VPRS Administrative Updates

April 27, 2022

Agenda

- New Hires, Promotions & Departures
- ORA Curriculum Update
- COI New Procedure Reminders
- Pre-Award Ancillary Reviews
- Updated NSF Pre-Award & Post-Award Disclosures Table
- IRB Implementation Update
- RIC Admin Updates
- Research Navigator Update
- New MSOM Company in Workday
- Capital Equipment Threshold Increase & Property Inventory Certification Reminder
- Purchasing Overview

UNIVERSITY OF MIAMI

FY22 New Hires, Promotions & Departures

Laura Kozma

*Associate Vice President
Research Administration*

New Hires

Name	Title
Ajah Washington	Clinical Research Data Specialist
Akilah Laster	Director, Communications
Alexander Almeida	Animal Care Technician
Amanda Morejon	Grant Accountant
Amanda Ponce	Clinical Research Monitor
Amanda Rodriguez	Project Manager
Analaura Blanco Gigato	Grant Accountant
Andre Portuondo	IRB Specialist
Andrea Johansson	Veterinary Technician
Anthony Ventura	Animal Care Technician

UNIVERSITY
OF MIAMI

New Hires

Name	Title
Ashley Dennis	Animal Care Technician
Ashley Kaufman	Quality Assurance Auditor
Carlos Gonzalez	Sponsored Programs Specialist
Carolina Nunez	Animal Care Technician
Davine Scarlett	Grant Administrator
Dee Woodby	Contract and Grants Analyst
Frances Freire	Director, Business Operations
Giselle Castrillon	Animal Care Technician
Glenda Jimeson	Sr. Grant Assistant
Harshini Mahanti	Sr. Clinical Research Monitor

UNIVERSITY
OF MIAMI

New Hires

Name	Title
Hilary Cox	Executive Director, University & Research Privacy
Janeen Garcia	Animal Care Technician
Janeth Martinez	Data Management Coordinator
Juan Diaz	Data Management Coordinator
Katrina Brandli	Grant Administrator
Kimberly Croft	Executive Director, Research Accounting
Lenin Granizo	Contract and Grants Analyst
Lianet Alonso Sarmiento	Animal Care Technician
Lucianna Llerena	Animal Care Technician
Luis Dongo	Sr. Grant Assistant

UNIVERSITY
OF MIAMI

New Hires

Name	Title
Luis Oliveras Cruz	Animal Care Technician
Luisa Betancourt	Manager, Clinical Research
Lutecia Pereira	Manager, Clinical Research
Lynn Burns	Manager, Research Support
Magalys Hernandez	Contract and Grants Analyst
Manuela Sgai	Animal Care Technician
Marco Chin	Contract and Grants Analyst
Marlen Jimenez	Sr. Grant Assistant
Maxx Estevez	Animal Care Technician
Meghan Stein	Sr. IRB Regulatory Analyst

UNIVERSITY
OF MIAMI

New Hires

Name	Title
Melissa Rangel	Regulatory Analyst
Mikki ONeal	Assoc. VP, Research Compliance
Nancy Garcia Cruz	Sr. Grant Assistant
Rachael Skinger	Veterinary Technician
Rebecca Carrasco (5/19)	Contract and Grants Analyst
Rebecca Reid	Clinical Research Monitor
Sebastian Perez Caro	Animal Care Technician
Sofia Aymerich (5/2)	Research Training Specialist
Veronica Carballo	Sr. Grant Assistant

UNIVERSITY OF MIAMI

Promotions

Name	Title
Addrey Martinez	Sr. Animal Care Technician
Branden Couto	Sr. Grant Accountant
Cristian Almonte	Sr. Sponsored Programs Specialist
Erica Kussrath	Manager, Research Administration
Eva Olivares	Sr. Manager, Research Support
Irene Ruiz Gallego	Grant Accountant
Katrina Guanche	Clinical Research Coordinator 3
Kian Wong	Contracts and Grants Officer
Kristine Martinez	Project Manager
Maria Alonso	Data Management Administrator
Michael Perez	Quality Assurance Auditor

OF MIAMI

Promotions

Name	Title
Nickolas Burry	Manager, Research Administration
Patricia Shearer	Contracts and Grants Officer
Raquel Zamora	Sr. Manager, Information Technology
Ryann Merrill	Contract and Grants Analyst
Veronica Borowy	Sr. Compliance Specialist

UNIVERSITY
OF MIAMI

Transfers

Name	Title
Alba Marin	Sr. Quality Assurance Auditor
Alice Columbia	Animal Care Technician
Angel Gallusi	IRB Specialist
Charles Delancy	Sr. Manager, Research Administration
Cindy Gates	Research Compliance Officer 3
David Dingle	Sr. Animal Care Technician
Eliane Herrera Sanchez	Grant Accountant
Ishwar Ramsingh	Data Broker Director
Jacob Hendon	Animal Care Technician

Transfers

Name	Title
Jean Fils-Aime	Animal Care Technician
Jerry Engel	Quality Assurance Auditor
Kenia Viamonte	Director, Regulatory Compliance
Leah Bamford	Project Manager
Lester Elosegui	Animal Care Technician
Lionel Vera	Director, Research Administration
Maykel Manso Ruiz	Animal Care Technician
Veronica Wong	Grant Accountant

Departures

Name	Title
Ali Mosser	Director, Research Support
Andrew Stoquert	Asst. Director, University Privacy & HIPAA
Carlos Jofra	Animal Care Technician
Cesar Gavidia	Business Systems Analyst
Ciara Del Valle Quinones	Animal Care Technician
Cindy Lopera	Animal Care Technician
Cristina Baldor	Director, Communications & Data Visualization
Elisa Rangel	Director, Research Administration
Elizabeth Overstreet	Data Broker Manager
Eva Leach	Sr. Sponsored Programs Specialist

