



UNM HEALTH SCIENCES | UNM HEALTH

Contract & Grant Accounting Update

January 19, 2024

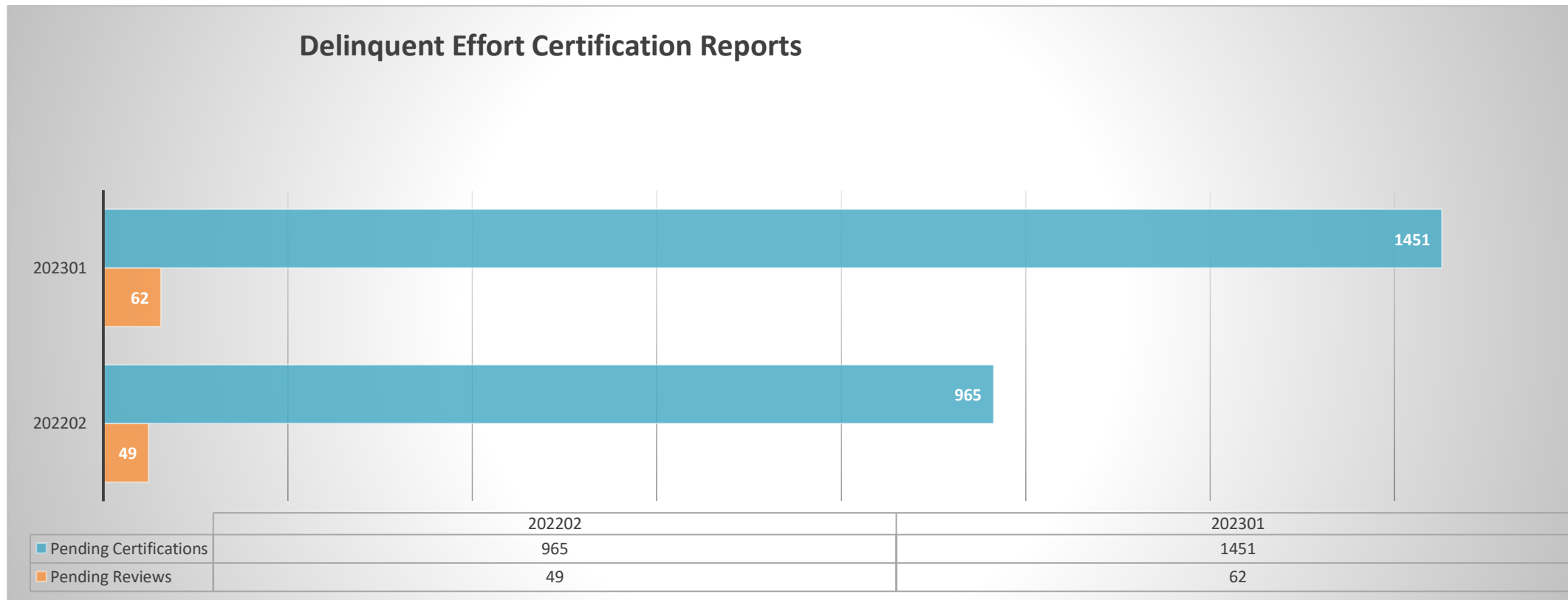
MSU – Mass Salary Update

It is once again time for Mass Salary Update! To prepare for MSU, departments typically require “Shell Indexes” for their restricted projects that will continue during the change of the fiscal year. As in years past, we are happy to help accommodate your needs. A Shell Index will allow your department to post salaries and expenses, while waiting for the pending award to finalize.

- **RTSF Due to Preaward by February 16, 2024**
- **Indexes will be active in Banner no later than March 6, 2024**

Effort Certification Delinquencies

- Number of Delinquencies for past periods



Effort Certifications – New Process

- Beta Testing still in process
- Schedule training sessions and development of training material
- Go live – estimated 2024

Finance & Admin Shared Services Guide and Request Form



Patient Care ▾ Academics ▾ Research ▾ About ▾  

Appointments MyHealthUNM Directory

Home > About > Finance and Administration > Administration > **Additional Services**

Finance and Administration

Administration

Additional Services

Staff Mentorship Program

Budget Office

Additional Services

Health Sciences Finance & Administration departments and the Health Sciences Office of Research teams will be offering a new shared process for Department Support Services. Please refer to our [Finance & Administration Shared Services Guide](#) to see the services that we may provide to your department. Requests for service support will be submitted through the request form below.

