

New York State Department of Health, Wadsworth Center

EXTRAMURAL GRANTS ADMINISTRATION

**GRANT CONTRACTOR REFERENCE
MANUAL**

Extramural Grants Administration
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I. Purpose

Research contracts require the timely reporting of scientific and fiscal information. The purpose of this reference manual is to assist investigators, fiscal staff, and research administration staff in managing the contract award. This reference manual does not supersede the language of the contract or negate the need to fully understand the terms of the contract. The manual is divided into the major areas of contract management: fiscal reporting and budget issues; reporting of scientific progress; and site monitoring of facilities.

Fiscal Reporting and Budgetary Issues

To be reimbursed for allowable budgetary expenditures, all contracts require the submission of a standard voucher (Form AC-92) and Budget Statement and Report of Expenditures (BSROE) on a quarterly basis. All vouchers must be submitted with appropriate documentation to support reimbursement requests. Refer to the contract for the exact reporting schedule and submission requirements. Note that vouchers cannot be paid without a BSROE. Vouchers submitted with overspent budget lines cannot be paid. Always refer to the latest approved budget when submitting vouchers for payment.

Over the length of the contract budget changes may become necessary. A number of options are available to provide flexibility to meet changing circumstances. Common budgetary changes include: Budget Modification Request (changes made within the current budget year), Request To Carry Forward Unexpended Funds Into The Next Contract Year (moves unexpended funds into the next budget year), and a Request For No-Cost Time Extension (extends length of a contract if a project will require additional time to complete). Forms are found in Appendix A.

Scientific Progress Reporting

Timely reporting of scientific progress is vital to the successful management of research contracts. Progress Reports are used to determine if projects are progressing in a manner that justifies continued funding. They provide a vehicle for researchers to report and explain relevant information. Also, Progress Reports provide information used by the Department of Health for Annual Reports and other publications to ensure public accountability and program sustainability. Therefore, progress reports should accurately detail progress, setbacks, corrective measures, changes in key personnel or professional effort, and pertinent patent or publication efforts. In quarters when a Progress Report is due, payment of vouchers is contingent on program approval of Progress Reports.

Reports are due on a regular basis with a Final Progress Report due at the end of each contract. Reporting requirements vary depending on the type of contract awarded. Refer to the contract for the exact reporting schedule and submission requirement. Required forms are found in Appendix B.

Contract Monitoring

To ensure that program funds are being used in accordance with the terms of the contract, the program carefully monitors each contract. Monitoring involves scientific and fiscal review, including on-site monitoring visits.

Accurate record keeping is vital for prompt reimbursement. Complete documentation may be requested by program staff at random or in regard to programmatic issues.

Site monitoring visits may be conducted throughout the contract term. The purpose of these visits is to ensure compliance with fiscal and programmatic contract requirements and to foster collaboration and communication. It is expected that institutions and individuals will comply fully with information requests. The exact nature of on-site monitoring visits will vary depending on the contract. Program staff will work with institutions to set up an agreed upon date and time to conduct site visits.

Communication with Extramural Grants Administration Staff

Any issues or concerns related to the conduct of research or other fiscal or programmatic matters should be referred to the Contract Management Specialist assigned to the contract. E-mail communications should be sent to the appropriate program e-mail address listed below. To facilitate a prompt response, reference the contract number in the "Subject" line.

Breast Cancer Research	Spinal Cord Injury Research	NYSTEM Research
hrrsb@wadsworth.org	scirb@wadsworth.org	nystemgrants@wadsworth.org

II. Fiscal Reporting and Budgetary Requirements

Use of Funds

Contract funds may be used only for reimbursement of budgeted expenditures necessary to carry out the approved research work plan to achieve the approved specific aims. Any changes in the approved contract budget must be approved by EGA in advance, see Budget Modifications on page 6.

