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Hot Topics

OGA Datawarehouse Training

Sponsored Projects Administration (SPA) is pleased to announce the pending “go live” of the Oracle Grants Accounting (OGA) Datawarehouse in late March, 2004. This exciting new reporting tool will dramatically improve the reporting abilities of all those involved in grants management. The OGA Datawarehouse will feature many new pre-set reports and will additionally offer end users the ability to customize these and other reports to best meet their individual reporting needs.

Central Campus

March 9, 1:00pm – 4:00pm  BICC 124  Class Full
March 12, 9:00am – 12:00pm  BICC 122  Class Full
March 15, 9:00am – 12:00pm  BICC 122  Class Full
March 19, 9:00am – 12:00pm  BICC 124  Class Full
March 22, 1:00pm – 4:00pm  BICC 124  Class Full
March 25, 9:00am - 12:00pm  BICC 122
March 26, 9:00am - 12:00pm  BICC 122

West Campus

March 17, 9:00am – 12:00pm  WCC 371  Class Full
March 18, 1:00pm – 4:00pm  WCC 371

**Additional training sessions will be scheduled as needed.**

Pre-registration is required as class space is limited. To register, email Oracle Training Coordinator Juris Solovjovs at solovjov@ohsu.edu.

For other questions, please contact SPA Education at 503-494-9063 or email spaedu@ohsu.edu.

Mission Codes

Sarah Meekhof, Senior Financial Analyst
Finance & Accounting

The purpose of Mission Codes is to classify expenditures. In addition to helping determine the appropriate Facilities & Administrative (F&A) Rate to apply to sponsored projects, a Mission Code provides a useful reporting and analysis tool for the following functions:

- Financial Statements
- F&A Rate Proposal
- Cost Sharing Reporting
- Monthly/Annual Awards Reports
- Surveys
- A-133 Schedule of Federal Expenditures
- Research Space Audit
- Management Decisions
- Oregon Opportunity Reporting
- Funds Flow Reporting
- Coding of Space in Annual Space Survey

Before Oracle Conversion, Indirect Cost Classification (ICC) Codes were used instead of Mission Codes; however, ICC Codes proved less helpful since they were not linked to each individual transaction. Since Oracle Conversion and the creation of Mission Codes, the Mission finds its place as part of the Chart of Accounts in the General Ledger, occupying a two-digit portion of the Fund-Organ-Mission-Program-Provider-Ledger (FOMOPPL) accounting string assigned to each Project in OGA.

Mission Codes should be assigned according to the “primary intent” of the sponsored project, after which the appropriate F&A rate can be included in the proposal and/or budget. Departments are encouraged

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to identify the appropriate Mission Code during the proposal process and prior to submitting the application to the Research Support Office (RSO) for approval. When receiving an application, RSO evaluates (and if necessary assigns) the Mission Code during the grant review and approval process. At Set Up, Sponsored Project Administration (SPA) performs an additional review of the Mission Code.

Individual projects are continually reviewed by RSO, SPA, Corporate Financial Services (CFS) and Clinical Research Programs for appropriateness of assigned Mission Codes. As needed, Mission Codes are changed and corrections are made to associated F&A Rates. Most recently, a Mission Code “scrub” of the database was completed July 1, 2003, and announced in the SPIN and AIS Newsletters. Another Mission Code “scrub” is planned for prior to FY04 year end.

Office of Management and Budget (OMB) Circular A-21 Section B defines the major functions of an institution that include Instruction, Research and Other Sponsored Activities. Below is a list of these major functions and mission codes for activities which fall into these three categories. Note: mission codes for sponsored accounts are in bold. The negotiated F&A rate for each of the major functions is also listed.

- **Instruction (34.9%)**
  - 11-Non-Sponsored Instruction and Training
  - 12-Sponsored Instruction and Training (externally funded, such as sponsored internships)
  - 13-Department Research (departmentally funded)
  - 14-Cost Sharing on Instruction

- **Organized Research (51.0%)**
  - 21-Externally Sponsored Research (both basic and applied research)
  - 22-University Research (University funds awarded for a specific project through an internal competitive process)
  - 24-Cost Sharing on Sponsored Research
  - 25-Sponsored Research Training (where the training uses the same facilities as other research activities)

- **Other Sponsored Activities (30.6%)**
  - 51-Other Sponsored Activity (such as medical and dental health service projects and community service programs)
  - 52-Other Institutional Activity
  - 53-Cost Sharing on OSA & Clinical Drug/Device Investigations

- **54-Clinical Drug/Device Investigations**
  - (including all FDA regulated clinical investigations)

The F&A rates listed above are those negotiated with the federal government and should be used unless the sponsor limits the F&A or unless there are other limited circumstances. For example, training grants are generally limited to an 8% F&A rate and industry sponsored clinical trials are generally assigned a 25% F&A rate.