UNIVERSITY
OF MIAMI

Departures

Name	Title
Evgeny Dobrotvorskiy	Veterinary Technician
Gabriela Aguiar Brito	Animal Care Technician
Ingrid Sabater Morel	Animal Care Technician
Javier Avila Diaz	Animal Care Technician
Jennifer Alvarez	Administrative Assistant
Jessie Barker	Grant Accountant
Johanna Stamates	Assoc. VP, Research Compliance (5/31/2022)
Joseph Daddio	Animal Care Technician
Karen Hurdle	Director, Research Administration
Luis Rochel	Sr. Quality Assurance Auditor

UNIVERSITY OF MIAMI

Departures

Name	Title
Maite Chavez	Animal Care Technician
Mila Moreno	Animal Care Technician
Nicole Collazo	Animal Care Technician
Nyle McLaughlin	Contract and Grants Analyst
Patty Tate	Executive Assistant
Ryan Grubbs	Animal Care Technician
Stephanie Ordonez	Veterinary Technician
Tulasi Jinka	Veterinary Technician
Weiwen Wang	Quality Assurance Auditor

ORA Curriculum Update

The RAU Curriculum consists of practices and principles of research administration and includes mandatory courses required for all research administrative professionals at the University of Miami.

The purpose: To develop and maintain a skilled cadre of research administration professionals within the University of Miami and promote a culture of facilitation, compliance, and integrity.

The training program is for all staff members whose work supports sponsored projects.

It includes beginner, intermediate, and advanced training courses and will integrate the fundamentals of research administration, as well as best practices when engaging with ORA at the University of Miami (UM).

ORA Curriculum Update

2022 RAU Curriculum

Legend

Green Boxes = Required Courses

Blue = Electives

ORA Curriculum Update

https://ora.Miami.edu
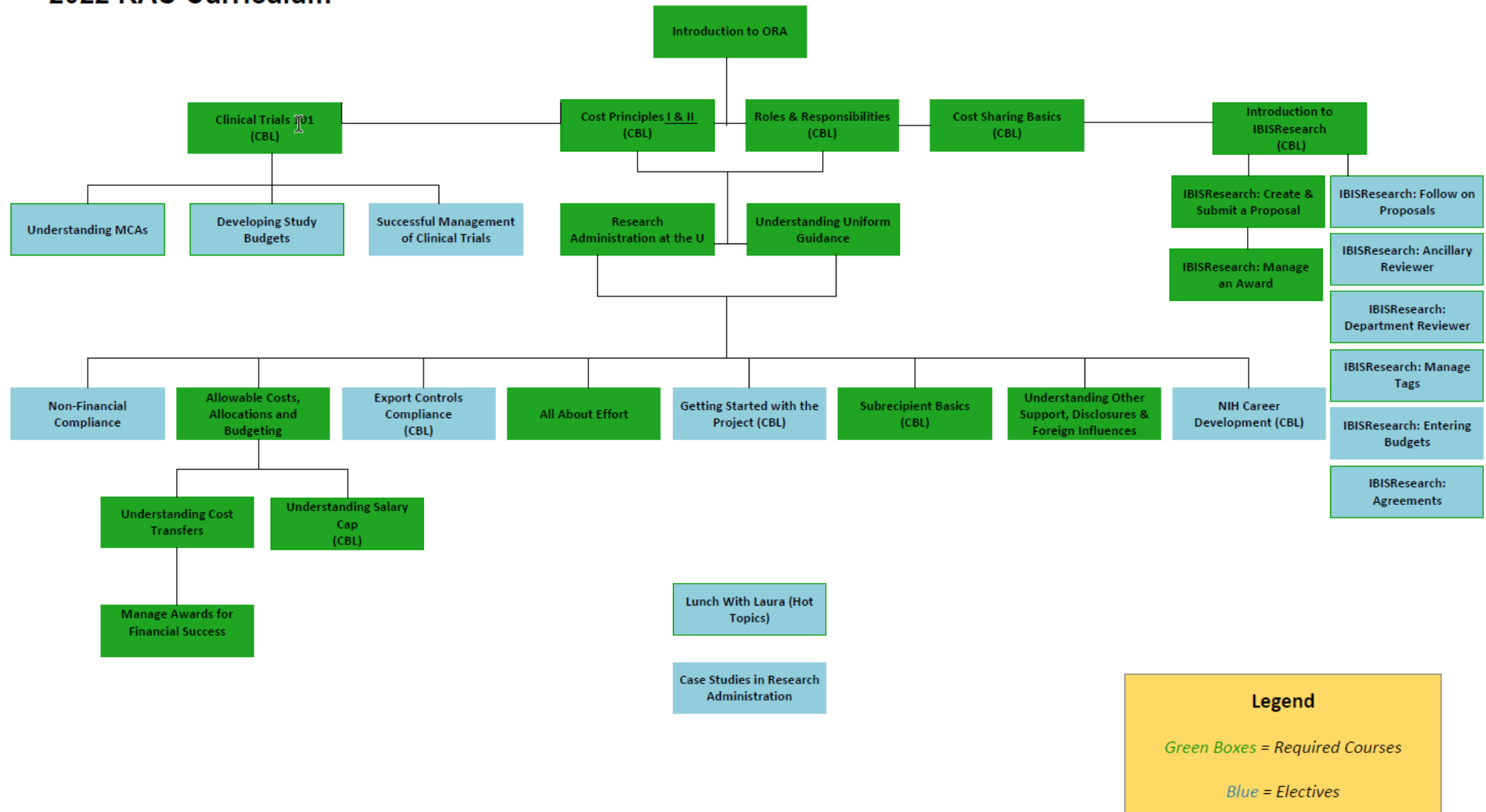
- Quick links
- Education and Training
- RAU Curriculum