Travel

Funds budgeted for travel to program-sponsored annual scientific meetings cannot be used for other purposes unless: a) the investigator or a representative attended the meeting and has funds left over in this category, or b) no meeting was held. If the investigator or a representative does not attend a scheduled meeting, travel funds cannot be rebudgeted. Funds to defray the cost of other project-related domestic travel are allowed if adequately justified in advance.

Equipment Purchase and Disposition

Equipment is defined as non-expendable, tangible, personal property that has an acquisition cost of \$500 or more, is free standing, and has a normal life expectancy of one year or more. However, for purposes of indirect cost calculation, the program will follow the definition of equipment in the institution's federal agreement or its equivalent.

Only equipment requested in the application and approved in the contract budget may be purchased with contract funds. Equipment not approved in the original budget may only be purchased after prior approval has been obtained in writing from the program. Equipment may not be purchased within 90 days of contract termination.

Upon satisfactory completion of the contract, as determined by the State Department of Health, all equipment purchased there under may be retained by the contractor.

Facility and Administration/Indirect Cost Recovery Rate

Unless otherwise stated in the Request for Applications, indirect costs are based on the approved modified total direct cost budget. Modified total direct costs consist of all salaries and wages, fringe benefits, materials, supplies, services, travel and subcontracts up to the first \$25,000 of each subcontract (regardless of the period covered by the subcontract). Modified total direct costs exclude equipment, capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subcontract in excess of \$25,000.

The maximum allowable rate for indirect costs is stated in the RFA. In no case will the program provide indirect costs in excess of the amount that would have been permitted under the respective institution's federally negotiated rate and base.

Other Support

Overlapping support for the project is not permitted. If duplicate applications are approved for funding, the applicant must choose one and decline the other. In the event that key personnel receive other support for research that duplicates any portion of the contract, the institution must notify the program and propose a resolution. Increases to any key personnel's total professional effort above 100% are not permitted. In no case should vouchers submitted to the program include expenditures billed to other sources.

Changes in Key Personnel

Changes in investigator and/or key personnel are permitted with justification. Key personnel are defined as all individuals who contribute in a substantive, measurable way to the scientific development or execution of the project, whether or not salaries are requested. Consultants should be included if they meet this definition. If for any reason work on a project cannot be continued under the direction of the original PI, the PI or an official representative of the recipient institution must notify the program promptly to discuss the available options. A written proposal must be submitted to, and approved by, the program. For a change in PI, a written proposal and current CV must be included. For key personnel, submit an NIH-style 4 page biosketch.

If, after discussion, the program does not accept the requested changes, all parties will be notified in writing and the project may be terminated. In this case, the final progress report and the final voucher must be submitted within 60 days of the termination date.

Change of Institution

If the PI chooses to move to another New York institution eligible to receive NYS awards, the award may be transferred to the new institution with approval of the original and new institutions and the Department of Health. At the request of the PI, ownership of materials and equipment purchased or created with State contract funds for work on the project may transfer to the new institution upon program approval. Awards may not be transferred to institutions outside New York.

The program must receive a release statement from the original recipient institution which includes an estimate of the unexpended balance of the award. Then, the program must receive a letter of intent to accept the award from the prospective recipient institution. Changing institutions is a lengthy process that requires the approval of the program, both institutions, the Department of Health, the Office of the Attorney General, and the NYS Office of the State Comptroller. Payment to the prospective recipient institution will be made only after the original recipient institution has released the award and the Office of the State Comptroller has approved the transfer and executed the contract assignment. Contact the Contract Management Specialist for details regarding the appropriate paperwork and timing.

Changes to Professional Development Awards

Professional Development Awards include Postdoctoral Fellowships and Mentored Scientific and Development Awards. Requests for changes in PIs or mentors for these awards must be submitted as soon as possible and will be considered on a case by case basis.

If proposed changes would have the effect of nullifying the defining conditions of training, or if the requested changes are not acceptable to the program for any reason, the project may be terminated. In this case, the final progress report and the final voucher must be submitted within 60 days of the termination date.

