**College of Engineering, Design and Computing   
Research Administration Support Information**

This internal document aggregates general information and appropriate contacts useful for preparing research proposals, contracts, non-disclosure agreements, and subcontracts, and other research-related pre-award administrative activities. The intended audience is the College of Engineering, Design and Computing faculty and staff. This is a working document. Please contact Ali Pearks (alison.pearks@ucdenver.edu) with comments and suggestions.

Contents

[1. Acronyms used throughout this manual 3](#_Toc143181295)

[2. Overview of research administration at the University of Colorado Denver 4](#_Toc143181296)

[2.1 College of Engineering, Design and Computing Overview 4](#_Toc143181297)

[2.2 University research administration overview 4](#_Toc143181298)

[2.3 Intellectual property protection and commercialization 6](#_Toc143181299)

[CU Innovations 6](#_Toc143181300)

[CU Boulder Venture Partners 7](#_Toc143181301)

[3. Preparing and submitting research proposals 7](#_Toc143181302)

[3.1 infoEd 7](#_Toc143181303)

[3.2 When should a proposal be routed? 7](#_Toc143181304)

[3.3 Who can represent the university and sign documents? 7](#_Toc143181305)

[3.4 Principal investigator eligibility 8](#_Toc143181306)

[3.5 Departmental and principal investigator responsibilities 8](#_Toc143181307)

[3.6 infoEd proposal type definitions 10](#_Toc143181308)

[New 10](#_Toc143181309)

[Non-Competing Continuation 10](#_Toc143181310)

[Supplement 10](#_Toc143181311)

[Amendment/Modification/Revision 10](#_Toc143181312)

[3.7 Overview: what to route and when to route it 10](#_Toc143181313)

[New, Renewal, and Supplement (outgoing proposals to a sponsor or incoming contracts from a sponsor) 10](#_Toc143181314)

[Non-competing continuations and funding increments not requiring an AOR signature 11](#_Toc143181315)

[Amendments and funding increments requiring an AOR signature 11](#_Toc143181316)

[Pre-applications, letters of intent, phase or step 1 proposals 11](#_Toc143181317)

[Pre-applications with acceptance of specific conditions required at time of submission 11](#_Toc143181318)

[Non-monetary routings for institutional negotiation and signature: 12](#_Toc143181319)

[Do NOT route 12](#_Toc143181320)

[New contracts requiring negotiations and fully executed contracts 12](#_Toc143181321)

[Fee-for-service contracts: 12](#_Toc143181322)

[Grantee-approved no-cost time extensions 12](#_Toc143181323)

[Sponsor-approved no-cost time extensions: 13](#_Toc143181324)

[3.8 Proposal timing 14](#_Toc143181325)

[3.9 Initiating a proposal 14](#_Toc143181326)

[3.10 Budget items 15](#_Toc143181327)

[Salaries 15](#_Toc143181328)

[General pay rate/ranges for commonly used staff roles 15](#_Toc143181329)

[Graduate student pay rates: 15](#_Toc143181330)

[Undergraduate student pay rates: 15](#_Toc143181331)

[Fringe rates: 16](#_Toc143181332)

[Travel 18](#_Toc143181333)

[Sub-recipients vs consultants 18](#_Toc143181334)

[Tuition 18](#_Toc143181335)

[Facilities and administrative cost rate 19](#_Toc143181336)

[On-campus vs off-campus rates: 21](#_Toc143181337)

[General Administrative Recharge rate: 21](#_Toc143181338)

[General Infrastructure Recharge rate 21](#_Toc143181339)

[3.11 infoEd proposal setup information 21](#_Toc143181340)

[3.12 Routing approval – required information 22](#_Toc143181341)

[3.13 Routing approvals 22](#_Toc143181342)

[Items that tend to delay routing 23](#_Toc143181343)

[3.14 Proposal submission 23](#_Toc143181344)

[3.15 Principal investigator trainings required before awards can be set up 24](#_Toc143181345)

[3.16 Frequently asked questions 24](#_Toc143181346)

[What should a I do when I get a notice that a proposal is being funded? 24](#_Toc143181347)

[What should I do when I get a notice that a proposal is not being funded? 24](#_Toc143181348)

[What happens when I get a contract? 24](#_Toc143181349)

[Can I set up a pre-award spending account? 25](#_Toc143181350)

[Where do I get a speedtype or project number? 25](#_Toc143181351)

[How do I track expenses that are charged to my projects? 25](#_Toc143181352)

[How do I request a no-cost extension? 25](#_Toc143181353)

[Who should I contact if I want to verify that I can charge something to my project? 25](#_Toc143181354)

[Where can I find various research-related forms? 25](#_Toc143181355)

[4. Summary of research administration contacts 26](#_Toc143181356)

[4.1 College-level contacts for proposals, contracts, finances, and HR 26](#_Toc143181357)

[4.2 Department contacts for account and personnel management 26](#_Toc143181358)

[4.3 Office of Contracts and Grants 26](#_Toc143181359)

# Acronyms used throughout this manual

AOR: Authorized Organizational Representative

BIOE: bioengineering department

CDA: Confidentiality Disclosure Agreement

COI: Conflict of Interest

CU: University of Colorado

F&A: Facilities and Administrative rate

FTE: full-time equivalent

HCM: Human Capital Management

IDC: indirect cost

IP: intellectual property

MTA: Material Transfer Agreement

NASA: National Aeronautics and Space Administration

NCC: non-competing continuation

NCE: no-cost extension

NDA: Non-Disclosure Agreement

NIH: National Institutes of Health

NSF: National Science Foundation

NSPIRES: NASA Solicitation and Proposal Integrated Review and Evaluation System

OGC: Office of Contracts and Grants

PI: principal investigator

RPPR: Research Performance Progress Report

SRA: Sponsored Research Agreement

# Overview of research administration at the University of Colorado Denver

## 2.1 College of Engineering, Design and Computing Overview

The College of Engineering, Design and Computing’s dean is Martin Dunn. His responsibilities include developing and implementing strategies to increase the college's research quality, stature and funding; facilitating new research initiatives, especially multidisciplinary and cross-departmental initiatives; mentoring new faculty in establishing research programs; coordinating interactions between faculty and research sponsors, as appropriate; and communicating the college's research capabilities to external constituencies. The dean’s office provides support to the college faculty and departments in the areas of proposal preparation, research marketing brochures, and post-award processing.

The college has three pre-award managers: Ali Pearks, [alison.pearks@ucdenver.edu](mailto:alison.pearks@ucdenver.edu), serves the downtown campus departments; Karen Gilbert, [karen.gilbert@ucdenver.edu](mailto:karen.gilbert@ucdenver.edu), works for the bioengineering department (BIOE) at University of Colorado (CU) Anschutz, and Michelle Jaramillo, [michelle.jaramillo@cuanschutz.edu](mailto:michelle.jaramillo@cuanschutz.edu), takes care of the Center for Inclusive Design and Engineering (CIDE). The three develop and oversee pre-award grant functions for the college. Their responsibilities include supporting faculty in proposal preparation, routing, and submission; ensuring proposals comply with college and university policies; and in responding to post-submission sponsor requests for information and budget revisions. They are liaisons between the Office of Grants and Contracts (OGC) and partner institutions for managing the contractual agreements of subcontracts and awards. They are responsible for facilitating principal investigator (PI) understanding of the proposal process, identifying funding opportunities, and in supporting the college’s research development efforts.

