

REBOUNDING WITH RESILIENCE

.....
2023 SYMPOSIUM FOR
RESEARCH ADMINISTRATORS



CONCURRENT SESSION | MARCH 15, 2023

International Research Support

- Broderick Grady – Director, iRASR
- Heather Tunnell – Senior Grants & Contracts Manager, Campus Grants Management Team (CGMT)
- Alissa Wallace – Senior Grants & Contracts Manager, Duke Global Health Institute (DGHI)



Session Objectives

- Identify international activity in a proposal or existing project
 - Specifically, activities having an unusual or significant impact on the proposal budget or requiring prior approval
- Capture budget items upfront
 - Won't surprise you or your PI during project implementation
 - Enable Duke to recover the full cost of the project via sponsor funds
- Address issues and determine who to call



Case Study

**Take a few
minutes to
review the
case study**



Case Study

Your Duke PI, Ted Lasso, stops by your office to talk about an upcoming NIH proposal he's developing. Dr. Lasso is a world-renowned expert on positivity, and he has developed a prototype device, the "Believe," that can be used in a clinical setting to measure the levels of a person's positivity. Dr. Lasso's proposal seeks funding to conduct tests of the Believe device in four countries – Peru, Mexico, Nigeria, and the Netherlands. He hopes to measure whether the income levels in a country have an effect on the positivity the Believe device can generate in individual subjects.

Dr. Lasso is proposing that several subawards be issued. These include:

- A sub to his longtime colleague, Dr. Rebecca Welton, at the University of Richmond in the UK;
- A sub to Dr. Jan Maas at the University of Amsterdam;
- A sub to an iNGO in Peru, The Positivity Research Institute (TPRI). TPRI is currently headed by Dr. Lasso's former Duke graduate student, Dr. Keeley Jones; and
- A sub to Dr. Danny Rojas at the University of Guadalajara in Mexico.

Drs. Lasso and Welton will collectively lead the research.

Another of Dr. Lasso's former Duke graduate students, Dr. Roy Kent, is now a freelance researcher on anger and non-positivity. Dr. Lasso plans to use Dr. Kent as a consultant to provide insight on the typical anger rates in the target countries in order to help benchmark the positivity gains.

The plan is to engage Dr. Sam Obisanya as a consultant in Nigeria to help with the work there.

The Believe device will be used on test subjects at various hospitals and clinics in both urban and rural sites in each country. The analysis of the data will take place at the University of Richmond and at Duke. The analysis in Dr. Lasso's lab at Duke will be conducted by Dr. Lasso's current postdoc, Jamie Tartt, whose salary is being paid off of departmental funds, and Dr. Sharon Fieldstone, a visiting positivity scientist from Australia, who is being paid by her home institution.

International Considerations

1. Initial thoughts or concerns?
2. Issues related to the local university?
3. Issues related to the iNGO?
4. Issues related to the freelancer?
5. Issues related to lab work?
6. Other issues?



Federal Sponsor Issues

NIH or NSF

- Foreign component
- Disclosures
- Other Support, Current & Pending, FCOI, visiting scientist
- Reporting

US Agency for International Development (USAID)

- Parastatal
- Ministry involvement
- International travel
- International sub F&A rate

International Sponsor Issues

- Impact to F&A rates
- Exchange rates, if not awarded in US Dollars
- Impacts to effort commitments
- Effects on submission



