

School of Dental Medicine Research News

May 2018

Distributed via email 5/4/2018

Contents:

- FY2019 Fringe Rates Announced
- Effort Reporting in Progress – Due June 12
- Got Equipment?
- SpartaIRB Training – New Courses
- FY2018 Financial Close – Reminder!
- Summer Course: CRSP 401 – Introduction to Clinical Research
- Learning Opportunities
- Funding Opportunities

FY2019 Fringe Rates Announced

The University's federally negotiated fringe rate for the upcoming fiscal year has been announced. For all federally-funded research, the fringe rate will increase from 30% to 33% beginning July 1, 2018. For any new proposals, please be sure to use the new rate. There will be no change to the non-federal rate (33%) or the term rate (17.5%).

Please note that this change will also impact current federal awards. For salary expenses subject to fringe, anything posted after July 1 will incur the higher rate. Unfortunately, federal sponsors do not consider a change in rates sufficient justification for increasing awards. Therefore, there will be some impact on budgets. Please contact your department administrator or dentres@case.edu if you have concerns as to the impact of this change.

Effort Reporting in Progress – Due June 12

Spring is in the air...finally! And along with the sunshine and budding trees, semi-annual effort reporting also comes to pass! Federal regulations require that the University have adequate internal controls to ensure salary being charged to sponsored projects reasonably matches the effort provided by faculty, staff, and students. To comply with this, we collect an after-the-fact certification in the Spring and Fall each year.

If you have had any effort on a sponsored project – whether or not that project paid for the effort – you will soon be receiving an effort report to certify through the Spiderweb system. When the report is ready for your review, you will receive an email with a link for your report. Follow that link, review the report, and if all looks correct, simply click the “Certify” button at the bottom of the page. It's just that easy!

If you have questions about the process or your report, don't hesitate to ask!



SCHOOL OF DENTAL MEDICINE
CASE WESTERN RESERVE
UNIVERSITY

Got Equipment?

If you walk around the building, you'd be hard-pressed to go for more than a few minutes without seeing some high-tech equipment. From X-Ray machines to ultra-low temperature freezers to dental simulators, we've got it all here. If you've ever worked with Procurement to purchase anything costing \$5,000 or more with a useful life of more than a year, you know that you are required to let the University know where the item will live and who is responsible for it. That information is retained by Equipment Accounting, a part of the Controller's Office, and is used for a biannual inventory to ensure everything is where it should be.

For any changes are made to the location of the equipment, including disposition, an Equipment Change in Status Form must be completed and approved by Equipment Accounting *prior* to the change. This is especially important for equipment purchased with sponsored project funding, as the sponsor may have specific requirements regarding ownership and disposition. Discrepancies between the University's inventory and reality can cause serious issues for the University during audits.

The Equipment Change in Status Form is attached at the end of this newsletter. If you have questions, please feel free to contact dentres@case.edu or Jelisa Richards, Equipment Accounting (jxr472@case.edu, 368-5183)

SpartaIRB Training – New Courses

UH has just announced a few new courses on the new SpartaIRB system. A number of 1-hour SpartaIRB User Training sessions have been made available to introduce UHCMC IRB investigators and research teams to the new system:

- Getting Started in SpartaIRB
- SpartaIRB: Modifications, Continuing Reviews, Personnel Changes & Study Closures

These trainings will focus primarily on submissions to the UHCMC IRB. Please see the schedule of upcoming sessions below. Research staff who will submit IRB applications are encouraged to attend.

See the full calendar and register at <https://research.case.edu/researchapps/education/onlinecalendar.cfm>.

FY2018 Financial Close – Reminder!

Though we still haven't gotten the annual memo from the Controller's Office, we do expect the FY2018 close to proceed in the same manner as previous years. The general schedule is below. Of import for May is that all journals for activity through April 2018 must be submitted in May. After May 31st, all journals for July 2017- April 2018 activity will require a Late Cost Transfer form in order to be considered for processing.

- May 31, 2018 – Deadline for cost transfers (salary and non-salary) for transactions posted from July 1, 2018 – April 30, 2018.
- June 30, 2018 – Deadline for cost transfers (salary and non-salary) for transactions posted in May 2018.
 - Transfers for any other month in FY2018 will require the Late Cost Transfer documentation



- Mid-July, 2018 – Deadline for cost transfers (salary and non-salary) for transactions posted on the preliminary June statement.
 - Transfers for any other month in FY2018 will require the Late Cost Transfer documentation

Summer Course: CRSP 401 – Introduction to Clinical Research

Interested in learning more about Clinical Research? Why not take a summer class? **The CRSP 401 "Introduction to Clinical Research"** summer course is now open for online registration in the Student Information System (SIS). For processing purposes, all applications must be submitted prior to **May 15th**. This course can be taken as part of the Master's degree, for non-degree credit or Non-CRF for no credit.

For more information, please visit <http://case.edu/medicine/crsp/crsp-401/>.

Learning Opportunities

There are a number of internal opportunities to learn more about research. Please check out the following sites for available classes:

- CWRU/UH online calendar: <https://research.case.edu/researchapps/education/onlinecalendar.cfm>
- CAPS (CWRU Administrative Professional Series): <https://case.edu/utech/caps/register/>

Funding Opportunities

Have a great idea, but not sure where to look for funding? Take a look at some of the options below:

- Pivot Funding Opportunities Search Tool: https://pivot.cos.com/funding_main
 - A subscription service sponsored by the University, Pivot allows you to create an account with keywords and your interests and searches a database of funding opportunities and can identify potential collaborators.
- Office of Research Administration Funding page: <http://case.edu/research/faculty-staff/funding-ops/>
 - Includes links to limited submission opportunities, sponsoring agencies, and other info



Equipment Change in Status Form

This form is to be used to notify Equipment Accounting of any changes to equipment items that need to be made to the University's Equipment Inventory records.

Tag # (5 Digits): _____ PI Name: _____
Department #: _____ Building: _____
Acquisition Cost (if known): _____ Room #: _____
Speedtype: _____ Serial #: _____
Description: _____ Model #: _____

Is Equipment (select one from drop down menu)

Changing physical location only (complete Section D)

SECTION A - Transferring out of CWRU

Retirement
Sold/Traded Proceeds _____ Traded for: _____
Speedtype & Account Proceeds Deposited To: _____
Moving with PI to another Institution Name of Institution: _____

SECTION B - Transferring into CWRU

Please contact Equipment Accounting at controller-equipment@case.edu or 368-5183.

SECTION C - Transferring from one department to another

Old Department # _____
New Department # _____
New Custodian _____
New Speedtype (if applicable) _____
New location _____

SECTION D - Changing physical location only

Department # _____
Old Location _____
New Location _____
New Custodian (if applicable) _____

APPROVALS:

| | Name | Signature | Date |
|-------------------------------------|-------|--------------------------------------|-------|
| Department Administrator | _____ | Signature Field <input type="text"/> | _____ |
| Department Chair * | _____ | Signature Field <input type="text"/> | _____ |
| Dean's Office Designee* | _____ | Signature Field <input type="text"/> | _____ |
| Environmental Health & Safety | _____ | Signature Field <input type="text"/> | _____ |
| Office of Research Administration** | _____ | Signature Field <input type="text"/> | _____ |

* Not needed for Section D

**Only needed for Section A (when applicable)

This section to be completed by Equipment Accounting

Equipment Accounting Signature Field

Date processed in AM

Please e-mail completed form to controller-equipment@case.edu or mail to:

EQUIPMENT ACCOUNTING
BioEnterprise Building
LC 7006
ROOM 351