CRS - CONTRACT & RESEARCH SYSTEM:

PROJECTS

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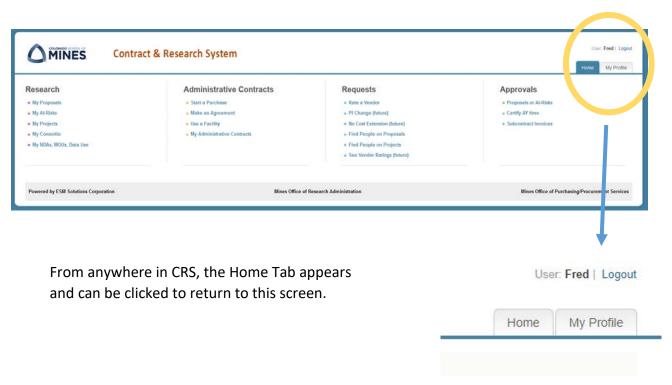
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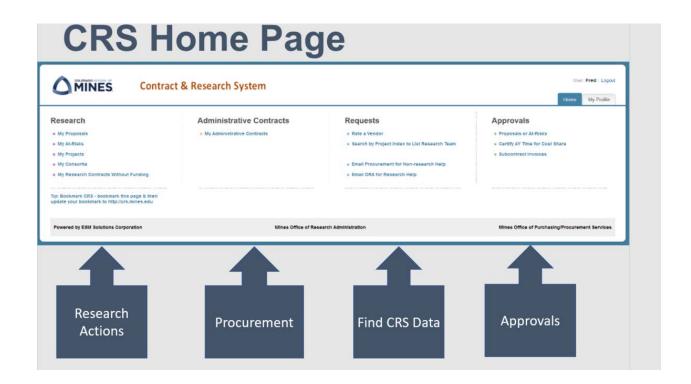
Getting Started: Home Page

CRS is found on the web at: crs.mines.edu



Home page





Introduction – My Projects and Project Awards

My Projects in CRS provides all the information one needs to know about their research project once funded. This manual provides a walk-through of all the information that can be found under Projects.

What is the difference between Projects & Project Awards?

Projects - Provide the all non-financial details about a single research project. This includes funded amounts, period of performance, cost share details, subcontractor details, proposal, research team, relevant terms and conditions, etc.

Project Awards - Provides information related to the main agreement that created the project. This section tracks the timelines of the awards and includes details on all modifications.

My Projects

Once logged in, CRS displays the Home Screen:



On the left hand side in the first column is the header **Research** and under that header the topic **My Projects**.

After clicking My Projects, a list of all of associated projects appears



The Project home page provides summary information of each project. Note the status column for each project. The available statuses are:

Project Setup – An Award to establish the Project has been received by ORA and is in the process of being reviewed, negotiated and signed, if necessary, and set-up in Banner.

Active – The Project is fully set-up and active in Mines' systems.

Review for Closeout - The Project end date has passed and ORA will start working with a PI to close down the project or request an extension.

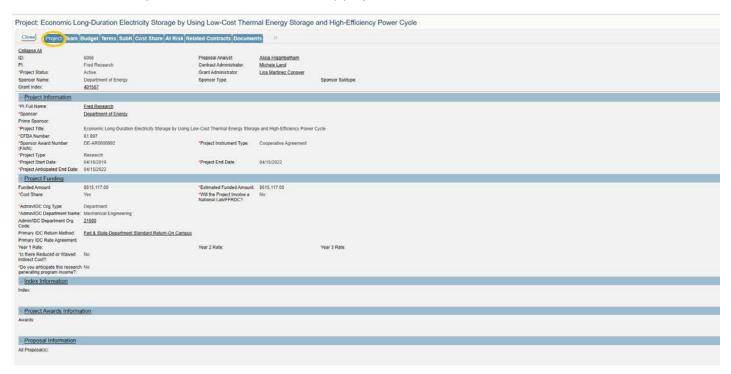
Closed – Project has been officially closed both financially and contractually with the sponsor. No further activity is allowed.

Projects:

To view a particular Project, click on the Grant Index number in the left hand column on the **My Projects** page.



The first tab of the Project records shows the summary project details.



<u>The top section</u> on the Project Tab identifies key items for the Project including PI, Sponsor, Project Status, Grant Index number and ORA contacts. <u>This section is a header and appears across all tab</u> screens to identify the project.