The college has three finance staff: Beth Ahmad, [beth.ahmad@ucdenver.edu](mailto:beth.ahmad@ucdenver.edu), works for the downtown campus departments, and Kate Hoch, [kate.hoch@ucdenver.edu](mailto:kate.hoch@ucdenver.edu), serves the bioengineering department at CU Anschutz. Michelle Jaramillo fulfills this role for CIDE. The three oversee the expenditures of the college. Their responsibilities include facilitating the timely submission and payment of invoices, review of sponsor payments, accurate accounting of cost-share, and maintaining documentation of all sponsored-project-related costs.

## 

## 2.2 University research administration overview

The university-level research administration, with the exception of the Office of Research Services, is housed at CU Anschutz (<https://research.cuanschutz.edu/ogc>). Several offices and departments comprise the research administration services:

|  |  |
| --- | --- |
| Office of Grants and Contracts | <https://research.cuanschutz.edu/ogc> |
| Office of Research Services | <https://research.ucdenver.edu/> |
| Office of Regulatory Compliance | <https://research.cuanschutz.edu/regulatory-compliance> |
| Colorado Multiple Institutional Review Board | <https://research.cuanschutz.edu/comirb> |
| Health Insurance Portability and Accountability Act | <https://research.cuanschutz.edu/regulatory-compliance/home/hipaa/hipaa-home> |
| Export Control | <https://research.cuanschutz.edu/regulatory-compliance/home/export-control/export-control-home> |
| Research Integrity | <https://research.cuanschutz.edu/regulatory-compliance/home/research-integrity/research-integrity-home> |
| Clinical Research Training and Education | <https://research.cuanschutz.edu/crs/clinical-research-support/training-education> |
| Conflict of Interest | <https://research.cuanschutz.edu/regulatory-compliance/home/conflict-of-interest/coi-home> |
| Quality Assurance | <https://research.cuanschutz.edu/crs/clinical-research-support/our-services/qa-monitoring> |
| Clinical Research Support Center | <https://research.cuanschutz.edu/crs/clinical-research-support> |
| Office of Laboratory Animal Resources | <https://research.cuanschutz.edu/olar> |
| Institutional Animal Care and Use Committee | <https://research.cuanschutz.edu/committee-support/home/iacuc-home> |
| Department of Environmental Health and Safety | <https://research.cuanschutz.edu/ehs> |

OGC assists faculty in obtaining research funding by serving as the Authorized Organizational Representative (AOR) for all sponsored research proposals. In this role, OGC reviews proposal budgets and documents as part of the internal routing process, negotiates contracts with sponsor representatives, receives awards, negotiates sub-recipient contracts, and administers and monitors sub-recipient agreements. OGC is responsible for financial reporting and standard invoicing, cash management, and being the liaison with sponsor contacts and for audits. OGC has three groups that assist with sponsored research: 1) **PreAward Specialists** who assist with proposal review and submission 2) **Contract Specialists** and SubContract Specialists who review and negotiate all contract and sub-recipient agreements, and 3) PostAward Administrators who assist with award monitoring, reporting, billing, and closeout.

The Office of Research Services provides research development and creative research resources to faculty throughout the CU Denver campus. Stefan Reiss and Jordan Farrar support the downtown campus colleges with large collaborative multi-college proposal development, research development, and analysis..

The Office of Regulatory Compliance is the parent organization for several research-administering entities for faculty. Of particular interest are the Colorado Multiple Institutional Review Board for oversight of research involving human subjects, the office coordinating the required conflict of interest (COI) documentation and tracking, and the office for regulating export controlled items and information. Working with foreign national collaborators, institutions, or students may fall under the purview of various federal export control laws. In general, these regulations involve military technology (including nearly all space-based research), dual-use technologies (including a wide range of equipment from distillers to lasers), as well as nearly any kind of financial transactions with certain embargoed countries or individuals. Faculty submit COI reports and initiate human subject protocol submission through CU’s online electronic research portal infoEd (<https://era.cu.edu>).

The Office of Laboratory Animal Resources oversees any animal use in sponsored research, and the office physically houses surgical suites and staff to ensure compliance with ethical considerations when working with animals for research purposes. As part of this office, the Institutional Animal Care and Use Committee reviews and manages all research plans involving animal work through eSirius (<https://research.cuanschutz.edu/committee-support/home/iacuc-home/online-iacuc-protocol-submission>).

The Department of Environmental Health and Safety coordinates and manages all health and safety aspects. This includes monitoring all biohazards, chemical hazards, radiation use, and dual concern use; training PIs and lab personnel in use and monitoring of all hazards; and coordinating disposal of any environmental hazards. Management for each hazard is done separately; a central source of information for the downtown campus is here: <https://research.cuanschutz.edu/ehs/home/denver-campus-ehs>. Forms and procedures for the Anschutz campus can be found here: <https://research.cuanschutz.edu/ehs/home/forms>.

## 2.3 Intellectual property protection and commercialization

CU employees who create any intellectual property (IP) as part of a research effort have two places to go for guidance on how to protect and commercialize their IP. The appropriate office depends on the type of innovation: if the IP refers to a biomedical device, CU Innovations at CU Anschutz is the designated point of contact. If the IP refers to anything other than a biomedical device, CU Boulder Venture Partners is the office that supports this area.

### CU Innovations

CU Innovations’s administrative backbone provides support—IP administration, marketing and communications, policy development, compliance, and financial management—and operational engagement. Specifically, CU Innovations provides the CU Denver research community the following services:

* Advises faculty on IP invention-related issues related to biomedical devices, medical diagnostics, biological materials for medical purposes (i.e. antibodies and cell lines), medical software, biologics, pharmaceutical compounds, psychological scales, bioengineering technologies (i.e. three-dimensional bio printers), medical imaging technologies, population health software, and smart apps for healthcare purposes. All other IP invention-related concerns should be brought to CU Boulder Venture Partners (see section below).
* Supports intellectual property management and commercialization planning for major federal grant proposals
* Consults campus researchers about the technology transfer process through a variety of means including seminars, newsletters and special events
* Solicits and analyzes invention disclosures from faculty, students, and staff
* Engages students and commercialization partners in market assessment
* Prepares and manages the transfer of tangible research property such as biological materials
* Licenses patents and copyrights for commercial use and manages those licenses

Additionally, CU Innovations reviews any non-standard IP-related clauses in any contracts under negotiation by OGC. Faculty should be aware that this is an additional review on top of the normal OGC process and can significantly delay contract negotiations.

Contact information for CU Innovations is at the following website: <https://www.cuanschutz.edu/cu-innovations>.

