DGA Roundtable Meeting: 03/02/2023

Recording: <https://uidaho.zoom.us/rec/share/g0HVOadgMipwsMh6rFbtPUij3Go4L3mq0akrD3XQyacsUETElOqFuFU3KGldfuIe.7lOK-dqcL1ddK4Kv>

Passcode: VfYGC#08

* 1:30 Eric Everett: Updates to VERAS Proposal Form, Tips and Tricks, Commonly Missed/Incorrect Items
  + Section 1: PI puts in their long and short titles for their proposal
  + Section 2: Administrative Personnel
    - Fill in key personnel, DGAs, SPA, DGAs from other departments from other co-PIs
    - 2.5: DGAs do not need to fill this out as SPAs are not assigned per department but in rotation
  + Section 3: Departments
    - 3.1: Home departments of any PIs or Co PIs
      * Any/all associated departments
    - 3.2: telling post award which department is administering the grant
      * Only 1 should ever be listed in this section
  + Section 4: Important information about proposal/submission
    - Section 4.5: When is the proposal due
      * In section 4.5.A, fill in when the proposal is due to the sponsor or lead institution.
        + 4-day rule is based on 4.5.A, do not account for this yourself as PI/DGA

Pre-award will determine 4-day rule date

* + - * + 4.5.D will be where you can list a preferred/suggested deadline.

Reach out to the SPA and let them know why there is a preferred/suggested deadline.

* + - * 4.6: Submission Method
        + OSP will submit a proposal only if it is required to do so by the Sponsor/Submission Portal Access
        + Otherwise, PI submit via email or sponsored portal that they have access to
  + Section 5: Sponsoring Entities
    - Due to federal guidelines, 5.4 section has been added.
      * Identify agencies, other sponsor and regulatory requirements
      * Make sure section 5.4 is filled in thoroughly and accurately.
      * Include DMS funding even if it is 0.
      * NSF
        + Use of SciENce for any new proposals submitted or due on or after 10/23/23.
        + Offsite research: safe and inclusive plan during offside research

Considered offsite if the same campus resources are not available, even if the location is considered on campus, eg Experimental Forest

