

# COM Administrators Meeting: January 11 2017

- Research Space – statement of issues
- Wethington award – FY17 policy
- Research commitments – Clarification letters

# Importance of managing existing research space

- Shortage of lab space for recruitment
  - Recruitment for chairs of:
    - Behavioral Science (2017)
    - Neuroscience (2017)
    - Pharmacology and Nutritional Sciences (2017)
    - Toxicology and Cancer Biology (Keping Xie, Spring 2017)
  - Also ongoing recruitment for CVRC, Stroke Center
- Med Sci space is costly to renovate and maintain, some labs being converted to offices to accommodate critical needs
- HVAC problems potentially limiting use of HSRB
- New Research Building will have 1-2 floors outfitted when open in 2018, limited space for expansion
- Leaves BBSRB and BioPharm, or high quality lab space

# College of Medicine

## Space Metrics - Basic Tenets

- Given the shortage of high quality laboratory space, this commodity will be allocated on an equitable and efficient basis
- Space allocations will be based on productivity metrics including:
  - Extramural funds, research expenditures
  - Full time persons working in the area
- Dean's office assigns space for Departments/Centers
- Chairs/Directors assigns space for their faculty

# COM Research Space Evaluation

Initial assessment based on the common metric of \$/NASF (\$ per net assignable square foot).

Calculation is explained in the COM Research website

- Used nationally by AAMC to compare Institutes.
- All Center/Departments asked to have strategic plans to maintain ~300 \$/NASF
- \$/NASF is not used as an absolute benchmark – only as a guide for an initial evaluation of efficiency of space use.

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# College of Medicine Wethington Policy Committee

Name	Department
Anderson, Christy	Dean's Office
Bauer, John	Pediatrics
Daugherty, Alan	Physiology
Evers, Mark	Markey
Frye, Zelneva	SCoBIRC
Garvy, Beth	MIMG
Geddes, James	SCoBIRC
Giannone, Peter	Pediatrics
Goldstein, Larry	Neurology
Kidd, Brad	Dean's Office
Moliterno, David	Medicine
Secrest, Kelly	Pharmacology

# College of Medicine Wethington Award Draft Policy for FY17

## **Description**

The College of Medicine Wethington award process is administered and funded by the Dean's office to reward and incentivize extramurally sponsored research activity in all Departments and Centers.

## **Eligibility**

- All full time faculty on regular, special, and clinical title.
- Awards will incorporate all extramural research funds from which salary support was garnered for research effort.
- Eligibility is based on faculty with salary charged to research functional area extramural funds that, in aggregate, are above a threshold of 30%. The 30% threshold will be based on the funds contributed to the non-cost shared component of salary.

# College of Medicine Wethington Award Draft Policy for FY17

## **Award**

For FY17, it is estimated that the award will be a minimum of 50% of non-cost shared salary above the 30% threshold. The award level is contingent on the financial status of the College. Payments will be made after the close of the fiscal year. Awards can be provided to the faculty member with a payout to the individual, funds to support the faculty member's laboratory, or a mixture of these two options. These distributions are at the discretion of the faculty member. Funds to support the faculty member's laboratory will not be eligible to carry over for the following fiscal year.



# College of Medicine Wethington Award Draft Policy for FY17

## **Determination of award amount**

- Cost share will be excluded.
- Calculation will be based on SAP True Annual Salary, with the exception of faculty with VA Merit awards.
- The 30% non-cost shared salary threshold will be determined per month, with the award amount being determined only in the months in which non-cost shared salary was above the threshold.
- Selected extramural non research funding mechanisms may be included, such as K awards. Inclusion will be determined by the COM Office of Research.
- VA research salary support can be considered. For this salary support mechanism to be considered in the award, the faculty member must have completed an MOU that clearly defines the research effort and salary contribution from the VA, and have completed an appropriate salary adjustment.
- Maximum award is \$50,000. This maximum is inclusion of the combination of Wethington and EPAT bonus awards.
- Faculty must be employed at UK on the date of distribution.

# College of Medicine Wethington Award Draft Policy for FY17

## **Basis for possible adjustment of awards**

- An annual performance evaluation that is deemed to be unacceptable.
- Overexpenditure of grants.
- Bridge funding at either the department or college level.
- Sabbatical.

Calculation – spreadsheet will be provided soon

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# Research commitments: Clarification letters



College of Medicine  
Office of Research

**To:** Faculty  
**c:** Chair/Director/Chief  
DA  
Dean  
**From:** Alan Daugherty, PhD, DSc, Senior Associate Dean for Research  
James W. Geddes, PhD, Associate Dean for Research  
**RE:** Confirmation of Commitments from the Dean's Office

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This document is to confirm your research commitment for the current fiscal year, July 1, 2016 – June 30, 2017. This commitment is assigned to cost center XXXXXXXXXX.

Our records indicate that this commitment began XX/XX/XX. The historical expenditures have been as follows:

<u>FYxx</u>	\$
<u>FYxx</u>	\$
Cumulative expenditures	\$

The approved commitment for FY17 should not exceed \$xx.