### CU Boulder Venture Partners

Formerly the CU Boulder Technology Transfer Office, CU Boulder Venture Partners helps faculty, students, and staff researchers take their ideas from the lab to commercialization. Venture Partners offers the following services to the CU Denver community:

* A commercialization academy, where you can learn and apply key topics in commercialization such as understanding your customer, finding a product-market fit, IP strategy, and how to pitch to commercial partners
* Faculty Innovation Ambassadors provide peer-level guidance
* Grants are available from the Lab Venture Challenge and the Chancellor’s Innovation Fund to address critical technical and business questions and move inventions closer to market
* Creating licensing agreements and overall IP strategies
* The Express Agreement of Startup Entrepreneurs Licensing program, a fast and frictionless way to license innovations

Contact information for CU Boulder Venture Partners is here:

<https://www.colorado.edu/venturepartners/contact-us>

# **Preparing and submitting research proposals**

## 3.1 infoEd

infoEd is the official electronic research administration system adopted by the University of Colorado to mana​ge the research lifecycle from start to finish. This system enables faculty, administrators, and staff to efficiently track proposals, grants and contracts, protocols, and COI disclosures with 24-7 availability. It can be accessed at <https://era.cu.edu/>. Please be aware that this is **not** the same system as the National Institutes of Health (NIH)’s eRA Commons system.

## 3.2 When should a proposal be routed?

The procedure for obtaining department, college, and institutional approval for a proposed project is called routing. Routing must occur any time a sponsor asks for a detailed scope of work and a budget to be officially submitted by the university. Per university policy 4-5, all requests for extramural support must include the institutional authorizing signature, which is delegated to OGC by the chancellor. Under this authority, OGC requires any official budget and scope of work to be routed for approval by the department, college, and university **prior** to submission to the sponsor. ANY BUDGET AND SCOPE OF WORK SUBMITTED TO A SPONSOR WITHOUT GOING THROUGH THIS INTERNAL APPROVAL PROCESS IS NOT CONSIDERED TO BE OFFICIAL BY OGC AND MAY NOT BE SUPPORTED BY THE INSTITUTION. Budgets and scopes of work that do not have institutional approval but are the basis of an award may have to be withdrawn and the award refused if the budget and proposed work cannot be accepted by the institution.

## 3.3 Who can represent the university and sign documents?

Only the AOR can sign sponsored research documents and represent the university. This responsibility is vested in OGC **only**; faculty and staff members are **not** authorized to sign proposal or contract documents on behalf of the university. Contracts and awards are issued to the institution and not to the PI directly; hence, only the AOR can commit the institution to a project.

## 3.4 Principal investigator eligibility

The PI on a sponsored research project is the technical contact point for the sponsor, responsible for delivering on the scope of work, and is responsible for reviewing and authorizing all financial obligations for the project. As such, PI eligibility requires the backing of the department and college. A college faculty member may serve as PI on a proposal under the following parameters:

1. The faculty member is on a tenure track (job code 1100), clinical track (job code 1200), or research track (job code 1300) with the title of Instructor or higher;
2. The faculty member has the requirement of conducting research as part of their offer letter; and
3. The faculty member is on payroll at the time of submission and commits to being on payroll for the entirety of the project.

Any faculty member who does not meet all requirements may petition their department chair and the dean for an exception to these guidelines or may collaborate with another faculty member who meets the requirements and who is willing to serve as PI. In the latter case, the collaboration is intended to be meaningful and integral to the project. Sponsor requirements for type of terminal degree, tenure-track status, and type of appointment also apply and can supersede the faculty member’s current status.

A note about post-docs: while it is part of the mission of the college to train the next generation of engineering faculty in all aspects of conducting sponsored research, postdoctoral research associates fall into a grey area when it comes to PI eligibility. In general, other than for post-doc training and mentoring grants, post-docs are not considered PI-eligible by most research universities given the short nature of their appointments; they can be listed as co-PIs, but not as PIs. However, petitions by the post-doc’s faculty mentor can be made to the dean on a case-by-case basis when extenuating circumstances apply. Examples of such circumstances are when the post-doc will be offered a faculty position, or the post-doc has expertise in an area that no other faculty member has.

Finally, solicitations for graduate student and postdoctoral fellowships or training that require a grad student or post-doc to be listed as the PI on the proposal with an accompanying faculty mentor are exempt from the college eligibility policy.

## 3.5 Departmental and principal investigator responsibilities

Getting a proposal from initiation through submission and then to award requires a team of people. The team at the proposal stage consists of the PI, the pre-award manager and OGC. Any just-in-time post-submission requests are also handled by the PI, the pre-award manager, and OGC. Contracts are facilitated through the pre-award manager and negotiated between the OGC Contracts group and the sponsor. Award setup is handled by the OGC Awards Setup group, but financial management is the responsibility of the financial manager and the PI, with assistance from the department program manager.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **Pre-Award** | **Pl** | **Pre-award manager** | **Financial manager** | **Dept. program manager** | **Notes** |
| Write proposal | X | x |  |  |  |
| Create budget | x | X |  |  |  |
| Write justification | X |  |  |  |  |
| Review justification for accuracy |  | X |  |  |  |
| Request sub-recipient documents | x | X |  |  |  |
| Fill out routing page |  | X |  |  |  |
| Provide drafts of ALL sponsor-required documents. If Fastlane or a system-to-system portal such as infoEd-to-Grants.gov is used for submission, load all documents other than the budget and justification into the portal. | X |  |  |  | BIOE: pre-award manager loads documents into infoEd for routing.  Draft or final version of ALL sponsor documents needed for routing. |
| Load draft budget and justification into sponsor portal and infoEd |  | X |  |  | BIOE: PI loads budget and justification into external sponsor portal |
| Start routing |  | X |  |  | Pre-award manager initiates routing  PI and all co-PIs must approve proposal in routing |
| Review OGC feedback and all final documents prior to upload to agency submission portal | x | X |  |  | Pre-award manager reviews OGC feedback and provides list of to-dos to the PI |
| Load final budget and final budget justification into agency submission portal |  | X |  |  | BIOE: PI loads budget and justification into external sponsor portal |
| Load final documents other than budget and budget justification into agency submission portal | X |  |  |  |  |
| Submit proposal or notify OGC to submit proposal | X | x |  |  | If not directly submitted by Pl, email from Pl to OGC is Pl's responsibility. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Proposal Modifications** | **Pl** | **Pre-award manager** | **Financial manager** | **Dept. program manager** | **Notes** |
| Proposal mods per OGC | x | X |  |  | OGC must receive final budget |
| PI requests no-cost time extension from agency | X | x |  |  | See section 3.7 |
| PI receives continuation from agency | X | X |  |  | Considered new money; pre-award requirements apply |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post Award** | **Pl** | **Pre-award manager** | **Financial manager** | **Dept. program manager** | **Notes** |
| Sub-recipient setup | x | x | X |  |  |
| Sub-recipient invoicing | X |  | X |  |  |
| Puchasing | X |  |  | X |  |
| Purchasing above $5K | X |  | X | X |  |
| Hiring research personnel and human resources monitoring | X |  |  | X |  |
| Journal entries, payroll expense transfers, other purchasing or human resources modifications | X |  | X | X |  |
| Review payments by agency | X |  | X |  |  |

X - Primary or Shared Responsibility

x - Provide assistance

3.6 infoEd proposal type definitions

New – new proposals or contracts requesting new funding. This includes new notices of awards and option periods not included in the original award. NIH resubmission applications fall into this category, but are given the designation New – Resubmission in infoEd.

Renewal – a type of NIH proposal requesting additional NIH funding for a period subsequent to that provided by the current award. NIH renewal applications can be resubmitted once; they are given the designation Resubmission – Renewal in infoEd.

