SIBCR and UW Agreement
SIBCR

SIBCR – Seattle Institute for Biomedical & Clinical Research

- SIBCR – 501-C-3 not-for-profit research corporation
- SIBCR receives and administers non-VA appropriated funds in support of research mission of affiliated VAPSHCS
History

- NIH supported research conducted at the VA facilities
- UW supported the VA’s request to process grants through SIBCR for research conducted at the VA
- Per NIH grant’s policy, SoM Departments will process an MOU for faculty with a UW/VA dual appointment who have research funding or who plan to submit research proposals
  https://depts.washington.edu/domfin/policies/policies.html
Implementation

- UW/SIBCR Implementation committee was set up in 2003 to work out logistics of agreement

- Original UW/SIBCR Agreement effective April 6th, 2004
Implementation – What Changed

• SIBCR may now list salary & effort in their grant applications for faculty with UW/VA dual appointments with a UW salary

• This arrangement was approved by Joseph Ellis of the NIH in a letter dated July 16, 2009
Implementation

- New and competitive renewal grant applications are under this agreement’s guidelines

- Non-competing continuations will remain at the UW until next competitive cycle
Determination of Grantee Institution

- All non-VA training grants or contracts will be administered through the UW
  - Exception: when a joint agreement between SIBCR/VA and UW Department and/or Division is made at time of submission of grant

(Non-VA training support: defined as federal and non-federal individual fellowships & institutional research training grants)
Determination of Grantee Institution

• Administration of an award is based on where the predominance of work is to be performed

• Predominance of work means:
  • over 50% of the award’s direct costs
  • excluding equipment purchases
  • excluding external subcontracts, and
  • including value of UW/VA faculty member’s unfunded effort on proposal
Determination of Grantee Institution

- If more than 50% of such costs occur at UW, the UW will administer project
- If more than 50% of such costs occur at the VA, SIBCR will administer project
- Exceptions to this rule may be made only with mutual agreement of parties at time of proposal
Use of Joint Personnel Agreements (JPA) and Subcontracts

- Grant and Contract funds move between UW and SIBCR through a JPA or a Subcontract
- Master JPA between UW & SIBCR covering all terms and conditions
- One page JPA used for operational process
- JPA used to compensate for salary, benefits and other related personnel expenses
  - for individuals employed by either UW or SIBCR
  - and are providing effort to be compensated through grant(s) held by other institution
Use of One Page Joint Personnel Agreements (JPA continued)

- JPAs submitted with eGC1 at time of award
- Each JPA covers a single individual
- Each JPA covers up to one-year period
- Each JPA covers a single award
Use of Joint Personnel Agreements (JPA continued)

- Institutional Base Salary (IBS) used in computing UW salary in proposals (GIM 35)
- July of each year, UW SoM Department Directors will provide contingent salary/IBS listing for faculty with a UW/VA dual appointment to Executive Director of SIBCR
- Confirmation of salary, time and effort may be done via email communication between Department and SIBCR
Use of Joint Personnel Agreements (JPA continued)

• JPAs limited to following types of employees who fulfill following criteria:
  • Hold UW/VA dual appointment or faculty appointments at University
  • Individuals not holding faculty appointment (research staff)
Use of Joint Personnel Agreements (JPA continued)

Research Staff:

• It is the expectation that most research staff will be employed by the institution where the grant is awarded

• Exceptions will be made by mutual agreement where staff have long-term employment with either the UW or SIBCR
Use of Subcontracts

- Subcontract used to compensate for salary, benefits, related personnel expenses AND OTHER EXPENSES (as applicable) for costs deemed solely those of the secondary institution
Use of Joint Personnel Agreements (JPA) and Subcontracts

- For JPA or Subcontract:
- Both UW and SIBCR will use “standard” contract form of choice, subject to acceptability of conditions to each other
  - JPA form used between UW and SIBCR available on OSP’s and SIBCR’s websites.
    - [http://www.sibcr.org/forms/index.html](http://www.sibcr.org/forms/index.html)
- Both UW and SIBCR budgets reviewed by secondary institution prior to submission of proposal (Exception: JPAs for staff review at the time of award)
F&A Recovery

- **Subcontracts:**
  - Prime award held by SIBCR, subcontract issued to UW appropriate UW F&A rate will apply
  - Prime award held by UW, subcontract issued to SIBCR. SIBCR full F&A rate will apply

- **JPAs:**
  - F&A rate calculated at 10% of total direct costs per year to max of $5,000 per year
Proposal Information

- July of each year, UW SoM Department Directors will provide contingent salary/IBS listing for faculty with a UW/VA dual appointment to Executive Director of SIBCR

- For 8/8th’s faculty, use faculty member’s contingent salary when figuring institutional base salary for applications
Proposal Information

• Institutional Base Salary (IBS) consists of:
  • X component – base salary paid directly by the UW plus
  • Y component – salary paid directly by practice plan plus
  • ADS Supplement – paid by UW and/or practice plan or
  • Contingent Salary – UW salary level for 8/8th’s UW/VA faculty plus
  • ADS Supplement paid by UW and/or practice plan
Proposal Information

Full justification required on proposals for VA faculty who contribute effort without requested salary funding. OSP suggests the following:

“The role and scope of employment of VA faculty falls within scope of work on UW proposal and is not in addition to existing effort paid by VA. Therefore, contributed effort should not be considered cost sharing on part of University of Washington.”
Sign off of Proposal at Secondary Institution

- **Full Sign Off:**
  - Subcontracts where expenses will be reimbursed between the institutions
  - Proposals requiring cost sharing on the part of the secondary institution

- **Department review and email confirmation:**
  - JPA’s for faculty, departments must verify salary, time and effort availability prior to submission
  - Full sign off only at time of award
Signoff of Grant and Contract Proposals

- Procedure for full sign off:
- Review by the following or their designee:
  - University of Washington
    - Department Chair/Director
    - Dean of the School
    - UW Office of Sponsored Programs
  - Seattle Institute for Biomedical and Clinical Research
    - Executive Director
Administration, Management, and Oversight

- SIBCR guidelines and contacts for pre-award and post-award management of grants found at following website:
  

- Agreement information found at the following UW website:
  
Faculty Effort Certification (FEC)

- Currently, SIBCR activity is under two budget type/class codes:
  - 05-15 – Faculty Salary Grants
  - 05-45 – Personnel Contracts
Faculty Effort Certification (FEC)
For Faculty

- UW has established budget/type class code 05-46 for salaries related to SIBCR budgets
- Every six months, MAA will provide SIBCR a list of all SIBCR budgets and copies of certified faculty FECs for their records
- SIBCR will work with Department Directors on any FEC follow-up
GCCRs (Grant & Contract Certification Reports) For Non-Faculty

- GCCRs will be routed online every quarter to Departments for printing and approval
- Departments will verify salary/effort
- MAA will provide UW departments a list of all SIBCR budgets
- Copy of GCCRs to be PDF’d to SIBCR for their records after Department verification
- SIBCR will work with Department Directors on any follow-up
References:

- Guidelines for Submission of Grant and Contract Proposals
- Implementation Guidelines for Agreement between SIBCR and UW
- Master Joint Personnel Agreement
  One Page JPA Document
References

• Research Site Determination Grid
  http://www.sibcr.org/grants/indirect.html

• SoM Contingent Salary Policy for 8/8ths VA Faculty Members

• SoM/VA Contingent Salary Worksheet
  https://depts.washington.edu/domfin/policies/policies.html