CFAR Pilot Awards-FAQs from Pilot Awardees

1. Q: How do I get my account set up?
   A: Please submit all required documentation listed on the Pilot Award checklist to Melanie Weiss, she will review and send to Department of Microbiology & Immunology (Micro).

2. Q: What happens after I’ve submitted all documentation?
   A: Micro will send required documentation and initial account request to Medical Research Enterprise Program Support (MEDREPS) and the Office of Research Administration (ORA). It typically takes 1-2 weeks to open the account. If the PI hasn’t received the account after 2 weeks, the PI can follow up with Melanie Weiss. Once the account is opened, the PI will be notified by Micro.

3. Q: What happens after I receive my account number?
   A: Award Period
   Once the account is opened, the PI will be notified by Micro as soon as it is created. The start date will be the date the account was opened and the PI will have one year to complete the project (with a possible 1 year no cost extension). Since all the Pilot Awards fall under the CFAR parent grant (which cycles June 1-May 31), all CFAR accounts will end on May 31st of each year, and new account numbers will be requested for June 1st of each year. PI will be notified by Micro as soon as a new account number is created.

   A: Personnel
   Micro will ask the PI to confirm the personnel and their efforts listed on the approved budget and confirm if any personnel has been identified to fill any TBA position. Micro will then work with the MEDREPS to coordinate with PI’s home department to add personnel to the grant. Micro will provide fiscal review and approval for the personnel charges to the account. If any personnel changes (e.g. change in effort, add/remove personnel from project, etc.) are needed throughout the project, please contact Ka Ng at Micro.
   For any other HR related matters (e.g. opening a position to fulfill the TBA personnel on approved budget, bi-weekly timecard approval, etc.), please contact PI’s home department to initiate and submit to HR for processing.

   A: Subcontracts/Consortium (excludes service agreements)
   If there is a subcontract listed in the approved budget, Micro will ask PI to confirm the scope of work, budget, budget justification, and contact information for the subcontract site PI and their Administration. Micro will submit the outbound subcontract request to MEDREPS and ORA.

4. Q: How do I order supplies/materials/services?
   A: The account will be set up for the PI in Ariba within a week of the account being opened. All purchases (e.g. lab supplies, IRB fees, publication costs, UM core services, outside services that require a service agreement, etc.) are to be ordered and submitted by PI, PI’s lab personnel, and/or PI’s home department. Micro and MEDREPS will provide review and approval for the charges to the account. For the order to be placed in Ariba, it will be routed for approval by Micro, MEDREPS, and University (if any). For charges to be paid by IDRs, please email a scanned copy of the IDR to Ka Ng for obtaining Micro and MEDREPS approval with authorized signature, and she will return the signed IDR to PI for processing.

5. Q: Are there any categories within the pilot award that are unallowable?
   A: Travel, capital equipment and indirect costs are unallowable. Even if PI subcontracts work out to another institution, they cannot receive indirect costs.

6. Q: How do I set up a petty cash account to pay research subjects?
   A: Please work with PI home department to set up the petty cash account as they will need to provide a non-sponsored account number as the backup account. Please visit the link below for the UM petty cash policy and steps to set up and manage the account
7. Q: Who do I contact if I need to submit a rebudgeting or no cost extension request?  
   A: Melanie Weiss can facilitate any approvals needed by the Developmental Core Director.

8. Q: How will I know the balance of my account?  
   A: Micro will email PI an account update approximately every 2 months. If the PI needs the balance in between regular updates, please contact Ka Ng. If there is an overdraft in the account, the PI's home department will need to provide a non-sponsored account to transfer the charges.

9. Q: Who do I contact for assistance with my protocol to submit to IRB or recruitment of research participants?  
   A: Please visit http://cfar.med.miami.edu/. The Miami CFAR Cores can provide assistance in these areas and others, the core services are described on the website. PIs can also reach out to Melanie Weiss and she will put the PI in contact with the appropriate person.

General Operation Flow:

Contact Information:
For financial management, please contact: Micro Dept:  
Berta Souto bsouto@med.miami.edu, Ka Ng, kng@med.miami.edu 305-243-6655

For rebudgeting, no cost extensions, or other questions: CFAR Administration, please contact:  
Melanie Weiss, m.weiss11@med.miami.edu, 305-243-3345