Non-Competing Continuation – proposals to route annual funding award increments for any grant or contract. This designation is used also when routing NIH annual Research Performance Progress Reports (RPPR).

Supplement – proposals for supplemental funding to a parent award to expand the project’s scope. NIH refers to these types of proposals as Revisions; other sponsors refer to them as Supplements. OGC also uses this designation for a change in grantee institutions (transfers).

Amendment/Modification/Revision – proposals to change established contracts (not grants). Incremental funding should not be routed with this designation; they should be routed as non-competing continuations. An NIH revision proposal should also not be routed with this designation; they should be routed as supplements.

## 3.7 Overview: what to route and when to route it

New, Renewal, and Supplement (outgoing proposals to a sponsor or incoming contracts from a sponsor): route with a budget, a budget justification, and a scope of work. BIOE requires a biosketch in lieu of a scope of work.

The OGC routing form and the sponsor instructions (both the solicitation and any additional submission instructions) must be included in the routing package. The OGC routing form should indicate whether the routing package is for a proposal or for a contract (aka monetary agreement). ALL sponsor-required documents must also route, especially if an AOR signature is needed. For renewals and supplements, the OGC routing form should indicate the original sponsor award number and internal award number.

Include the following documents in the routing package if they are pertinent:

* Veteran’s Administration memorandum of understanding
* Any documents supporting a salary increase of more than 5% of what is listed in the Human Capital Management (HCM) personnel system
* Any limited submission authorization
* Subaward documents to be included in the routing package:
* Letter of intent from the sub-recipient
* A detailed budget, justification, and scope of work
* Any sponsor-required documents for the sub-recipient
* If the sponsor imposes a reduced indirect cost (IDC) rate or any other restrictions on the budget, this information MUST be routed with the proposal.

Non-competing continuations and funding increments not requiring an AOR signature: email to [OGC.AwardsIntake@ucdenver.edu](mailto:OGC.AwardsIntake@ucdenver.edu).

* It can help to include a budget breakdown for funding increments, particularly if the funding increment is only partially funding a period or if the funding spans more than one budget period.
* If the non-competing continuation is for an NIH award that requires a RPPR to be filed annually, the PI should enter the pertinent data for in the NIH portal eRA Commons. The BIOE pre-award manager submits the documents to OGC via Formstack at <https://ucdenverdata.formstack.com/forms/ogc_proposal_continuation_form>.

Amendments and funding increments requiring an AOR signature: submit to OGC via Formstack at <https://ucdenverdata.formstack.com/forms/ogc_proposal_continuation_form>.

* It can help to include a budget breakdown, particularly if the document is authorizing funding for part of a budget period or if the funding spans more than one budget period.
* If a sub-recipient budget is revised in this process, new sub documentation will be required. This can be submitted here: <https://ucdenverdata.formstack.com/forms/amendment_request_form>.

Pre-applications, letters of intent, phase or step 1 proposals:

* Route only if an institutional endorsement is required and a full detailed budget is needed for submission.
* Notify OGC via email at [xenia@ucdenver.edu](mailto:xenia@ucdenver.edu) if an institutional endorsement is required but a detailed budget is not needed for submission.
* No need to notify or route if no institutional endorsement is required and no detailed budget is needed for submission.

Pre-applications with acceptance of specific conditions required at time of submission: an exception letter is available; however, be prepared for OGC to need time to review the conditions prior to submission. Email the proposal documents including the solicitation and conditions to [xenia@ucdenver.edu](mailto:xenia@ucdenver.edu).

Non-monetary routings for institutional negotiation and signature: note: the procedure outlined below may change pending the results of a discussion between CU Innovations and CU Boulder Venture Partners, and the results of that discussion will be communicated to OGC. As of fall 2023, this procedure is current.

A contract can be a master agreement Sponsored Research Agreement (SRA), Material Transfer Agreement (MTA), Non-disclosure Agreement or Confidentiality Disclosure Agreement (NDA/CDA), or a contract can be a stand-alone SRA, MTA, NDA/CDA. Each one is dealt with in a different manner:

* SRA (both master and stand-alone): route through infoEd; reviewed by OGC Contracts.
* MTA and NDA/CDAs (both master and stand-alone): route through CRAO at <https://ucdenverdata.formstack.com/forms/rss_ra_ogc_ra>.

Do NOT route, but email to [xenia@ucdenver.edu](mailto:xenia@ucdenver.edu) (BIOE PIs should email this information to the BIOE pre-award manager):

* Award notices for already routed proposals or contracts
* Budget revisions redistributing funds but not adding funds
* Invention statements
* Final progress reports

New contracts requiring negotiations and fully executed contracts: email to [OGC.Contracts@ucdenver.edu](mailto:OGC.Contracts@ucdenver.edu) (not to xenia)

Fee-for-service contracts: These should be sent directly to the OGC Revenue email address at [OGC.Revenue@ucdenver.edu](mailto:OGC.Revenue@ucdenver.edu) and not routed.

Grantee-approved no-cost time extensions: federal sponsors can allow the PI to extend the end date of the project period by a year without going through a formal request process. This can vary by sponsor and by award, so please check with your pre-award manager if you have any questions about whether this applies to your award.

For an initial NIH no-cost time extensions (NCE): The first no-cost extension for NIH grants may be approved by the institution unless otherwise stated in the notice of award. NCEs approved by the institution must be submitted by OGC between 90 and 10 calendar days prior to the end of the project period. OGC will need up to five business days to process the request, so the PI should factor that extra time into planning. The request must be sent by email to [ogc.postaward@ucdenver.edu](mailto:ogc.postaward@ucdenver.edu) and must be sent by the PI. An email that contains all of the required information sent by the department program manager followed by an email of concurrence from the PI is also acceptable. Include in the body of the email:

* Proposal number
* Brief (2-3 sentence) scientific justification for needing additional time
* Project number
* NIH award number
* Length of extension requested (up to 12 months)

OGC will review the request to confirm that the project account has sufficient resources to meet the extended time. If so, OGC will extend the final budget period in NIH’s eRA Commons. The PI and OGC will receive confirmation of the revised date, and OGC Awards will update the project end date in internal databases. The PI and the financial manager will receive an email notification when this is complete.

For an initial National Science Foundation (NSF) NCE: To request the additional time, the PI must log into his/her Research.gov account and fill out a grantee-approved no-cost extension notification/request form. Research.gov will not allow for the submission of a no-cost extension notification or request if NSF's financial records show a zero balance for the award. Once complete, the form must be submitted electronically to the AOR for review and approval. An email notification to [ogc.postaward@ucdenver.edu](mailto:ogc.postaward@ucdenver.edu) from the PI or pre-award manager in addition to the automated Research.gov email is very helpful in expediting processing. The email should contain:

* PI name
* Proposal number
* Project number
* Current project end date

The approved notification must be submitted through Research.gov by OGC at least 10 calendar days prior to the project end date. OGC will need five business days to process the request. OGC will review the request and extend the final budget period for approved requests through Research.gov. The PI will receive an email notification that this has occurred with the revised project end date. OGC Awards will update the project end date in internal databases. Department staff will receive an email notification when this is complete.

