Office of Research and Sponsored Programs

GRANT Forum
Grant Research Administrators’ Network Team

April 19, 2023
AGENDA

1. Sponsored Award Authorized Signature Policy
2. Kuali Updates
3. Reminder: Kuali Disclosures
4. Summer Grant Forums??
1. Sponsored Award Authorized Signature Policy

Required by UMass Internal Control Plan

Unit/Department level standing authorized signatories
  • Authority is role based, not person based
  • May designate specific types of transactions
  • Automatically transfers to new role/title holder
  • Department Head is responsible for updating at least annually

Project specific additional signatories (optional)
  • Cannot be used to remove signatories

Graduate assistant payroll authority to Graduate Studies

Replaces these old forms:
  • Request for New Project/Grant
  • Authorized Signature Form

Bottom Line:
The Principal Investigator is responsible for justifying the appropriateness of direct costs budgeted and charged on sponsored projects in accordance with overall government regulations, sponsoring agency guidelines, conditions made as a part of an individual award, and UMB policies and guidelines.
The following individuals are authorized to sign the transactions specified on this form for all department sponsored awards. Sponsored awards are all funding sources falling under the purview of the Office of Research & Sponsored Programs. Internal funding sources within the University are subject to the Administration & Finance Signature Authorization process.

<table>
<thead>
<tr>
<th>Role</th>
<th>Title</th>
<th>Name of Authorized Signer</th>
<th>Signature of Authorized Signer</th>
<th>Transactions Authorized</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean's Office</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>ALL</td>
<td>Dean's Office signatories are also authorized signatories for all departments within the Unit.</td>
</tr>
<tr>
<td>Department Chair</td>
<td>Grant Administrator</td>
<td>Business Manager</td>
<td>Grad Student</td>
<td>Director of Financial Management for Research &amp; Grad Studies</td>
<td>Paul Martin</td>
</tr>
<tr>
<td>Graduate Studies</td>
<td>Assistant Director of Financial Management for Research &amp; Grad Studies</td>
<td>Simon Rhee</td>
<td>RDP</td>
<td>Graduate Student payroll only (as per UMB policy)</td>
<td></td>
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</tbody>
</table>

* Should an authorized signatory change due to personnel changes, the new Title holder will be accepted as the authorized signatory until such time as this form is updated. It is the Department Head's responsibility to ensure this form is updated in a timely manner.
Signature authorizing a department's legal obligations, contracts, payments, payroll and other fiscal transactions shall be interpreted as certification that the document upon which the signature appears, and any attachments, are accurate and complete and comply with all applicable general and special laws and regulations, including sponsor requirements.

**Legend of Transactions Authorized**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Department Head Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL</td>
<td>All Transactions</td>
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<tr>
<td>EXP</td>
<td>Non-Payroll Expenditure Documents</td>
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<td></td>
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<tr>
<td>PROP</td>
<td>Proposal Approver</td>
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<tr>
<td>RIF</td>
<td>RIF Authorization</td>
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<tr>
<td>BUD</td>
<td>Budget Submission</td>
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<td></td>
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<tr>
<td>ECC</td>
<td>Effort Certification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRP</td>
<td>HR &amp; Payroll Documents</td>
<td></td>
<td></td>
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</tbody>
</table>

**Dean or Vice Chancellor Signature**

<table>
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<tr>
<th>Date</th>
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</thead>
</table>

**Print Dean or Vice Chancellor Name**

| Date |
2. Kuali Updates – Improvements

Kuali Proposal Development (PD)

- Incomplete Attachment Status
  - Able to submit proposals into workflow routing with incomplete attachment status where allowable per our staggered deadline policy
  - Allows for easier management of incomplete attachments
  - Change going into effect today
  - Status must be set to Complete for all attachments prior to ORSP final approval
  - Kuali Aggregator Guide has been updated and is available on the Kuali page of the ORSP website
2. Kuali Updates - Looking Ahead