Fiscal Forms and Usage

Standard Voucher and Budget Statement and Report of Expenditures (BSROE)

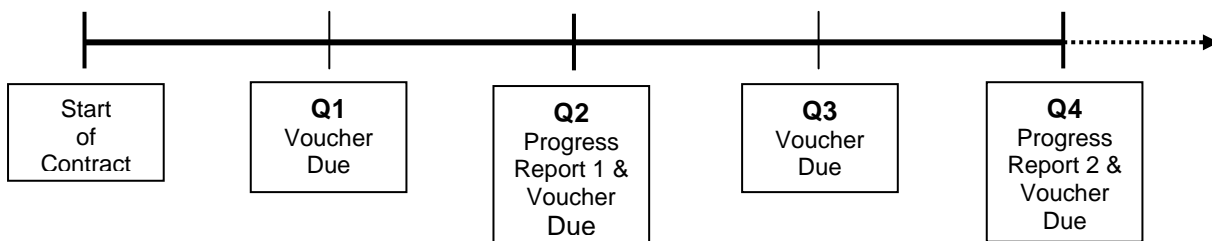
Vouchers are to be submitted quarterly. Contractors must use the Standard Voucher-Form AC-92. All vouchers must have an original signature. Expenditures must be shown by category and total expenditures must be calculated. A Budget Statement and Report of Expenditures (BSROE) must be attached. The first column should show the approved budget for the current budget period (current year, not entire project) by category. The second column should list prior expenditures for the current budget period (year). The third column should list current expenditures for this quarter only. The final column should list expenditures to date for the current budget period. Please be sure that all figures are mathematically accurate.

The voucher and BSROE are an official accounting of expenditures and must be signed by an authorized fiscal officer of the institution. Vouchers submitted with expenditures in excess of current budgeted amounts will not be paid. Changes in the approved budget must be requested in advance by the PI or a grants administrator. If a budget modification request has been received and approved by the program, the BSROE submitted must list the most recently approved budget lines.

The Program reserves the right to request additional backup documentation to support expenditures claimed on the BSROE.

The final voucher and BSROE are due no later than 60 days after the award termination date.

Sample Timeline: Quarterly Vouchers and 6 Month Progress Reports



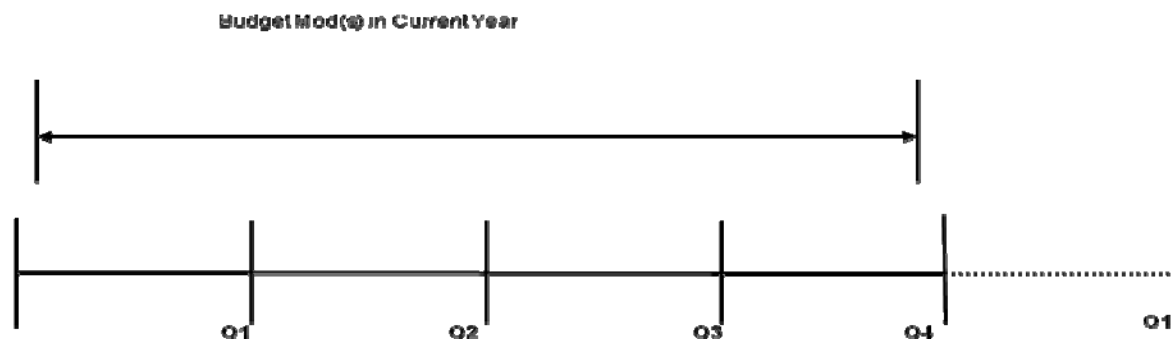
Stop the Clock Letters

Under *Prompt Payment Legislation* contained in the State Finance Law, expenditure vouchers must be paid within thirty (30) calendar days of receipt. This “30-day clock” is stopped when any outstanding issues need to be resolved or corrections made to a voucher. Common reasons Stop the Clock letters are issued include: missing BSROE, incorrect budget information on BSROE, mathematical errors, over expended budget lines,

overdue or missing Progress Reports. A *Stop-the-Clock* letter will be sent to the fiscal administrator and the PI. The letter will detail what action needs to be taken by the PI or institution to allow for the program to authorize payment.