Sponsor-approved no-cost time extensions: All second and subsequent NIH NCE requests must be submitted through eRA Commons by OGC. The request must be submitted to the sponsor by OGC between 90 and at least 30 calendar days prior to the end date of the current extension or budget period to prevent a possible disruption in spending. OGC will need five business days to process the request. Include in the body of an email to [ogc.postaward@ucdenver.edu](mailto:ogc.postaward@ucdenver.edu):

* Award number
* Project number
* Length of additional time needed
* Does PI maintain measurable effort during extension period?
* Latest human/animal subject approval dates

Include as three separate documents to facilitate loading into eRA Commons:

* Progress report
* Detailed budget for unobligated balance on PHS 398 form with a PHS 398 checklist page
* Scientific justification for the extension request in memo format with the PI signature

Once OGC has reviewed and approved the request, OGC will submit the request through NIH’s eRA Commons. The PI and NIH grants management specialist will receive emails from eRA Commons notifying them of the request. If the request is approved, OGC will be notified and OGC Awards will update the project end date in internal databases. The PI and the financial manager will receive an email notification when this is complete.

Subsequent NSF NCE: To request an additional extension period, the PI must log into his/her Research.gov account and fill out an NSF-approved no-cost extension request form. The request must explain the need for the extension and include an estimate of the unobligated funds remaining and a plan for their use. Research.gov will not allow for the submission of a no-cost extension notification or request if NSF's financial records show a zero balance for the award. An email notification to [ogc.postaward@ucdenver.edu](mailto:ogc.postaward@ucdenver.edu) from the PI or pre-award manager in addition to the automated Research.gov email is very helpful in expediting processing. The email should contain:

* PI name
* Proposal number
* Project number
* Current project end date

Once complete, the form must be submitted electronically to the AOR for review and approval. The approved notification must be submitted through Research.gov by OGC at least 45 calendar days prior to the project period end date. OGC will need five business days to process the request. OGC will review the request and will submit approved requests via Research.gov. The PI will receive an email from Research.gov that the request has been submitted. NSF will respond to OGC and the PI with a decision; OGC Awards will extend the project end date in internal databases for favorable decisions. Department staff will receive an email notification when this is complete.

For all other sponsors, PIs should work with their pre-award managers to determine the appropriate means for submitting NCE requests.

## 3.8 Proposal timing

OGC has the following deadlines for proposal routing and submission:

* When OGC submits: OGC should receive the routed proposal for review 12 business days prior to submission. Proposals submitted through Grants.gov, Research.gov, and the National Aeronautic and Space Administration (NASA)’s Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES) are included in this category.
* When the PI/department submits: OGC should receive the routed proposal for review five business days prior to submission. This does not pertain to BIOE submissions; all BIOE proposals are routed 12 business days prior to submission.
* To submit: OGC needs the proposal in a final form for submission four business days prior to the due date. This extra buffer allows time to address any hiccups or returns by sponsor portals during submission. Grants.gov can take up to 48 hours to return a proposal if there are submission errors.

OGC’s goal is to return reviewed proposals within five business days. The PI can update any documents other than the budget and justification in any external portal such as Fastlane or NSPIRES during this time. However, any documents that are loaded into infoEd for system-to-system submission cannot be accessed or replaced until after OGC has reviewed the routed proposal.

## 3.9 Initiating a proposal

You can never start on a proposal too soon. Contact the pre-award manager as soon as you think you may be submitting a proposal with a PDF or link to the solicitation. The pre-award manager will review the solicitation and create a checklist for the proposal. The checklist is a summary of all pertinent aspects of the solicitation and serves as a reference during the creation of the proposal. The checklist will also note when the proposal is due and the target date for initiating routing. The checklist helps to track when documents are completed, and all proposals should be verified for completeness against the checklist prior to final submission.

The pre-award manager will send the checklist and any sponsor-required templates to the PI, and work with the PI to create a budget. If there are any sub-recipients on the proposal, the pre-award manager will contact the administrative personnel for the needed sub-recipient documents (both for internal routing and for submission). The PI will be responsible for drafting the budget justification; the pre-award manager will review it for accuracy. The pre-award manager will be responsible for loading the draft budget and justification into infoEd and into any pertinent sponsor portal.

## 3.10 Budget items

Salaries for current employees must be based on current roles and salary rates listed in HCM. If the PI wishes to budget a student or staff member in a different role or at a higher salary rate than their current rate, the PI can include a To-Be-Named person in that role. OGC will require supporting documentation for any salary rate used that is more than a 5% increase of what is in HCM.

General pay rate/ranges for commonly used staff roles:

Professional Research Associate: $48,000-$64,500/year

Postdoctoral fellow: follow NIH stipend levels

BIOE postdoctoral fellow: follow NIH stipend levels

Graduate student pay rates:

BIOE: current School of Medicine graduate student stipend rate ($37,000 as of March 2023)

Downtown departments: $38,043/year for a full-time student at 50% full-time equivalent (FTE) during the academic year and 100% FTE during the summer.

### Undergraduate student pay rates:

As of 1 Jan 2023, minimum wage in Denver is $17.29/hour. These rates apply to Denver campus only. Denver’s minimum wage will increase 1 Jan 2024 to $18.29/hour.

As of 1 Jan 2022, the Denver Campus rates for student assistants are:

|  |  |  |  |
| --- | --- | --- | --- |
| Student Assistant I | 4101 | $17.29 | $18.29 |
| Student Assistant II | 4102 | $17.29 | $19.29 |
| Student Assistant III | 4103 | $17.29 | $20.29 |
| Student Assistant IV | 4104 | $17.29 | $21.29 |
| Student Assistant V | 4105 | $17.29 | $22.29 |
| Student Assistant VI | 4106 | $17.29 | $27.29 |

As of 1 Jan 2021, the Anschutz Medical Campus/Consolidated Units rates for student assistants are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Class Title** | **Job Code** | **Minimum** | **Maximum** |
| Student Assistant I | 4101 | $12.32 | $13.32 |
| Student Assistant II | 4102 | $12.95 | $14.59 |
| Student Assistant III | 4103 | $14.18 | $16.02 |
| Student Assistant IV | 4104 | $15.55 | $17.60 |
| Student Assistant V | 4105 | $17.09 | $19.37 |
| Student Assistant VI | 4106 | $18.82 | $25.99 |
| Off-Campus | 4201 | $12.32 | $28.37 |

If the budget cannot support a student at this level, then the level of effort should be reduced in the budget, not the salary.

Fringe rates: should be budgeted with, and based on, salaries. The current fringe rates are posted at <https://research.cuanschutz.edu/ogc/home/ogc-teams/post-award/fringe-benefits-rates---effective-july-1-2023>.

For FY24, they are:

A screenshot of a computer

Description automatically generated

A screenshot of a document

Description automatically generated

Travel costs should be based on current published General Services Administration rates for lodging and per diem for each domestic location; international travel lodging and per diem rates should be based on published Department of State rates. Current rates can be found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. For unknown locations, Washington, DC rates are used for domestic travel and Paris, France rates are used for international travel.

Sub-recipients vs consultants: A consultant or subcontractor is someone who provides a fee-for-service item. Generally, a consultant is an independent entity with their own facilities and means of billing and receiving payment. If an employee at another academic institution is providing fee-for-service, their institutional policy dictates whether they can be designated a consultant or will need to be included in the proposal as a sub-recipient. CU Denver and CU Boulder policy permits employees to be paid for the role of consultant under the 1/6th Rule; not all institutions permit this.

