

Office of Grant & Contract Administration
Fall 2009 Lunch Time Series

September 16, 2008

NIH Proposal Process – from Commons registration to FastGrant/Adobe to JIT – Jim Ayres

This session will follow the development and submission of a sample R01 NIH proposal and offer a forum for questions regarding the preparation and submission of NIH proposals via Adobe or FastGrant (System-to-System: S2S) through Grants.gov. Topics to be covered include interpreting guidelines, correct formatting of attachments/justifications, and the requirements of proposals with multiple-PIs and/or subcontract(s).

September 24, 2009

NIH Post-Award – Nancy Stewart

A discussion of NIH policies and the University's procedures to administer post-award activities. Topics covered will include no cost extensions, sabbaticals, change of PI, transfer of PI, rebudgeting, and sponsor budget cuts.

October 1, 2009

Effort Reporting – Jen Donais & Jim Ayres

The discussion will focus on federal requirements for effort commitment and reporting and will include information on the special requirements of effort reporting to the NIH via annual progress reports, and the Other Support documentation provided prior to award on a Just-in-Time (JIT) basis. Effort reporting and management of investigator and personnel commitments to federal projects have been in the national spotlight lately due to audits and investigations at institutions across the country. OGCA staff will be available to update attendees on the requirements and the University's systems designed to meet them.

October 7, 2009

Overview of University Policies – Nancy Stewart & Jen Donais

We will present an overview of the policies that most frequently affect grant and contract administration that includes the following: Conflict of Interest, Additional Compensation, Disclosure of Research Results, Faculty Consulting, PI/Co-PI, the Development and Administration of Grants, Contract and Cooperative Agreements for Sponsored Programs. We welcome questions about any research policies. Policies are located at <http://www.umass.edu/research/ora/pol.html>.

October 15, 2009

Proposal Budgeting Steps & Budget Justifications – Kim Lowney & Kimberley Broderick

This session will be geared towards answering questions specific to NIH and NSF proposal budgets. Basic steps to creating satisfactory NIH and NSF budgets and budget justifications will be covered with examples provided. Attendees are encouraged to bring specific questions to the session to be used as case studies.

October 22, 2009

Navigating the OGCA Website – Leanne Every & Wayne Gelineau

("...can't get theyah from heyah..."): Ever known that "it" was there somewhere but just couldn't find it? Or maybe you've thought it should be there and it isn't. We'll give you a brief tour but please come with suggestions on how you think our website could be improved and made more useful to you.

October 29, 2009

Open NSF Session – Q & A – Kimberley Broderick

This session will cover budgeting for NSF and writing a budget justification that make it past the chopping block. Have you ever wondered how much you can pay a consultant, or if NSF allows you to budget for food for a conference, or how to transfer a grant? Bring your questions and let's figure it out together.

November 4, 2009

Props & Awards - Theresa Girardi

This session will provide information and instruction on processing awards whose associated proposal did not get submitted through OGCA, or for which there was no formal proposal submission. We will discuss the documentation needed for getting the award ready for account set up, and the challenges such a scenario can present. This is the "Professor "X" just handed me a check from "Y" company, now what do I do with it?" session.

November 10, 2009

Cost Sharing & Indirect Cost Waivers – Jen Donais & Marcia Day

Join us for an informal discussion about cost sharing, including a review of definitions and University policies relating to cost share. Goals for the session include understanding the various types of cost sharing, which categories of cost are eligible, and what approvals are required. The discussion will also include indirect costs and the process for obtaining campus waivers and/or documenting sponsor's disallowance of indirect cost.

November 12, 2009

GAMS (Grant Application & Management System) Q&A session – Leanne Every & Helen Bishop

What *is* GAMS anyway and why would I want to use it? If you've heard of it but do not know what the buzz is about, please come for a brief introduction. If you are using it but have some nagging questions or confusion about certain aspects, please bring your questions. No 'problem' is too small or too large. You will drive the agenda at this session.

November 17, 2009

NIH National Research Service Awards (NRSA) Fellowships – Fall Deadline – Jim Ayres

Come and have your questions answered about the new on-line application process. Tips on preparing your application including guidance on "budget" preparation, and pointers on interpreting program announcement guidelines, will be provided. To get the most out of it, go to http://grants.nih.gov/training/F_files_nrsa.htm and print out the relevant fellowship announcement and guidelines.

November 20, 2009

Tracking Balances on Grants using SUMMIT - Jacqui Watrous & Deb Gould, Office of Administration and Finance

Frustrated because you don't have a good tool for tracking your grant budget? Have you heard about Summit?

Summit is a web-based, interactive reporting tool for financial data. The tool provides timely information on budgets, expenditures, encumbrances and balances for both sponsored and non-sponsored activity. Summit also provides important "at-a-glance" financial and demographic information, such as, days remaining for a grant and payroll detail by employee. As an interactive tool, it gives users the flexibility to view information at a summarized level and to drill down to individual transactions. Summit is intended to be intuitive, easy to navigate and to improve decision making and performance monitoring.

December 2, 2009

Working with OGCA Forms – Theresa Girardi

This session will review the various forms that are required by OGCA for processing both proposals and awards (IPF, MOU, PIAA, etc.). We will discuss the purpose of each form, how to complete them, and when to submit them.

December 9, 2009

Limited Submissions – Carol Sprague & Melinda LeLacheur

A sponsor's Request for Proposal (RFP) states that only 1 application may be submitted by an institution. I found the RFP, so does that mean that I may submit an application? Please come to this session to find out how the University's limited submission procedure works.

December 16, 2009

Conflict of Interest – Carol Sprague

What is a conflict of interest, what are my responsibilities, and whom do I report a conflict to? Some conflicts are not as obvious as others and could take you by surprise. Join us for a discussion of different conflict of interest situations and how these can be avoided. Please bring your own experiences and questions.