COI Certifications & Requirements

- Proposal Preparation
  - Make sure all responsible personnel are added to the proposal in IBIS
  - Check the COI status in IBIS
- JIT/Advanced Account/Upon Request
  - COI triggered for review
- Award Receipt
  - COI triggered for review (if not done earlier)

  Reminder: Accounts (including advanced accounts) will not be setup until COI has cleared

UNIVERSITY
OF MIAMI

Pre-Award Ancillary Reviews

IBISResearch

Ancillary Review Matrix Grants

Ancillary Review Type	Initiator	Approver	Response Required?	Required Documents/Information	Person or Organization	Selection
Compliance (COI)	ORA	VPR/EDR	Y	Read and follow the Conflict of Interest in Research Policy. • Include a letter disclosing the potential conflict • Attach to Ancillary Review	N/A	This is for SBIR/STTR only and generated by ORA.
Cost Share	Department	VPR/EDR	Y	Read and follow the Cost Sharing Policy. • Completed Cost Share Budget • Justification letter for the Cost Share • NEW REQUIRED: Cost Share Form *(must be included on attachments)* *Note: When requesting cost share voluntary or mandatory please include sponsor details in addition to the waiver and NEW required cost share form in the attachments.*	Person	Gables or RSMAS: Laura Kozma Medical: Patricia Wahl for Dr. Schulman
Department Chair/Center Director (as PI)	Department	Dean/Dean Designee	Y	• Include a justification comment for approval in the ancillary review. *Note: If an approver noted here is the PI, the Proposal requires approval from a higher level.*	Person	Medical: Carl Schulman RSMAS: Roni Avissar A&S: Leonidas Bachas Engineering: Helena Solo-Gabriele
Export Controls	Department/ORA	William Collins	Y	Read and follow the Export Control Policy. • Letter disclosing export control concerns • Attach to Ancillary Review	Person	William (Bill) Collins
Indirect Cost Waiver	Department	VPR/EDR	Y	Read and follow the F&A Waiver Policy. • Justification letter • NEW REQUIRED: Indirect Cost Waiver Form *(must be included on attachments)*	Person	Gables or RSMAS: "Provosts Office" (CC00372) on the Organization Medical: Carl Schulman
Late Proposal Submission	Department	VPR/EDR	Y	Required documents/Information: • Read and follow the Proposal Exception Process • Include a justification and supporting documentation • Request must be submitted **in advance** of the ORA deadline	Person	Medical, Gables and RSMAS: Laura Kozma
Nepotism/Familial Relationship	Department	VPR/EDR	Y	Read and follow the Nepotism in Research Policy. • Include a Nepotism Memo • Attach to Ancillary Review	Person	Medical, Gables and RSMAS: Laura Kozma
PI Eligibility	Department	VPR/EDR	Y	Read and follow PI Eligibility Policy. For Case By Case Exceptions: • Commitment/Letter of Support. • Attach to Ancillary Review	Person	Medical, Gables and RSMAS: Laura Kozma
Resources	Department	Chair, Dean or Owner of Resource	Y	• Letter requesting resources needed for the project • Attach to Ancillary Review	Person	Select appropriate Chair Center/Dir/Dean from the person picklist
Terms & Conditions	ORA	ORA Contract Team	Y	ORA Activity	N/A	Internal ORA

UNIVERSITY
OF MIAMI

Pre-Award Ancillary Reviews

Updated NSF Pre-Award and Post-Award Disclosures Table

K. Brandon Strickland, J.D.
Executive Director, Research Administration

NSF Pre-award and Post-award Disclosures[1,2,3]
Relating to the Biographical Sketch and Current and Pending Support
April 20, 2022

Table Key

● = for new support only

♦ = If undisclosed at the time of proposal submission

Type of Activity	Biographical Sketch	Current & Pending Support	Facilities, Equipment & Other Resources	Project Reports	Post-Award Information Term & Condition	Disclosure Not Required
Undergraduate, graduate, and postdoctoral training, including location, major/area and degree and year	✔					
Academic, professional[4] or institutional appointments, whether or not remuneration is received, and, whether full-time, part-time, or voluntary	✔					
All projects (including this project) currently under consideration from whatever source, and all ongoing projects, irrespective of whether support is provided through the proposing organization, another organization or *directly* to the individual		✔		✔*	✔♦	
In-kind contributions that support the research activity for use on the project/proposal being proposed			✔			

[1] A comprehensive listing of post-award notifications and requests for prior approval is contained in the general conditions incorporated by reference into each NSF award.
[2] This table does not address disclosures submitted regarding Collaborators and Other Affiliations that are used to manage reviewer selection.
[3] This table does not address disclosures to grantees of financial conflicts of interest under PAPPG Chapter IX.A.
[4] Senior personnel must identify all current domestic or foreign professional appointments outside of the individual's academic, professional, or institutional appointments at the proposing organization.

UNIVERSITY OF MIAMI

NSF Pre-award and Post-award Disclosures

NSF Pre-award and Post-award Disclosures
Relating to the Biographical Sketch and Current and Pending Support
April 20, 2022

Type of Activity	Biographical Sketch	Current & Pending Support	Facilities, Equipment & Other Resources	Project Reports	Post-Award Information Term & Condition	Disclosure Not Required
In-kind contributions not intended for use on the project/proposal being proposed to NSF and have an associated time commitment		✓		✓*	✓♦	
Postdoctoral scholars, students, or visiting scholars who are supported by an external entity, and whose research activities are intended for use on the project/proposal being proposed to NSF			✓			
Postdoctoral scholars, students, or visiting scholars who are supported by an external entity, whose research activities are not intended for use on the project/proposal being proposed to NSF, and have an associated time commitment		✓		✓*	✓♦	
Consulting that is permitted by an individual's appointment and consistent with the proposing organization's "Outside Activities" policies and procedures						✓
Consulting that falls outside of an individual's appointment		✓		✓*	✓♦	
Travel supported/paid by an external entity to attend a conference or workshop						✓
Travel supported/paid by an external entity to perform research activities with an associated time commitment		✓		✓*	✓♦	