Resources for more Mission Code information:
- Mission Code Definitions [here](http://ozone.ohsu.edu/financial/indirectcost/index.shtml)
- National Institutes of Health (NIH)/DHHS Activity Code Crosswalk to Missions [here](http://ozone.ohsu.edu/financial/indirectcost/index.shtml)

Contacts for further Mission Code information:
- Sarah Meekhof (CFS) - 503-494-9649 or meekhofs@ohsu.edu
- Lynette Arias (SPA) - 503-494-1193 or ariasl@ohsu.edu
- Tom Marcussen (RSO) - 503-418-4430 or marcusse@ohsu.edu
- Darlene Kitterman (Clinical Research Program) - 503-494-6263 or kitterma@ohsu.edu

**Changes to PPQ Procedures**

Tom Marcussen, Director
Research Support

The Research Support Office (RSO) is implementing new procedures for dealing with Cost Sharing approvals on the Proposed Project Questionnaire (PPQ), Question 12. Effort on research projects has institutional and federal significance and must be regarded as a serious commitment to a proposed project. When a percentage of effort is committed for an investigator without a request for an equal level of salary support, the difference constitutes committed cost sharing which will have to be supported by the investigator’s department. The investigator’s department must approve this cost sharing in advance. In the past, this approval has been signified by the identification of the account number to which the investigator’s cost-shared time will be charged. Recognizing that the appropriate account has not always been determined at the pre-award stage, the new PPQ simply requires that the investigator’s department administrator sign to commit the department to supporting the cost sharing. This way the account number does not have to be provided until the time of award.

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To avoid potential delays caused by routing the original PPQ to different departments for cost sharing approvals, photocopies of the entire PPQ may be routed to approving administrators for signature, and then submitted to RSO before the grant receives final approval.

Those completing grant applications should be sure to always use the PPQ form directly from the website (http://www.ohsu.edu/research/rda/forms.shtml#ap) as this document may continue to undergo revisions.

RSO is working to smooth the transition process on procedure changes so that administrators and Principal Investigators will always be kept informed of new procedures and will not be delayed or frustrated by any on-going adjustments to institutional practice.

Effort Certification Statements for July-December 2003, were due on February 27, 2004. For those departments that have not submitted their Effort Statements, please do so as soon as possible.

This continues to be a compliance requirement that is heavily scrutinized by NIH, NSF and other federal funding agencies. We appreciate your cooperation in helping to reduce the risk to OHSU and your research funds, by complying with this important regulation.

Sponsored Projects Administration continues to monitor Federal regulations that affect our research community. NIH has released a NOTICE OF LEGISLATIVE MANDATES CONTAINED IN THE FY 2004 CONSOLIDATED APPROPRIATIONS RESOLUTION P.L. 108-199; SIGNED January 23, 2004

CONTINUED SALARY LIMITATION (Section 204)
“For fifteen consecutive years, Congress has legislatively mandated a provision for the limitation of salary. For 2004, the Consolidated Appropriations Act, Public Law 108-199, which includes appropriations for the Department of Health and Human Services, restricts the amount of direct salary of an individual under an NIH grant or cooperative agreement (referred to here as a grant) or applicable contract to Executive Level I of the Federal Executive Pay scale. The Executive Level I annual salary rate was $171,900 for the period January 1 through December 31, 2003. Effective January 1, 2004, the Executive Level I salary level increased to $174,500.”

ANTI-LOBBYING (Section 503)
“No part of any appropriation contained in this Act shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before the Congress or any State legislature. In addition, no part of any appropriation contained in this Act shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence legislation or appropriations pending before the Congress or any State legislature.”

PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS (Section 506)
“(a) It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made. (b) In providing financial assistance to, or entering into any contract with, any entity using funds made available in this Act, the head of each Federal agency, to the greatest extent practicable, shall provide to such entity a notice describing the statement made in subsection (a) by the Congress. (c) If it has been finally determined by a court or Federal agency that any person intentionally affixed a label bearing a “Made in America” inscription, or any inscription with the same meaning, to any product sold in or shipped to the United States that is not made in the United States, the person shall be ineligible to receive any contract or subcontract made with funds made available in this Act, pursuant to the debarment, suspension, and ineligibility procedures described in sections 9.400 through 9.409 of title 48, Code of Federal Regulations.”

Miss the last SPIN Meeting?
Presentations and handouts from previous meetings are available on our website: www.ohsu.edu/ra/spa
Oracle Grant Accounting (OGA)

OGA Training

Everyone involved in sponsored projects grants management is invited to attend an OGA training class. Classes are limited in size due to computer availability. Please join us in learning all areas of OGA.

Contact Juris Solovjovs at 494-9806 or email solovjovs@ohsu.edu to register.

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<tr>
<td>Wednesday, March 24, 2004  9:00-12:00 BICC 121</td>
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<td>Tuesday, April 27, 2004   1:00-4:00 BICC 122</td>
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Oracle Drop-In Sessions

Here’s an opportunity for end users who have already been trained in Oracle to get one-on-one help in the system. Both a Discoverer and an OGA Trainer will be present at each of these sessions to answer any specific Oracle Grants Accounting questions or to provide help designing your reports.

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<td>Thursday, March 11, 2004  1:00-4:00 BICC 122</td>
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<td>Wednesday, March 25, 2004  1:00-4:00 BICC 120</td>
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<tr>
<td>Wednesday, April 7, 2004   1:00-4:00 BICC 120</td>
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<tr>
<td>Thursday, April 29, 2004   1:00-4:00 BICC 122</td>
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For more information on Oracle and Discoverer training schedules please visit the Administrative Information Services (AIS) website at: http://ozone.ohsu.edu/ais/training.shtml
Coming Events

**NCURA REGION VI and VIII MEETING**

**National Council of University Research Administrators**

**Spring 2004 Joint Region VI and VIII Meeting**

The Argent Hotel
50 Third Street
San Francisco, California
April 18-21, 2004

Make your hotel reservations for this year’s regional meeting in San Francisco. The Argent Hotel has a block of rooms ready for those who are attending this year’s meeting. Room rates are $153/night (plus tax) and the deadline for reservations is March 24, 2004.

The registration form will be posted to the NCURA website shortly, but in the meantime make your hotel reservations by calling 1-877-222-6699.

For more information, visit the NCURA website: [http://www.ncura.edu](http://www.ncura.edu)

**NCURA Video Workshop Series**

**“Research Records Management”**

Date: Tuesday, March 9, 2004
Time: 08:15AM - 01:15PM
Location: SON Founders Auditorium
Video Conference: ONPRC Meeting Hall

**Description**

Does your institution have a clearly delineated policy regarding ownership or retention of research records? What should your policy include and why? This NCURA broadcast reviews the basics and then tackles the tough issues facing many institutions. How do we deal with new forms of records or even research materials (electronic data sets and cell lines, for example)? How are records stored and who pays the cost? How can we work with faculty to bring about an understanding of the importance of maintaining records? And, finally, what happens to the records when your faculty member moves to another institution?

**RDA Hosts**

Darlene Kitterman, MBA, Associate Program Director, OHSU Clinical Research Program
Charlotte Shupert, Ph.D., Compliance Manager

**Presenters**

Team Leader: Mary H. Mitchell, Director of Awards Management, Office for Sponsored Research, Harvard University Faculty: Stephen Dowdy, Assistant Director, Office of Sponsored Programs, Massachusetts Institute of Technology; Anne Geronimo, Associate Director, Office of Research Administration and Advancement, University of Maryland; Susan McKinney, CRM, Director of Records and Information Management, Office of the General Counsel, University of Minnesota

**Registration**

Registration is required. Online registration: [http://sunweb1.ohsu.edu/research/rda/education/register/](http://sunweb1.ohsu.edu/research/rda/education/register/) or send an email to rdaed@ohsu.edu. Please indicate if attending at the main or west campus location.

**Notes**

This will be a live videoconference. RDA Hosts will provide an introduction and a question & answer session.

For more information on other educational opportunities, meetings, and conferences, please see the Upcoming Events calendar on our web site at: [http://www.ohsu.edu/ra/spa/2004calendar.pdf](http://www.ohsu.edu/ra/spa/2004calendar.pdf)