Project Information

The first section provides more detail about the sponsor, lead PI, the sponsoring agency, the prime sponsoring agency, the title, CFDA #, sponsor award number, what type of agreement, project start and stop dates, and an anticipated end. An anticipated end date is where the project end date is less that the anticipated end date of the award as with competitive renewals.



Project Funding

The second section, includes the details of funding, the amount currently funded, the estimated total or the anticipated amount to be funded, the cost share on this project, will project involve an FFRDC or National Lab, the department or center the project will run through (this determines where indirect cost return goes, the IDC rate that is in effective when the agreement is signed, and whether or not this project will generate program income.



Index Information

This section identifies all indices and the types that are associated with the project.



Index Types:

Primary - The funded Project Award

Cost Share - A separate Project Award that identifies the cash cost share that is to be tracked in parallel to the Prime Project and all Project Awards under it.

Participant Support - Another Project Award that segregates a certain part of the budget to use for Participant Support costs such as stipends, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

TTO - A Grant index that will be set up that segregates the percentage of Project Award funds required to support any Technology Transfer costs associated with the Primary Project Award.

Accessing an Index-

To view an index click on the index number.



CRS opens to show details of that index:



Index – Banner index number assigned to that type of award.

Index Type – Identifies whether this is a Banner Grant Index (Primary award index), a Banner Fund (Participant Support, or TTO underneath the Grant), i.e. Grant/Fund/Funds, or a Cost Share Banner Grant Index and a Cost Share Banner Fund.

Index Title – Identifies the title of the award as: Carry-Forward funds, Consortia member payment, Cost Share, Other, Participant Support, Primary, Program Income, or TTO.

Budget Amount – The funded amount of this award.

IDC Return Method – Identifies the IDC return associated with this award.

IDC Rate Agreement – Identifies the IDC rate being charged on this award.

Year 1, 2, 3 - Identifies the actual IDC rate percentage associated with the award

Sponsor – Name of sponsor

Notes - Free text

Project Awards Information

This section lists each individual action over the life of the project, from the original award through any subsequent amendments.



Award Amounts - Will equal the funded amount associated with that amendment.

Award Type - Identifies whether or not the award is new, a funded amendment, non-funded amendment, supplement, etc.

Status - Identifies where in the process an award or amendment is within the negotiation or setup process.

Award Status Date - Is the date the award moved into the current status.

Award Received Date - Is the date the award was received in ORA.

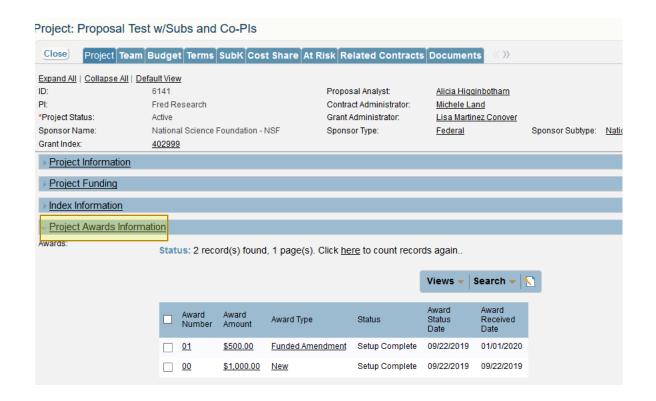
Proposal Information

Proposal associated with this project are shown



Accessing an Award -

Award data is accessible from the **Project Awards Information** section.



Click on the underlined information including Award Number, Award Amount, or Award Type.



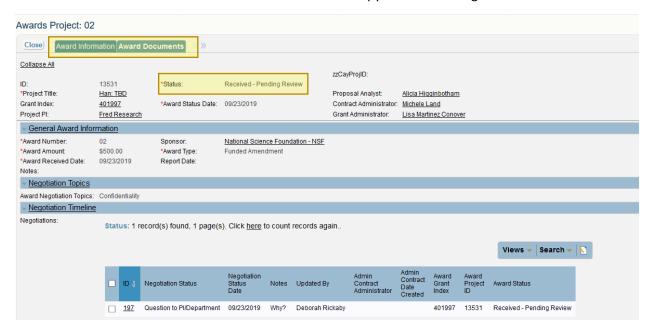
Awards Project

CRS opens the specific award in the Award Projects page.