Post-Award Complexities



Supplies			
Itemized Description	Foreign Currency	Exchange Rate	USD
Stationary	35,900.00	1,527.66	\$ 23.50
Computer 'Acer' and Epson Printer	1,895,000.00	1,527.66	\$ 1,240.46
Computer 'Dell' and Epson Printer	1,919,000.00	1,527.66	\$ 1,256.17
Internet Access (Wifi)	90,000.00	1,527.66	\$ 58.91
Internet wifi three monthly extension	70,000.00	1,527.66	\$ 45.82
Wooden stage set in front of lab - entrance	60,000.00	1,527.66	\$ 39.28
Chairs and tables for meeting room, office	750,000.00	1,527.66	\$ 490.95
Duty Coat for Lab	300,000.00	1,527.66	\$ 196.38
Lab Shoes used in lab room	39,600.00	1,527.66	\$ 25.92
Sofa set for chair and Lab shoes used in lab room	56,400.00	1,527.66	\$ 36.92
Sticker and standard A4 used at Office	24,000.00	1,527.66	\$ 15.71
Clothe holders used in hanging the duty coats	3,600.00	1,527.66	\$ 2.36
water Dispenser/ cooler (Nibban)	100,000.00	1,527.66	\$ -
Glove, Mask and cap used at site and Lab	1,075,000.00	1,527.66	\$ 703.69
Bxes for Glove, mask and cap	18,000.00	1,527.66	\$ 11.78
Aircon Services for office	125,000.00	1,527.66	\$ 81.82
Aircon Services for office	79,000.00	1,527.66	\$ 51.71
Safeguard and three pin socket for office set up	42,500.00	1,527.66	\$ 27.82
Cartridge for printer used at home office	23,000.00	1,527.66	\$ 15.06
Power Socket and extension at officce	22,750.00	1,527.66	\$ 14.89
Nail used at Office set up	4,000.00	1,527.66	\$ 2.62
cable stand and board for office	82,000.00	1,527.66	\$ 53.68
Trunking process for networking at office	9,900.00	1,527.66	\$ 6.48
TOTAL	6,824,650.00		\$ 4,401.93



Back-up Documentation

- Please provide the following as back-up documentation to the financial expense report cover sheet or invoice:
 - Detailed expenses, by budget category, that are numbered (example provided below)

Receipt #	Date	Expense Category	Expense	Cost MMK	Conversion Rate	Cost USD	Notes
1	5/16/2018	Travel	Per Diem	30000	1353.83	\$ 22.16	Dr. X traveled to Singu for a site visit for 2 nights
2	5/16/2018	Travel	Lodging	70000	1353.83	\$ 51.71	Dr. X's lodging in Singu
3	5/16/2018	Travel	Airfare	90000	1353.83	\$ 66.48	Dr. X's airfare from Yangon to Singu
4	5/16/2018	Travel	Taxi	4000	1353.83	\$ 2.95	Dr. X's taxi to the airport in Yangon
5	5/16/2018	Travel	Taxi	6000	1353.83	\$ 4.43	Dr. X's taxi from Mandalay airport to Singu office
						TOTAL TRAVEL	\$ 147.73

Back-up Documentation

- Receipts for expenses, numbered, and organized to match the cover sheet

#1 PER DIEM FORM

Per diem requested by:

Position:

Dr. X

Research Coordinator - DMR

Sr.	Date of Departure	Date of Return	Total number of days	Description of visit activities	Location of visit	Amount (MMK/USD)
	5/16/18	5/18/18	2	Traveled to Singu for a site visit to examine the results of the research team's baseline study and transport data and paperwork back to Yangon	Singu	30,000

#2



Tiger One Hotel

Check Out Folio : 20171202003

Guest Name : [REDACTED]

Agent/ Co/ NGO : Normal Rate

Room No : 301

Registration No. : 20171130002

Arrival Date : [REDACTED]

