Research Administration in 2013

- Increased competition for research dollars
- Importance of getting effort and salary allocated correctly
- Larger/more complex awards
- Regulatory requirements rising
- More scrutiny on where those dollars go
Research Administration in 2013

PI’s need:

- To be in the lab
- To have easy, up-to-date access to info on their awards
- Confidence in their administrative support
Research Administration in 2013

Administrators need:

• **Tools to help them do their jobs**
• **Open line of communication with the PI**
• **Time to analyze data and identify where corrections are needed**
Research Administration in 2013

RA DASHBOARD

Allocating purchases and personnel to the right projects.

Keeping ends up on awards.

Compliance with NIH’s “over-the-cap” rule.

Stay on top of award status.

(new agreement?) NCE? Close it?

Wrap up loose ends.

up to date on everyone’s effort.

Keeping up to date on awards.
Today

Using the RA Dashboard to...

- Manage cost share commitments
- Monitor projects that are ending and complete closeout process
- Monitor personnel commitments on sponsored projects
Overview

• What is the Research Dashboard?
  – A system to present research-related financial and administrative information in a user-friendly, accessible format
  – Pulls in data from InfoEd, Banner Finance, and Banner HR

• Project to create a Research Dashboard began December 2010

• Initial roll-out to administrators and PI’s Fall 2012 with the PI Dashboard

• Initial roll-out of RA Dashboard to administrators in Spring 2013
The RA Dashboard

• **Intended audience:** Administrators who manage sponsored projects at the department, division, and center/institute level

• **Data driven by:** “Responsible org”
For HOME or primary indexes:
For internal subaccount indexes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Attribute Type</th>
<th>Description</th>
<th>Attribute Value</th>
<th>Description</th>
<th>Set Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>547476</td>
<td>P60MD002256 07 Research Core</td>
<td>BUDGETYR</td>
<td>Budget Year</td>
<td>YR2</td>
<td>Year 2</td>
<td>ORGNSET</td>
</tr>
<tr>
<td>547476</td>
<td>P60MD002256 07 Research Core</td>
<td>CARSRCP</td>
<td>Cars Program and Sub Program</td>
<td>11004</td>
<td>Sponsored Programs</td>
<td>ORGNSET</td>
</tr>
<tr>
<td>547476</td>
<td>P60MD002256 07 Research Core</td>
<td>FACRPOL</td>
<td>FACR Pool Code</td>
<td>B00</td>
<td>Organized Research On Campus</td>
<td>ORGNSET</td>
</tr>
<tr>
<td>547476</td>
<td>P60MD002256 07 Research Core</td>
<td>SUBACCT</td>
<td>Sub Award to VCU department</td>
<td>00239797</td>
<td>Walsh, Scott W</td>
<td>ORGNSET</td>
</tr>
</tbody>
</table>
The RA Dashboard

• **Intended audience:** Administrators who manage sponsored projects at the department, division, and center/institute level

• **Data driven by:** “Responsible org”

• **Made up of portlets,** or different management tools
Using the RA Dashboard: Management of Cost Share Commitments

Identifying which awards have cost share commitments on record (either Voluntary or Mandatory)
Using the RA Dashboard: Management of Cost Share Commitments

Cost share commitments are recorded in InfoEd at the time of award – contact OSP if this information is not correct or needs to be updated.
Using the RA Dashboard: Management of Cost Share Commitments

Identifying awards that have a cost share commitment, but no associated cost share index
Using the RA Dashboard: Management of Cost Share Commitments

Reasons why there may be no associated cost share index...

- A cost share index was not generated by G&C or requested by the department at award set up -> **Complete the cost share authorization form and submit to G&C Accountant**

- A cost share index was set up, but the award is in a new competitive cycle with a new Grant ID - > **Complete the cost share authorization form and submit to G&C Accountant**: be sure to request that the index be associated with the most recent Grant ID

- Department is cost sharing using as an index that is not currently associated with the award’s Grant ID - > **Request that G&C associate the cost share index with the award**
Using the RA Dashboard: Management of Cost Share Commitments

The Banner screen **FTIFATA** will tell you what award a cost share index is associated with:

* The initial or first index will be shown, but this cost share is associated by default with all grant indexes under the same Grant ID