Two tabs make up the Award Projects page:

Award Information - Provides details of the award

Award Documents - Contains a scanned copy of the award agreement



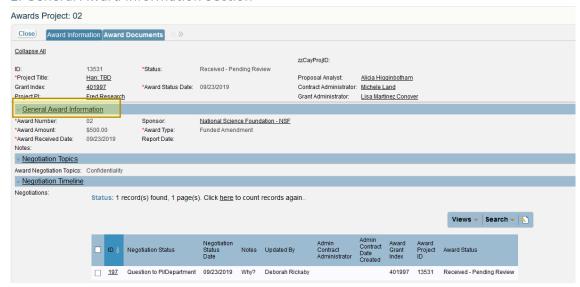
When Mines receives a new award it is reviewed by the Contracts unit who work with the Sponsor to prepare a contract / agreement that each party must sign. There can be negotiating back and forth between Mines and the Sponsor. It is important to note that even when Mines receives a new award it must go through the contract phase and cannot have spending (unless an At-Risk has been approved) until there is an executed agreement / contract. The Status field shown in the screen above will inform the viewer where the award is in regards to the Contracts unit, Post Award unit and set-up complete. The following are the statuses that follows the progress of an award:

- Received / Pending Review The agreement / contract has been sent to the Contracts Unit
- In Review Contracts Unit is reviewing agreement / contract
- In Negotiations with Sponsor the parties are working toward an agreement on certain terms and conditions
- Hold for Compliance Waiting on PI to submit compliance documentation, or sponsor is requiring compliance
- Signing The agreement / contract is being signed by both parties
- Signing Complete Both parties have signed (Mines and Sponsor)
- Pending Banner Setup The award has been transferred from the Contracts Unit to the Post Award unit
- Pending Grant Admin Review The award is ready to be reviewed by the Grant Administrator
- Fund Setup Complete The Grant Administrator has completed the Banner setup

- Billing Setup The Billing unit has completed the billing setup
- Cost Share Setup The Research Analyst Accountant has completed the cost share setup
- Setup Complete All sections of the award have been reviewed and completed, the index number can now be charged for expenses related to the award

The Award Projects page contains three sections offering specific details for the award.

1. General Award Information Section



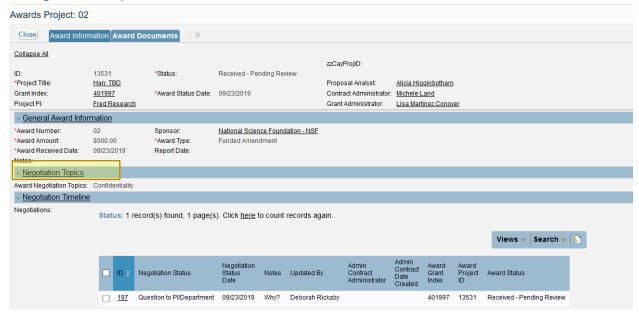
Award number – The number of awards or amendments received that pertain to this Project.

Award Amount – The dollar amount tied to this award or amendment.

Award Received Date – The date the award was received in ORA **Sponsor** – Mines' sponsoring research agency

Award Type— Description of the type of award that came in modifying the agreement. i.e. New, Funded Amendment, Non-Funded Amendment, No Cost Extension, etc.

2. Negotiation Topics

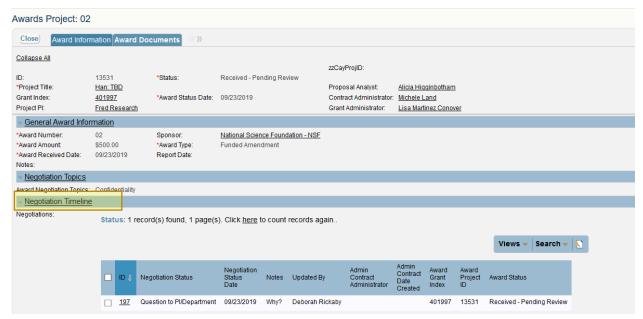


All Negotiation Topics affiliated with the Award are listed. The Contract Administrators negotiate these topics with the sponsor to comply with Mines policies, and State and Federal laws.

If this section lists "no negotiation" it means that Mines has accepted the award as it was originally written.