NSF Pre-award and Post-award Disclosures

NSF Pre-award and Post-award Disclosures
Relating to the Biographical Sketch and Current and Pending Support
April 20, 2022

Type of Activity	Biographical Sketch	Current & Pending Support	Facilities, Equipment & Other Resources	Project Reports	Post-Award Information Term & Condition	Disclosure Not Required
Honoraria[5]						✓
Teaching commitments						✓
Startup company based on organization-licensed Intellectual Property (IP)						✓
Startup company based on non-organization-licensed IP		✓		✓*	✓♦	
Organizational startup packages provided to the individual from the proposing organization						✓
Startup packages from other than the proposing organization		✓		✓*	✓♦	
Unrestricted Gifts[6]						✓
Mentoring as part of appointment						✓
Academic Year Salary						✓

[5] Honorarium is a payment of money or anything of value for an appearance, speech, article, or other form of compensation or award.

[6] If an item or service meets the definition of a gift, it is not reported. A gift includes any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, license, special access, equipment time, samples, research data, or other item having monetary value. A gift also includes services as well as gifts of training, transportation, local travel, lodging, meals, research hours, whether provided in-kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has occurred. A gift by definition is given without expectation of anything in return.

IRB Implementation Update

Allen Mora

Executive Director, Research Intelligence & Capacity (RIC)

IRB SaaS Implementation

Project Objectives / Benefits

High degree of interoperability with existing UM systems	Integration between Grants, Agreements, UDisclose, and IRB
Further the larger strategic plan for Research Administration Systems	Intuitive and simplified smart forms for submissions
Facilitate collaboration between UM faculty, staff, central offices, and external institutions	Easier collaboration with relying sites and External IRBs via Huron's IRB Exchange
Maintain compliance with federal regulations, UM policies, and AAHRPP accreditation standards	Enhanced workspace with new tabs that will display CITI training data and UDisclose (COI) research certification status

Methodology & Timeline

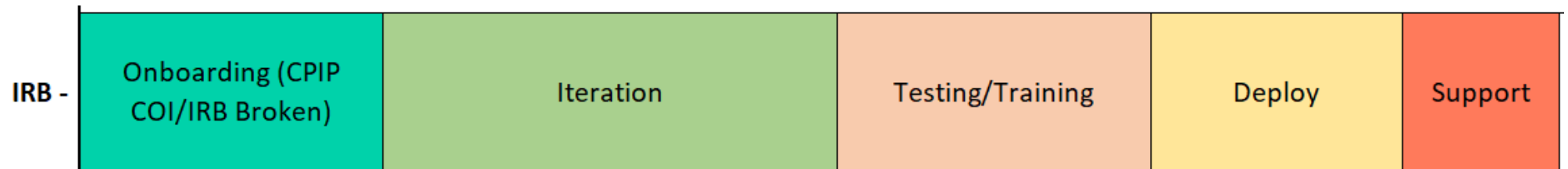| Oct – Dec 2021	Jan – Feb 2022	Mar – May 2022	Jun – Jul 2022	Aug 2022	Aug - Sep 2022
HRPP Toolkit	**Onboarding**	**Iteration**	**Testing**	**Deployment and Training**	**Support**
HRPP Toolkit implementation and adaptation process to accommodate local needs.	Huron led in-depth review of IRB functionality to determine system configurations.	Cycles of detailing requirements, planning, configuring, process testing, and acceptance tasks.	User acceptance testing, piloting future business processes, and system verification.	System GO Live! Transitioning to end-user community.	Supporting end users, resolving bugs, and transitioning old systems and roles.

Research Suite Timeline

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
IBIS -	IBIS/COI Integrated	SF424 Upgrade							G&A 10.1 Upgrade												
COI -	Deploy	Support	COI 10.2.2 Upgrade					CPIP Restored													
IRB -	Onboarding (CPIP COI/IRB Broken)	Iteration				Testing/Training		Deploy	Support												
IACUC -				Pre Work & Discovery		Onboarding		Process Analysis & Transformation *UM only*	Iteration		IACUC 10.5 Upgrade	Testing/Training		Deploy	Support					
ANIMAL OPS -													Onboarding		Iteration			Testing/Training		Deploy	Support
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
						2022											**2023**				

Research IRB Timeline

IRB -
Onboarding (CPIP COI/IRB Broken)	Iteration	Testing/Training	Deploy	Support

Project Information / Updates

- ## HSRO Website:
  - Project Info
  - Project Benefits
  - Project Personnel
  - FAQs
  - Submit Questions/Comments