<table>
<thead>
<tr>
<th>Organization Code</th>
<th>Description</th>
<th>Attribute Type</th>
<th>Description</th>
<th>Attribute Value</th>
<th>Description</th>
<th>Set Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>143051</td>
<td>CS Richmond Infant Mortality Review</td>
<td>CARSFGRSP</td>
<td>Cars Program and Sub Program</td>
<td>10220</td>
<td>Individual or Project Research</td>
<td>ORGNSET</td>
</tr>
<tr>
<td>143051</td>
<td>CS Richmond Infant Mortality Review</td>
<td>CSHARPI</td>
<td>PI for cost share</td>
<td>00036503</td>
<td>Lanni, Susan M</td>
<td>ORGNSET</td>
</tr>
<tr>
<td>143051</td>
<td>CS Richmond Infant Mortality Review</td>
<td>CSTSHAR</td>
<td>Organization benefit from cost share</td>
<td>542490</td>
<td>Richmond Infant Mortality Review Pro</td>
<td>ORGNSET</td>
</tr>
<tr>
<td>143051</td>
<td>CS Richmond Infant Mortality Review</td>
<td>FACRPOOL</td>
<td>FACR Pool Code</td>
<td>580</td>
<td>Cost Share Clinical Trials On Campus</td>
<td>ORGNSET</td>
</tr>
</tbody>
</table>
Using the RA Dashboard: Management of Cost Share Commitments

NIH Over-the-Cap Salary portlet focuses on VCU’s commitment to cost share the portion of an individual’s salary that is above the cap of $179,700

![NIH Over-The-Cap Salary](image)

<table>
<thead>
<tr>
<th>Grant ID</th>
<th>Project Title</th>
<th>Personnel</th>
<th>Budget Period</th>
<th>% Comt Effort</th>
<th>% Actual Labor Dist</th>
<th>Cost Share</th>
<th>% Calc Effort</th>
<th>% Expected Labor Dist</th>
<th>Cost Share</th>
<th>Home Org</th>
</tr>
</thead>
<tbody>
<tr>
<td>5150363FFF</td>
<td>A2ALL-Patient Safety System Improvements in Living Donor Liver Transplantation</td>
<td>*</td>
<td>06/01/2013 - 05/31/2014</td>
<td>4.00</td>
<td>0.07</td>
<td>0.00</td>
<td>0.03</td>
<td>3.58</td>
<td>6.25</td>
<td>Surgery</td>
</tr>
<tr>
<td>5410087FD</td>
<td>Adult to Adult Living Donor Liver Transplantation Cohort Study</td>
<td>*</td>
<td>09/01/2013 - 08/31/2014</td>
<td>10.00</td>
<td>9.86</td>
<td>0.00</td>
<td>4.18</td>
<td>8.96</td>
<td>15.63</td>
<td>Surgery</td>
</tr>
</tbody>
</table>
Using the RA Dashboard: Management of Cost Share Commitments

Find the commitment on record on the “Personnel” screen of InfoEd PT:

<table>
<thead>
<tr>
<th>Role</th>
<th>% Effort</th>
<th>% Alloc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>collaborator</td>
<td>05.000</td>
<td>05.000</td>
</tr>
</tbody>
</table>

Total effort commitment recorded in InfoEd
Using the RA Dashboard: Management of Cost Share Commitments

<table>
<thead>
<tr>
<th>Grant ID</th>
<th>Project Title</th>
<th>Personnel</th>
<th>Budget Period</th>
<th>% Comt Effort</th>
<th>Cost Share</th>
<th>% Calc Effort</th>
<th>Cost Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>5470437FD</td>
<td>Sphingosine-1-phosphate in breast cancer progression and lymphangiogenesis</td>
<td></td>
<td>05/01/2013 - 04/30/2014</td>
<td>5.00</td>
<td>2.80</td>
<td>4.96</td>
<td>2.95</td>
</tr>
</tbody>
</table>

**Effective Date:** 25-AUG-2013

Actual % VCU salary from individual’s PAF in Banner

**Federal** = amount of VCU salary charged to award index,

**Cost Share** = amount of VCU salary charged to associated cost share index
Using the RA Dashboard: Management of Cost Share Commitments

<table>
<thead>
<tr>
<th>Grant ID</th>
<th>Project Title</th>
<th>Personnel</th>
<th>Budget Period</th>
<th>% Comt Effort</th>
<th>% Actual Labor Dist Federal</th>
<th>% Actual Labor Dist Cost Share</th>
<th>% Expected Labor Dist Federal</th>
<th>% Expected Labor Dist Cost Share</th>
<th>Home Org</th>
</tr>
</thead>
<tbody>
<tr>
<td>5470437FD</td>
<td>Sphingosine-1-phosphate in breast cancer progression and lymphangiogenesis</td>
<td></td>
<td>05/01/2013 to 04/30/2014</td>
<td>5.00</td>
<td>2.80</td>
<td>2.05</td>
<td>4.96</td>
<td>2.95</td>
<td>2.05</td>
</tr>
</tbody>
</table>