Budget Modifications

Grant contract recipients may find a need to expend funds differently from the approved budget. For current year requests, submit the Budget Modification Request Form to the Contract Management Specialist. The request must be approved before affected vouchers



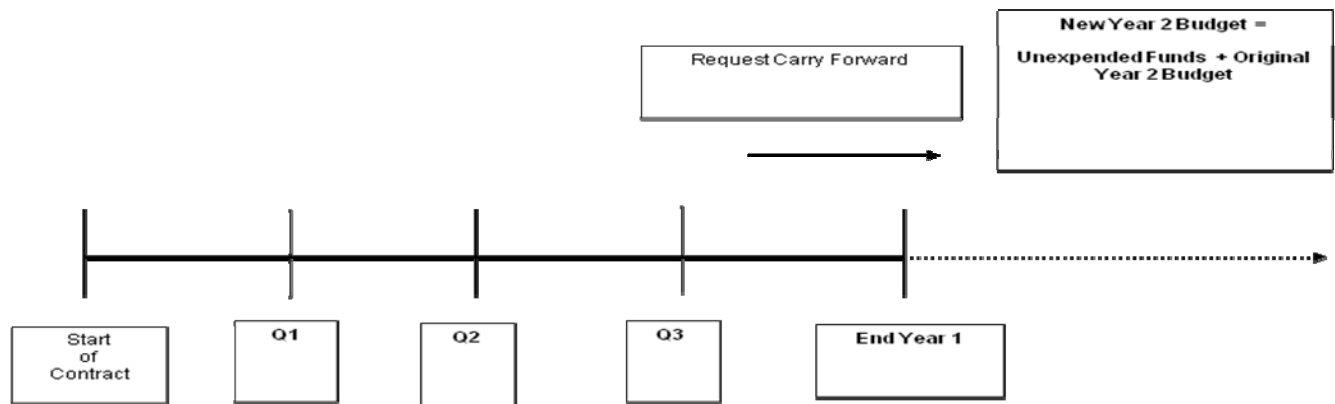
can be submitted and paid. This form requires justification of the requested change(s), including: (1) identification of the budget categories impacted by the change; (2) the reason for the change; (3) how the change will facilitate achievement of the research objectives; and (4) how/whether the original purpose of the funds will be met if the change is approved. Changes may not be implemented until written approval has been obtained from the program. Expenditures made in excess of approved budget lines without approval may be disallowed.

Changes that violate the basic conditions of the award are not permitted, e.g., reducing the PI time commitment to less than the minimum required for the award type, or increasing the indirect cost rate.

Request To Carry Forward Unexpended Funds

Funds from one budget year are not automatically carried forward to the next budget year. During all but the final budget year, unexpended funds may, upon approval, be transferred to the next budget year through submission of a Request to Carry Forward Unexpended Funds.

The contractor must request approval from the program to carry forward unexpended funds no later than 30 days prior to the end of the budget year. Having unexpended funds in a budget is not sufficient justification to have requests approved. Justification must detail why the funds have not been spent as proposed in the Work Plan, how this situation will be remedied, and what impact this will have on the successful and timely completion of the contract. Approval requires that Progress Reports and all protocol approvals are up to date. Funds must be carried forward into the same budget category from which they originated. For example, unexpended funds in the “Supplies” category must be carried forward to the “Supplies” category of the subsequent year.



