

Miscellaneous

HSIP

C&G Tasks for HSIP

- C&G manager approves when sponsor funded research study
- C&G manager forwards approval for payment email to dent-grants@umich.edu to be used for backup when reconciling

PI/Study Team tasks for HSIP

- Clinic Coordinator/study team initiates
 - department approves when departmental account is used
- PI/Study team picks up cards/check/cash if necessary from HSIP designated point (WoTo 10th Floor, cashiers office)
- PI/Study team handles forms associated with that request
- PI/Study team close request
 - cash receipt ticket done if necessary
 - completed forms returned to HSIP office
 - closeout documentation given to C&G office for reconciliation backup

Sub-contracts (Sub-K)

C&G tasks for setting up Sub-Contracts (Sub-K)

- coordinate/submit the sub-contract document(s) to Contract Administration for processing

Carry forward

C&G tasks for carry forward requests

- C&G completes budget forms, when applicable

PI tasks for carry forward requests

- PI provides cover letter
- PI provides budget justification

Post Award Changes

C&G tasks for Post Award Change Approval/Notice

- No cost time extension ([FDP](#))
 - Federal:
 - C&G initiates FDP form - including direct/indirect balances, grant number
 - C&G submits request to ORSP for federal sponsor funds
 - Non-Federal:
 - C&G routes to Dept for approval from Chair
 - C&G uploads approval to PAF, notify ORSP complete

PI tasks for Post Award Change Approval/Notice

- No cost time extension (FDP)
 - Federal:
 - PI provides justification for request
 - Non-Federal
 - PI completes request as appropriate for sponsor/industry/foundation.
 - PI submits request for industry/foundation (non-federal grant)

Conflict Of Interest (COI)

C&G tasks for Conflict Of Interest (COI)

- assist in communication with PI/Dept/ORSP in the event a conflict is noted

Cash receipts

C&G Process cash receipts

- C&G will deposit checks received in our office
 - When checks received before award open contact Janet Weiner for permission to deposit in Unallocated fund shortcode.
 - Janet Weiner will transfer funds to new project grant is opened

X-train

C& G tasks for X-train

- Process NIH Commons appointments, terminations, and re-appointments for student

Material Transfer Agreements

C&G tasks for Material Transfer Agreements (MTA) incoming

- Process a [material transfer form](#)
- Secure required signatures
- Submit to ORSP for handling
- Scan/retain electronic document

PI tasks for Material Transfer Agreements (MTA) incoming

- Initiate transfer form
- Obtain material transfer agreement from provider
- Respond to inquiries from ORSP

C&G tasks for Material Transfer Agreements (MTA) outgoing

- assist with initial contact with General Counsel Office or Tech Transfer Office

Continuation PAF

C&G tasks for Continuation PAF

- Process continuation PAF, (i.e. additional recall, contract renewal) involves additional funds and time

DBE

C&G tasks for DBE changes

- Send effort change requests to HR/coordinate with dept
- For NIH Cap change requests to C&G Manager

Ad hoc projections

Progress Reports

C&G tasks for Progress reports

- Provide personnel effort for current period
- Provide estimated balance at end of current project period
- COI – updates in progress

Student Financials

Student Financials transition to the Dept

- Process via system access
- Process via worksheet and uploaded