

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 April.
- Later this year, 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, FiPS (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. Please send your comments or questions to tarahelp@usc.edu.

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 or Co-PI, will have on-line access to award information.

Post-Award actions, such as modifications, no-cost extensions and close-outs, 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 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 by 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 the award has been finalized in KC. At this point, the award record in KC will be accessible to the PI and any Co-PI's.

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?

- Changes to the award budget may be initiated in two ways:
 - Detailed budgets may be submitted to DCG at any point prior to receipt of the award. Those budgets will be attached to the KC record for the award and will be used by SPA when creating the project account(s).
 - After the award is received, detailed budgets will be submitted directly to SPA
- The notification to PI's and departments when the award is finalized will include instructions on the process for submitting detailed budgets.

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. How will I know that my account is available to use?

- The PI, appropriate Co-PI and the department contact will receive notification from SPA when your account is available.

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.

How will cost sharing accounts be established?

- DCG will continue to identify the awards for which cost sharing is required and communicate the need for a cost sharing account to the Comptroller's Office. Your SBO is notified when the cost sharing account has been created.

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

- The notification from SPA 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: <https://kc-int-prod.usc.edu/kc-prd/portal.jsp>.

- 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 their respective units. Awards will also be visible to the Office of Research, DCG and SPA.

Can PI’s edit award information and documents?

- No. PIs, 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. These reports will be accessed by clicking the “Business Intelligence” button in the upper right of any KC screen.

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 later this year.

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.