If the sponsor solicitation requires the consultant to be listed as senior personnel on the proposal or the proposed project design dictates the consultant be considered key personnel, OGC will require a sub-recipient arrangement to be set up for any resultant award. This is the case whether the consultant is an independent contractor or an employee of an academic institution. OGC’s definition of senior/key personnel is an individual who contributes in a substantive, measurable way to the scientific development or execution of the project.

A sub-recipient is the equivalent of a co-PI on a proposal; they are participating in directing the research and will be included on publications. Generally, if an employee from another academic institution is contributing to the research and using the facilities of their institution that would designate the arrangement as sub-recipient.

If sub-recipients are included in a proposal, the routing package needs to include the following documentation from the sub-recipient:

1. Detailed budget and justification on the sponsor’s template with any sponsor-required backup documentation (i.e. IDC rate).
2. Scope of work of what the sub-recipient will be doing for the project.
3. Either a completed and signed sub-recipient commitment form (preferred) or a letter of commitment signed by the sub-recipient’s AOR.
4. Any other documentation the sponsor requires for submission (such as a biosketch or current and pending document).

Be aware that we **cannot** route our proposal for internal approval until we have these documents from the sub-recipient, which means they must route their documents for internal approval first. **Please budget time for this process accordingly.**

Tuition: For graduate students who are supported at 50% FTE or more on a federally sponsored project, it is college procedure that tuition is also budgeted. Ph.D. students are generally budgeted for six credits of in-state tuition per semester, and master’s students are budgeted for nine credits per semester. Current tuition rates can be found here: <http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/StudentBilling/TuitionFees/Pages/Grad-TuitionFees.aspx>

Facilities and administrative cost rate: The CU Denver federally negotiated rate agreement specifies several different facilities and administrative (F&A) costs that apply in different situations. For federal sponsors, the university’s federally negotiated rate must be used unless the federal guidelines for the submission state otherwise. The federally negotiated rate applies to organized research, instruction, and other sponsored activities; these are defined as follows:

|  |  |  |
| --- | --- | --- |
| Program type | Definition | Associated IDC rate |
| Organized research | All research and development activities of an institution designed to expand the body of scientific knowledge and to develop new technologies, including training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function. | 56% on campus, 26% off campus |
| Instruction | Instructional grants are designed to improve and enhance the quality of teaching. Instruction means the teaching and training activities of an institution, except for research training as described above. Instruction includes all teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate divisions, such as a summer school division or an extension division. Instruction also includes sponsored instruction and training, which means specific instructional or training activity established by grant, contract, or cooperative agreement. | 42% on campus, 26% off campus |
| Other sponsored projects | The performance of work other than instruction and organized research. Examples are health service projects and community service programs. | 30% on campus, 26% off campus |

The rate is calculated on modified total direct costs (MTDC), which are considered to be the total direct costs (TDC) minus costs for certain categories:

* Equipment
* Capital expenditures
* Patient care charges when provided by external entities (i.e. off-campus)
* Tuition
* Building rental costs
* Scholarships
* Fellowships
* IRB fees
* Any sub-recipient costs in excess of $25,000

There are certain other federally sponsored projects that can have alternate rates. Of note:

|  |  |  |
| --- | --- | --- |
| Program type | Definition | Associated IDC rate |
| Career development | Career development awards are usually provided to new researchers to foster their research opportunities. NSF CAREER and NIH K programs are examples. | Often sponsor specific (e.g. K grant indirect costs are capped at 8% MTDC); if no sponsor guidelines, CU Denver default rates apply. |
| Fellowship | Fellowships generally provide support to pre- and post-doctoral students at various stages of their career to obtain individualized, mentored research training. NSF Graduate Research Fellow and NIH F31/F32/F33 programs are examples. | Often sponsor specific (e.g. NSF Graduate Research Fellowships may not include F&A); if no sponsor guidelines, CU Denver default rates apply |
| Institutional training project | Training grants provide funding to develop or enhance research training opportunities, usually for pre- or post-doctoral work. Training grants generally provide funding for stipend and tuition support. DOEd GAANN grants and NIH T32/T34/T35/T90/R90 grants are examples. | Often sponsor specific (e.g. DOEd GAANN grants funds may not be used for indirect costs); if no sponsor guidelines, CU Denver default rates apply. |

There are some specific situations where the CU system has determined that alternate rates should be applied:

|  |  |  |
| --- | --- | --- |
| Clinical trial | Non-federally sponsored, controlled, clinical testing in human subjects of investigational new drugs, devices, treatments or diagnostics, or comparisons of approved drugs, devices, treatments or diagnostics, to assess their safety, efficacy, benefits, costs, adverse reactions, and/or outcomes. | 28% of TDC regardless of location |
| Proof of concept | Specifically for CU Innovations or CU Boulder Venture Partner solicitations | 8% |
| Non-profit associations and foundations | When the sponsor is a registered non-profit or a registered foundation. | Sponsor policy or 10% TDC if the sponsor does not have a published policy. |

There are some exceptions to the above rates:

1. If the sponsor is a non-profit association or non-profit foundation and has a published and consistently applied policy on indirect rate recovery, the university will abide by that rate.
2. If the sponsor is a non-profit association or non-profit foundation and does not have a published and consistently applied rate, the university will cap the F&A rate at 10% of TDC.
3. If a government, association, or foundation issues a solicitation with restrictions on indirect cost recovery, the university will accept that restriction.
4. For-profit sponsors must accept the university’s full F&A rate regardless of the entity’s established policy. If a private industry sponsor issues a solicitation with restrictions on F&A rates or otherwise does not accept the university’s full rate, an F&A waiver will be required. The university highly discourages this practice, and any waiver must provide an extremely compelling reasoning. This process is lengthy and is granted in very limited situations. If the waiver is denied, the PI’s department is responsible for the difference between the university rate and the sponsor’s rate.

On-campus vs off-campus rates: in general, the on-campus rate will apply to organized research, career development, and instruction grants. The off-campus rate applies under the following circumstances:

1. The proposed work is taking place at a university-designated off-campus building (identified by clicking on the “[off campus](https://research.cuanschutz.edu/docs/librariesprovider148/ogc_documents/off-campus-building-list-as-of-08-30-2019596ee2e5302864d9a5bfff0a001ce385.pdf?sfvrsn=964686b9_0)” link at <https://research.cuanschutz.edu/ogc/home/ogc-teams/post-award/facilities-and-administrative-costs#ac-on-versus-off-campus-2>).
2. The proposed work is taking place at a location that requires rent and utilities to be paid and charged to the project.
3. The proposed work is taking place at a sponsor-supplied office utilizing sponsor-supplied computer stations and utilities.
4. The proposed work has 50% of the entire effort (not budget) occurring off-campus, including any analysis or reporting effort related to the project.

General Administrative Recharge rate: the [General Administrative Recharge rate](https://www.cuanschutz.edu/offices/finance-office/services-resources/tools-rates) is an alternative indirect cost rate used for creating budgets for auxiliary or fee-for service projects. These are service projects that do not involve research, such as testing a product for an industry sponsor, or providing on-line educational courses. There are two rates that apply to downtown units: 18% for an extended study program such as an online course, and 6% for other auxiliary programs such as fee-for-service testing. For CU Anschutz, 7% applies to speedtypes with salaries, and 4.96% applies to speedtypes without salaries.