- ## Newsletters:
  - OVPRS Listserv
  - HSRO Listserv
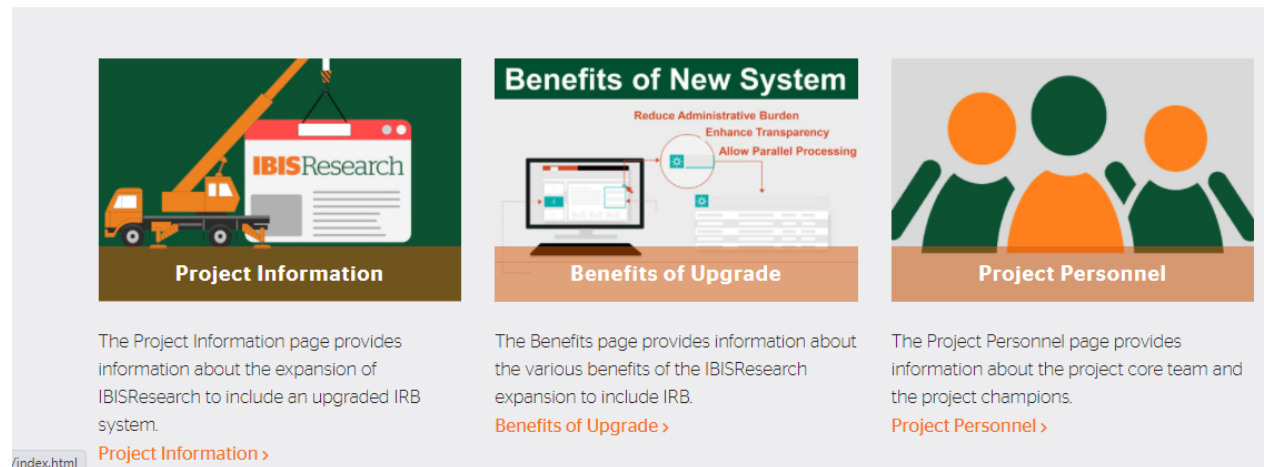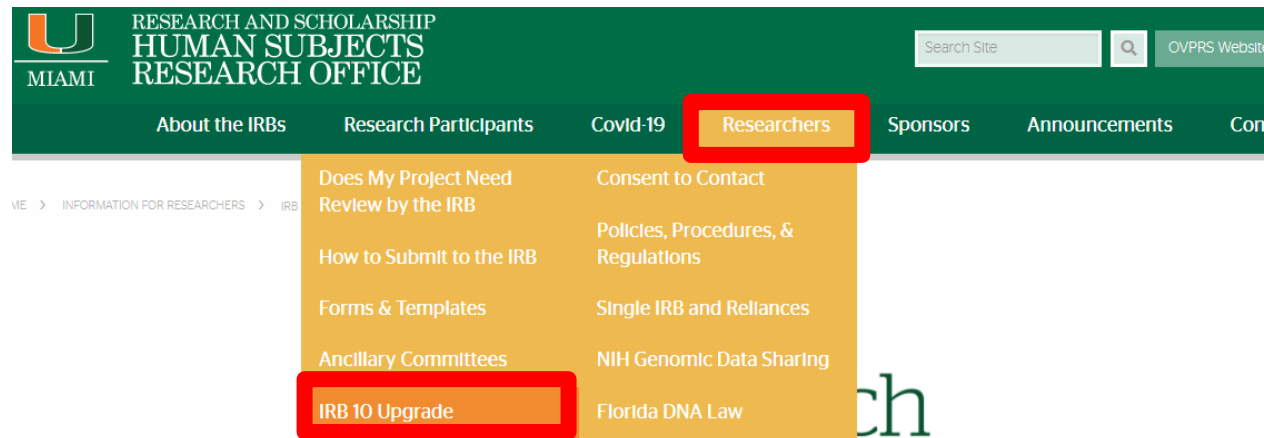
RIC Admin Updates

Allen Mora

Executive Director, Research Intelligence & Capacity (RIC)

Velos v11 Upgrade

Highlights:

✓ New Velos to UChart interface to further support transmission of study information and study calendars from Velos to Epic.

✓ New features such as study search by keywords or Tags, more control of patient enrolling, more configurable study fields, improvements to the financial modules

✓ User interface redesign for ease of use and to improve overall system user experience

✓ Security and performance improvements

GO LIVE!

4/25/2022

UNIVERSITY OF MIAMI

REDCap v 12.0.23 Upgrade

Highlights:

- ✓ New features including Multi-Language Management module, Conditional logic for Survey Auto-Continue, dynamic min/max range limits for fields, Survey Start Time variable, Instrument-level Data Export Rights and Codebook Field Finder

- ✓ Bug fixes which includes issues that affected cross scripting, smart variables, automated survey invitations, longitudinal projects, smart charts, survey queues, and data rules.

- ✓ Multiple security fixes and external module updates

GO LIVE!

UNIVERSITY OF MIAMI

Week of 5/2/2022

New Intake Report Request Form

Purpose: This form is to be used to submit research report requests to the Office of the Vice Provost for Research & Scholarship.

Benefits: Report requests received are processed centrally by the team who serve as data custodians and knowledge experts of research applications (i.e., IRB, UDisclose, IBISResearch,Velos), who also work intimately with the business system owners for accuracy and integrity of data delivered.

Where:

➤ https://umiami.service-now.com/self-service/home.do
  ➤ Order Items and Services
    ➤ Office of Research and Scholarship Data/Report Request (OVPRS)

UNIVERSITY
OF MIAMI

Research Navigator Update
Patty Atkinson
Research Navigator, Office of the Vice Provost for Research & Scholarship

UNIVERSITY OF MIAMI

What do you need to do?