Spending through December has been \$xx.

We will be reviewing progress and spending on a regular basis. Please notify by replying to all copied this communication as soon as possible if you expect spending to be less than the commitment in the current year to discuss options.

This commitment is scheduled to end XX/XX/XX.

Please send notification to those copied on this communication by xx/xx/xx if you note any discrepancies in this information.



# Weekly Administrator Meeting

## January 11, 2017

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### Research Administration

Alan Daugherty, Senior Associate Dean for Research

Jim Geddes, Associate Dean for Research

Susan Stark, Manager, SRAS

# SRAS Website

- <http://research.med.uky.edu/research-administration-ibu>
- Presentations from these meetings
- Department assignments
- Useful information

# eIAF Version 2.0

- Currently being piloted with SRAS for College of Medicine PIs
- SRAS has been included in the testing that has been ongoing for about 9 months
- More visually user-friendly, still within myUK, some changes (i.e., need for cost center w/any cost share commitment)
- More to come as EAG and OSPA work on it

# Non-Employee Travel

- Not appropriate per UK policy to use the employee travel g/l or Travel non-UK employee, g/l 530041.
- What are the circumstances related to the grant for which a request has been submitted to support the travel expenses of a non-employee?
- What does the budget justification state – with the original proposal or with any budget revision request?
- Use the g/l that most closely states the activity the person is performing, how it benefits the grant, and/or the reason/circumstances for the travel.



# Options:

- Subcontract PI meeting with UK PI
- Consultant meeting with UK PI
- Other professional collaborator meeting with UK PI
- Workshop/Conference leaders/trainers
- Participant Support
- Advisory Board
- Visiting Speaker
- Official Guest Expense
- Recruitment (very limited) of individuals to work 100% on the project

# Options (more details)

- Subcontract PI meeting with UK PI

These travel costs should be included in the subcontract with the non-UK entity – i.e., other academic institution. Travel costs should be included in their budget and associated justification. Charge as g/1 E530200 or E530201; needs to be specifically budgeted for budrule 4 as sponsored classes E530200 and E530201.

# Options (more details)

- Consultant meeting with UK PI

These travel costs should be included in the consulting agreement with the individual providing this service, either as part of their fee or as a separate item in the agreement. Charge as g/1 530130; needs to be specifically budgeted for budrule 4 as sponsored class E530130.\*

# Options (more details)

- Other professional collaborator meeting with UK PI

Need to review the budget justification for what was planned. Depending on the circumstances, may need to budgeted as consultant (this may need AP/Accounting input) – otherwise, could charge as g/1 530192, Professional Contract Services, which rolls up on a budrule 4 budget to E530300, Direct Current Expenses.

# Other (more details)

- Workshop/Conference leaders/trainers

Does the grant project have a workshop/conference component? The g/1 530191, Workshop and Conference payments, rolls up to sponsored class E530300 Direct Current Expenses on a budrule 4, but need to make sure it's allowable/allocable by reviewing the g/1 530191 definition and project budget justification.

# Other (more details)

- Participant Support

Must be specifically approved and budgeted, either in the proposal budget or via a subsequent prior approval request of the sponsor, to be allowed on a budrule 4 project. Often separated into a scope account just for this purpose. Sponsored class is E530170; g/1 530170 would be used for travel expenses. Watch the PADR at the time of the account set up to make sure it's included.

# Other (more details)

- Advisory Board

Must be specifically approved and budgeted, either in the proposal budget or via a subsequent prior approval request of the sponsor, to be allowed on a budrule 4 project. Sponsored class is E532999; g/1 530135 would be used for travel expenses.

Watch the PADR at the time of account set up to make sure it's included.

# Other (more details)

- Visiting Speaker

Not seen often on research grants. Although g/l 530190 for this rolls up to sponsored class E530300 on budrule 4 projects, visiting speaker expenses would still need to be specifically related to the aims of the project (and part of the budget justification) to be considered allowable and allocable on any sponsored project.



# Other (more details)

- Official Guest Expense

Per the definition for this g/1, 530501, it implies no services were provided – wouldn't be allowed on any sponsored project – as travel should only be paid for those individuals providing a service that supports the sponsored project.

# Other (more details)

- Recruitment

Seldom seen on sponsored projects. While the g/1 for this, 530502, rolls up to sponsored class E530300 Direct Current Expenses on a budrule 4 sponsored project, allowability and allocability are very limited (UG requires repayment of costs if the individual resigns within 12 months).

# Reference Links

- Complete Expense g/l list with definitions:

<https://www.uky.edu/EVPFA/Controller/general.htm>

(General Accounting, Office of the Treasurer site)

- BudRule Cross Walk:

<http://www.research.uky.edu/ospa/> (OSPA site)

<http://www.uky.edu/EVPFA/Controller/sponsor.htm>

(SPA site)

AVC Roll up Update

<http://www.research.uky.edu/ospa/> (OSPA site)

# Questions?

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