

Background

Kualu Coeus (KC) is the component of TARA (Total Access for Research Administration) that supports proposal preparation, proposal submission and the creation of awards. KC is being launched in two phases.

- KC post-award will start being used to identify and track awards in the spring.
- In the fall, KC pre-award will be launched to support proposal budgeting, routing, submission to sponsors and negotiation.

Scope of this Document

This document explains planned changes in research administration processes that result from the implementation of KC post-award. Separate guides will be provided for other TARA components, including KC pre-award, financial projections, and CORES (recharge processes for shared core laboratories). Feedback is encouraged, and will be used to issue an updated version of this document at the time KC post-award is available for live use.

Key Changes Resulting from KC

KC will enable the university to document and share award terms and conditions and documents as received from sponsors for all new awards. These will be entered in KC by the Department of Contracts and Grants (DCG), and made available on-line to authorized users. This means that you, as a PI, will have on-line access to award information.

Post-Award actions, such as modifications, no-cost extensions and close-out, will also be processed in KC, for all current and new awards. PI's will be able to track these actions as well.

Once terms and conditions for new awards are entered by DCG in KC, Sponsored Projects Accounting (SPA) will be alerted automatically, and will initiate the creation of a project account and project satellite accounts. Accounts will be created by SPA within the Kualu Financial System (KFS). KFS, like KC, was created by the Kualu Foundation, but is a distinct system. KFS and KC share information so that new accounts can be created seamlessly and automatically.

To summarize:

- **KC post-award will be utilized by DCG** for capturing and sharing information on awards received from sponsors.
- **KFS will be the system utilized by SPA** for establishing financial accounts to manage project expenses after DCG has established awards.

The following pages answer frequently-asked-questions as they pertain to the KC post-award launch.

Frequently Asked Questions Related to Launch of KC Post-Award

Awards (the information received from and conveyed to the sponsor)

What do I need to do to establish an award once a notice-of-award or agreement is received from the sponsor?

- After receipt of a notice of award or agreement, the award will be established in KC once all applicable regulatory approvals are in place (e.g., IRB, IACUC, Conflict of Interest).

How will I know that the award has been established?

- The PI and department will receive an email notice when both the award and the account have been established.

Will the award closeout process change?

- Not at this time, though we look forward to automating more of this process in the coming months.

Accounts (the budget and expenditures associated with a defined activity, such as a research project or a component of a research project, such as a task)

When can I begin spending money?

- The PI and department contact will receive an email notice from SPA when the account has been posted and is available for use.

What do I need to do to get an account once an award is established?

- An account will be created automatically with the award budget approved by the sponsor. If no changes are needed in the award budget (e.g., adding more detailed expenditure categories or establishing a satellite account), no further action is required.

What if changes from the award budget are needed?

- The detailed working budget and/or request for satellite accounts should be submitted directly to SPA. This information may be provided any time after the actual awarded amount is confirmed by the sponsor.

How do I ensure that satellite accounts are created for project investigators?

- Requests for satellites should be submitted to SPA. Investigators are reminded that satellites are expected whenever a co-PI or co-I are in a different school.

Who is responsible for initiating a budget change?

- SPA will process all budget changes, including establishing satellite accounts, once submitted by schools.

How do I request a budget modification?

- For budget modifications requiring sponsor approval, follow the same process you use now through your school and DCG to make the request. Once the modification is approved, DCG will enter the new award budget into the system. Any changes to that revised award budget will be processed through SPA as a budget change.

How do I request advance funding?

- PI's should work with their school's dean's office to request advance funding. Your dean's research office will request funding through DCG, as in the past.

Whom do I contact in SPA if I have questions about my account?

- The Award Synopsis in KC will include the name and contact number of the SPA accountant responsible for your account.

KC Functionality

Who will use KC post-award?

- DCG will use KC to establish awards and execute award actions.
- Department and school administrators and investigators will use KC to view award information and documents.

How do I access KC?

- Log in from the TARA launch page: **URL to be announced.**
- Your login name and password are the ones used for any application using the USC Net/Shibboleth login (e.g., myUSC, eCert, Blackboard).

How do I find my award information?

- On the KC main menu, click the "My Awards" button.

Will I be able to see my old awards?

- No, information on closed awards will not be migrated into KC. KC will reflect active and pending closed awards.

Who has access to my award information?

- Award information is viewable by the PI and Co-PI's plus selected administrators supporting the project funded by the award. Research administration offices in the schools or institutes will have access to the awards in the respective units. Awards will also be visible to the Office of Research, DCG and SPA.

Can PI's edit award information and documents?

- No. PI's, department administrators and school administrators may view award information but not change, enter or edit information.

Is KC integrated with i-Star?

- Yes, TARA will enable information to be shared between KC and i-Star for IRB protocols. In the future, KC will be further integrated with diSClose (for conflicts of interest) and other regulatory committee software, such as IACUC, to expedite the creation awards and approval of protocols.