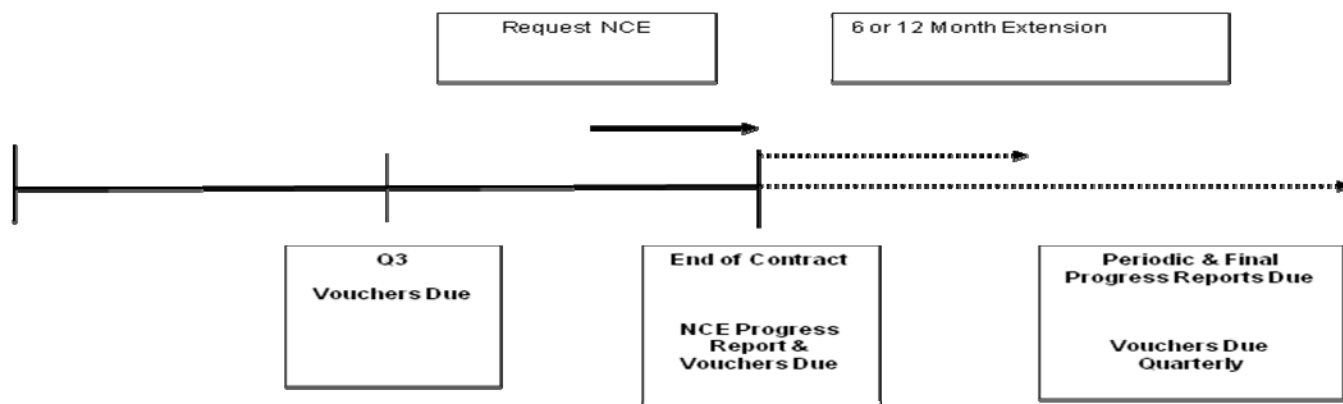
The program may disallow the use of unexpended funds not carried forward according to these procedures. Following program approval, the Carry Forward request must be approved by the NYS Department of Health, utilizing an Appendix X to amend the original contract terms. Subsequent vouchers should reflect the new budget figures once approved.

Request for No-Cost Time Extension

In the event the Work Plan is unable to be completed prior to the award termination date, a six month or one year extension may be requested. Use the Request For No-Cost Time Extension to request a change to the end date, increase the project length, and carry forward unspent funds into a new period. Such a request must be received by the program no later than 60 (sixty) days prior to the end of the final year of the award. The request must include the estimated funds remaining and a justification for the need to extend the project. Having unexpended funds in the budget is not sufficient justification to extend the length of the contract. Approval requires that Progress reports and all protocol approvals are up to date. A voucher is due within 30 days of the original contract end date.

Failure to submit the No-Cost Time Extension request may result in loss of the funds remaining at the original contract termination date. A No-Cost Time Extension requires approval by the program, the Department of Health, the Office of the State Comptroller, and the Office of the NYS Attorney General, utilizing an Appendix X to amend the original contract terms.

Progress Reports and vouchers are required to be submitted on a regular basis during the No-Cost Time Extension period.



III. Scientific Progress Reporting Requirements

Complete and satisfactory Progress Reports for each contract must be submitted in electronic format by the contract specified deadlines. Progress Reports must be received and approved by program staff before any pending vouchers for the award will be paid. Failure to submit the required information by the dates indicated will result in withholding of payments. The contents of required reports are outlined below. Up to date protocols are required for all awards using human subjects, animal subjects, pluripotent stem cells, and/or recombinant DNA.

A sample reporting schedule is shown below. Specific reporting requirements are contained in the contract.

Report Due Dates		
Contract Start Date (stated on contract cover page)	Progress Reports (semi-annual)	Vouchers (quarterly)
January 1	July 30, January 30	April 30, July 30, October 30, January 30
April 1	October 30, April 30	July 30, October 30, January 30, April 30
July 1	January 30, July 30	October 30, January 30, April 30, July 30
October 1	April 30, October 30	January 30, April 30, July 30, October 30

Progress Reports

A progress report is required for each project period as stated in Appendix C of the contract. No disbursement of funds will be authorized without an approved progress report. A *Stop-the-Clock* letter will be sent to the grant administrator and the PI.

