Update: Partial Federal Government Shutdown

January 24, 2019
Affected Federal Entities

DEPARTMENTS OF:
• Agriculture
• Commerce (includes NOAA)
• Homeland Security (includes TSA)
• Interior (includes National Park Service, U.S. Geological Survey, Fish & Wildlife Service)
• Justice
• State
• Transportation

AGENCIES:
• Environmental Protection Agency (EPA)
• Food & Drug Admin (FDA)
• NASA
• National Endowment for the Arts (NEA)
• National Endowment for Humanities (NEH)
• National Science Foundation (NSF)
Agencies with Normal Operations

• Department of Defense

• Department of Education

• Department of Energy

• Department of Health & Human Services (includes the NIH)
Information for the Duke Community

If you hear something, say something: alert pre-award offices if you/your PI receives sponsor instruction. (This includes subawards)

Keep working: the shutdown does not affect reporting deadlines/expectations.

Proposal deadlines are in effect: submitted materials will be processed once the agency resumes operations. (FYI, grants.gov is still operational)

Watch for further updates: Office of Government Relations blog; emails via the RCC Listserv
One Equipment Screening Form, applicable to all purchases of Capital Equipment of more than $5,000

An expanded equipment description section (what purpose will the equipment serve on the project)

The form will no longer require routing to Surplus and Supply Chain.

Form will ask for review by a Department Representative. A signature will indicate that the form is appropriately completed.

Form is now required for all reportable projects.
Procurement of Goods and Services
Capital Equipment Screening Form

Applicability: Purchasing Capital Equipment >$5,000. Reportable Sponsored Awards
Submission Process: Attach to Sbuy@Duke Shopping Cart
Originating Authority: 2 CFR 200.315; 2 CFR 200.318 (d)
Related Duke Procedures: GAP 200.100 Purchasing Capital Equipment on Sponsored Projects; GAP 200.372,
Purchasing Goods on Sponsored Projects
Effective Date: September 2018

PI: ___________________________ Dept.: ___________________________
WBSE#1: ________________ WBSE#2: ________________ WBSE#3: ________________

Is a trade-in involved? YES NO

VENDOR: __________________________________________________________

EQUIPMENT DESCRIPTION: __________________________________________
________________________________________________________________________
________________________________________________________________________

Federal regulations require Duke University to use capital equipment in the program or project(s) for which it was acquired (2 CFR 200.313). Additionally, regulations state that Duke is to avoid the acquisition of unnecessary or duplicative items (2 CFR 200.318 (d)). Using the below form, identify how the unique functions of the capital equipment will assist in meeting the aims of the project(s). If the equipment will benefit multiple projects, the below justification must describe the process for allocating costs.

JUSTIFICATION:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

GMs must review documentation and this form. Any relevant documentation, such as written confirmation from the awarding sponsor or Contract Office Authorization, should be attached to the Sbuy@Duke Cart. Contact your Office of Sponsored Programs liaison with allowability questions or Plant Accounting for acquisition questions.

To the best of my knowledge, the capacity and specific functionality provided by this equipment is not currently available at Duke.
PI: ___________________________
Department Representative: ___________________________
Date Submitted: ___________________________
How does this satisfy the scientific or programmatic aims of the project?

GMs must review documentation and this form. Any relevant documentation, such as written confirmation from the awarding sponsor or Contract Office Authorization, should be attached to the Buy@Duke Cart. Contact your Office of Sponsored Programs liaison with allowability questions or Plant Accounting for acquisition questions.

To the best of my knowledge, the capacity and specific functionality provided by this equipment is not currently available at Duke.

PI: _______________________________

Department Representative: _______________________________

Date Submitted: ________________

Can be a GM, BM or other designee
Other Revised GAPs

FALL 2018-JANUARY 2019:

- Direct Costing (200.320)
- Cost Transfers, (200.150)
- Rebudgeting (200.160)
- Document Retention (Sponsored Projects ONLY) (200.240)
- Program Income (200.290)
- Service Center Administration (200.300)
- Processing Payments to Research Participants (200.420)

SUMMER 2018

- Procurement-related (110, 370, 372)
- F&A Costs (200.330)
- Subrecipient Monitoring (200.280)
- Parent/Child Management (200.190)
- Administering Commercially-Sponsored Projects and Gifts (200.440)
Management Of Selected Post Award Issues (MSPAI) FY2019

Topics cover important updates and targeted training material for the entire Duke Research Administration Community.

*Training required for all RCC certificate holders (RAA, AGM, FCC, RAI)*

*Covers 3 of your 15 required Continuing Education Credit Hours for FY19*
MSPA 2019 Schedule

Registration in the LMS will be available by the end of February

Multiple dates at a variety of locations!

<table>
<thead>
<tr>
<th>Tentative Dates</th>
<th>Locations</th>
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<tbody>
<tr>
<td>April 8</td>
<td>Bryan Research Building</td>
</tr>
<tr>
<td>April 23</td>
<td>Hock Auditorium</td>
</tr>
<tr>
<td>May 6</td>
<td>Duke South 3031</td>
</tr>
<tr>
<td>May 15</td>
<td>200 Morris St. Downtown</td>
</tr>
<tr>
<td>May 30</td>
<td>Hock Auditorium</td>
</tr>
<tr>
<td>June 12</td>
<td>Erwin SQ. 837</td>
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