Expected % VCU salary to be charged to Federal and Cost Share accounts for this award, based on the commitment on record.
Using the RA Dashboard: Management of Cost Share Commitments

RA Dashboard is doing the same calculation as the NIH Salary Cap Calculator on the SOM Research Admin website:

<table>
<thead>
<tr>
<th>Grant ID</th>
<th>Project Title</th>
<th>Personnel</th>
<th>Budget Period</th>
<th>% Comt Effort</th>
<th>Federal</th>
<th>Cost Share</th>
<th>% Calc Effort</th>
<th>Federal</th>
<th>Cost Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>5470437FD</td>
<td>Sphingosine-1-phosphate in breast cancer progression and lymphangiogenesis</td>
<td></td>
<td>05/01/2013 - 04/30/2014</td>
<td>5.00</td>
<td>2.80</td>
<td>2.05</td>
<td>4.96</td>
<td>2.95</td>
<td>2.05</td>
</tr>
</tbody>
</table>

RA Dashboard is doing the **same calculation** as the NIH Salary Cap Calculator on the SOM Research Admin website:

- **Current NIH Salary Cap**: $179,700.00
- **Investigator Institutional Base**: 5.00%
- **Investigator VCU Base**: 5.00%
Using the RA Dashboard: Management of Cost Share Commitments

Reasons you SHOULD rely on the Expected Labor Distribution column:
• It takes into account if an individual has both VCU and MCVP salaries
• It shows you the exact ratio to charge between the grant index and the cost share index

Reasons why you may NOT want to rely on the Expected Labor Distribution column:
• An investigator has agreed to cost share all (or more than is required) of his or her effort on a grant, in which case, split between grant index and cost share index will be different
• An individual has reduced their effort on a grant to a level less than 25% from the committed effort, which is allowable without prior approval

The Expected Labor Distribution is meant to be a guide, not the final rule!
Using the RA Dashboard: Budget Periods and Projects in Closeout

Budget period end dates need to be closely monitored in order to ensure smooth transitions. The **Budget Period Ending** portlet flags potential action items.
Using the RA Dashboard: Budget Periods and Projects in Closeout

Identifies current index in use.

Let’s you know if a new index is needed for the next budget period.
Using the RA Dashboard: Budget Periods and Projects in Closeout

Clicking on the **hyperlinked Grant ID** drills down to more details. If there will be a new index for the next budget period, the RA Dashboard identifies personnel that will need to be moved to that new index.

<table>
<thead>
<tr>
<th>Title:</th>
<th>Oxidant Stress Mechanisms in Preeclampsia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal PI:</td>
<td>Walsh, Scott W.</td>
</tr>
<tr>
<td>Sponsor:</td>
<td>National Heart, Lung, and Blood Institute/NIH/DHHS</td>
</tr>
<tr>
<td>PT/PD Number:</td>
<td>PD300775</td>
</tr>
<tr>
<td>Project Period:</td>
<td>01/04/2010-12/31/2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Index</th>
<th>Personnel</th>
<th>V Number</th>
<th>Current % Salary</th>
<th>Effective Date</th>
<th>Effective End Date</th>
<th>Time Sheet Org</th>
</tr>
</thead>
<tbody>
<tr>
<td>511306</td>
<td></td>
<td>V00229210</td>
<td>100.00</td>
<td>06/10/2013</td>
<td>12/31/2099</td>
<td>Ob Gyn</td>
</tr>
<tr>
<td>511306</td>
<td></td>
<td>V00239707</td>
<td>40.00</td>
<td>09/10/2013</td>
<td>12/31/2099</td>
<td>Ob Gyn</td>
</tr>
<tr>
<td>511306</td>
<td></td>
<td>V00231850</td>
<td>50.00</td>
<td>07/01/2013</td>
<td>12/31/2099</td>
<td>Ob Gyn</td>
</tr>
</tbody>
</table>
Using the RA Dashboard: Budget Periods and Projects in Closeout

When a project has passed its end date, it appears in the Projects in Closeout portlet. Filters help you to zone in on expired projects that have open encumbrances or active personnel.
Using the RA Dashboard: Budget Periods and Projects in Closeout

If there are open encumbrances or active personnel assigned to the award, click on the **hyperlinked Grant ID** to view details.

