



PAF TEAM INFORMATION

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Compliance is everyone's responsibility.

FMS PREVIEW

There are seven UTH Grants screens in FMS that will have most of the same information you are used to viewing in TUFIMS, but the "look" and navigation will be different. The screens will also provide more information than was available in TUFIMS. Listed below are some of the highlights of UTH Grants in FMS (based on what we have seen so far).

Grants, contracts, gifts, and endowments are referred to as "Projects" in FMS. They are each assigned a unique identifying Project number. The FMS program auto-assigns the Project numbers in sequential order. The important thing to remember is that in TUFIMS we use the term "account", and in FMS we will use the term "Project".

In TUFIMS, each multi-year (MY) account had a start, end, and term date. In FMS, each Project will have these three dates, plus a "Spending Begin Date" (for those projects that allow pre-award costs) and a "Billing Begin Date" (for use in producing cost-reimbursable invoices). There is also a field for the date the Final Billing is due. This will assist in producing reports to ensure that bills are submitted by the deadline and to manage billing staff workload.

In FMS, there will be a separate field to list the name of fellows for fellowship awards. The field can be used for queries and other reporting needs.

There is a Grant Assurances screen that will list all the IRB or other restricted research approvals that are required for the Project. There are also fields to list the IRB reference number and the expiration date.

There are several different types of descriptive categories called "Chartfield Attributes". These include budget modification guidelines and the terms & conditions of the funding agency. From these attribute fields, you will find information/instructions such as the following:

- All budget mods for the project require agency approval; and/or
- Per line item limits on budget mods; and/or
- FDP

Finally, there is a miscellaneous note section that has almost unlimited room for notes. One of the functionalities of FMS is that the program will automatically record the person who entered the note, as well as putting a date when the note was

entered. So if you find a note about which you have questions, you will know whom to contact.

BEST PRACTICES FOR SUBJECT INCENTIVES

There are several different mechanisms by which subject incentives are paid. Sometimes gift cards or gift certificates are used.

Peter Martin, at the School of Public Health, is interested in developing a "best practices" guide regarding gift card incentives. Anyone who is interested in assisting in this much-needed task should contact Peter to volunteer.

Topics to be covered may include:

- Vendor criteria/selection
- Tracking and documentation
- Limits

NEW FORMS/REPORTS ON PAF WEBSITE

To assist you in grants' management, we have had more forms and reports posted on our website. None of the forms are required forms; they are merely for your use.

There is a "Subcontractor Tracking Form" that can be used to document the available budget, period of performance, invoices/bills received, and payments made (including DocIDs) to a subcontractor.

There is also a "Billing Tracking Form" that can be used to document the billing period, billing budget, invoice numbers and amounts, payment amounts and dates received, and balance due.

We also posted some of the **DSS reports** that we typically use for financial reporting.

CARRY FORWARD REQUESTS

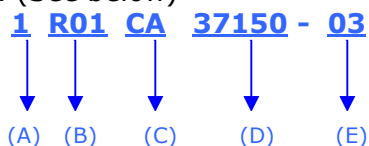
Recently, requests have been made for PAF to supply a sample letter for the departments to use for carry forward requests. We cannot supply such a document because UTHSC-H's Audit and Advisory Services Department has previously provided the opinion that items such as sample letters or templates containing multiple choice selections might be viewed by Federal auditors as creating a situation in which the information submitted by the PI/department is not specific to the project. Because the basic information submitted by the PI/department using a sample letter format did not originate with them, it might be determined that it was not truly project-specific information.

While sample letters and templates are helpful to ensure that all necessary information is provided, they have a tendency to result in less meaningful or diluted information because eventually all the letters seem to be the same. Therefore, auditors question them.

Similarly, PAF cannot write carry forward letters for the PI/department because it cannot be reasonably expected that we have enough project-specific information to provide accurate data since we are not involved in the daily administration of the project. Only the PI or the departmental administrative staff should have sufficient information to write these letters.

NIH AWARD NUMBERS

Besides being a unique identifier, the number that NIH assigns to awards can provide some basic information about that award. (This number can be found on the Notice of Grant Award or on the GDES table.) These numbers identify the (A) type of application, (B) type of award or activity code, (C) awarding institute, (D) unique identifying number, and (E) year of the award. (See below)



The following is a brief description of the meaning of the award number fields:

- (A) Application Type
- (B) Award Type or Activity Code
- (C) Awarding Institute
- (D) Unique Identifying Number
- (E) The Budget Period/Year of the Award

You can use the links below to access the NIH Grants homepage for their Glossary list and Activity Code list. These links will provide a fuller description of the award number fields.

<http://grants.nih.gov/grants/glossary.htm>

<http://grants1.nih.gov/grants/funding/ac.pdf>