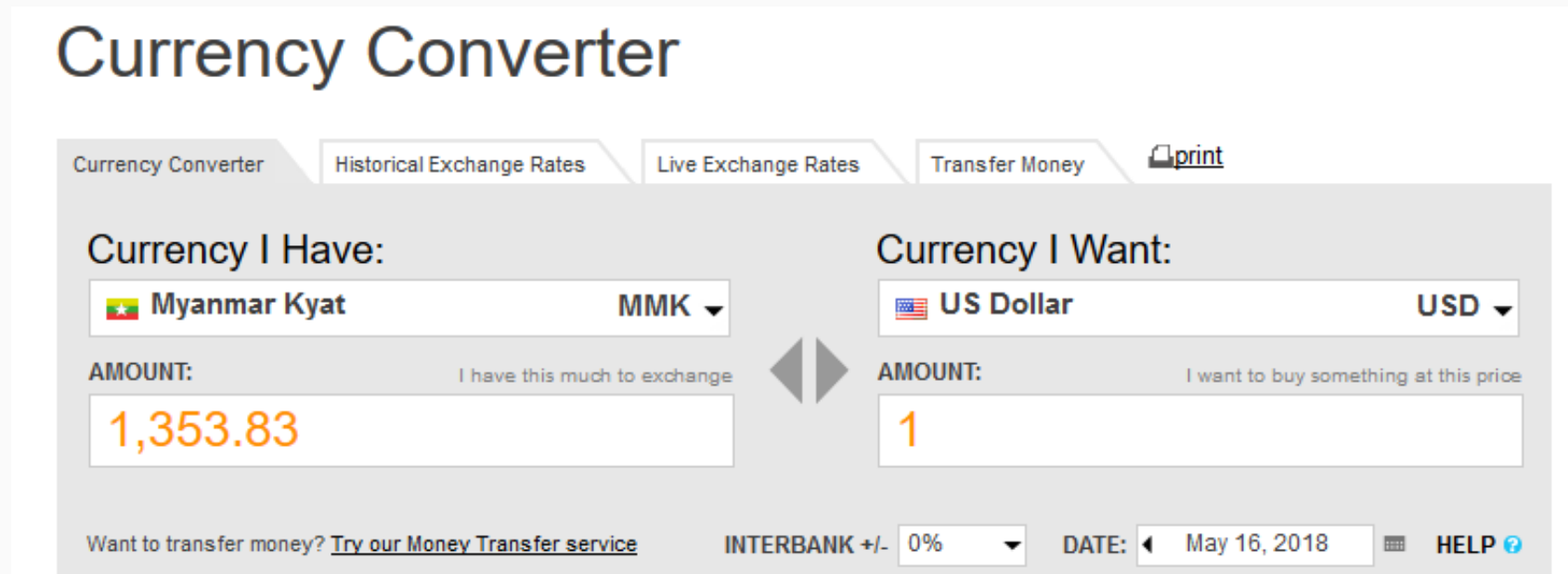
Departed Date : [REDACTED]

Check Out Time : 7:24 AM

No.	Date	Description	\$	KYT
1	[REDACTED]	Room Charges - 301	-	35,000
2	[REDACTED]	Room Charges - 301	-	35,000
Total Amount :			0.00	70,000
Discount :			0.00	0
Advance Paid :			0.00	0
Payment :			0.00	70,000
Remain :			0.00	0
Refund :			0.00	0

Back-up Documentation

- If receipt is in foreign currency, please provide documentation explaining exchange rate used, i.e. OANDA Currency Conversion (<https://www.oanda.com/currency/converter/>) or similar website, or a bank statement showing the conversion from USD to MMK.



The screenshot displays the OANDA Currency Converter interface. The title "Currency Converter" is at the top. Below it are navigation tabs: "Currency Converter" (selected), "Historical Exchange Rates", "Live Exchange Rates", and "Transfer Money", along with a "print" icon. The main section is divided into two columns. The left column, "Currency I Have:", shows "Myanmar Kyat" (MMK) with a dropdown arrow and an amount of "1,353.83" in orange text. The right column, "Currency I Want:", shows "US Dollar" (USD) with a dropdown arrow and an amount of "1" in orange text. A double-headed arrow is positioned between the two columns. At the bottom, there is a link "Want to transfer money? Try our Money Transfer service", a field for "INTERBANK +/-" set to "0%", a "DATE:" field set to "May 16, 2018", and a "HELP" link with a question mark icon.

Back-up Documentation

RECEIPTS:

- Must be in English and/or English translation provided
- If paid in foreign currency, list actual amount paid and then provide conversion rate used with matching documentation
- Materials/Supplies – provide actual receipts that are itemized
- Travel – provide per diem forms and/or actual receipts. If meals are involved, they must be itemized. Must know Who/Why/When/Where/What for travel.