General Infrastructure Recharge rate: the General Infrastructure Recharge rate is used on the CU Anschutz campus for auxiliary projects that utilize 100 sq ft or more of space, and is assessed at $21/sq ft.

## 3.11 infoEd proposal setup information

The pre-award manager will create the proposal in infoEd for the PI. The following information is needed to set the proposal up accurately in infoEd:

* PI name
* Sponsor
* Proposal title
* Period of performance
* Whether we are a sub-recipient
* Whether we have a sub-recipient on our budget
* Whether we have any consultants on our budget
* Whether human subjects, animals, radiation, biohazards, chemical hazards, or items of dual use research of concern

Logging the proposal into infoEd (<https://era.cu.edu>) generates the CU Denver proposal number. This number is used for tracking the proposal internally from routing to award setup; it should be included on any correspondence with OGC.

## 3.12 Routing approval – required information

At the bare minimum, for all proposals OGC will want to review a budget, a budget justification, a scope of work, and the sponsor solicitation or some reason for routing the proposal. BIOE proposals should include a biosketch. If this is an unsolicited proposal, a note should be added in the routing form specifying that. An email from a sponsor is an acceptable solicitation.

If the proposal is a submission to a published solicitation, OGC will want to see a draft of ALL sponsor-required documents as part of the routing review. If the proposal is ultimately going in through a sponsor-specific portal such as Research.gov or NSPIRES, OGC will need a copy of the proposal printed out from the portal directly, so a draft version of all documents will need to be uploaded to the appropriate portal prior to routing. If the proposal is going through a system-to-system link (i.e. Grants.gov), then infoEd will be the portal for document upload.

If the proposal has sub-recipients, OGC will want to see a signed consortium agreement at minimum. Preferably, a budget, justification, scope of work for the sub-recipient’s portion of the project, and a signed sub-recipient commitment form should be provided. Please allow time for your sub-recipient to process these items through their internal system when planning your submission timeframe.

## 3.13 Routing approvals

The routing process is the official means for obtaining department, college, and institutional approval for the proposed project. The PI, department chair, dean’s office, and institution must approve the following elements of the proposal as part of the routing process:

PI:

* Agrees to execute the proposed activities.
* Agrees to adhere to the proposed financial plan.
* Agrees to ensure that all personnel will provide the proposed amount of effort.
* Agrees to monitor all sub-recipient and contractor performance.
* Agrees to review all financial reports.
* Agrees to provide all technical reports.
* Agrees to disclose any intellectual property created by the project.
* Agrees to abide by all institutional requirements for conflict of interest, animal use, human subject use, biosafety concerns, and export control.

Department:

* Agrees to provide appropriate space for the project.
* Agrees with any proposed course buy-outs, cost-share, and student and staff support.

College:

* Agrees to all effort commitments, including cost sharing.
* Agrees to space commitments.
* Agrees to supporting the project as a whole.

Institution:

* Confirms costs are reasonable, allowable, allocable, and consistently applied.
* Confirms salary basis, fringe calculations, and F&A calculations.
* If the proposal is submitted within OGC deadlines, OGC will check for compliance with sponsor requirements. If the deadlines are not met, responsibility for meeting sponsor requirements falls to the PI.
* Confirms compliance with University policy and federal regulations.
* Signs any sponsor documentation indicating institutional approval of the proposal. OGC signature on the routing form also provides institutional permission to submit providing any changes noted on the routing package are made prior to submission.

Items that tend to delay routing:

* Missing sub-recipient documentation (a signed consortium agreement is the minimum documentation needed; OGC prefers a budget, justification, scope of work, and signed commitment form)
* Missing required supporting documentation (biosketches, current and pending, etc) or a missing placeholder for such documents.
* Missing cost-sharing documentation.
* If cash is being provided as cost-sharing, a speedtype must be provided. Please confirm with the financial manager that the speedtype provided has enough cash to cover the cost-sharing.
* All co-PIs must approve proposals. If a co-PI is not available to approve a proposal, a signed multiple-PI signature form should be included in the routing package.
* For NIH proposals, the PI and all co-Is or co-PIs must have eRA Commons user IDs.
* If anyone in the routing path is out of contact and cannot approve the proposal via infoEd, the routing path will stop until a substitute is identified. Please let the pre-award manager know **before routing starts** if a PI, chair, or any other member of the routing path is unavailable so a substitute can be put into the routing path.
* While OGC will approve a routed proposal if the PI or a co-PI/co-I does not have a current COI form on file, they will not submit until all senior personnel have current COI documents. COI documentation can be submitted through infoEd; information on COI requirements can be found on the COI website at <https://research.cuanschutz.edu/regulatory-compliance/home/conflict-of-interest/coi-home>.

## 3.14 Proposal submission

Sponsor guidelines dictate who submits the proposal; proposals are usually submitted by an AOR but can be submitted by the PI in some cases. ALL proposals must be routed and approved by OGC prior to submission. OGC will not submit a proposal that has not been approved via routing.

If the proposal must be submitted by an AOR and is submitted via a system-to-system connection, that is done through infoEd. Once the proposal is routed and reviewed, OGC will reopen access to the proposal. Draft routed documents can then be replaced with final versions, recognizing that any major change in the scope of work or budget will require re-routing and re-approval. Sub-recipients cannot be added after the proposal has undergone internal review.

If the proposal must be submitted by an AOR and is submitted through another portal, the PI will have to give OGC access to the proposal in the portal. The means to do this varies by sponsor. However, the internal process is similar between sponsors:

1. Allow sponsored program office or authorized organization representative access to the proposal in the sponsor’s portal.
   1. Do NOT do this until you are ready to submit the proposal.
   2. Depending on the sponsor, you could receive notice from the sponsor that this access has been granted.
2. Send an email to [eapp.xenia@ucdenver.edu](mailto:eapp.xenia@ucdenver.edu) with the sponsor’s proposal ID in the subject line and the CU Denver proposal ID referenced in the body of the email letting OGC know the proposal is ready for submission.
   1. Cc the pre-award manager on the email so they can help track the submission.

**OGC may submit the proposal before the notification email is sent to eapp.xenia; this email serves as a backup notification only.** Therefore, the proposal should not be released to AOR access before it is ready for submission.

## 3.15 Principal investigator trainings required before awards can be set up

The Office of Grants and Contracts requires all potential PIs to complete on-line PI training prior to charging costs to sponsored research speedtypes. This training lasts approximately 1.5 hours total and can be completed in segments if necessary. The training is designed to help all PIs understand CU Denver's processes, policies, and tools available to help you successfully manage your award. The training will also help you understand how federal, state, and CU policies impact your proposal and how you need to set up your proposal so you can be compliant with all the necessary rules and regulations. The courses are offered through the SkillSoft portal. All PIs need to complete the following courses:

* Research Administration for Faculty; Course No. A00139
* Direct Charging to Sponsored Projects, Course No. U00059
* Electronic Personnel Effort Reporting, Course No. U00055

## 3.16 Frequently asked questions

### What should a I do when I get a notice that a proposal is being funded?

If the proposal was submitted by the PI, the award documents should be sent to the pre-award manager; they will forward the notice to OGC. If the proposal was submitted by OGC via a sponsor portal or a system-to-system connection, OGC will also receive the notice of award and will initiate the award setup procedure.