Please e-mail the entire progress report (using Word format) including all seven sections:

- Section 1-Progress Report
- Section 2-Progress Abstract
- Section 3-Scientific Progress
- Section 4-Personal Effort
- Section 5-Changes to Other Support
- Section 6-Publications
- Section 7-Patents and Licenses

In addition, copies of publications resulting from program support should be submitted as Portable Document Format (pdf) attachments to progress reports. See the contract for the specific program acknowledgement language to use when submitting papers and abstracts for publication.

When more than one page is needed to complete a section of the report, the continuation pages should be numbered by using letters, e.g., 4A, 4B, etc. If a required section is not applicable (e.g., Publication), submit that section marked "Not Applicable."

Include the name of the Principal Investigator and contract number in the "Subject" line of the e-mail. Progress Reports should be submitted electronically to the appropriate program address:

scirb@wadsworth.org or hrrsb@wadsworth.org or nystemgrants@wadsworth.org

Section 1-Progress Report

Complete the form, including contract number, PI(s), project title, current mailing address, telephone and fax numbers, and e-mail addresses. Check the appropriate boxes with regard to vertebrate animal, human subject, pluripotent cells, and/or Institutional Biosafety Committee requirements. Updated protocol approvals may be submitted with the Progress Report or submitted separately as appropriate to ensure that a current approval is on file with the program at all times. The approvals must indicate the PI, project/protocol title, and dates for which approval has been granted. If the protocol is no longer required for the experimental design, the PI must submit a letter co-signed by the institutional Contracts and Grants official.

By submission of the report to NYS, the sender is certifying that all statements in the report are true, complete, and accurate to the best of their knowledge.

Section 2-Progress Summary

The summary of progress must be written in language understandable to the educated layperson, as it will be used in program publications. Copies of previously submitted summaries are not acceptable.

Provide a brief introduction and summarize the objectives of the overall project. Summarize the progress toward achievement of the specific aims and significant findings that have resulted from the work to date. Discuss the next steps to be taken in the project

and the potential impact of the results. Technical terms and acronyms should be used only where necessary and must be defined.

For final reports, please summarize the entire project period.

Section 3-Scientific Progress

The Summary of Scientific Progress is a detailed account of the progress that was made during the reporting period toward achievement of the funded project. The summary must include: 1) a statement of each specific aim, followed by an account of progress made towards its accomplishment, including presentation of experimental results; 2) if an original aim was modified, an explanation of the reason for such a change; 3) if a new aim was added, progress toward its achievement; 4) a description of any significant problems encountered that jeopardize the successful completion of the aims. Explain the implications of the problems encountered and the anticipated/planned solutions and/or adjustments.

Final reports should represent the entire project period.

Section 4-Personal Effort

List all key personnel named in the application. For the reporting period, list the professional effort of key personnel, including new appointments and resignations. All changes in key personnel must receive the prior approval of the program. See directions on page 4 for details. Changes in the professional effort of the PI must conform to application requirements for each award mechanism.

In addition, names of all support personnel paid through the contract should be listed in this section. Failure to properly document staff assignments may result in the delay of payment for vouchered expenditures.

Section 5-Changes to Other Support

Use this section to reflect changes in support during the report period. This includes details on all active grants, contracts, and “pending” awards on which any key personnel of this contract are participants. For all awards listed on the “Changes to Other Support” section where overlap is indicated, attach a copy of the Specific Aims page from the overlapping application to facilitate the program review. Total professional effort cannot exceed 100% for any individual from all active sources of funds.

Section 6-Publications

List all publications or manuscripts “in press” (i.e., journal articles, abstracts, book chapters, abstract or title presentations at scientific meetings) that were supported by this contract and were completed during the reporting period. Manuscripts that are “in preparation” or “submitted for publication” should not be included in this section. Use additional pages if necessary.

Include a copy of all publications listed in this section as portable document format (.pdf) attachments. Because the publication lag can be significant, PIs are strongly encouraged to submit related publications beyond the termination date of the award. This information will facilitate continued financial support for the program.

All scientific publications resulting from research conducted with support from the award must acknowledge receipt of such support.