Find funding

Find collaborators

Submit a grant/proposal

Submit a contract

Get started with Human Subjects

Get started with Animal Studies

Get started with Conflict of Interest and Disclosures

Open an Advance Account

Submit an Award Notification

Work with foreign collaborators

Sign up for research listservs

UNIVERSITY OF MIAMI

Ask the Navigator

Get in touch

Something else
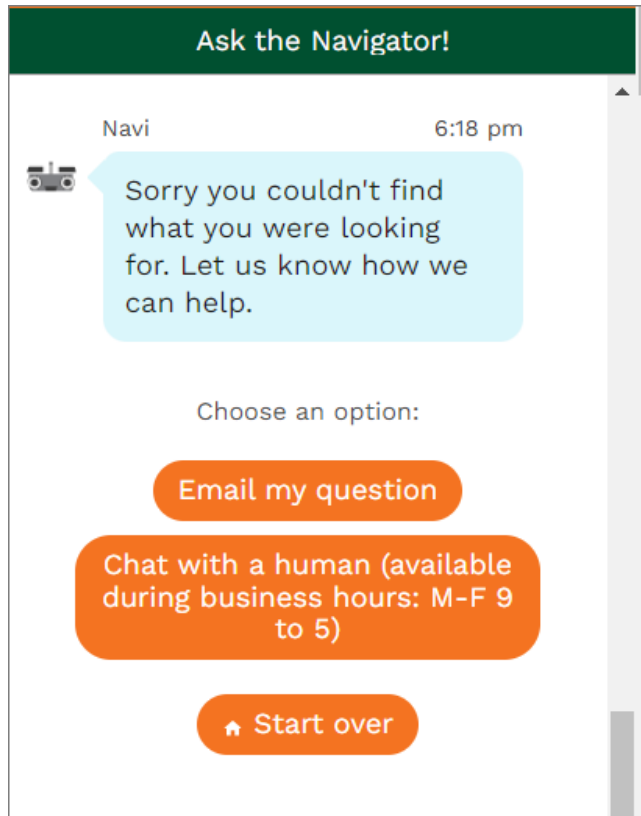
Provide feedback on the bot
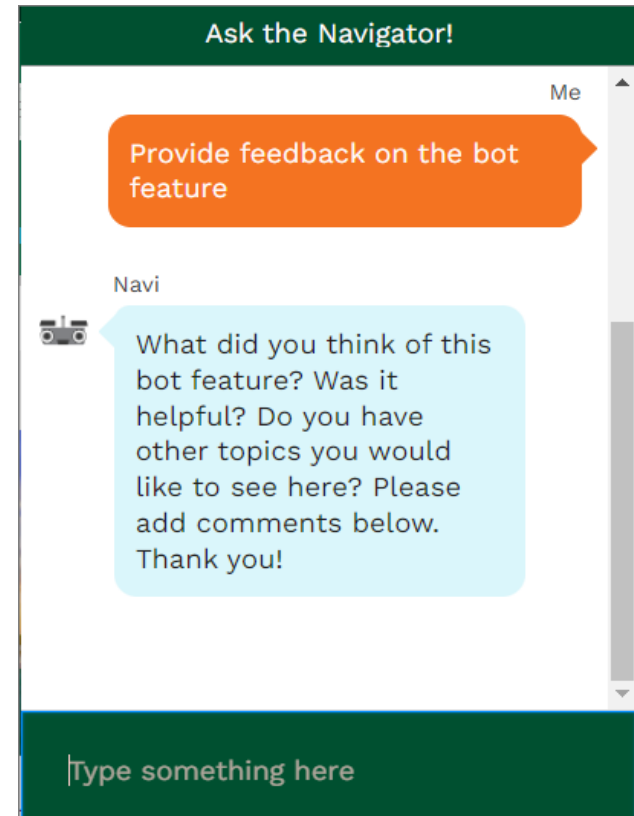
Find the Tool

- [OVPRS website](#) – drop down menu

- [Research Navigator website](#)

UNIVERSITY
OF MIAMI

New MSOM company in Workday

Edwin Bemmel

Executive Director, Office of Research Administration

New MSOM Company in Workday

- Currently, all awards and related grants are set up in Company 200 (Academy)

- The university is creating a new company for MSOM and all MSOM awards will roll up to this company

- UM has retained a consultant to assist with the work and ORA is partnering with EBS and the consultants in this effort

UNIVERSITY
OF MIAMI

New MSOM Company in Workday

Expected changes:

This only affects MSOM awards (Gables/RSMAS are not affected)

Existing award numbers (AWD-xxxxxx) will not change

Existing grant numbers that will continue beyond this fiscal year will be closed as of 5/31/2022

A new grant will be created effective 6/1/2022

Number structure for converted grants is the old GR, appended by -1 (eg GR000001 will become GR000001-1)

UNIVERSITY
OF MIAMI

New MSOM Company in Workday

Expected changes:

If you have a subaward that will continue beyond this fiscal year, the existing SPC will automatically be closed as of 5/31/2022

A new SPC will be created effective 6/1/2022

Number structure for converted SPC is the old SPC, appended by -1 (eg SPC-00001 will become SPC-00001-1)

UNIVERSITY
OF MIAMI

New MSOM Company in Workday

Impact on Payroll Accounting Adjustments:

For converted MSOM grants, starting June, you will not be able to use the PAA to move salary cost incurred prior to 6/1/2022 off your grants

EBS is creating a manual journal for this

Additional information, including a tip sheet will be released soon

Plan now and process at least all required PAA's for payroll through April

Additional changes may be required and will be communicated as applicable

UNIVERSITY
OF MIAMI

Cost Share/Salary Cap and Multidimensional DWT

Multi-dimensional worktags:

Current state: We can only use one driver worktag on a single transaction line

Grants with cost share/salary cap: some expenditures are covered by UM instead of the sponsor

For those we currently create a separate grant # to account for the institutional cost and fund the expenditures from UM accounts through allocations, ie journals

UNIVERSITY
OF MIAMI

Cost Share/Salary Cap and Multidimensional DWT

Multi-dimensional worktags:

Future state:

UM will allow for multiple drivers for grant CSs and SC

This means that if one of the drivers is a grant and the related expense is to be funded by UM, there will be a second driver (PG/BG)

The related worktags (eg Fin class, cost center, fund, etc) will be those of the non grant driver

Validations will be created to minimize any user errors

Reports will need to be modified to provide proper insight on the expenditure details

UNIVERSITY
OF MIAMI

Cost Share/Salary Cap and Multidimensional DWT

Current grants (GR#'s) for cost share or above the salary cap expenditures will be inactivated effective June 1, 2022.

Cost share or above the salary cap expenditures will post to a transaction line consisting of both a GR and department worktag (eg PG or BG).