Back-up Documentation

RECIPTS:

- Meals included as part of a business meeting and/or training or workshop should include an agenda, itemized receipt, and name of attendees
- Consultant/Service Fees – provide documentation of services performed, period of performance, and pay received
- Capital Equipment – Always requires prior approval/discussion with Duke
- Other Direct Costs – provide actual receipts or pre-approved forms to properly document incurred costs

Importance of Reconciliation & Documentation of Expenses

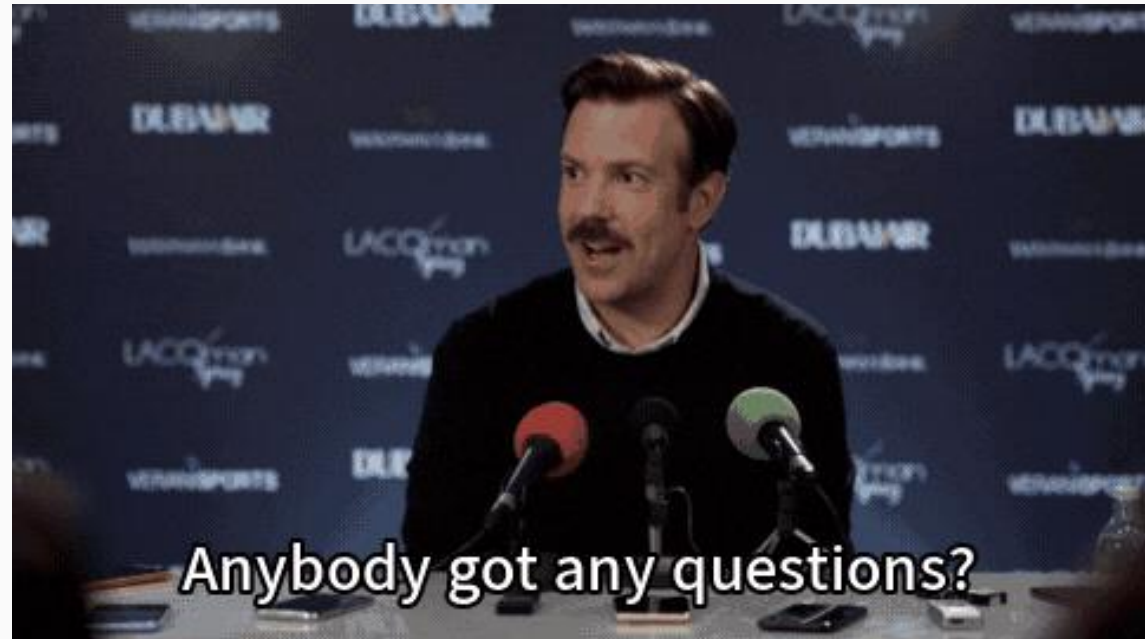
What should documentation show?

1. Allowability, Allocability, and Reasonableness
2. Receipts or approved forms with enough detail to support the charge

Complete files protect us all in an audit!

Bottom line: If an Auditor asks, Who, What, When, Where, Why (and How) we need to have the back-up documentation to prove allocation methods and reasoning regardless of sponsor!

Questions?



Exciting News for FY24



- New internationally focused Community of Practice will begin quarterly meetings.
- Goals:
 - Share challenges and best practices
 - Meet resources – central and peer
 - Place where research administrators can “learn more”
 - Space to practice applying what we know
- CE credits offered
- Stay tuned for more information in the Research Administrator Digest

Contact Information

Pre-Award:

- International Research Support: IRST@duke.edu

Post-Award:

- Office of Post Award Administration: PostAwardAdm@duke.edu
- Office of Post Award Financial Management: PostAwardFM@duke.edu

Thanks for attending this session. As you exit, you will be able to complete a brief survey. If you have additional feedback or questions, please contact OERAF at ResearchFinanceEd@Duke.edu.



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Onward - Forward

"Let's go be a gosh darn goldfish."

"It smells like potential."

"Taking on a challenge is a lot like riding a horse, isn't it? If you're comfortable while you're doing it, you're probably doing it wrong."

"I promise you there is something worse out there than being sad, and that's being alone and being sad. Ain't no one in this room alone."