<table>
<thead>
<tr>
<th>Grant ID</th>
<th>Project Dates</th>
<th>Days Past Exp.</th>
<th>Days Since Last Expense</th>
<th># of Personnel Assigned</th>
<th># of Open Encumbrances</th>
<th>PI Name</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>5420476SF</td>
<td>10/01/2012 - 09/30/2013</td>
<td>7</td>
<td>6</td>
<td>0</td>
<td>2</td>
<td>Lanni, Susan M.</td>
<td>Virginia Department of Health</td>
</tr>
</tbody>
</table>
Using the RA Dashboard: Budget Periods and Projects in Closeout

Active personnel hitting the index? Work with HR administrator in your area (if it’s not you) to move personnel to other funding sources as appropriate.
Using the RA Dashboard: Budget Periods and Projects in Closeout

Encumbrances still open on the index? Work with Procurement to remove in eVA, OR manually remove in Banner (instructions available on how to do this!).
Using the RA Dashboard: Budget Periods and Projects in Closeout

Projects 90 days or more past their end date? Confirm with Grants & Contracts and OSP that all required closeout paperwork has been submitted, all encumbrances and personnel removed, all reports submitted to sponsor.

<table>
<thead>
<tr>
<th>Grant ID</th>
<th>Project Dates</th>
<th>Days Past Exp</th>
<th>Days Since Last Exp</th>
<th># of Personnel Assigned</th>
<th># of Open Encumbrances</th>
<th>PI Name</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>5120602FN</td>
<td>01/15/2013 06/14/2013 115</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>Woleben, Christopher</td>
<td>Arnold P Gold Foundation</td>
</tr>
</tbody>
</table>
Using the RA Dashboard: Managing Personnel Commitments

The **Personnel Commitments** portlet is much like the portlet on the PI Dashboard – with the added ability to view all personnel and filter the list.
Using the RA Dashboard: Managing Personnel Commitments

**Red Indicators** – what to look out for:

| 5440023FD | Role of Interneuron Subtypes in Malformed Cortex | National Institute of Neurological Disorders and Stroke/NIH/DHHS | 05/27/2011 06/30/2014 | 33.23 | 0.00 | 25.00 | 34.13 |  

- Budget periods that are longer than the standard 12 months?
- > Manually determine calculated effort level, based on Institutional Base Salary, budget period, and current VCU PAF
Using the RA Dashboard: Managing Personnel Commitments

Red Indicators – what to look out for:

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Project Name</th>
<th>PI Agency</th>
<th>Start Date</th>
<th>End Date</th>
<th>Effort</th>
<th>Direct Effort</th>
<th>Full Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>5440035FD</td>
<td>VCU Neuroscience Center Core Grant</td>
<td>National Institute of Neurological Disorders and Stroke/NIH/DHHS</td>
<td>12/01/2011</td>
<td>11/30/2012</td>
<td>2.66</td>
<td>0.00</td>
<td>5.00</td>
</tr>
</tbody>
</table>

Is this effort commitment **up to date**? Or has the individual’s effort on the project been reduced (either formally or informally)?

> If effort has been reduced, request OSP update the commitment on record
Using the RA Dashboard: Managing Personnel Commitments

Red Indicators – what to look out for:

If an individual is paid from two **different Job Suffixes** OR two **different Position Numbers** in a single budget period, calculated effort will appear twice.

- If a manual check determines calculated effort is in line with committed effort, then red indicator can be disregarded.
Using the RA Dashboard: Managing Personnel Commitments

Clicking on the **hyperlinked** Calculated Effort **percent** drills down to pay period-level details.
Using the RA Dashboard: Managing Personnel Commitments

Clicking on the hyperlinked Calculated Effort percent drills down to pay period-level details.
Using the RA Dashboard: Managing Personnel Commitments

You can....