UNIVERSITY
OF MIAMI

Cost Share/Salary Cap and Multidimensional DWT

- Below is an illustration of total salary shared to an award of $4,182.94 with $2,005.88 funded by the sponsor and $2,177.06 above the salary cap

- The portion funded by the sponsor will be posted similar to how it is today (GR028272 in this case)

- The above the cap portion will not be posted to a salary cap grant

- Instead, it will post to your sponsored grant (GR028272 in the below example) combined with (based on the example below): PG009987

Grant	Program	FD010	FD014	Total
GR028272	PG009987	2,177.06		2,177.06
GR028272			2,005.88	2,005.88
Total		2,177.06	2,005.88	4,182.94

UNIVERSITY
OF MIAMI

Blackout Periods

- While we are working hard on minimizing the period, blackouts are inevitable

- Exact dates will be released soon, but we currently expect the following blackouts:
  - Last two weeks in May: All new awards received will be put on hold until after 6/1
  - NoA's received prior to mid May will all need to be set up by 5/31
  - Additional blackout periods on transactions, but likely during the weekends
  - Details to be released soon

UNIVERSITY
OF MIAMI

Blackout Periods

To minimize a negative impact by the blackout period:
Understand that NoA's or executed contracts received between 5/13/2022-5/31/2022 will be affected by the blackout period
We will not be able to create any awards during this period
Starting June 1, we will first create awards received during the blackout period
We strongly advise that you request advance accounts if you anticipate a new award during this period
For contracts or agreements where we would normally not allow advance accounts, we will approve the advance account request, but put the award on hold until the agreement is fully executed
All requests for advance accounts must be received by 5/10/2022 to guarantee that an award is created in WD by 5/31/2022

Capital Equipment Threshold Increase & Property Inventory Certification Reminder

Kimberly Croft

Executive Director, Research Accounting and Cost Analysis

New Equipment Threshold

The University of Miami is changing its capitalization threshold from $2,500 to $5,000 effective 6/1/2022. This affects purchases on sponsored awards.

ANTICIPATED IMPACT

The driving force behind this change is a significant reduction in both faculty and staff administrative burden. Items between $2,500 and $4,999.99 will no longer require physical inventory. The time and effort currently spent tracking these lower value assets is significant. This change will allow UM faculty and staff more time to focus on teaching, research and public service, and will put us in alignment with the majority of our peers who already use this threshold. Furthermore, by eliminating the requirement to record and track relatively low value items, more attention and effort can be given to safeguarding the remaining, higher valued items.

SPONSORED PROJECTS

Proposals:

Beginning February 8, 2022, new proposals with a start date of June 1, 2022 or after must now categorize items with a cost of $5,000 or more and a useful life exceeding one year as equipment. Indirect cost (F&A) must be calculated on all non-capital equipment/supplies with an acquisition cost under $5,000.

Existing Awards:

Beginning June 1, 2022, any items under $5,000 will be considered supplies and have F&A applied to them. Generally, prior approval is not required by the sponsor to rebudget these costs.

Property Inventory Certification Reminder

Purchasing Overview
Ken Pallais
Manager, Purchasing

UNIVERSITY
OF MIAMI

Purchase Orders

All goods and services should be purchased through a P.O.

Examples: consulting services, capital and minor equipment, maintenance services, software licenses, office equipment, and furniture.

- ❖ Use an existing UM vendor whenever possible
- ❖ Submit a purchase requisition via Workday along with any supporting documents including quotes and/or contracts provided by the suggested vendor
- ❖ Please make sure to include a detailed description of the goods or services being requested.
- ❖ Purchasing issues a purchase order and signs contract.

UNIVERSITY
OF MIAMI

Purchase Orders

Purchase requisitions are assigned to Purchasing staff by commodity and dollar amount.

The buyer processes the order taking **some** of the following into consideration:

- ❖ Are the lines of the requisition matching the quote? Is the quote total matching requisition total?

- ❖ Is the spend category correct?

- ❖ Are competitive bids required by policy?

- ❖ Is there a contract attached or should there be?

- ❖ Does the vendor deliver, install and/or provide services on campus?

Purchase Orders

❖ Do any other University policies apply to the purchase?

❖ Turn around time is usually 6 (six) business days from the date the requisition reaches Purchasing.

❖ **Please note:** approval time may vary depending on the complexity of the purchase requisition and Purchasing's workload.

UNIVERSITY
OF MIAMI

Change Orders

A change order should be submitted when there has been a change to an existing PO or Contract.

❖ Submit a change order request through Workday and attach supporting documents

❖ Employees must not use the same purchase order number to place additional orders with the vendor; a new purchase order should be requested before the additional order is placed

UNIVERSITY
OF MIAMI

Unauthorized Purchases

An unauthorized purchase is a purchase made outside of the University's purchasing system. Examples are:

❖ Order placed without a PO (after the fact PO)

❖ Employee obtains equipment on a trial basis without a PO

❖ Employee signs a supplier contract

❖ Employee purchases a computer or other equipment for the office on a personal credit card or with a personal check

❖ Unauthorized Purchase Approval Form:

https://www.purchasing.miami.edu/_assets/pdf/unauthorized-purchases-form.pdf

Contracts / Binding Documents

Contract turn around time can be a lengthy process. Please be patient.

The time that a contract is received from the Supplier **IS THE TIME** you should start the requisition process.

Purchasing will not review a contract without a requisition in WorkDay.

If a contract is more than 5 years old a new contract should be negotiated.

Contracts / Binding Documents

End User Responsibilities:
- ❖ Department must review document and initial if approved.
- ❖ Department must attach agreement to requisition via WorkDay. If new contract attach a WORD format. If order is based off existing contract please attach existing contract to requisition. This will expedite the process.