[Department Support Services Request Form](#)

<https://hsc.unm.edu/about/finance/administration/additional-services.html>

Finance & Admin Shared Services Resources Dashboard

We have also created a collection of additional resources. This dashboard is a resource center for new department employees, focusing on University of New Mexico Health and Health Sciences Finance and Administration services.

Onboarding Resources Dashboard

<https://hsc.unm.edu/about/finance/administration/additional-services.html>

Finance & Admin Shared Services Resources Dashboard



Onboarding Resources

Purpose

This dashboard is a resource center for new department employees, focusing on University of New Mexico Health and Health Sciences Finance and Administration services.

Please feel free to share this resource with others within UNM.

Smartsheet

- ☞ Smartsheet Login Page and Dashboard
- ☞ Smartsheet Onboarding Webinars
- ☞ Smartsheet University
- ☞ Formula Handbook

General Duties and Training

- ☞ Sr. Fiscal Services Duties and Trainings

Pre-Award Administration

- ☞ SPO Training Website
- ☞ SPO Available Trainings

Post-Award Administration

- ☞ Contract & Grant Training Website
- ☞ Contract & Grant Accounting
- ☞ Effort Certification: Research Administrators Symposium
- ☞ Effort Certification Training: Pre-Review Stage
- ☞ Effort Certification Training: Certification Stage
- ☞ Quick Guide for Certifiers
- ☞ Quick Guide for Pre-Reviewers

Unrestricted Accounting

- ☞ Unrestricted Accounting Training Website
- ☞ Finance Academy Certification Program Matrix
- ☞ Finance Academy PPT

IRB

- ☞ HRP 101 - Human Research Protection Program Plan
- ☞ HRP 103 - Investigator Manual
- ☞ Huron IRB Investigator Submission Guide

Human Resources

- ☞ Onboarding Dashboard
- ☞ Learning Central & BAR Roles Information Dashboard
- ☞ HR Shared Services Dashboard

Contact Us

For assistance with the Onboarding Resources Dashboard or accessing the above documents, please get in touch with **Deena Duran** at DDDuran@salud.unm.edu.



Contact Us:
Department Support Services

Questions



Material Transfer Agreements – MTAs

Siiri Aileen Wilson, JD
HSC Sponsored Projects Office

Material Transfer Agreements

- What is an MTA?
- What *isn't* an MTA?
- Which materials are transferred & special approvals
- Why do I need an MTA?
- Can I get in trouble if I transfer materials *without* an MTA? (YES)
- What are the two (2) things I should always remember about MTAs?
- If I need help with an MTA, who should I contact? (SPO)

UBMTA Implementing Letter

The purpose of this letter is to provide a record of the biological material transfer, to memorialize the agreement between the PROVIDER SCIENTIST (identified below) and the RECIPIENT SCIENTIST (identified below) to abide by all terms and conditions of the Uniform Biological Material Transfer [Page 12/75] Agreement ("UBMTA") March 8, 1995, and to certify that the RECIPIENT (identified below) organization has accepted and signed an unmodified copy of the UBMTA. The RECIPIENT organization's Authorized Official also will sign this letter if the RECIPIENT SCIENTIST is not authorized to certify on behalf of the RECIPIENT organization. The RECIPIENT SCIENTIST (and the Authorized Official of RECIPIENT, if necessary) should sign both copies of this letter and return one signed copy to the PROVIDER. The PROVIDER SCIENTIST will forward the material to the RECIPIENT SCIENTIST upon receipt of the signed copy from the RECIPIENT organization.

Please fill in all of the blank lines below:

1. PROVIDER: Organization providing the ORIGINAL MATERIAL:

Organization: Research University
Address: 1234 University Blvd
College, ST 12345

2. RECIPIENT: Organization receiving the ORIGINAL MATERIAL:

Organization: University of Rochester
Address: 601 Elmwood Ave
Rochester, NY 14627

3. ORIGINAL MATERIAL (Enter description):
pURMC 12345

4. Termination date for this letter (optional):

5. Transmittal Fee to reimburse the PROVIDER for preparation and distribution costs (optional) Amount: _____

What is an MTA?

What *isn't* an MTA?

1. An MTA is:

An unfunded contract that facilitates the transfer of *certain* materials between two or more collaborators solely for research purposes.