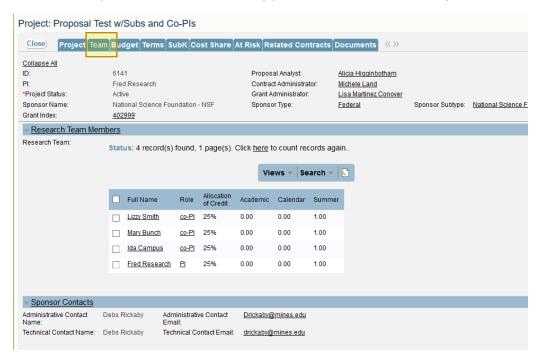
3. Negotiation Timeline

This section provides an overview of the negotiations including status, date, notes, updated by and includes the award index. This section is updated by the Contract Administrator in real time and provides details as to what topics are under negotiation and negotiation progress.



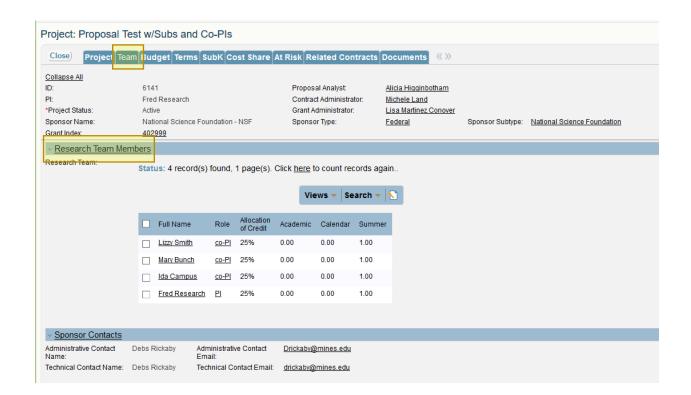
Project Team Detail

The Team Tab provides information on key personnel involved in the Project.



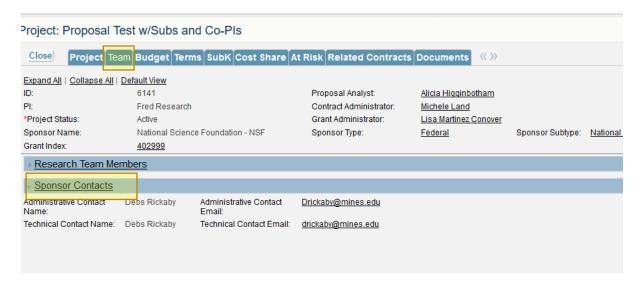
Research Team Members

Identifies the PI and the rest of the Project Team key personnel. It also shows the allocation of credit for each named individual.



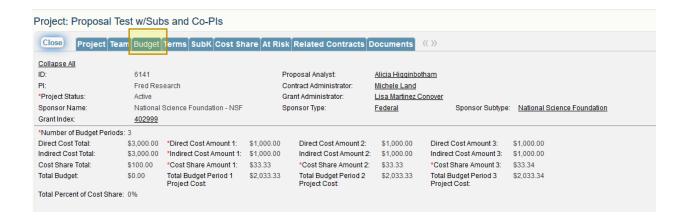
Sponsor Contact

Identifies the Sponsor's Administrative & Technical Contacts and contact information.



Project Budget Detail

The budget is entered by ORA based on the approved sponsor award.



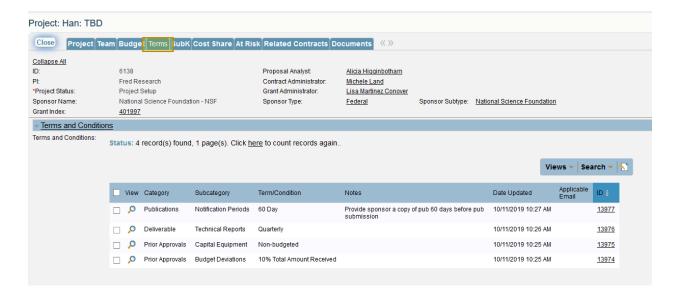
The Budget tab lists the number of Budget Periods (typically in 12 month increments, but can vary depending on the sponsor). This tab identifies the overall direct and indirect costs, the budgeted amount for any FFRDC (National Lab), and Cost Share by Budget Period.

If the Project involves any FFRDCs (National Labs) their contact information is also listed on this page.



Project Terms Detail

The Terms Tab identifies certain key terms and conditions within the agreement that have to be identified, managed or that fall outside Mines standard practices. These Terms and Conditions are identified by major category such as reporting requirements, compliance matters, billing and payment, and other topics. To view additional information and details about a particular term, click on the magnifying glass next to that term.



