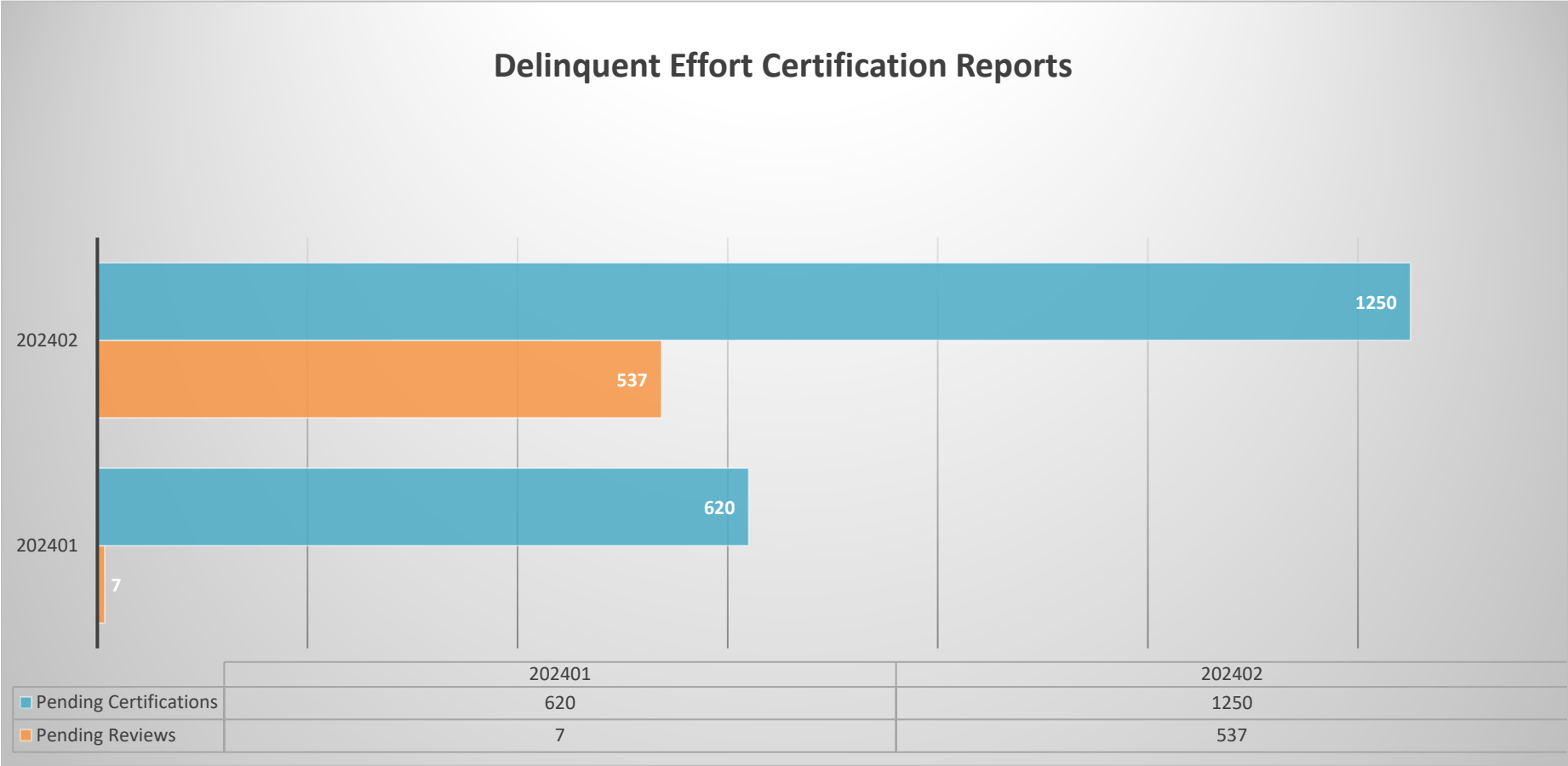




UNM HEALTH SCIENCES | UNM HEALTH

Contract & Grant Accounting Update on Effort Certification

Effort Certification Delinquencies



Effort Certification

- Single Audit 2025
- Starts May 2025
- Effort Certification for 202401 & 202402 need to be completed

