Welcome
SPIN Meeting Agenda

Introduction & Upcoming Events, John Caruso, Education Coordinator, SPA

Budget Development, Anne Chisholm, Sr. Financial Analyst, RSO

Charging Costs, Cynthia Moore, Systems & Compliance Supervisor, SPA

OGA Expenditure Inquiry, Garrett Keeton, Information Systems Manager, SPA

SPA Hot Topics, Cynthia Moore, Systems & Compliance Supervisor, SPA

RSO Hot Topics, Tom Marcussen, Director, RSO
Upcoming Events

John Caruso, Education Coordinator
Sponsored Projects Administration
Post-award Education Program

“OMB Circulars and Beyond” (Central Campus)

• SON 116
• Wednesday, December 3, 2003
• 1:00 – 2:30 pm

Contact: SPA Education (x4-9063 or spaedu@ohsu.edu)
Post-award Education Program

“Costing and Cost Transfers” (Central Campus)

• SON 116
• Wednesday, December 3, 2003
• 2:30 – 4:00 pm

Contact: SPA Education (x4-9063 or spaedu@ohsu.edu)
SPA Website

- RDA web sites have migrated to new server
- Links may look broken—URL’s have changed
- “Error” reconnects to the RDA Home Page
- Remember to update your “shortcuts”
Let’s Take a Vote on the December SPIN Meeting

The next SPIN meeting is scheduled for December 18, 2003 at 9:30am in UHS 8B-60

Yes have the meeting or

No wait until January 15, 2004
Budget Development

Anne Chisholm, Sr. Financial Analyst
Research Support Office
Definition: Personnel – Sample Budget

Definition: Institutional Base Salary

- How much may I increase base salary over current?
- Calculating base salary when Practice Plan salary is involved
  - Letter
- What if a PI’s salary is > maximum allowed by sponsor?
- What if a staff member is not yet hired?
- What about staff who request zero salary?
Definition: Consultant

- How much may I pay a consultant?
- What do I need for the Proposal?
- When is the agreement written?
- Who writes the agreement?
- What if the sponsor’s definition of consultant differs from that given above?
Equipment and Supplies

Definition: Equipment

Definition: Allowable Supplies
Definition: Patient Care

- Never “standard of care” procedures
- Uninsured patients?

Travel

Alterations/Renovations
Consortium/Contractual

Definition: Consortium (Subcontract)
- What do I need for the Proposal? - SOI
- Who Writes the Agreement and When?

Definition: Contractual (Personal Services Contract (PSC))
- What do I need for the Proposal?
- Who Writes the Agreement and When?
Facilities and Admin. Costs (F&A)

Definition: F&A = indirect costs

- What if the sponsor will not pay OHSU’s F&A rate?
- What if the sponsor caps Total Cost and I cannot afford to pay OHSU’s F&A rate?
F&A Cont. How to Calculate F&A:

Total Cost
- equipment
- patient care costs
- alterations and renovations
- consortium/contractual in excess of $25,000

= Modified Total Direct Cost (MTDC)

F&A = MTDC x appropriate F&A rate

Completing the NIH Checklist
Special Topics for NIH

How do I budget for a modular grant?
What is the allowable % increase per year on multi-year budgets?
What should I do if my direct costs are very close to a $25K step on a modular budget?
Useful Web Sites

Letter to include z1 salary component:
http://www.ohsu.edu/ra/rso/rgc/loc.doc

Statement of Intent to enter into a consortium agreement:
http://www.ohsu.edu/ra/rso/rgc/SOI.doc
Charging Costs

Cynthia Moore, Systems & Compliance Supervisor
Sponsored Projects Administration
Charging Costs ("Costing")

- Costs budgeted in proposal
- Award received
- Now, how should costs actually be charged?
Costing “Checklist”

- Need for cost occurs (salary, supplies, services, etc.)
- What project is the cost directly related to?
- Are multiple projects sharing item being purchased?
  - Allocate proportionately by use (e.g., 50%-50%)
- Do the terms of the award allow for the cost to be charged to the project?
  - Non-Federal (example-MRF’s, no PI salary)
  - Federal (the plot thickens)
Federal Costing

2 Things to Consider:

• Federal Regulations (A-21 and Cost Accounting Standards)
• OHSU’s F&A Rate proposal
Federal Cost Accounting Standards

- Allowable (based on A-21)
- Allocable (shared proportionately among projects)
- Reasonable (prudent person test)
- Consistent
Each institution has some leeway in what costs they treat as "indirect" (F&A) or "direct" (those costs directly benefiting the individual project). This is fairly consistent among institutions.
OHSU’s F&A Rate Proposal

Costs that would exist regardless of whether funding was received for the project

Standard administrative costs not allowed as “direct” costs

- Office and administration
- Books, periodicals, subscriptions
- Postage
- Telecommunications
- Duplicating and copying
- Memberships
Possible “Direct” Costs

- Office & Administration (pencils for surveys)
- Postage (mailing surveys)
- Telecommunications (“hotline” as part of project)
- Duplication (copying surveys)
- Membership (as part of conference registration)
“But I put it in the budget…”

- RSO cannot review grant cost details
- Just because something is in the budget proposal and was “awarded,” does not make it allowable
- Feds don’t review budget proposals to that level
- Institutions are expected to ensure compliance
“Unallowable” Direct Costs

SPA Analyst reviews direct costs at project end or time of financial reporting to sponsor.

SPA Analyst reviews project proposal/budget for “justification” or fit with scope of project.

SPA Analyst reviews for prior submission of cost justification from department.

If justification not found, PI/Project Fiscal Manager notified that justification is required. If no response, SPA transfers expense off project.
SPA Analyst has authority to review justification and determine if justification is adequate. Generally, they make the determination.

First level of appeal (exception basis): SPA Accounting Manager

Final appeal (extreme exception basis): SPA Director

SPA Director signs the A-133 Audit and accepts responsibility for OHSU ("risk assessment")
Department Responsibility

PI’s, Project Fiscal Managers, and Department Staff are responsible for the following:

• Maintaining knowledge (federal regulations, award terms, etc)
• Charging costs appropriately up front
• Reviewing accounts regularly to remove questionable costs
• Providing timely justification to SPA
OGA Expenditure Type Inquiry

Garrett Keeton, Information Systems Manager
Sponsored Projects Administration
Expenditure Type Inquiry

- Project Number – [find]
- List of expenditures (date parameters possible)
- Exportable
- Drill down to IBS (with “zoom” feature)
- AIS Login:  http://ais.ohsu.edu/
SPA Hot Topics

- IDC credit for residual balance transfers to Program Development for FY03
- Freight cost on capital equipment purchases is now considered part of acquisition cost
- Admin actions via sponsor electronic systems
- OGA Project End Date notifications
- Closeout tools
RSO Hot Topics

- Faculty Meetings
- Sub Contract Follow-up
- Recap of items required for application review
THANK YOU