Project SubK Detail

Identifies Subcontracts or Subawards under the Project and their status.

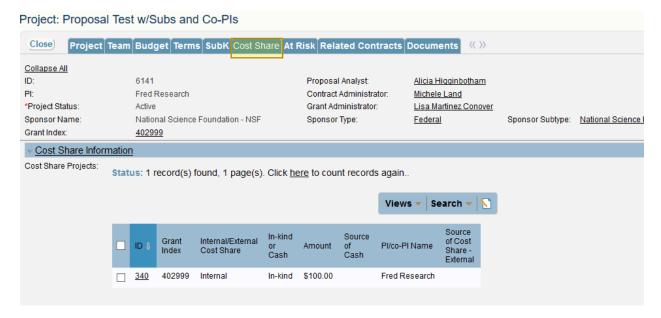
See the **CRS Subcontracts Manual** which outlines all the details, navigation, monitoring, and approvals for Subcontractors.



Cost Share

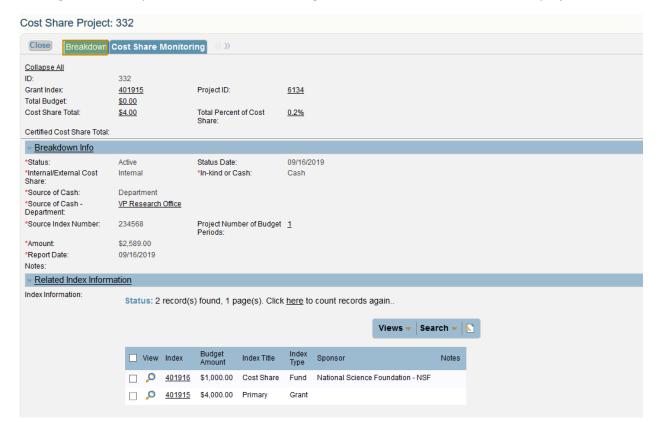
Cost Share, or matching, means the portion of project costs not paid by the project sponsor but instead paid using another resource(s). Cost share is normally required by a federal agency and may require a certain cost share percentage be met on each invoice.

All Cost Share details show including amount, percentage, source of the contribution, and type of contribution (cash or in-kind).



Cost Share Breakdown

Clicking into the ID opens the next screen showing the cost share commitments for the project



Breakdown Info

This screen allows users to view the details of the cost share commitment.

Status:	Active	Status Date:	09/22/2019	
Internal/External Cost Share:	Internal	*In-kind or Cash:	In-kind	
In-kind Type:	AY Effort & Fringe			
PI/co-PI Name:	Fred Research	PI/co-PI Department:	<u>Chemistry</u>	
Source Index Number:	156289	Project Number of Budget Periods:	<u>3</u>	
Amount:	\$100.00			
Report Date:	09/30/2022			
AY Effort Budget Period 1:	0.01	*AY Effort Budget Period 2:	0.01	*AY Effort Budget Period 3: 0.01
otes:				

Status Will be listed as either Active or Inactive

Status Date - The date of a change to the Status field listed above

Internal/External - Internal (will indicate Mines) or External (will indicate 3rd party)

In-kind or Cash - Type of cost share

In-kind - Will list what source: AY Effort & Fringe, IDC, External Effort, External Services, External Software/Data/Samples or External Equipment Use

Pi/co-PI Name - Depending on the type of cost share this field may vary. For example if it is AY Effort & Fringe the fields will be PI/co-PI Name and PI/co-PI Department. If type of cost share is external cash this field will be Source of Cost Share – External. This field is directly related to the *In-kind or Cash* field and will list the source the cost share is coming from.

Source Index Number - Assigned number

Project Number of Budget Periods - Listing of budget cycles

Amount - Dollar value of cost share committed

Report Date - Date of entry

AY Effort Budget Period - Listing of AY effort percentages committed to for each budget period.

Notes - Free text

Related Index Information

Related Index Information appears only when there is cash cost share on a project; it <u>will not</u> appear if the cost share is in-kind. Cash cost share can either be internal (Mines) or external (3rd party).



The Cost Share details include Index, Amount, Title, Type, and includes the sponsor.

In this example, the Index 401915 is the prime index and the associated cash cost share index is 401916. Only if there is cash cost share is an additional index set-up in Banner for tracking of expenses and financial monitoring.