Next Steps Update

- Contract with Huron will be signed with an effective date of 07/01/2025
- Implementation process will begin 07/01/2025
- Beta Testing by departmental personnel
- Schedule training sessions and development of training material
- Estimated Go live – Fiscal Year 2026

PMS Business Purpose

- Executive Order 14222 – issued February 26, 2025
 - Requires a business justification each award drawdown
- C&G is actively monitoring for any clarification requests from DTS/PMS and will ensure timely responses to any follow up requests that are received.
 - Additional justification will be needed on some awards

Questions



Key Points and Best Practices

UNM Guidelines on Honorariums

Definition and Purpose

- **Honorarium Policy 2170**
 - Must be given to a **person of special achievement or renown**
 - **Justification is required** to show how the individual meets this status
 - **Not** a payment for services rendered
 - Recipient must have visited the University **in person** (no virtual)
 - Honorarium and gift (e.g., plaque, pottery) **cannot** both be given — **It is one or the other**

Uniform Business Practice

- Consistent Methodology
 - Honorarium process should be uniform and documented
 - Example: Mr. Louie and Mrs. Lobo both gave a ½ day presentation
 - Both receive the **same honorarium** as a thank you

Restrictions

- Who cannot Receive Honorariums
 - UNM employees may not receive honorariums
 - It is considered part of their regular job duties
 - UNM affiliates may not receive honorariums
 - UNMMG & UH employees are ethically expected to follow the same rules
 - Rare Exceptions
 - Events outside of normal work week such as a weekend event may qualify, but **should not be expected**. Always reach out to HSC Unrestricted Accounting for guidance.
- If an employee is owed for work outside of their standard position, paperwork must be submitted through their payroll dept (UNMMG or UNMH)

Additional Resource

- **Helpful Link**
- [Policy 2170: Honorarium Payments :: University Policy | The University of New Mexico](#)

Key deadlines for departments

Fiscal Year-end 2025

Fiscal Year-End 2025 Close Schedule

- Where can I find the calendar
- <https://fssc.unm.edu/>
- Click on - **Fiscal Year 2025 Year End Close Schedule - 4/16/2025**
- Please note that these dates are tentative and may change so
“Click on most recent version”

Department Deadlines

FINANCE Fiscal Year-End 2025 Close Schedule

All daily deadlines are by 5:00 pm unless otherwise noted. Please adhere to the deadlines indicated to ensure that your transactions are processed before the year closes.

Dates are subject to change. Financial Services will email updates to all Finance users as appropriate. Dates in green are completed.

Please contact the appropriate office listed on the Financial Services Resources website @ <http://fssc.unm.edu/> if you need assistance.

CATEGORY	TASKS	Scheduled Day	DEPARTMENT DEADLINE	FS & BUDGET DEADLINE
LOBOMART & PURCHASING	LoboMart requisitions for FY25 between \$5,001 and \$60,000 must be completed and approved by departments.	FRI.	5/30/25	6/6/25
	Departments can enter requisitions & Purchasing can begin keying POs in FY26. A link to a job aid will be published when available.	MON.	6/2/25	6/2/25
	LoboMart Requisitions for FY25 for \$5,000 or less must be completed and approved by departments. PCard purchases in LoboMart can continue through 6/30.	FRI.	6/6/25	6/13/25
	Change Orders to close purchase orders must be submitted to the Purchasing Department OR the encumbered balance will be rolled to FY26.	MON.	12:00 PM 6/30/25	12:00 PM 6/30/25
RECEIVABLES	Banner Finance Non-Student AR information must be entered and completed by departments.	MON.	12:00 PM 6/30/25	12:00 PM 6/30/25
	FY25 Money lists with cash, checks, daily confirmation letters, and petty cash reimbursements due to Bursar in UNM John & June Perovich Business Center.			
	UH Accounts Receivable transaction information must be received by HSC Financial Services for processing.			
CHROME RIVER	Expense Reports and Invoices for FY25 must be submitted by 6/30. Everything submitted after 6/30 will post to FY26.	MON.	10:00 PM 6/30/25	3:30 PM 7/9/25
	Expense Reports and Invoices submitted by 6/30 must be fully approved by departments.	MON.	7/7/25	
	Final PCard transactions with a transaction date through 6/30/25 (FY25) must be submitted and approved by Departments by 7/6. Please refrain from combining FY25 and FY26 transactions in the same expense report.	DAYS	7/1 - 7/6	7/9/25



