GRANTS & CONTRACTS SUPPORT GROUP
Minutes
April 14, 2004

Scribe: Pam Garr

Paula Teel opened the meeting & brought to the group’s attention some new additions to the Office of Research website:

- Office of Research calendar is now available for everyone to view @ www.research.missouri.edu (click on “calendar” in the lower right hand corner of the home page)
  - Meetings, Workshops, Deadlines, etc. will be posted.
  - Send e-mail to Paula @ teelp@missouri.edu to request an addition to the calendar.
- Standard Operating Procedures for Post & Pre-Award will be posted on the web by the end of the week. This will give everyone an overview of the operating procedures of the OSPA office. The URL will be sent out by Paula Teel when it is available.

Paula introduced Mike Quinata from OSPA’s Agriculture satellite.

Mike’s presentation:

“When to present a new PSRS to an OSPA satellite – when to do or not to do a New PSRS”
(See attached handout)

- Foundation for Decision
  - Proposal vs. Awarded – criteria based on what has been awarded, not the submitted proposal.
  - Three Original Criteria
    - Original Scope of Work
    - Original Period of Performance
    - Original Funded Amount
- Request for MORE MONEY – NEW PSRS
- Request for MORE MONEY & request change in TIME – NEW PSRS
- Progress Report due to agency – requesting MORE MONEY & more time – NEW PSRS
- Request change in TIME with NO change in scope of work or money (No Cost Time Extension) – NO new PSRS
- Progress Report due to agency on original award (original period of performance/original awarded amount) – NO new PSRS
- Progress Report due to agency – requesting more time (No Cost Time Extension) – NO new PSRS
10% Rule
- Revisions that are more than a 10% increase or decrease of the original submitted budget requires new approvals. Do NOT create a new PSRS
  - **E-mail Chain:** Present changes in budget - PI & Co-PIs approve/Chair approves/Dean approves
  - **Memorandum:** Type up change in budget – PI/Co-PIs/Chair/Dean all sign & date the memo
  - **Budget:** PI/Co-PIs/Chair/Dean all sign & date
  - **Copy of Original PSRS** – make changes - PI/Co-PIs/Chair/Dean all initial & date

(Less than 10% change in Budget – give OSPA a copy of the internal budget.)

Change in Shared Credit
- Any change – requires new approvals. Do NOT create a new PSRS. In the case of a multi-departmental project, only the affected departments are required to approve the changes.
  - **E-mail Chain:** Present change in shared credit - PI & Co-PIs approve/Chair approves/Dean approves
  - **Memorandum:** Type up change in shared credit – PI/Co-PIs/Chair/Dean all sign & date the memo
  - **Budget:** PI/Co-PIs/Chair/Dean all sign & date
  - **Copy of Original PSRS** – make changes - PI/Co-PIs/Chair/Dean all initial & date

Other notes of interest/questions from audience:

Change in Effort but NO change in Budget – effort reduced before awarded – some agencies require approval. OSPA will not require approval unless agency requires it.

Copying Proposals (Paula Teel will send out “Copying Proposal” Instructions):
- If a proposal has been awarded, the same proposal number can be forced in by deleting “NEXT” & manually enter the same proposal number. A new project number WILL be created.
- If a proposal is still in the proposal stage, the same proposal & same project number can stay the SAME – it has to be forced in by deleting “NEXT” & manually enter the same proposal number and project number.
- If copied correctly for a supplement – additional money will have to be shown in the budget lines for the supplement

F&A Rate question – any progress in getting People Soft to process different F&A rates? If different F&A rates, more than one project MUST be created. This is NOT going to change.

Once awarded, departments are often not notified by the accountants of No Cost Time Extensions, etc. Sam Peterson addressed the question and stated he would review the process and bring it up again at the next Grants & Contracts Support Group Meeting.

Any notice of change in student tuition? NO official notice has been received yet. No changes until we receive “official” notice.

The next meeting is scheduled for the 2nd Wednesday in May @ 11:00 am.
<table>
<thead>
<tr>
<th>Original awarded project scope of work</th>
<th>Original awarded period of performance</th>
<th>Original awarded amount</th>
<th>Criteria are based on awarded documents and not submitted proposals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original awarded project scope of work</td>
<td>Original awarded period of performance</td>
<td><strong>Requested change</strong> in funding from original awarded amount</td>
<td>YES – additional PSRS</td>
</tr>
<tr>
<td>Original awarded project scope of work</td>
<td><strong>Requested change</strong> in awarded period of performance</td>
<td>Original awarded amount</td>
<td>No Cost Time Extension - NCTE NO -- PSRS</td>
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</tr>
<tr>
<td><strong>Progress Report on awarded scope of work</strong></td>
<td>Original awarded period of performance</td>
<td>Original awarded amount</td>
<td>Progress Report NO -- PSRS</td>
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<td><strong>Requested change</strong> in funding from original amount</td>
<td>YES – additional PSRS</td>
</tr>
</tbody>
</table>

**The 10% Rule**
Revisions that total more than 10% of the submitted original budget require new approvals. However this can be done without creating a revised PSRS. An email chain approving the changes, or a document with the approvals is acceptable.

**Changes in share credit**
Any change in shared credit for P.I.s and Co-Is requires new approvals. In the case of a multi-departmental project, only the affected departments are required to approve the changes. As with the 10% rule, a new PSRS is not required and an email chain approving the changes, or a document with approvals is acceptable.