2. An MTA *isn't*:

- A Purchase Agreement or Purchase Order
 - A Services Contract

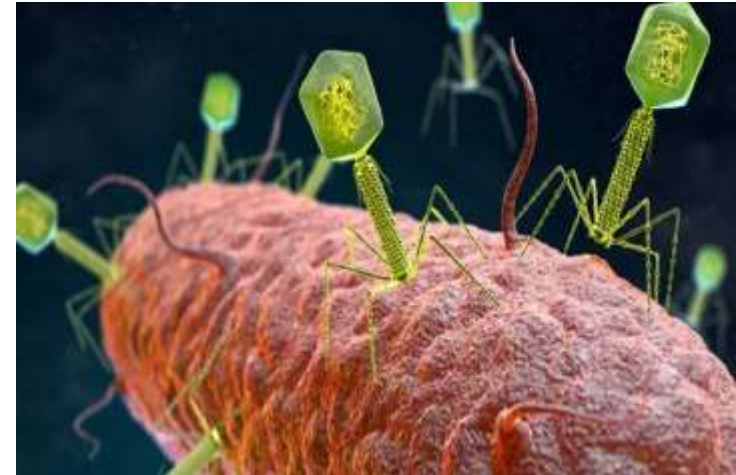
Which Materials require an MTA?

- Biological Materials
(cell lines, plasmids, bacteria, viruses)
- Chemical & Pharmaceuticals
- Animals and Animal Models
- Human Samples
- Software



What *cannot* be transferred under an MTA?

- Patient data that constitutes a Limited Data Set or PHI
(requires a DUA)
- The permanent movement of physical property
(managed by Facilities)
- Materials bought under a PO or Services Contract



Special Considerations & Approvals for MTAs

MTAs have requirements that other contracts may or may not have:

1. Biosafety Approval

Biohazards, Infectious Materials, IACUC

2. Export Controls

Research Collaborations with Non-US citizens and/or Non-US entities

3. Institutional Approval

Material Ownership

4. Human Research Protections Office

IRB protocol or Non-HSR Determination

Why do I need an MTA?

To Establish:

1. Ownership of Materials
2. Proper Usage, Handling, and Storage of Materials
3. Publication Rights
4. Existing and Arising Intellectual Property
5. Future Sharing of Results and Materials

Can I get in trouble if I transfer material *without* an MTA? (YES!)

Without a properly executed MTA contract you may:

1. Not be able to share your materials with other researchers
2. Not be able to publish your results
3. Lose your funding
4. Receive fines, sanctions, or be subject to legal action
5. Your University may be subject to fines, sanctions, or legal action
6. You may lose your job



JUSTICE MANUAL

Civil Resource Manual

83. Grants -- Breach Of Conditions

An increasingly large portion of federal disbursements are made through grants or distinctions between grants, contracts, and hybrids generally known as cooperative Federal Grant and Cooperative Agreement Act of 1977, 41 U.S.C. § 501 et seq., addn arrangements.

The United States is entitled to recover for breaches of grant conditions such as if contractual provisions. Grant-in-aid arrangements are much like contracts. See *Per Halderman*, 451 U.S. 1 (1981). Some statutory schemes explicitly provide for recover

What are the TWO things I should remember about MTAs?

1. When do I need an MTA?

Always

2. Who owns the Materials?

The University

The Most Common MTA Problems: Two Scenarios

SCENARIO 1

Jane Scientist completes her postdoc and accepts a job at UNM-HSC.

Jane has spent the last five years working day & night on her research, which involves a mouse colony.

When Jane leaves her previous institution, she packs up her lab materials, including her mice, and brings everything to UNM.

Jane did not get an MTA prior to bringing her mice to UNM.

At a recent conference Jane met a PI who does similar research. She would like to send her mice to the PI so they can collaborate.

Can Jane execute a new MTA?

MAYBE.

SCENARIO 2

Joe Scientist completed his postdoc at X University over 15 years ago.

When Joe leaves his University for UNM-HSC he brings his frozen human tissue samples from his previous research.

Joe did not get an MTA before he left, nor did he notify his IRB or the UNM IRB.

Joe is now a well-established researcher. He believes his samples could be useful to a colleague at another institution.

Can Joe execute a new MTA?

MAYBE NOT.

MTAs Protect PIs and the University



*MTA contracts, all SPO contracts, are negotiated and executed to facilitate research while protecting the PI and the University. Requesting a new contract may seem confusing, intimidating, or even tedious. **Let us help you!** If you think you might need an MTA – but you're unsure - send SPO an email and ask. If you aren't familiar with submitting a contract request through Click ERA, please take one of our regularly offered trainings. There's no reason to not to protect yourself and your research with a Material Transfer Agreement.*





Thank you!

Siiri Aileen Wilson

HSC Sponsored Projects Office

email: **siwilson@salud.unm.edu**

SPO Email: **HSC-Preward@salud.unm.edu**

Website: **<https://hsc.unm.edu/about/finance/sponsored-projects/>**