### What should I do when I get a notice that a proposal is not being funded?

If the proposal was submitted by the PI, the record in infoEd will need to be updated. Send the notice to the pre-award manager to have the infoEd record updated.

### What happens when I get a contract?

1. When a contract is received, either by OGC via the [xenia@ucdenver.edu](mailto:xenia@ucdenver.edu) email address or by the PI/pre-award manager, it is sent to OGC Contracts for review.
2. The OGC contract negotiator negotiates terms as necessary.
   1. If the contract contains intellectual property clauses, the contract will also have to be reviewed by CU Innovations (for medical device-related projects) or by CU Venture Partners (for non-medical device-related projects).
3. When OGC and the sponsor have settled on mutually agreed-to terms, the OGC contract negotiator routes the contract to management for partial execution signatures.
4. The partially executed contract is returned by OGC to the pre-award manager to send to the sponsor for final execution.
5. The sponsor returns the fully executed award to the pre-award manager.
6. The pre-award manager returns the award to OGC Contracts, who sends the award to OGC Award Setup for setup.
7. OGC Award Setup assigns a project number and speedtype.
8. The Financial Office will send a notification to the PI and all fiscal officers with the speedtype, project number, project dates, and available budget.

### Can I set up a pre-award spending account?

Pre-award spending accounts can be set up for awards provided that the sponsor permits pre-award spending. Verification is needed from the contract or grant authority if this information is not given in the award document. Requesting a pre-award speedtype can be initiated once the initial notice of the award is received prior to receiving the actual award documents. Pre-award speedtypes can also be requested for awards that have been received but there will be a substantial delay before OGC Award Setup can process the award. The link for this request is here: <https://ucdenverdata.formstack.com/forms/award_preactivation_request_9_18>.

Departments are financially responsible for any project costs that are disallowed if an award is not issued/executed or if expenses are incurred prior to the estimated 90-day pre-award period.

### Where do I get a speedtype or project number?

Project speed types and project numbers are sent to each PI and department/center contact by OGC Awards Setup for each new award or modification when the accounts are ready for use.

### How do I track expenses that are charged to my projects?

Reports containing your expenses are available through the CU-Data reporting system. If you would like access to the new m-Fin reports please contact the finance manager or the department program manager.

### How do I request a no-cost extension?

Please see the NCE section in 3.7 Overview: what to route and when to route it. BIOE PIs should submit all NCE requests through their pre-award manager.

Who should I contact if I want to verify that I can charge something to my project?  
Contact the department program manager or the pre-award or finance manager. They will review the notice of award to verify the costs are allocable to the project in question. Allowable costs need to be reasonable, allocable and consistent.

### Where can I find various research-related forms?

Forms and information for many research related activities can be found at <https://engineering.ucdenver.edu/faculty-and-staff/research-and-creative-activities/forms>; this is a resource maintained by Ali for PIs to use in putting together proposals and contracts. Check with the pre-award or finance manager if you have any questions about any of these forms or if you think a form may be out of date.

# **4. Summary of research administration contacts**

## 4.1 College-level contacts for proposals, contracts, finances, and HR

Dean: Martin Dunn [martin.dunn@ucdenver.edu](mailto:martin.dunn@ucdenver.edu) 303-315-7170

Bioengineering Proposals and Contracts: Karen Gilbert [karen.gilbert@cuanschutz.edu](mailto:karen.gilbert@cuanschutz.edu) 303-724-729

Downtown Proposals and Contracts: Ali Pearks [alison.pearks@ucdenver.edu](mailto:alison.pearks@ucdenver.edu) 303-315-7171

Bioengineering Finances: Kate Hoch [kate.hoch@cuanschutz.edu](mailto:kate.hoch@cuanschutz.edu%20)  303-724-6280

CIDE Proposals and Finances: Michelle Jaramillo [michelle.jaramillo@cuanschutz.edu](mailto:michelle.jaramillo@cuanschutz.edu) 303-724-8166

Downtown Contracts and Finances: Beth Ahmad [beth.ahmad@ucdenver.edu](mailto:beth.ahmad@ucdenver.edu) 303-315-7170

HR: Vicki Rhea [victoria.rhea@ucdenver.edu](mailto:victoria.rhea@ucdenver.edu) 303-315-7175

## 4.2 Department contacts for account and personnel management

Bioengineering: Kate Hoch [kate.hoch@cuanschutz.edu](mailto:kate.hoch@cuanschutz.edu) 303-724-6280

Civil Engineering: Pam Mettler [pam.mettler@ucdenver.edu](mailto:pam.mettler@ucdenver.edu) 303-315-7179

Computer Science: Christy Ridd [christina.ridd@ucdenver.edu](mailto:christina.ridd@ucdenver.edu) 303-315-1411

Electrical Engineering: Karla Flores [karla.flores@ucdenver.edu](mailto:karla.flores@ucdenver.edu) 303-315-7522

Mechanical Engineering: Natalya Semyonova [natalya.semyonova@ucdenver.edu](mailto:natalya.semyonova@ucdenver.edu) 303-315-7562

4.3 Office of Contracts and Grants

The general inbox accounts are monitored constantly and are the best ones to use; there can be more of a delay if the person is contacted directly.

General PreAward inbox: [xenia@ucdenver.edu](mailto:xenia@ucdenver.edu)

General Contract inbox: [ogc.contracts@ucdenver.edu](mailto:ogc.contracts@ucdenver.edu)

General Subaward inbox: [ogc.subawards@ucdenver.edu](mailto:ogc.subawards@ucdenver.edu)

General Award Status inbox: [ogc.4status@ucdenver.edu](mailto:ogc.4status@ucdenver.edu)

General PostAward inbox: [ogc.postaward@ucdenver.edu](mailto:ogc.postaward@ucdenver.edu)

General Billing inbox: [ogc.billing@ucdenver.edu](mailto:ogc.billing@ucdenver.edu)

General Accounts Receivable inbox: [ogc.4payments@ucdenver.edu](mailto:ogc.4payments@ucdenver.edu)

PreAward Manager: Garrett Steed [garrett.steed@cuanschutz.edu](mailto:garrett.steed@cuanschutz.edu) 303-724-0090

Downtown PreAward Specialist: Alex Franz [alex.franz@cuanschutz.edu](mailto:alex.franz@cuanschutz.edu) 909-724-9293

Bioengineering PreAward Specialist: David White [david.white@cuanschutz.edu](mailto:david.white@cuanschutz.edu) 303-724-1106

Contracts: Mike Connor [michael.2.connor@cuanschutz.edu](mailto:michael.2.connor@cuanschutz.edu) 303-724-9379

Subcontracts: Yingfei Zhen [yingfei.zhen@cuanschutz.edu](mailto:yingfei.zhen@cuanschutz.edu) 303-724-9046

Bioengineering PostAward Adminstrator: Kristin Maestas [kristin.maestas@cuanschutz.edu](mailto:kristin.maestas@cuanschutz.edu) 303-724-0110

Downtown Campus PostAward Adminstrator: Alougbavi (Jeanne) Bocco [Alougbavi.bocco@cuanschutz.edu](mailto:Alougbavi.bocco@cuanschutz.edu) 303-724-1157