%	10.2%	9.7%	8.9%
Temporary	11.6%	11.8%	12.1%	12.6%
Student	7.1%	7.6%	7.6%	7.5%
Miscellaneous	5.0%	5.0%	5.0%	4.9%

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Projected Fringe Rates

- Update projected starting in March
  - FY27 using calculation
  - FY28 actual rate

- Available on website and a table in the data warehouse

Agenda

- Allocation of Costs
  - Charging publication costs to awards
- Charging visas to externally funded projects
- Resources for research administrators

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Allocation

→ A cost is allocable to a particular Award if the goods or services involved can be directly charged to the Award based on the benefit provided.

→ To determine if a cost is allocable, ask the following questions:

- Does it benefit the Award and/or other funding sources?

- Can it be distributed to all benefited funding sources using reasonable methods?

- Does the basis for allocating the cost represent a reasonable estimation of the benefit provided to the Award objectives?

Charging Publication Costs to Awards

Publication costs may be charged as a direct cost to an award if allowable by the federal agency.

What to know...

- The publication **must** cite the specific funding source eg: Agency and grant number

- If more than one funding source is referenced, then the cost must be allocated across all funding sources

- If an award has ended the portion of the closed award must be charged to a non-research funding source

Key Points

Publication charges must be allowable and allocable when charged to a fund 500 or 510.

Reference the agency policies and procedures for specific citation instructions.

Charging visas to externally sponsored projects

Short-term visas (as opposed to longer-term immigration visas) are generally an allowable cost and they may be proposed as a direct cost because they are issued for a specific period and purpose and can be clearly identified as directly connected to work performed on a Federal award. For these costs to be directly charged to a Federal award, they must:

(1) Be critical and necessary for the conduct of the project;
(2) Be allowable under the applicable cost principles;
(3) Be consistent with the recipient's or subrecipient's cost accounting practices and established written policy; and
(4) Meet the definition of "direct cost" as described in the applicable cost principles.

Short-term visa: A temporary, non-immigrant visa such as, but not limited to J-1 Exchange Visitor or H-1B Temporary Working, as opposed to an immigrant or permanent residency visa.

*Only initial visa costs for recruitment are allowable. Renewal visa are unallowable.

Resources – DSP Website

→ DSP Website: https://dsp.research.uiowa.edu/
- Links to Research Tracker and
- Starting a routing form
  - Includes written and video instructions and routing FAQs.

→ Routing Policy: Complete proposal and routing form submitted to DSP within 5 business days of the sponsor deadline.

→ Revised Non-monetary Routing Form is targeted for release Feb. 25, 2025.
- Email Nathan-cook@uiowa.edu if you would like to volunteer for 2025 campus testing prior to the non-monetary routing form release.

Resources – DSP Website

→ Research Administration Dispatch (RAD)

- Compliance policy and procedure updates are distributed to campus via RAD notices.

- RAD Archive

→ Pre-Award Research Administrator institutional role

→ DSP Metrics

- Past week and fiscal year-to-date numbers

→ Contract Metrics –

- Average and median turnaround times

→ DSP Snapshot of FY activity

Resources – DSP Website

→ Application Process tab includes
- [Frequently needed information](#)
- [F&A Costs](#) and related information
- General [Budget Preparation](#) Information
- [Cayuse](#) Login and Support
  - **[Login to Cayuse At the University of Iowa](#)**
  - [Request a Cayuse Account](#)
  - [FAQs and Support Specifically for the UI](#)

Resources – DSP Website

→ Cayuse

- Federal grant applications* must be submitted through Grants.gov.
- Cayuse is a commercial web-based "system-to-system" platform for submitting federal proposals through Grants.gov.
- Cayuse users log in to the Cayuse website and create their own Grants.gov application by selecting the specific agency announcement and using the Cayuse interface.

  *General Exceptions: NSF proposals are submitted through Research.gov and NASA proposals through NSPIRES. Contract proposals are not required to be submitted through G.gov.

→ eRA Commons

- The eRA Commons is an online interface where grant applicants, recipients, and federal staff at NIH and grantor agencies** can access and share administrative information relating to research grants (see eRA Commons overview). The eRA Commons is not a submission portal to Grants.gov.

  **The eRA Commons is used by NIH and other PHS agencies. Recently NOAA began using the Commons. Other than NOAA, the other non-PHS federal agencies do NOT use the Commons.

Resources – DSP Website

→ [DSP HawkID password protected SharePoint Site](#)
- Videos and slides from campus presentations.

- NCURA presentations purchased for campus viewing.

→ Contact DSP for

- One-on-one or small group sessions, and

- To join departmental meetings.

DSP Contact Information

→ Phone (Help Desk): 319-335-2123

→ Email*

- General questions: dsp@uiowa.edu
- DHHS grant questions: nih@uiowa.edu
- Other federal and non-federal grant questions: era@uiowa.edu
- Contract questions: dsp-contracts@uiowa.edu

*You only need to email one central mailbox. If you email us we'll get to to the appropriate DSP staff.

→ DSP Website https://dsp.research.uiowa.edu/

→ DSP Staff Directory https://dsp.research.uiowa.edu/dsp-staff-directory

Resources – GAO Website

→ GAO Website: https://gao.fo.uiowa.edu

→ Contacts by sponsor
- I know my sponsor who is my GAO contact?