Purchasing responsibilities:
- ❖ Review contract
- ❖ Involve Contract Administration and other departments if needed (IT, Privacy, Export Controls, OTT and Risk Management)
- ❖ Obtain signature from UM and vendor
- ❖ Forward signed contract to vendor along with purchase order

UNIVERSITY OF MIAMI

DO NOT SIGN CONTRACTS

UNIVERSITY
OF MIAMI

Competitive Bidding

Goods or services costing up to $75,000 may be obtained by means of reasonable business judgment. **Purchasing reserves the right to obtain additional quotes/proposals if deemed necessary.**

Goods or services costing over $75,000.00 require competitive quotes, a sole source/ justification form or a formal bid or RFP process. Attach quotes to the purchase requisition.

UNIVERSITY
OF MIAMI

Sole Source / Justification

A sole source applies when:

The brand, make or specifications are available only from one source or from the original manufacturer and a different brand, make, or specifications would be incompatible with currently owned equipment, facilities or research in progress.

Examples: Apple products, existing equipment in Labs, specific distributors as directed by manufacturers.

A Justification applies when:

A specific vendor was selected to provide the goods or services when other suppliers were available to supply the needed goods and services.

Examples: Emergency situations and the items is required immediately to avoid class delays, research interruptions or could result in a hazard to students, faculty, staff or property.

UNIVERSITY
OF MIAMI
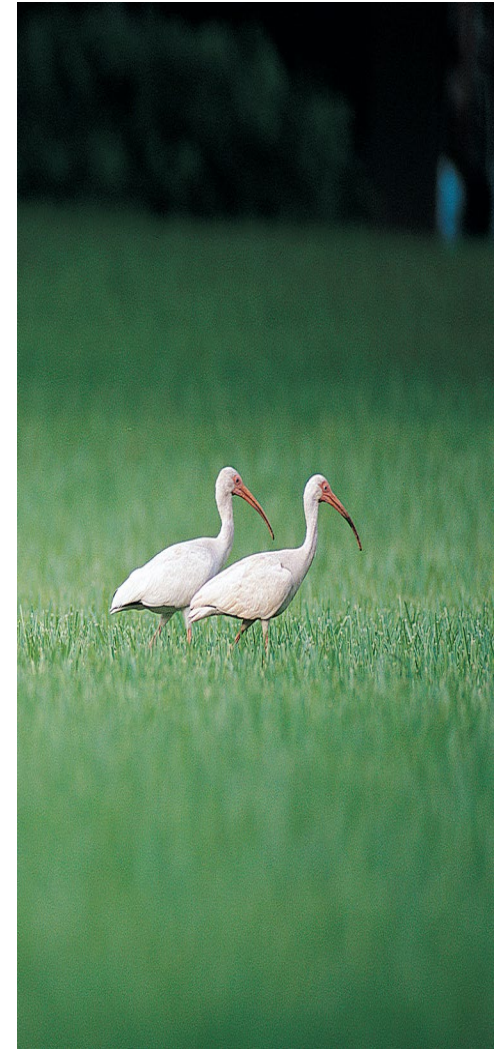
Sole Source / Justification

❖When requesting a sole source designation or purchase justification, a completed Sole Source / Justification Form signed by an authorized party or Principal Investigator must be submitted along with the purchase requisition.

❖Final acceptance of a sole source justification will be at the discretion of the Purchasing Department

❖https://www.purchasing.miami.edu/_assets/pdf/sole-source-justification-form.pdf

UNIVERSITY OF MIAMI
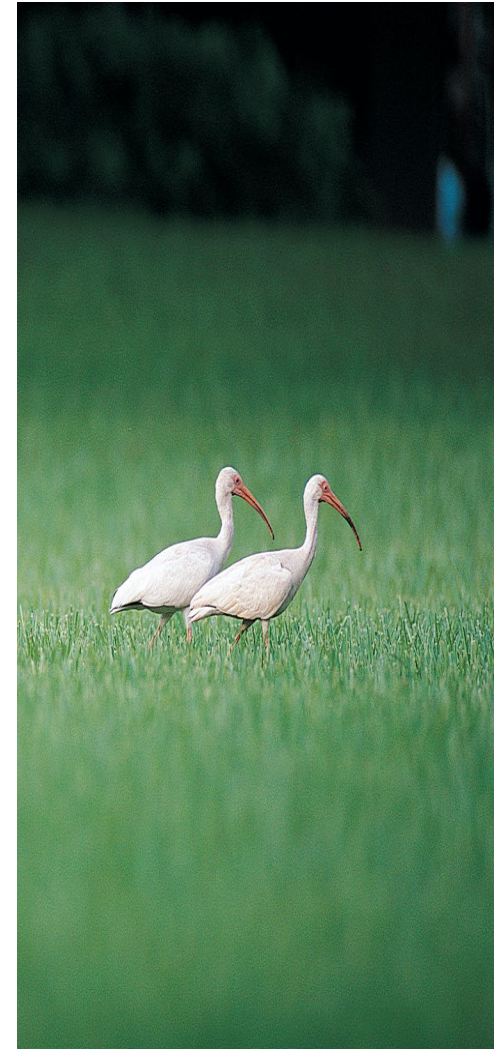
Purchasing Website

www.miami.edu/purchasing

Purchasing Contacts

Ignacio Calle

icalle@miami.edu

305-284-8963

Keneth Pallais

k.pallais@miami.edu

305-284-9779

Annette Arriera

Annette@miami.edu

305-284-3093

UNIVERSITY
OF MIAMI

Corporate Cards and Training

Heidi Tyre

htyre@miami.edu

305-284-5115

Sourcing

Maita Beguiristain

m.beguiristain@miami.edu

305-284-8997

Data

Boyd Bartow

bbartow@miami.edu

305-284-5208

Open Forum
Questions