

# Thomas Jefferson University

## Research Administration Center of Excellence

Administrative Town Hall

October 27, 2014

*\*For Discussion Purposes Only\**

# Agenda



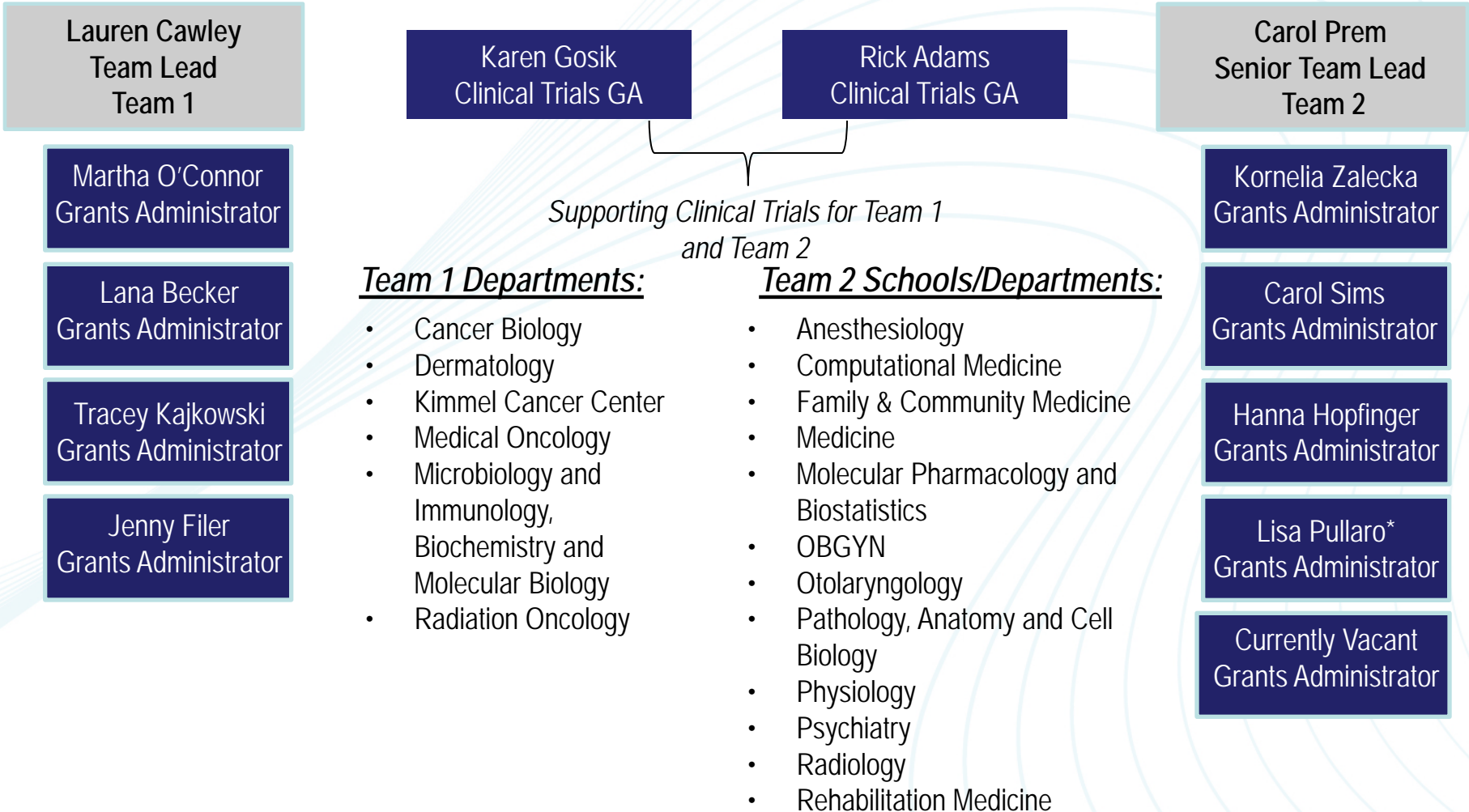
- RACE Proposal Submissions
- Team Assignments
- Scientific Writer Service Level Agreement
- Community Feedback
- Grant Post Award Projections

