CRS - CONTRACT & RESEARCH SYSTEM:

CONSORTIA
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Introduction
A consortium is made up of multiple members who pool their funding towards shared research initiatives; members receive data, information and research results in return for consortium membership fees.

Getting Started: Home Page
CRS is found on the web at: crs.mines.edu

Use your Mines MultiPass to log in to the system.
From anywhere in CRS, the Home tab appears and can be clicked to return to this screen.
On the left hand side in the first column under the header Research there is a section called **My Consortia**. Click on **My Consortia**.

### My Consortia

To see specific information about a Consortium, click on the hyperlinked Grant Index.

### Consortia General Information

At the top of each page under any of the tabs is summary information on the Consortia, including the name, total contract amount, total membership fee amount, consortium status, and ID number.
Total Contract Amount - sums up all the values of active consortia contracts.

Total Membership Fee Amount – sums up all the membership Fees with a status of paid. This number will match the budget amount referenced in Banner or My Funds.

Consortia General Tab

On the first Consortia tab, in addition to the summary information at the top, are two other sections:

Consortia Information Identifies the director, administrator, the fiscal year covered (for example, January to December, or July to June, etc.), indication of if the Consortia is also an approved IDC Return Center, how indirect cost return will be distributed and the applicable indirect cost rate.

This Index Information section will list all the indexes associated with this consortia.
Click on the underlined Index number to access additional information related to the Index.

The Index record lists the Banner index associated with the consortia. This screen also lists IDC information such as return method and rate

**Consortia Members**

The Members provides the summary information of all the Consortia members and will track their membership contracts.
Click on hyperlinked ID field to view information a specific Member’s contract information.

The Member’s Contract information contains information on their contract, their payments and access to their documents.

The Contract Info tab provides the details specific to their membership agreement.

*Member Name* - This will be the legal name of the member.

*Contract Start and End Date* - The start and end dates of an agreement could match the fiscal year of the consortium or be based on the joining of the member.
Cash Amount Per Year - The annual cash membership fee

In-Kind Amount Per Year – The annual in-kind membership fee, if applicable.

Equity Fee – If applicable for the consortia, this will be the on-time joining fee for new members

Total Amount – The total amount of the agreement. This includes all membership years covered by the agreement

Invoice Frequency – This is a note on the preference of the member on how frequent they would like to receive their membership invoices. Possible options are quarterly, semi-annually or annually.

Consortia Contract Negotiations

The Consortia Contract Info tab will also show the topics and status of any negotiations for a particular Member.

Consortia Membership Fees

The next tab on the Consortia Contract record is Consortia Membership Fees which contains information about that particular members’ invoicing and payment schedule.
The main page provides a summary of all payments invoiced or received by that particular member. To see more detail, click on the hyperlinked ID number.

CRS does track when payments or funds are transferred from one consortia to another. Fee Type equaling Transfer will provide this information.
The top section lists the Invoice Status and Status Date. Statuses include:

- **Draft** – Invoice record has been prepared by ORA but not sent to the member.
- **Invoice on Hold** – This status is used when an invoice is placed on hold for a particular reason.
- **Invoice Sent** – This will be the status after the invoice has been sent to the member.
- **Invoice Paid** – This the final status of an invoice. Once a membership fee is in this status, it the paid amount will be added to Banner.

The Membership Information will also provide the specific details about the invoice and payment.

To see a copy of the invoice, click on Consortia Membership Fee Docs.
Click on the hyperlinked Attached file name to open the document.

**Consortia Membership Fees**

To see a summary of all the Membership Fees, navigate back to the main Consortia record. At this level, Membership Fee tab will display all Membership fees.
Research Contracts

Sometimes Consortia will have other Related Research 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), Data Use Agreements, etc.

All Related Agreements will be listed under the Related Contract Tab.
PIs are able to quickly access these Related Agreements by clicking on the Related Contract tab. See CRS Manual, Research Contracts, for more information about this section.

**Consortia & Contracts & Fees Docs**

The Documents tab allows access to all documents associated with the consortia.

Click on hyper linked Attached File Name to open the document.
At-Risk

There may be a time when a consortium may be waiting on funding and an At-Risk may be needed. On the At-Risk tab, a new At-Risk request can be created or already approved At-Risk requests may be viewed. See CRS manual, At-Risks, for more instructions on how to create and view At-Risks.