



Grant Updates

Research Administrator's Forum

February 8, 2018

NIH Salary Cap (FY 2018)

NIH Salary Cap 2017: \$187,000

Executive Level II: \$187,000

Effective: January 8, 2017



NIH Salary Cap 2018: **Pending**

Executive Level II: \$189,600*

Federal Exec Level II Effective: January 2018

**can be used with Proposals, not to be used with awards/payroll expenses*

ORA News: 1/25/2017

DP2 – NIH Director’s New Innovator Award

Exercise in Award Information

Notice of Award – read thoroughly, click on link; if you have questions please refer to OCGA

Since the full budget/project period funding for this award is issued from one fiscal year's appropriation, an extension of time for a period after June 30, 2019 is not allowable. It is imperative that the Final Financial Status Report and the Federal Cash Transactions Report be submitted by September 30, 2019.

Google it

9. Is it possible to request a no-cost extension at the end of the grant period if there are unexpended funds?

No, by law all Federal agencies are required to cancel any remaining grant balances by September 30th of the 5th fiscal year after the award funds were issued. This means that after 5 years, any unspent grant money is by law returned to the Treasury and is no longer available for expenditure. Because the NIH Director’s New Innovator awards are multi-year funded (all award funds are issued up front), the 5-year deadline coincides with the end of the project period, and therefore, no-cost extensions cannot be allowed.

NIH

Project Outcomes (RPPR/FRPPR)

- Do not include any proprietary, confidential information or trade secrets
- Will be published on [NIH RePorter](#) for general public



CAYUSE

NIH Application Guidelines

Allowable Characters

- The standard character set for our application forms is Unicode, with UTF-8 encoding (including Greek and other special characters).
- Characters known to cause issues and recommended substitutions
 - o “Smart quotes” or “curly quotes” that curve into your text - use straight single and double quotes (the ones you type from your keyboard) instead.
 - o “Em-dash” (the long dash) - use the short dash instead.

CAYUSE

NIH Forms E – Study Records

non-ASCII Characters (warning)

- May not pass Sponsor validations due to cut/paste from word.doc or rich text source

Solution:

- Scrub text before pasting text into proposal/submissions

<https://jhy.io/tools/convert-word-to-plain-text>

NSF

Coming Soon!

NSF will institute software to Read Files

Proposed Checks

- ✓ Margin Size
- ✓ Font Size
- ✓ Font Type
- ✓ Text includes required SubHeader Titles
(ex: Project Summary – Overview, Intellectual Merit, Broader Impacts)

NSF Update

Proposal & Award Policies & Procedures Guide (PAPPG) - effective January 29, 2018

Budget Justification

- Personnel section define “year” as fiscal year (July 1st – June 30th)
- 3 pages to now 5 pages

Project Description

- Intellectual Merit new sub-section

Composite Benefit Rate

(Application for Proposals)

<https://www.finance.ucla.edu/composite-benefit-rate-assessment>

Complete all **5** steps to ensure correct CBR category is identified

[Title Code Lookup](#)

Step	Action
1	Map employee to Composite Benefit Employee Group based upon Title Code Link
2	<p>IF DOS Code Is equal to ACA or ACM or ACR or SSC</p> <p>THEN Reassign employee to the "Faculty Summer" group</p>
3	<p>IF Benefit Eligibility Level Indicator Assigned (BELIASI) does not equal 1</p> <p>AND Standard Group Is one of the following: Faculty, Other Academic, Staff, HCOMP Senior Faculty, Food-Custodian-Grounds</p> <p>THEN Reassign employee to the "Employees & Students with Limited Benefits" group</p>
4	<p>IF Standard Group Is equal to "Staff"</p> <p>AND Fair Labor Standards Act (FLSA) Status Is equal to E (Exempt)</p> <p>THEN Reassign employee to "Staff Exempt"</p>
5	<p>IF Standard Group Is equal to "Staff"</p> <p>AND Fair Labor Standards Act (FLSA) Status Is equal to N (Non-Exempt)</p> <p>THEN Reassign employee to "Staff Non-Exempt"</p>

Composite Benefit Rate

Updated for FY18-19

CBR + Vacation Accrual * = Total Fringe Benefit Rate

COMPOSITE BENEFIT EMPLOYEE GROUP	COMPOSITE BENEFIT RATE
Faculty Summer	5.0%
HCOMP Senior Faculty	26.0%
Faculty	31.8%
Other Academics	44.4%
Post Docs	31.8%
Staff Exempt	44.4%
Staff Non-Exempt	54.7%
Food-Custodian-Grounds	71.1%
Employees & Students with Limited Benefits	5.0%

FY18-19 VACATION LEAVE RATE GROUP	LEAVE RATE
Fiscal Year Faculty	8.2%
Accruing Staff & Non Faculty Academics	8.7%
Non-Accruing Staff & Academic Year Faculty	0.00%

Future Budget Years may include a 1% increase to the Total Fringe Benefit Rate

* if allowable by Sponsor

Composite Benefit Rates

UCLA CBR Assessment

- No change to OCGA practice
- Proposal submitted should continue to use applicable CBR
- Award Expenses will only reflect actual expenses whether CBR or real when expense hits

MASTER TRAINING

<http://www.research.ucla.edu/ocga/training-calendar.html>

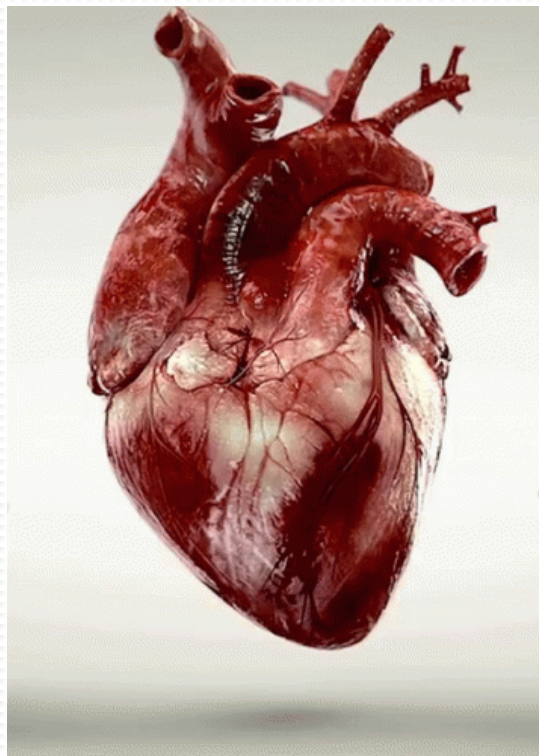
February Award Processing

Wednesday, February 21, 2018
10889 Wilshire Blvd., Conf Room 820-20
9:30am-11:00 am

The UCLA Office of Contract & Grant Administration receives and processes nearly 5000 awards per year. This session will address the complexities surrounding the acceptance of an award including: administrative delays due receipt of required internal documents; common problematic terms and conditions; and assuring institutional and sponsor compliance.

MASTER TRAINING

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MARCH

**NIH Assist Basics from the
Preparers Perspective**

APRIL

Outgoing Subaward Basics