# RACE Proposal Submissions

# Team Assignments

# Team Assignments

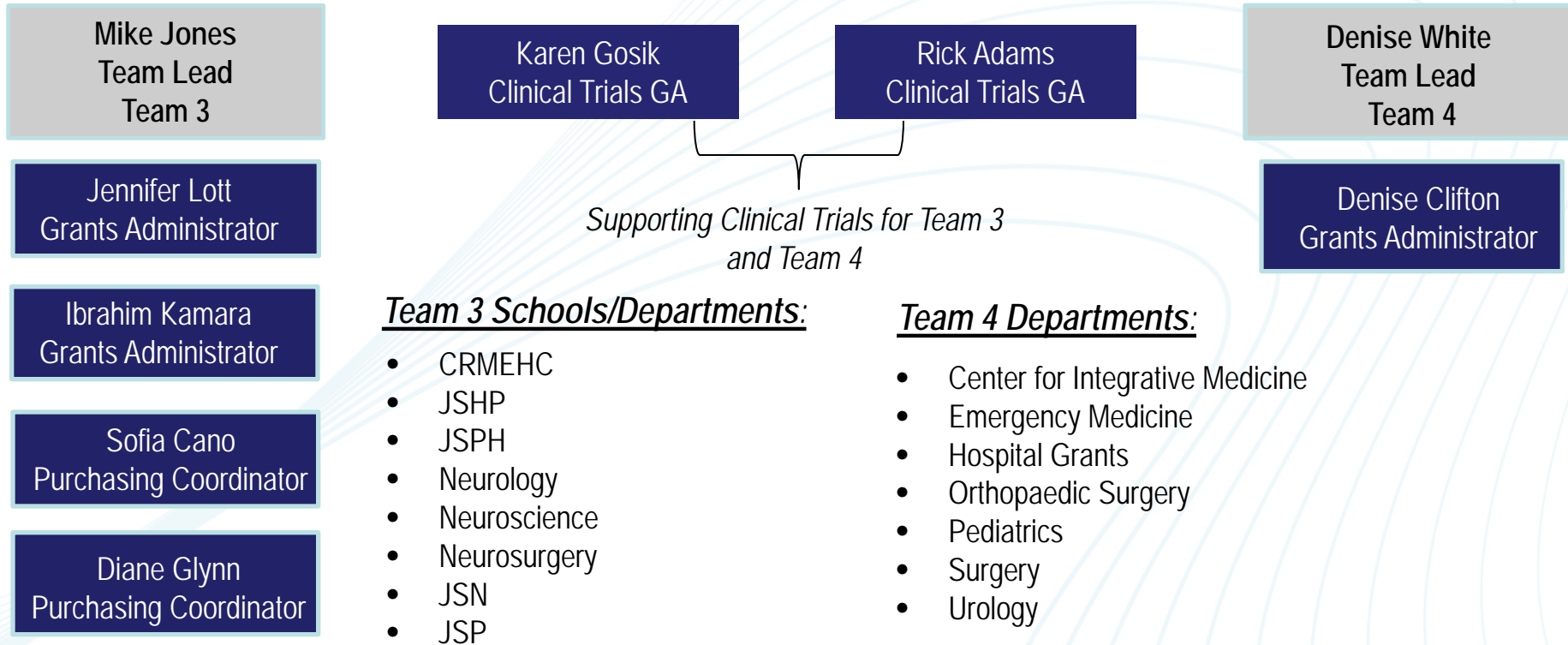
Team 1 and Team 2 Assignments are as follows:



\* Lisa Pullaro start date is November 3, 2014

# Team Assignments

Team 3 and Team 4 Assignments are as follows:



**RACE Scientific Writer  
Michael Kane  
Service Level Agreement**

# Scientific Writer SLA



- Purpose and Expectation
- Mission
- Guiding Principles
- Goals
- Expectations for Response/Feedback
- Tracking Effectiveness/Key Performance Indicators