Clicking on the magnifying icon under the View header will bring up the following screen:



Index - Banner index number

Index Type - Grant, Fund, Cost share Grant or Cost Share Fund

Index Title - Description such as Carry-forward, Consortia, Cost Share, Other, Participant Support, Primary, Program Income or TTO

Budget Amount - Cost share committed to over the life of the project

IDC Return Method - Lists None/Waived or a specific return method

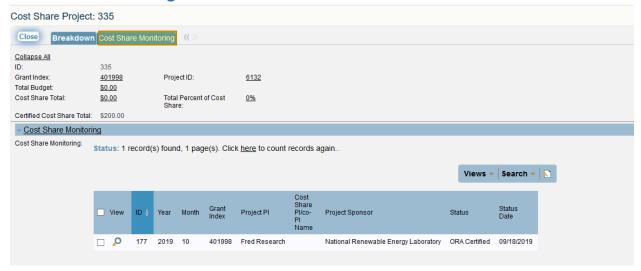
IDC Rate Agreement - Lists the agreement used to determine IDC Rate

Year 1 Rate - Lists overhead rate charged on direct costs

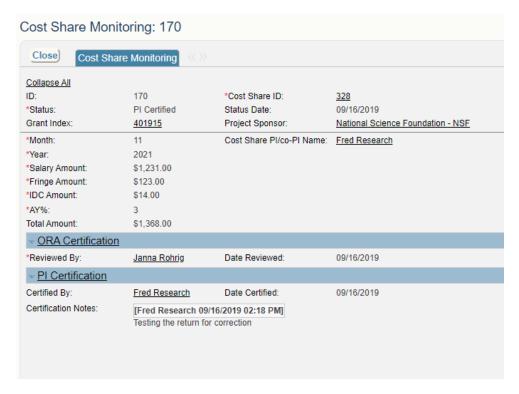
Sponsor - Agency funding

Notes - Free text

Cost Share Monitoring



Click on the magnifying icon under the View to see an overview of cost share details and certifications.



This screen is for certification of Academic Year (AY) Effort that has been committed to this project as cost share. ORA will enter the information and send an email to the PI to certify the percentage of AY Effort listed for each staff member was performed for the last calendar quarter.

Month - Month of the calendar year certification is through

Year - Calendar Year

Salary Amount - Amount of Salary calculated based on annual salary and percentage of AY Effort

Fringe Amount - Mines current fringe rate

IDC Amount - Sum of salary and fringe multiplied to IDC percentage

AY% - AY Effort percentage per commitment

Total Amount - Sum of salary, fringe and IDC

ORA Certification:

Reviewed By - ORA staff member who reviewed cost share in-kind amount and certified – along with date

PI Certification:

Certified By - PI who reviewed and certified – along with date

Certification Notes - Free text (notes entered by PI)

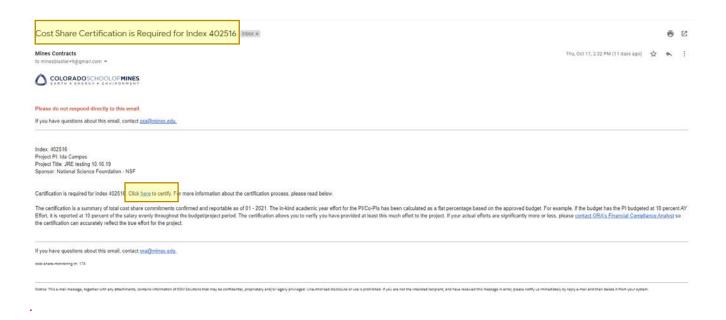
NOTE: If the PI does not agree with the cost share certification, they are able to reject it and include notes pertaining to why they rejected the certification.

Certifying Cost Share: AY Effort

CRS allows users to certify their Academic Year (AY) effort within the system. When a sponsor requires cost share on a project, it's possible to certify salaries and fringe benefits charged in relation to the work performed. The cost share certification assures a sponsor that the PI and/or co-PIs met his or her cost share commitment to the sponsored project.

Mines certifies effort through CRS on a quarterly basis; during the calendar year it occurs in: March, June, September and December.