→ Commonly Requested Information
- Single Audit Report
- DS-2
- F&A Rate Agreement
- Fringe Benefit Rate Agreement

→ Post Award Signature Authority

- FY24 Snapshot – will be posted soon here.

Resources – GAO Website

→ Useful information when managing grants and contracts

- Advance MFK – information and how to request
- EFR – Grant Summary Reports
- UI Web Applications – UI web applications available to aid in managing your grants and contract
- Cost Sharing – policy, procedures, requesting an account, …
- DHHS Salary Cap - guidelines, procedures, …
- NIH NRSA Training Grants & Fellowships - current training grant and fellowship award information
- Property and Equipment – information related to university and sponsored owned equipment
- Subawards – subaward information for subawardees and UI departments
- Closeout – information on closing out awards

Resources – GAO Website

→ Popular Policies and Procedures related to Post-Award Management
- [Effort Reporting](#) – information and instructions related to effort certification
- [Cost Transfers](#) – information and guidelines for cost transfers
- [Participant Support Costs](#) – guidelines, types of allowable costs and responsibilities
- [Program Income](#)
- [Residual Balance](#) – guidelines and procedures
- [Travel on Sponosred Projects](#)
- Temporary Dependent Care – coming soon

Resources – GAO Website

→ Information related to gifts can be found here.

→ FAQ section – Coming Soon!

- Uniform Guidance – 2 CFR part 200 – link to official version.

GAO Contact Information

→ Phone: 319-335-2123

→ Email: gaccount@iowa.uiowa.edu

→ Contact list

→ GAO Website: gao.fo.uiowa.edu

NCURA Resources

→ National Council of University Research Administrators ([NCURA](#))

→ Upcoming Workshops
- https://www.ncura.edu/travelingworkshops/UpcomingWorkshops.aspx

→ Departmental Research Administrator Workshops & Webinars
- https://www.ncura.edu/travelingworkshops/DRA.aspx

→ Fundamentals of Sponsored Projects Administration
- Level I https://www.ncura.edu/travelingworkshops/LevelI.aspx
- Level II https://www.ncura.edu/travelingworkshops/LevelII.aspx

→ NCURA's *YouTube Tuesday*
- https://www.youtube.com/@NCURA1959/featured
- Subscribe for Tuesday updates
- Review previously posted videos

SRAI Resources

→ Society of Research Administrators International ([SRAI](#))

→ Upcoming events
- https://www.srainternational.org/events/calendar

→ Webinars – live and on-demand
- https://www.srainternational.org/meetings/webinars

→ New Employee Starter Kit
- https://www.pathlms.com/sra-international/product_bundles/11306

→ Virtual Training Opportunities
- [Training Intensives](#) – Cover a wide variety of topics. Trainings are 6-15 hours in length.
- [Financial Mangement Conference](#) – February 10-12, 2025
- [Research Administration Conference](#) – April 2025

NIH Resources

→ [News and Events](#)
- Explore a diverse array of events and resources designed to enrich your journey to understanding the NIH grants process, funding, and policies.

→ [NIH Calendar of Events](#) (future events and past recordings)
- **NIH Grants Process Primer: Application to Award**
  - **Date: Part One Wed., Nov. 13, 2024; Part Two Thurs., Nov. 14, 2024**
  - Time: 1200PM CT - 3:00PM CT
  - Location: Virtual   Cost: Free
  - The recording and resources will be available 7-10 business days after the event

→ NIH Grants Conference https://nsfpolicyoutreach.com/24-fall-grants-conference/

→ [Subscribe and Follow](#)
- Stay informed with the latest grants news directly from NIH desks to yours.

NIH Resources

→ [Follow NIH Application Policies and Requirements](#)

→ Individual Funding Announcements – [NIH Grants & Funding](#)

→ NIH [How to Apply – Application Guide](#)
- ****especially refer to the SF424 Guide****
- Application instructions, annotated form sets, and more

→ [NIH Grants Process](#)

→ [NIH Grants Policy Statement](#)

→ *Please review these resources as a first step.*

NSF Resources

→ [NSF Policy Office Outreach](#)
- View past presentations
- Register to be notified of upcoming events
- [Fall 2024 NSF Virtual Grants Conference](#)
  - December 9 – 12, 2024.
  - Registration opens Wednesday, November 13, at 12 PM ET.

→ [NSF Policies and Procedures](#)

→ Research.gov
- Multifactor authentication (MFA) is required to sign into Research.gov as of Oct. 27, 2024.
- See [Dear Colleague Letter (NSF 25-011)](#) and the [MFA options overview](#).
- Visit the new [About Signing Into Research.gov](#) page for how-to guides, video tutorials, and FAQs.

2025 Virtual Meetings

→ January 23 @ 11:00 a.m. – 12:00 p.m.

→ February through May meeting dates will be announced later.

→ No recurring meetings June through August.

→ Monthly meetings will start again in September.

→ Meeting links and agendas will be shared via Research Administration Dispatch (RAD) notices.

→ Contact DSP or GAO with questions.

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Policies & Guidelines for Startup Companies

- https://research.uiowa.edu/applicable-policies-and-guidelines-startup-companies-university-iowa

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Quarterly Business Officers Meeting

Thank you

Rachel McGuire
AVP & University Controller

319-335-0728
rachel-mcguire@uiowa.edu

→ **controller.fo.uiowa.edu**