# Community Feedback

# Community Feedback



The RACE Project team will collect feedback based on the results of three surveys:

1. Community Input Survey

- Consistently measures feedback through website and RACE Grants Administrator signatures

2. Monthly Satisfaction Survey \*

- Sent to faculty and administrators on 9/30/14

3. Purchasing Survey

- Measures effectiveness and timeliness of RACE Purchasing Services
- To be sent to faculty, administrators and designated requestors on 10/31/14

\* This survey was submitted to all Phase I Faculty, Department Chairs and Department Administrators

# Grant Post Award Projections

# Grant Post Award Projections



Research Administration Center of Excellence (RACE)

Dr. Xxxxxx

Date Prepared: 10/24/2014

Sponsor No. TJU Account No. Project Period Budget Period	5R01ARxxxxxx-02 080-xxxxx-Sxxxxx			1R21ARxxxxxx-01A1 080-xxxxx-Sxxxxx			TOTAL GRANT SUPPORT		
	9/24/2012 1/0/1900	- -	12/31/2014 1/0/1900	4/1/2014 1/0/1900	- -	3/31/2014 1/0/1900	Budget	Expensed	Effort
	<u>Budget</u>	<u>Expensed</u>	<u>Effort</u>	<u>Budget</u>	<u>Expensed</u>	<u>Effort</u>	<u>Budget</u>	<u>Expensed</u>	<u>Effort</u>
000xxxxx PI Name		55,717.75	31.62%		9,453.48	8.63%			40.25%
000xxxxx Personnel 1		15,145.36	0.00%		0.00	0.00%			0.00%
000xxxxx Personnel 2		20,102.40	50.00%		9,850.72	40.00%			90.00%
000xxxxx Personnel 3		66,751.15	50.00%		11,996.56	50.00%			100.00%
Fringe Benefit Fix		(325.25)	0.00%		0.00	0.00%			0.00%
			<u>Balance</u>			<u>Balance</u>			<u>Balance</u>
<b>SALARY/FB TOTAL</b>	<b>\$ 187,802.00</b>	<b>\$ 157,391.41</b>	<b>131.62%</b>	<b>\$ 98,117.00</b>	<b>\$ 31,300.76</b>	<b>98.63%</b>	<b>\$ 285,919.00</b>	<b>\$ 188,692.17</b>	<b>\$ 97,226.83</b>
Medical & Surgical Supplies 6403	0.00	422.48	(422.48)	0.00	687.25	(687.25)	0.00	1,109.73	(1,109.73)
Laboratory Supplies 6408	37,448.00	14,775.73	22,672.27	20,883.00	3,395.98	17,487.02	58,331.00	18,171.71	40,159.29
Animal Acquisitions 6503	500.00	2,620.80	(2,120.80)	0.00	64.20	(64.20)	500.00	2,685.00	(2,185.00)
Books: Non-Subscription (publications) 6504	3,000.00	0.00	3,000.00	2,000.00	0.00	2,000.00	5,000.00	0.00	5,000.00
Printing and Copying 6601	0.00	245.90	(245.90)	0.00	0.00	0.00	0.00	245.90	(245.90)
Animal Maintenance (per diem costs) 7034	9,000.00	6,904.41	2,095.59	9,500.00	528.17	8,971.83	18,500.00	7,432.58	11,067.42
Kimmel Cancer Institute Shared Resou 7036	0.00	2,407.50	(2,407.50)	0.00	3,715.50	(3,715.50)	0.00	6,123.00	(6,123.00)
Domestic Travel 7105	3,000.00	2,009.84	990.16	1,500.00	0.00	1,500.00	4,500.00	2,009.84	2,490.16
Expense Reimbursement 7108	0.00	50.00	(50.00)	0.00	0.00	0.00	0.00	50.00	(50.00)
			<u>Balance</u>			<u>Balance</u>			<u>Balance</u>
<b>NON-SALARY EXP</b>	<b>\$ 52,948.00</b>	<b>\$ 29,436.66</b>	<b>\$ 23,511.34</b>	<b>\$ 33,883.00</b>	<b>\$ 8,391.10</b>	<b>\$ 25,491.90</b>	<b>\$ 86,831.00</b>	<b>\$ 37,827.76</b>	<b>\$ 49,003.24</b>
	<u>Budget</u>	<u>Total Proj. &amp; Actual Expenses</u>	<u>Balance</u>	<u>Budget</u>	<u>Total Proj. &amp; Actual Expenses</u>	<u>Balance</u>	<u>Budget</u>	<u>Total Proj. &amp; Actual Expenses</u>	<u>Balance</u>
<b>TOTAL DIRECT COSTS</b>	<b>\$ 240,750.00</b>	<b>\$ 233,724.40</b>	<b>\$ 7,025.60</b>	<b>\$ 132,000.00</b>	<b>\$ 87,668.41</b>	<b>\$ 44,331.59</b>	<b>\$ 372,750.00</b>	<b>\$ 321,392.81</b>	<b>\$ 51,357.19</b>
<b>TOTAL INDIRECT COSTS</b>	<b>\$ 132,413.00</b>	<b>\$ 128,548.42</b>	<b>\$ 3,864.58</b>	<b>\$ 72,600.00</b>	<b>\$ 48,217.62</b>	<b>\$ 24,382.38</b>	<b>\$ 205,013.00</b>	<b>\$ 176,766.05</b>	<b>\$ 28,246.95</b>
<b>TOTAL</b>	<b>\$ 373,163.00</b>	<b>\$ 362,272.83</b>	<b>\$ 10,890.17</b>	<b>\$ 204,600.00</b>	<b>\$ 135,886.03</b>	<b>\$ 68,713.97</b>	<b>\$ 577,763.00</b>	<b>\$ 498,158.86</b>	<b>\$ 79,604.14</b>