* + - 5.5: Other Support Requirements
      * PIs must certify that their current and pending/other support is correct to the best of their ability/knowledge.
        + PIs will be asked to research, identify, and certify these.
      * 5.5.B Digital Persistent Identifiers
        + This will be required for all PIs.
      * Foreign Support Reporting: CHIPS & Science Act
        + PIs need to certify this in section 5.5C
    - 5.6 Significant Financial interest Disclosure Requirement
      * Anyone responsible for reporting needs to be filled in the FCOI section.
    - 5.7: RCR/RECR PI certification/training required and certified
  + Section 6:
    - 16 days advance of submission deadline, institutional commitment letter draft
    - 6.8 required if any funding flows through federal agency.
    - Dates in 6.9 need to match the dates in 8.2.
  + Section 8: Budget
    - Use basic budget tab!
      * Have PIs upload an excel budget.
        + Budget templates with formulas live here: <https://www.uidaho.edu/research/faculty/resources/forms>
      * Budget Justification are always required despite listed sponsor requirements.
    - Cost share minimum amount, anything over needs to be a request in the ticketing system.
    - Cost share indexes need to be in the details in the sections.
      * Routing cannot happen without these indexes.
    - 9.0 Grants.gov submissions
      * Add new grant opportunity, search grant opportunities, retrieve opportunity, search by package ID (may need to be researched to find this number)
        + Package ID for grants.gov can be looked up directly in grants.gov using Funding Opp # in the search field in grants.gov directly.
        + package ID directly from a grants.gov search of the opportunity number.
      * File names submitted on the proposal form need to be 30 characters or under including the .pdf characters.
* 2:04 Sarah Martonick: Ticketing System: [Service Catalog - Office of Sponsored Programs (uidaho.edu)](https://support.uidaho.edu/TDClient/40/Portal/Requests/ServiceCatalog?CategoryID=143)
  + Questions, Concerns, Feedback
    - People are having a hard time knowing when to submit to the ticketing system and when to not submit.
      * OSP is working on a guidance document.
      * If there is a request that can go into VERAS, use VERAS.
      * If there is not a VERAS function, ticketing system.
      * Request Assistance from OSP ticket type is an option when in doubt.
      * Contact Chelsea ([osp@uidaho.edu](mailto:osp@uidaho.edu), 5-6651) with questions about ticket submission, system navigation, or ticket status.
    - Is Cost Accounting using the ticketing system?
      * Yes – but from the request assistance from OSP ticket type for now.
        + CAU will be getting specific ticket types, estimated by end of next week (week of 3/6/23).
        + Same with billing unit.
  + When you have multiple requests tied to one, how do you submit?
    - Judge by the order of operations of what needs to be completed. Example: If you need an index to setup for a subaward, you should input an index request first and then a subaward issuance request ticket.
  + Creating new tickets for current and pending support:
    - CHIPS & Science act of 2022, NSPM33
      * Beginning a working group to ensure all policies for these are followed: **Email Sarah if you would like to be part of this working group.**
      * Links for these policies: [View the CHIPS+ Legislation - U.S. Senate Committee on Commerce, Science, & Tran...](https://www.commerce.senate.gov/2022/8/view-the-chips-legislation)
      * [GUIDANCE FOR IMPLEMENTING NATIONAL SECURITY PRESIDENTIAL MEMORANDUM 33 (NSPM-33) ON NATIONAL SECURITY STRATEGY FOR UNITED STATES GOVERNMENT-SUPPORTED RESEARCH AND DEVELOPMENT (whitehouse.gov)](https://www.whitehouse.gov/wp-content/uploads/2022/01/010422-NSPM-33-Implementation-Guidance.pdf)
      * Team in OIT working on research security standards.
    - Mandating the collection of foreign support information.
      * VERAS questions reflect these, but the ticketing system will soon have a “request for information from OSP” service request.
        + OSP can only provide what OSP has access to.
    - New ticket types with 4 new ones to hopefully bel be live by end of next week.
      * Current and pending support – request data OR submit data (see details on the policies per agency below). *Request data* allows you or a PI to request data from OSP to complete a C&P form. *Submit data* is to submit out-of-cycle (previously undisclosed or newly acquired) current and pending support changes per agency policy.
      * Budget transfer – only budget transfers NOT requiring sponsor approval should go here. This should NOT be used to initiate closeout or to move funds between grant codes (the latter is not allowable).
        + Can request a transfer within a single index, or multiple indexes under one grant code.
        + Will be asked if you are wanting this transfer to zero out an index (and if you want that inactivated).
        + Will be asked to provide FOATEXT information (justification) and/or the JV # for a JV that you started but that needs finished by OSP b/c it effects indirect costs.
      * Subaward risk assessment – this will be internal to OSP only.
      * Initiate early closeout of a grant code – this is for submitting a request or notice to OSP Financial Unit that a project is ready for an early closeout.
      * FFR/Financial report – request a financial report (FFR/SF-425) from OSP Cost Accounting outside of the normal cycle for the project. This typically is needed for a second extension request, a progress report, a continuation confirmation, or a carryforward request.
      * JIT “Just in Time” – NIH uses Just-In-Time (JIT) Procedures to allow certain elements of the application to be submitted later in the process, after review has begun. These items include other support for senior/key personnel. Please note that other support must be declared in the JIT process and during Annual Progress Reports (RPPRs).
        + Information on the NIH JIT process can be found here: https://grants.nih.gov/grants/policy/nihgps/html5/section\_2/2.5.1\_just-in-time\_procedures.htm
        + Information on the requirements for reporting Other Support can be found here: https://grants.nih.gov/grants/forms/othersupport.htm
        + Information on the types of other support/information to disclose can be found here: https://grants.nih.gov/policy/foreign-interference/requirements-for-disclosure
    - Current/Pending Support ticket: Info on current/pending support: [Instructional Resources (uidaho.edu)](https://www.uidaho.edu/research/faculty/resources/instructional-resources)
  + More communications on what goes to email, ticketing system, or VERAS will be provided.
  + F&A Waiver documents will be added to VERAS when complete from ticketing system.
  + Budget Transfer questions: not all will have to go through the system, this will be clearly highlighted in the request form and more communication will be send out regarding this request
* DGA Site Updates
  + <https://www.uidaho.edu/research/faculty/dga>
  + More to come!
* Contract Review behind in outgoing subawards.
  + Timeline: about 60 days behind
* Future Meeting topic ideas
  + Mollyann Jones will be presenting at the next Roundtable meeting on the Institute Affiliation checkboxes in VERAS.
  + Terminology
    - Subaward vs service agreement
  + Summer Salary contracts
    - softdocs/training/release time
      * this is not an OSP item: please direct these questions to Kenwyn Richards – she is leading a task force for this effort.
  + Jaegger/approvals for grant purchases
    - Heather Clark is the OSP representative for this process.
  + When would OSP require a new grant code and index rather than using the same grant code and index to process an amendment?
  + Overview of the protocol submission process and best practices that faculty should follow to allow timely setup of sponsored funding (IACUC/IRB/Biohazard).