Instructions for New York State Breast Cancer Research and Education Fund Contracts:

Support by the New York State Breast Cancer Research and Education Fund should be acknowledged in all publications, presentations, and products of research in a form consistent with the publications guidelines, e.g.,: “supported by the New York State Breast Cancer Research and Education Fund through Department of Health Contract # <<>>. Opinions expressed are solely those of the author and do not necessarily reflect those of the Health Research Science Board, the New York State Department of Health, or the State of New York.”

Instructions for New York State Spinal Cord Injury Research Trust Fund Contracts:

Support by the New York State Spinal Cord Injury Research Trust Fund shall be acknowledged in all publications, presentations, and products of research in a form consistent with the publications guidelines, e.g.,: “supported by the New York State Spinal Cord Injury Research Trust Fund through Department of Health Contract # <<>>. Opinions expressed are solely those of the author and do not necessarily reflect those of the Spinal Cord Injury Research Board, the New York State Department of Health, or the State of New York.”

Instructions for Empire State Stem Cell Fund Contracts:

Support for the Empire State Stem Cell Fund shall be acknowledged in all publications, presentations, and products of research in a form consistent with the publications guidelines, e.g.,: “supported by the Empire State Stem Cell Fund through New York State Department of Health Contract # <<>>. Opinions expressed here are solely those of the author and do not necessarily reflect those of the Empire State Stem Cell Board, the New York State Department of Health, or the State of New York.”

Section 7-Patents, Licenses and Invention Disclosures

Provide a list of all invention disclosures made, patents applied for or issued, or licenses issued during the reporting period that were developed, in whole or in part, with funds from this contract. Do not submit confidential information.

Indicate the name of the disclosure, patent or license and the term for which the patent or license is in effect. NY investigators should also provide the NY Case Number, and investigators at other institutions should provide reference information such as internal case docket numbers together with other available information that has been made public, if any (e.g., other identifier numbers and date of the filing). Describe the invention and its potential importance.

Because the lag can be significant for revealing an invention to the public, PIs are strongly encouraged to submit this information beyond the termination date of the award. This information will facilitate continued financial support for the program.

IV. Site Monitoring

Contractors should anticipate periodic site monitoring visits to be conducted at a mutually agreeable date and time. The purpose of site monitoring visits is to ensure that funds are being used in accordance with the contract and that contract deliverables are being met. Importantly, site visits allow PIs and institutional personnel the ability to communicate directly with program staff to enhance mutual understanding of all aspects of the program. Primary areas addressed during a site visit are: fiscal controls and record keeping; administrative controls and compliance; and research environment and facilities. A typical on-site visit will include review of a) laboratory facilities; b) equipment purchased with contract funds; c) usage records of contract related equipment; d) time records of staff paid with contract funds; and e) vouchering and Progress Report requirements and issues.

To facilitate the on-site visit and optimize contract performance, documentation may be requested in advance. Items will vary by contract and could include but are not limited to:

- policies, procedures and documentation related to compliance with standards regarding the proper conduct of research
- current federal and State assurances and certificates
- current IACUC, IRB, ESCRO and IBC protocol approvals
- policies, procedures and documentation related to fiscal integrity
- equipment and supply purchasing
- contract vouchers and supporting records
- payroll
- percent effort
- calculation of fringe benefit rates
- facilities and administrative cost methodologies. Support documentation for one or more vouchers will be required.

Results of the monitoring visit and any required follow up will be sent to the PI and appropriate institutional officials.

Appendix A: Fiscal Reporting Forms

1. Standard Voucher with Instructions
2. Budget Statement and Report of Expenditures
3. Budget Modification Request
4. Request to Carry Forward Unexpended Funds
5. Request for No-Cost Time Extension

Appendix B: Progress Report Forms

1. Progress Report
2. Progress Summary
3. Scientific Progress
4. Personal Effort
5. Changes to Other Support
6. Publications
7. Patents and Licenses