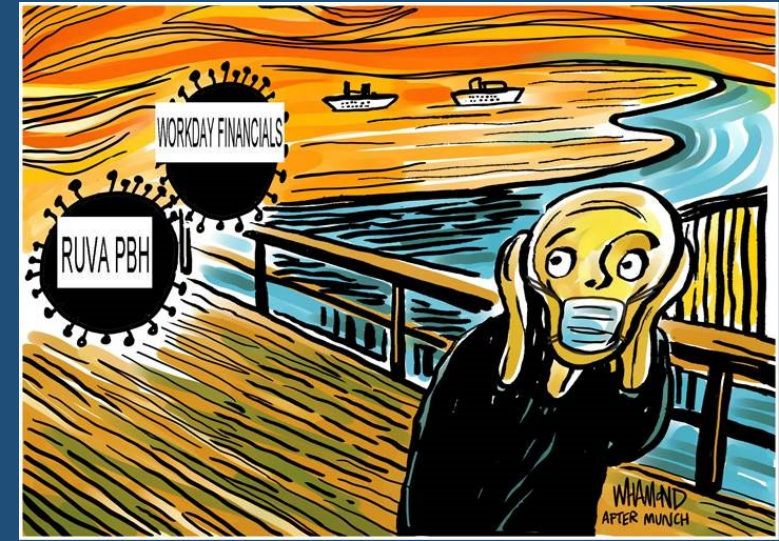


# SOM RAM

21 July 2022



## CURRENT Topics

- RAMP UP – Kayla Calvo
  - Mentor application [here](#)

[CONGRATULATIONS, Kayla, on your [Building Bridges](#) award!!]



- New Clinical Trial budgeting template – Alex Torres
- Welcome to Ryan Babcock, new SOMOGC Post-Award Administrator!

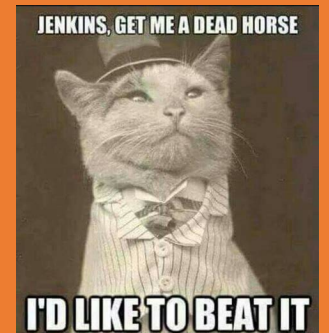
- ALL transactions MUST be submitted to [somogc@hscmail.mcc.virginia.edu](mailto:somogc@hscmail.mcc.virginia.edu) in order to be logged into our SOMOGC internal work queue. We cannot manage our workflow from the rPBH notifications or dashboard and if we do not receive an email to our SOMOGC address, your transaction will not be processed!

## REMINDERS, Notices, & Updates

- ResearchUVA Powered By Huron – Tips, Tricks, and Reminders
  - New [Clinical Trial Agreement Submission Process Job Aid](#) available on the Training & Resources > Checklists & Guides section of our website
    - Be sure to correctly link your FP and CSA using the tips in the Job Aid!
  - New RPPR and JIT Cover Sheets available on the Forms & Templates > General Resources section of our website
    - [JIT Cover Sheet](#)
    - [RPPR Cover Sheet](#)
    - \*REQUIRED\* for all new JIT or RPPR submissions
- When submitting a proposal with multiple PIs or collaborating departments, you can prepare separate budgets for each unit and the system will consolidate them for you in the final proposal. Just be sure to click “Include In Consolidated Budgets” on each individual budget SmartForm. [Question #5 on the “General Budget Info” form]
- When preparing a Cost Share budget, be sure NOT to check “Include in Consolidated Budgets” on the SmartForm unless the Cost Share is required by the sponsor.

## REMINDERS, Notices, & Updates

- Convert Outlook .msg files to .eml files for upload to rPBH:
  - Step 1 – save .msg file as .txt file
  - Step 2 – open .txt file and save as .eml file
  - You will need to upload all email attachments separately
- Be sure to use Manage Relationships to link related records, e.g. linking an Outgoing Subaward Agreement to the parent Award record, linking a CDA to the subsequent CSA record, etc
- Resubmission and Renewal proposals should be initiated from the original Funding Proposal record. Do NOT create a new proposal record because it cannot be changed or linked after the fact. You will have to redo the record if it is not properly categorized!
- Please consult the [SOM Routing and Approvals Job Aid](#) if you are unsure about how to submit/route/approve a transaction. Transactions can easily get lost if these processes are not followed. And ALWAYS send a notification email to [SOMOGC@hscmail.mcc.virginia.edu](mailto:SOMOGC@hscmail.mcc.virginia.edu) to ensure we get the transaction logged into our work queue. We can re-route or pull back transactions that are routed incorrectly, but we can't process what we can't see!