# Grant Post Award Projections



## Research Administration Center of Excellence (RACE)

Date Prepared: 10/24/2014

Acct #:	080-xxxxx-Sxxxxx	Sponsor #:	5R01ARxxxxxx-02	Date Prepared:	10/24/2014
PI:	Dr. Xxxxxx	Project Title:	Grant Title	Grant Analyst:	RACE Grant Administrator
Dept:	Department Name	Budget Period:	9/24/2012 thru 12/31/2014	Grant End Date:	12/31/2014

EFFORT	PERSONNEL	SALARY	DATE ON PROJECT	ACTUAL SALARIES	ACTUAL F/B	PROJ. PAY PERIODS	BI-WEEK SALARY	Projected through budget end date:		TOTAL PROJ. & ACTUAL EXPENSES	BALANCE AVAILABLE
								SALARIES	F/B		
31.62%	000xxxxxx PI Name	\$ 150,000.00	9/22/2012 - 12/31/2014	42,172.01	13,545.74	9.30	1,824.29	16,965.88	4,665.62	77,349.25	
	000xxxxxx Personnel 1	\$ 35,007.70	6/1/2013 - 11/29/2013	11,464.65	3,680.71					15,145.36	
50.00%	000xxxxxx Personnel 2	\$ 60,298.42	6/1/2013 - 12/31/2014	15,329.74	4,772.66	9.30	1,159.59	10,784.14	2,965.64	33,852.18	
50.00%	000xxxxxx Personnel 3	\$ 50,498.24	9/22/2012 - 12/31/2014	50,653.57	16,097.58	9.30	971.12	9,031.42	2,483.64	78,266.21	
	Fringe Benefit Fix				(325.25)					(325.25)	
	BUDGET										
	Salary Total	143,880.00		119,619.97				36,781.44		156,401.41	(12,521.41)
	Fringe Benefit Total	43,922.00			37,771.44				10,114.90	47,886.34	(3,964.34)
A/P CATEGORIES		BUDGET	ACTUAL EXPENSES		EXPENSES IN PROCESS				SUBAWARD COMMITMENT		BALANCE AVAILABLE
	Medical & Surgical Supplies	6403	422.48							422.48	(422.48)
	Laboratory Supplies	6408	37,448.00	14,775.73						14,775.73	22,672.27
	Animal Acquisitions	6503	500.00	2,620.80						2,620.80	(2,120.80)
	Books: Non-Subscription (publications costs)	6504	3,000.00								3,000.00
	Printing and Copying	6601	245.90							245.90	(245.90)
	Animal Maintenance (per diem costs)	7034	9,000.00	6,904.41						6,904.41	2,095.59
	Kimmel Cancer Institute Shared Resources	7036		2,407.50						2,407.50	(2,407.50)
	Domestic Travel	7105	3,000.00	2,009.84						2,009.84	990.16
	Expense Reimbursement	7108		50.00						50.00	(50.00)
	SUBTOTAL	52,948.00	29,436.66							29,436.66	23,511.34
	TOTAL DIRECT COSTS	240,750.00	149,056.63	37,771.44				36,781.44	10,114.90	233,724.40	7,025.60
	INDIRECT COSTS @ 55%	132,413.00	TOTAL ACTUAL EXPENSES	186,828.07						128,548.42	3,864.08
	TOTAL BUDGET	373,163.00								362,272.83	10,889.67

