Progress Reports and Non-Competing Continuation Renewals

ORSA Routing and Review
January 11, 2011
Background
Continuing Applications vs. Other Progress Reports

- **Non-Competing Renewals/Continuations**
  - A period of continued support for a funded multi-period project
  - Funds awarded one-period at a time based on availability and prior award commitments
  - Award may be contingent on submission of progress report
  - PI provides progress information and notes any changes for *next* budget period (year)
  - Usually due prior to end of budget period (year)
  - New Notice of Grant Award issued for next budget period upon receipt and review

- **Other Progress Reports**
  - Funding level for entire project period is already set
  - PI provides progress information on completed work
  - Usually due after the end of a budget period (year)
  - May contain *financial status* reporting section
E-PCS Records for Progress Reports
Is a new E-PCS record required?

When is a new E-PCS record required for progress reports?
- A new E-PCS record must be created and finalized for all Non-Competing Continuation Renewal Applications

Why is an E-PCS record required for Non-Competing Continuations?
- The report/renewal is treated like an application
- Continuation information must be captured for reporting and approval purposes

Which sponsors (in general) does this apply to?
- NIH, CDC, DHHS

Who do I route these progress reports to in ORSA?
- Pre-Award SPA
ORSA “Destination”
Who gets what?
ORSA “Destination”
Who gets what?

ORSA Office
• Copy of all reports submitted to sponsor

Pre-Award SPA
• Non-Competing Continuation Applications
  • NIH
  • DHHS
  • CDC
• Progress Reports with future budget period(s) changes and/or budgets

Post-Award SPA
• Progress Reports containing financial status data
  • USDE
  • DOJ
  • US Army
PHS Continuing Application Information
All Personnel Report Basics

Who should be included on the All Personnel Report?
- PD/PI should always be included
- All personnel who participated in the project for at least one person month, regardless of source of compensation

How does Oregon define a person month?
- 1 person month = 173.33 hours

When completing All Personnel Report, Oregon’s standard month (173.33 hours) is used, not the NIH 160 standard hours. Use Oregon’s standard to ensure 100% of university effort is accounted for.
What are the benefits of using a workbook to verify an All Personnel Report?

- Mathematical Accuracy
  - Person Months vs. Hours vs. FTE vs. Percentage
- Tracking & Documentation
  - Allow another DGA, auditor or ORSA member to follow and understand your process
- Compliance
  - Match the calculations of the effort reporting system (Activity Reports)
- Consistency
  - Utilize the same process across DGA Community
  - ORSA SPAs

ORSA has developed a worksheet to help consistently calculate person months.
PHS Continuing Application Information
All Personnel Report Worksheet Preparation

**ORSA All Personnel Report Worksheet Overview**

- ORSA worksheet has 2 sections
- Calculations by Payroll section used when Report Period does not align with calendar quarters. Suggested *Banner* reports:
  - PWRPRMR
  - PWIVERI
- Calculations by Activity Reports section used when Report Period aligns with calendar
  - Activity Reports
  - PWIVERI
PHS Continuing Application Information
All Personnel Report Worksheet Preparation

To estimate personnel’s person months effort, enter:

- Grant Salary to Date
- Cost Share Salary to Date
- Hourly Rate

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<tr>
<th>University of Oregon</th>
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<tr>
<td>Office of Research Services and Administration</td>
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<tr>
<td>Continuing Application All Personnel Report Worksheet</td>
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<th>Calculations by Payroll</th>
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Use the Payroll Management Report (PWRPRMR) to enter salary data

- Personnel Names
- Personnel ID Numbers
- Grant Salary to Date
- Cost Share Salary to Date

(run report by person)
Use Employee History Form (PWIVERI) to enter hourly data

- Review appointment Effective Date
- Hourly Rate

Person Months is automatically calculated
Alternate Option- Utilize Activity Reports

- View reported **Effort Percentage** for calendar quarter(s)
- Use Activity Reports if grant period aligns with calendar quarters
PHS Continuing Application Information
All Personnel Report Worksheet Preparation

Utilize Activity Reports

- Enter each personnel’s FTE/Appt % from PWIVERI
- Enter each personnel’s effort % from the 3 finalized Activity Reports
Questions?