**Kuali Build – Automated Forms with Workflow and Approval Routing**

- Custom forms and workflow automation
- Integrates with Kuali PD
- UMB is kicking off this implementation

**Kuali Modernization Project**

- Upgrade to Kuali Research, COI, and Protocols
- Modernized code base
- Kuali is expected to roll this out in 2024
- S2S for UMB will be implemented on the modernized platform

OFFICE OF RESEARCH AND SPONSORED PROGRAMS
2. Kuali Updates – Current State

Kuali Proposal Development (PD)

- Kuali PD is now live for all areas
  - Thank you everyone for making this project a success!
- Feedback
  - What is working?
  - What could use improvement?
- Training
  - What would be useful for training moving forward?
3. Reminder: Kuali Disclosures

Kuali COI Disclosures

- Submit a disclosure in Kuali at least annually
- Update as often as necessary throughout the year to keep information up to date
- University policy and federal regulations require that disclosures are updated within 30 days of acquiring or discovering a new outside interest

- **Kuali**: Conflict of Interest, Conflict of Commitment, and Foreign Engagement
ORSP Training Opportunities

SUMMIT for Sponsored Programs Training

ORSP Website: https://www.umb.edu/orsp/training

SUMMIT for Sponsored Projects Drop-in Sessions - 2nd Wednesday of the month from 2 PM to 3 PM

» May 10, 2023 - Zoom Link
» June 14, 2023 - Zoom Link

SUMMIT for Sponsored Projects Training Sessions - Sign up for a 1-hour session using the links below:

» Wednesday, April 26 at 4 PM
» Wednesday, June 28 at 4 PM
» Wednesday, August 30 at 4 PM

To schedule group or one on one trainings, contact: Virginia.Maki@umb.edu
ORSP Training Opportunities

Kuali Proposal Development (PD) Training

ORSP Website: https://www.umb.edu/orsp/kuali_research

Kuali Proposal Development Approver Training Sessions
Sign up for a 1-hour session using the link below:

» Tuesday 5/2/2023 at 4 PM

Kuali Proposal Development Aggregator (proposal entry) Training Sessions
Sign up for a 2-hour session using the link below:

» Monday 5/1/2023 at 3 PM

Kuali Proposal Development Drop-in Sessions
Click the Zoom link below to join the Drop-in Session:

» May 18, 2023 from 9-10 Zoom Link
» June 12, 2023 from 10-11 Zoom Link

To schedule group or one on one trainings, contact: Virginia.Maki@umb.edu

OFFICE OF RESEARCH AND SPONSORED PROGRAMS
External Training Opportunities

**NCURA Financial Research Administration** - May 15-18, 2023  *(Virtual)*
- Level I: Fundamentals of Sponsored Project Administration
- Level II: Sponsored Projects Administration - Critical Issues in Research Administration
- Contract Negotiation & Administration
- Departmental Research Administration
- An Auditor's Guide to Research Administration

**NCURA Workshop Denver, CO**
June 5-7, 2023
- Level I: Fundamentals of Sponsored Project Administration
- Level II: Sponsored Projects Administration - Critical Issues in Research Administration
- Contract Negotiation & Administration

**NCURA Annual Meeting**
August 6-9, 2023 - Registration open will open April 2023!
Next Grant Forum
May 17, 2023

Topics?
Any Question
ORSP Leadership

**Matthew Meyer**  
Associate Vice Provost for Research  
and Director of ORSP

**Shala Bonyun**  
Associate Director of ORSP  
Preaward Support Services

**Rebecca Hanson**  
Associate Director of ORSP  
Postaward Support Services

**Tracey Poston, PhD**  
Assistant Director of ORSP Research  
Compliance and Integrity

**Virginia Maki**  
Assistant Director of ORSP eRA  
Systems and Training

**Serena Wang**  
Research Core Facilities &  
Operations Manager of ORSP