Approval (please provide initials and date)

No changes

Changes noted; update and return

# Grant Post Award Projections



## Research Administration Center of Excellence (RACE)

Date Prepared: 10/24/2014

Acct #: 080-xxxxx-Sxxxxx	Sponsor #: 1R21ARxxxxx-01A1	Date Prepared: 10/24/2014
PI: Dr. Xxxxxx	Project Title: Grant Title	Grant Analyst: RACE Grant Administrator
Dept: Department Name	Budget Period: 4/1/2014 thru 3/31/2014	Grant End Date: 3/31/2014

EFFORT	PERSONNEL	SALARY	DATE ON PROJECT	ACTUAL SALARIES	ACTUAL F/B	PROJ. PAY PERIODS	BI-WEEK SALARY	Projected through budget end date:		TOTAL PROJ. & ACTUAL EXPENSES	BALANCE AVAILABLE
								SALARIES	F/B		
8.63%	000xxxxxx PI Name	\$ 150,000.00	3/22/2014 -3/31/2014	7,259.28	2,194.20	15.70	497.94	7,817.69	2,149.87	19,421.04	
40.00%	000xxxxxx Personnel 2	\$ 60,298.42	3/22/2014 -3/31/2014	7,606.87	2,243.85	15.70	927.67	14,564.39	4,005.21	28,420.31	
50.00%	000xxxxxx Personnel 3	\$ 50,498.24	3/22/2014 -3/31/2014	9,245.08	2,751.48	15.70	971.12	15,246.58	4,192.81	31,435.95	
			BUDGET								
			Salary Total	74,671.00	24,111.23			37,628.67		61,739.90	12,931.10
			Fringe Benefit Total	23,446.00					10,347.88	17,537.41	5,908.59
A/P CATEGORIES			BUDGET	ACTUAL EXPENSES		EXPENSES IN PROCESS			SUBAWARD COMMITMENT		BALANCE AVAILABLE
Medical & Surgical Supplies	6403			687.25						687.25	(687.25)
Laboratory Supplies	6408		20,883.00	3,395.98						3,395.98	17,487.02
Animal Acquisitions	6503			64.20						64.20	(64.20)
Books: Non-Subscription (publications costs)	6504		2,000.00								2,000.00
Animal Maintenance (per diem costs)	7034		9,500.00	528.17						528.17	8,971.83
Kimmel Cancer Institute Shared Resources	7036			3,715.50						3,715.50	(3,715.50)
Domesic Travel	7105		1,500.00								1,500.00
SUBTOTAL			33,883.00	8,391.10						8,391.10	25,491.90
TOTAL DIRECT COSTS			132,000.00	32,502.33	7,189.53			37,628.67	10,347.88	87,668.41	44,331.59
INDIRECT COSTS @ 55%			72,600.00							48,217.62	24,382.38
TOTAL BUDGET			204,600.00							135,886.03	68,713.97

Approval (please provide initials and date)

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No changes

Changes noted; update and return



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