# REMINDERS, Notices, & Updates

- Please remember to update the Workday Personnel Budget Category on the Personnel Cost Definition page of all Funding Proposals. Without this data point, salaries will not categorize properly.

UNIVERSITY of VIRGINIA

You Are Here: AS-ENVS - TEAMx-USA >

Editing: BU00006688

**Personnel Cost Definition**

Go to additional personnel on funding proposal

1. Personnel costs: ?

+ Add

Staff Member
Update <input type="checkbox"/> Stephan De Wekker
Update <input type="checkbox"/> Staff Member To Be D
Update <input type="checkbox"/> Staff Member To Be D
Update <input type="checkbox"/> Staff Member To Be D

1. Staff member: Stephan De Wekker

2. Role: PD/PI

3. \* Appointment: 9 months

4. Base salary applied: \$137,299.00

5. Apply inflation rate: ☒ Yes ☐ No [Clear](#)

6. \* Workday Personnel Budget Category:

- ☐ Faculty Salary – Use this for faculty academic and calendar appointment salary. Do not use for faculty summer salary.
- ☐ GRA/GTA Compensation – Use this for graduate student period activity pay only.
- ☒ Salaries and Wages – Use this for all other salary and wages including faculty summer salary. [Clear](#)

\* Required

OK OK and Add Another Cancel

- Clinical Trial Amendments
  - For CTAs that pre-date rPBH - submit a new CSA-type Agreement record in rPBH
  - For CTAs started in rPBH - navigate to the Agreement record, use Manage Access to name yourself as the Primary Contact, click the “Create Amendment” activity

# REMINDERS, Notices, & Updates

- New Faculty Compliance Report (COI, EAD, UFI, etc) available on the QlikSense Hub, Finance stream
  - [Research Conflict of Interest \(COI\) \[Limited\]](#)
  - This replaces the previous UBI report which is no longer updated
- Temp Svcs fees are no longer allowed on Federal grant awards (this is an administrative fee that is already accounted for in the F&A rate)
- Paper documentation is no longer required for expense transactions (POs, Invoices, packing slips, etc) – scan documents to Workday as the system of record and then destroy after 60 days
- SOMOGC will no longer be sending monthly reminders for upcoming RPPRs. You can check the status of your upcoming RPPRs in eRA Commons via the [Status > Pending Progress Report](#) search feature.

The screenshot shows the eRA Commons web interface. At the top is a navigation bar with links: Home, Admin, Institution Profile, Personal Profile, Status (highlighted), ASSIST, Prior Approval, RPPR, xTrain, xTRACT, Admin Supp, Non-Research, IBO Portal, and eRA Partners. Below the navigation bar is a sub-navigation bar with links: Recent/Pending eSubmissions, List of Applications/Grants, PI Status Home/Search by Grants.gov Tracking Num, and a search bar.

The main content area is titled "Status" and contains a list of links on the left: General Search, Just In Time, Pending Progress Report (highlighted with an orange arrow), Recently Awarded, Recent/Pending eSubmissions, Closeout, Change of Institution, Pending Human Subjects Action, Re-assign Award, Non-Research Continuations, and ESI Eligibility.

The "Pending Progress Report" search form is displayed. It includes the following fields and controls:

- Award Number:** A text input field.
- Type:** A dropdown menu.
- Activity Code:** A dropdown menu.
- Institution Code:** A dropdown menu.
- Serial Num.:** A dropdown menu.
- Support Yr.:** A dropdown menu.
- Suffix:** A dropdown menu.
- Late Progress Report:** A checkbox.
- Due Date:** Two date pickers labeled "From" and "To". The "From" date is set to 08/01/2022 and the "To" date is set to 09/30/2022. Both are labeled "(MM/DD/YYYY)".
- PI Name:** Two text input fields labeled "Last" and "First".
- Application Status:** A dropdown menu set to "All".
- Organization Hierarchy:** A dropdown menu set to "School".
- Division:** A dropdown menu set to "ALL".
- Department:** A dropdown menu set to "ALL".
- Search:** A button.
- Clear:** A button.