### PROJECTED SALARY

<table>
<thead>
<tr>
<th>INDEX</th>
<th>ACCOUNT</th>
<th>PAY START DATE</th>
<th>PAY END DATE</th>
<th>PP DAYS WORKED</th>
<th>PP DAYS TOTAL</th>
<th>PARTIAL PAY %</th>
<th>PERCENT</th>
<th>HRLY RATE</th>
<th>PAY RATE</th>
<th>PAY ENCUMB</th>
<th>FRINGE ACCT</th>
<th>FRINGE RATE</th>
<th>FRINGE ENCUMB</th>
</tr>
</thead>
<tbody>
<tr>
<td>544590</td>
<td>511110</td>
<td>25SEP2013</td>
<td>09OCT2013</td>
<td>.</td>
<td>.</td>
<td>.</td>
<td>2.66</td>
<td>162.12</td>
<td>$14,051.33</td>
<td>$373.77</td>
<td>511180</td>
<td>32.3</td>
<td>$120.73</td>
</tr>
<tr>
<td>10OCT2013</td>
<td>24OCT2013</td>
<td>.</td>
<td>.</td>
<td>.</td>
<td>.</td>
<td>.</td>
<td>2.66</td>
<td>162.12</td>
<td>$14,051.33</td>
<td>$373.77</td>
<td>511180</td>
<td>32.3</td>
<td>$120.73</td>
</tr>
<tr>
<td>25OCT2013</td>
<td>09NOV2013</td>
<td>.</td>
<td>.</td>
<td>.</td>
<td>.</td>
<td>.</td>
<td>2.66</td>
<td>162.12</td>
<td>$14,051.33</td>
<td>$373.77</td>
<td>511180</td>
<td>32.3</td>
<td>$120.73</td>
</tr>
<tr>
<td>10NOV2013</td>
<td>24NOV2013</td>
<td>.</td>
<td>.</td>
<td>.</td>
<td>.</td>
<td>.</td>
<td>2.66</td>
<td>162.12</td>
<td>$14,051.33</td>
<td>$373.77</td>
<td>511180</td>
<td>32.3</td>
<td>$120.73</td>
</tr>
<tr>
<td>25NOV2013</td>
<td>09DEC2013</td>
<td>5</td>
<td>11</td>
<td>45.45</td>
<td></td>
<td></td>
<td>2.66</td>
<td>162.12</td>
<td>$14,051.33</td>
<td>$169.89</td>
<td>511180</td>
<td>32.3</td>
<td>$54.88</td>
</tr>
</tbody>
</table>

Verify projected percent on VCU PAF is correct for future pay periods.
Using the RA Dashboard: Managing Personnel Commitments

You can identify points where salary or VCU PAF percent may have fluctuated in previous months and make corrections as needed.
Future Updates – Your Feedback Needed!

NIH Over-the-Cap Salary portlet – current view

<table>
<thead>
<tr>
<th>Grant ID</th>
<th>Project Title</th>
<th>Personnel</th>
<th>Budget Period</th>
<th>% Comt Effort</th>
<th>% Actual Labor Dist</th>
<th>% Expected Labor Dist</th>
</tr>
</thead>
<tbody>
<tr>
<td>5420463FD</td>
<td>Admixture Mapping of Preterm Birth Genes</td>
<td>*</td>
<td>07/01/2013</td>
<td>10.00</td>
<td>4.69</td>
<td>12.43</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>06/30/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NIH Over-the-Cap Salary portlet – proposed new view

<table>
<thead>
<tr>
<th>Grant ID</th>
<th>Project Title</th>
<th>Personnel</th>
<th>Budget Period</th>
<th>% Comt Effort</th>
<th>% Actual Labor Dist on VCU PAF</th>
<th>% Expected Labor Dist on VCU PAF</th>
</tr>
</thead>
<tbody>
<tr>
<td>5410096FD</td>
<td>Virginia Commonwealth University IMSD Program (VCU-IMS)</td>
<td>Dr. Test</td>
<td>02/01/2013</td>
<td>5.00</td>
<td>4.19</td>
<td>0.71</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>01/31/2014</td>
<td>5.09</td>
<td>4.21</td>
<td>0.79</td>
</tr>
</tbody>
</table>

Home Org: School of Medicine
Cost Share Index: 145095

Home Org: Physiology and Biophysics
Cost Share Index: 143272
Future Updates – Your Feedback Needed!

Personnel Commitmentsportlet update

• Would have two ways to view:
  • By Individual – choose one individual and view their labor distribution on all sponsored funds
  • By Project – choose one project and view all individuals with labor charged to that project
• When you expand the portlet to full-page view, you would see two additional columns: Department and Responsible FA, for each individual, so you know who to contact to have the individual’s PAF updated, if needed
Using the RA Dashboard: General Tips

- Set a schedule for checking portlets in the RA Dashboard to catch issues as they start to arise.
- Take time to sit with an investigator and go through the PI Dashboard together - this can help everyone be on the same page, and doesn’t have to take very long.
- Remember: alerts and calculations are guides and signposts to potential problems.
- Standardized monthly expense reports and the Dashboard’s commitments of salary and fringe can be a real time saver!
- Please take note of any feedback – good or bad – and send it our way!
Questions?

Send them to
Candice Weber
Senior Research Administrator
School of Medicine Dean’s Office
cweber@vcu.edu