Other Topics

Will I have access to reports generated in SCera after KC begins?

- SCera will continue to be used for effort certification until this summer. However, information on awards and accounts will no longer be updated. In its place, a new set of "business intelligence" tools will be provided within TARA for monitoring proposals, awards and accounts.

Will I still use PAR forms or PARIS?

- Yes, the current PAR and PARIS will be available for pre-award use. Once KC pre-award is launched, PAR forms and PARIS will no longer be used.

Will processes change after KC pre-award is implemented?

- Yes, many processes will be further streamlined. Watch for further instructions in the fall.

Whom do I contact if I have questions or need help?

- If you need assistance with using KC software or other TARA applications, call 213/740-5857 or email tarahelp@usc.edu.
- Please direct general questions about the TARA project to Project Manager Candice Poolman, at 213/821-5461, or visit <https://research.usc.edu/usc-research-administration-system/> for more information.

UNIVERSITY OF SOUTHERN CALIFORNIA
Department of Contracts and Grants

--Award Synopsis--

Principal Investigator: Beverly Chen
Co-Principal Investigator(s):

Lead Unit: School of Pharmacy
Sponsor: US-National Science Foundation
Sponsor Award #: NSF-1234
Award Type: Grant
TransactionType:
Activity Type: Research-Applied
Prime Sponsor:
Prime Sponsor Award #:
Award Title: Sample NSF Award
Award Number: 026202-00001

Funds Awarded:
Direct Cost: \$0.00
F&A Cost: \$0.00
Total Obligated Amount: \$559,376.00
Total Anticipated Amount: \$1,000,000.00

Period of Obligation: **Begins:** 2012-05-01 **Ends:** 2013-04-30
Period of Performance: **Begins:** 2012-05-01 **Ends:** 2014-04-30

Cost Sharing Obligations:
None

TERMS AND CONDITIONS

Equipment Approval Terms

- The Award does not identify any equipment restrictions

DCG Administrator:	Phone:	Email:
Jeri Muniz	213-740-6071	ktperson@vivantech.com

UNIVERSITY OF SOUTHERN CALIFORNIA
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--Award Synopsis--

Invention Terms

- 37 CFR 401.14 "Patent Rights (Small Business Firms and Nonprofit Organizations)"
- Title to USC; Nonexclusive, royalty-free license to Government

Prior Approval Terms

- SOW-Prior approval required for substantive changes
- Transfer of award to another institution-Prior approval required
- No-Cost Extension-Sponsor must be notified 10 days in advance of expiration date if single NCE will be exercised
- Budget Items-Sponsor prior approval required for transfers between items when the cumulative amount of such transfers exceeds 10% of the total budget
- PI-Sponsor prior approval required for ≥ 3 months absence or $\geq 25\%$ reduction in effort
- Budget Item-Rebudget of Participant/Trainee support requires Sponsor prior approval
- Budget Items-Sponsor prior approval required for transfer of funds between construction and non-construction.
- Pre-Award Costs-Sponsor prior approval required for Pre-award costs more than 90 days
- Property-Sponsor prior approval required to acquire real property.
- Property-Sponsor prior approval required to encumber real property acquired with federal funds.
- Property-Sponsor prior approval required to use real property acquired with federal funds for other non-federal projects rather than compensating the federal government for its fair value.
- Property-Sponsor prior approval required to encumber equipment acquired with federal funds.

Property Terms

- Government may require transfer of equipment valued \$5,000 or more if the project is transferred to a new recipient

Publication Terms

- Acknowledgement of Sponsor support required in publications
- Disclaimer required in publications, indicating the views expressed are not endorsed by the Sponsor
- A copy of all publications resulting from project must be sent to Sponsor

Referenced Document Terms

- NSF-Grant General Conditions (GC-1), October 1, 1995.
http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsfgc1

DCG Administrator:	Phone:	Email:
Jeri Muniz	213-740-6071	ktperson@vivantech.com

UNIVERSITY OF SOUTHERN CALIFORNIA
Department of Contracts and Grants

--Award Synopsis--

Rights In Data Terms

- Title to USC; Nonexclusive, royalty-free license to the Government

Subaward Approval Terms

- Subawarding a significant portion of the programmatic work requires Sponsor prior approval

Travel Restrictions Terms

- US Carrier-Use required (see Fly America Act for exceptions)

Salary Cap Terms

- The award does not include any salary cap terms and conditions

Compliance Terms

- FAR 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards.

SYNOPSIS REMARKS

General Comments:DCG Remarks

REPORTS

Report Class	Report	Frequency
Payment/Invoice	Final	60 days after expiration
Financial	Final	60 days after expiration
Intellectual Property	Final	60 days after expiration
Procurement	Final	60 days after expiration
Property	Final	60 days after expiration
Technical/Management	Final	90 days after expiration
Proposals Due	Non-competing Continuation	30 days prior to expiration date
Payment/Invoice	Payment	Monthly

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