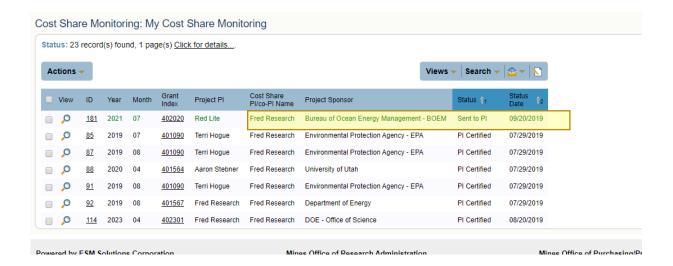
CRS sends the PI an email requesting log in & certification of cost share effort:



Once the PI receives an email notifying him/her that there is an approval pending, the PI will log into CRS and select Certify AY Time for Cost Share as indicated in the screen shot below:



Select the Grant Index referenced in the email that is awaiting PI approval. Any approvals that are needed will be in green and the Status indicates Sent to PI.

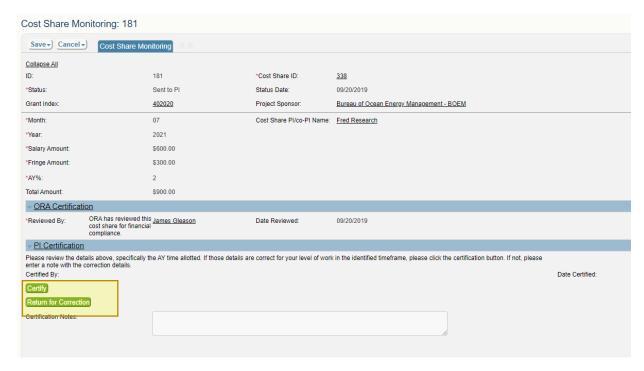


The next screen has three sections:

Cost Share Monitoring (top section) – Shows cost share amount for salary and fringe, along with AY percentage. Also lists Project Sponsor and the month/year (AY effort certified on a calendar quarter).

ORA Certification (middle section) – Shows the ORA staff member who reviewed and approved the cost share for financial compliance.

PI Certification (bottom section) – This section is completed by the PI. If the PI agrees with the AY effort percentage the Certify button is selected. If the PI **does not** agree with the certification, he/she writes a note in the Certification Notes section as to why it cannot be certified then selects Return for Correction button. The ORA staff member that approved will review, correct and resend.



Once cost share is certified and approved, no further action is required.

Project At-Risk Detail

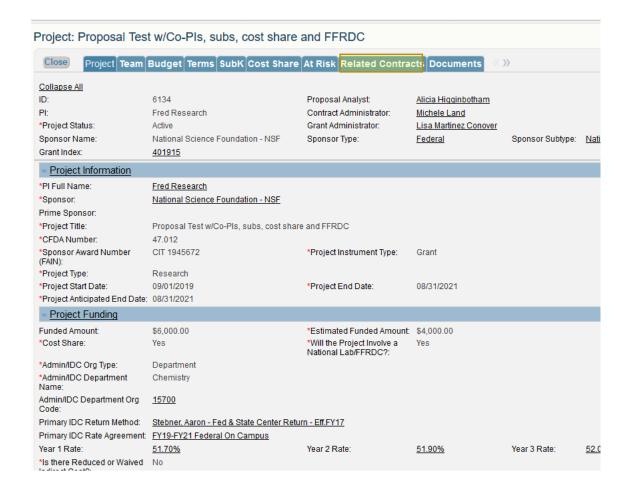
The At-Risk Manual has further details regarding the At-Risk process.

In the event that a PI has been notified that an award is coming, or additional funds are coming on an active award, Mines can set-up an **At-Risk** account prior to receipt of the actual award. If an **At-Risk** Spending Request has been approved, the details of the **At-Risk** will be listed under the **At-Risk Tab**. If the At-Risk approval has new funds associated with it, a **Related Proposal** will appear on this same page.

Related Contracts

Sometimes large or complex **Projects** will have other **Related Contracts** associated with the work to be performed. Some examples of these types of **Related Contracts** are: Non-Disclosure Agreements (NDAs), Material Transfer Agreements (MTAs), Intellectual Property Management Plans (IPMPs), Data Management Plans, MOUs, Teaming Agreements, Cost Share Agreements, etc.

All Related Agreements will be listed under the Related Contract Tab. Pls are able to quickly access these Related Agreements when information is being exchanged between the parties, or when Intellectual Property has been developed under the Project.



Documents

A PI is not required to upload documents to CRS. ORA can upload documents to assist PIs. All documents will be uploaded to the Documents Tab to ensure long-term storage and access to files.