UNM HEALTH SCIENCES | UNM HEALTH

Sponsored Projects Office General Updates

RESEARCH ADMINISTRATION FORUM AND TRAINING (RAFT) – MAY 16, 2025

Marisa Sanchez
Manager, Sponsored Projects



National Institutes
of Health

NIH UPDATES

Updated NIH Policy on Foreign Subawards (NOT-OD-25-104)

- ❖ **Pause on Foreign Subawards:** Effective May 1, 2025, NIH will pause issuing awards that include foreign subawards or foreign consortium arrangements
- ❖ **No Additions to Existing Awards:** During this pause, NIH will not approve requests to add new foreign subrecipients or foreign consortium partners to current awards
- ❖ **Options for Impacted Awards:** NIH will allow recipients to rebudget existing funds for domestic activities or consider bilateral termination if foreign collaboration is essential
- ❖ **Future Policy Development:** This pause is part of NIH's efforts to revise and strengthen oversight of foreign subawards; updated policy guidance is expected by **September 30, 2025**



National Institutes
of Health

NIH UPDATES

Updated NIH Processes for No-Cost Extensions (NOT-OD-25-110)

- ❖ **Temporary Suspension of NCE Functionality:** NIH has temporarily disabled the No-Cost Extension (NCE) feature in eRA Commons to facilitate a comprehensive review of all existing grants and cooperative agreements
- ❖ **Mandatory Prior Approval for NCEs:** All NCE requests must now be submitted as prior approval requests through eRA Commons and will undergo NIH review and approval
- ❖ **Objective of the Review:** This measure ensures that NIH awards do not fund activities or projects that are outside the scope of NIH's mission

Notices of NIH Policy Changes

- ❖ **Please review this link regularly to keep current on NIH policy updates**



TRACKING FEDERAL FUNDING UPDATES

- **SPO is committed to keeping the research community informed of federal mandates that may impact sponsored activities. We encourage you to monitor your email and visit the UNM 'Tracking Federal Funding Updates' webpage regularly for the latest updates**
- **Please review these communications carefully and we encourage you to share this information with faculty and during departmental meetings or other appropriate forums**



Subject: VPR Joint Communication
Subject: HSC SPO/PreAward Updates



<https://research.unm.edu/federalfunding/>



DATA USE AGREEMENT (DUA) PROCESS CHANGE

❖ New DUA process will go into effect on **June 16, 2025**

Training Sessions: To assist with this transition, we will be offering training sessions for the new DUA process.

For those familiar with the current DUA process:

Monday, May 19, 12:00 PM - 12:30 PM

Wednesday, May 28, 12:00 PM - 12:30 PM

Monday, June 2, 12:00 PM - 12:30 PM

Join Zoom Meeting: <https://hsc-unm.zoom.us/j/94966257878?from=addon>

Passcode: DUA123

For those new to the institution or unfamiliar with the DUA process:

Thursday, May 22, 12:00 PM - 1:00 PM

Tuesday, June 3, 12:00PM – 1:00PM

Join Zoom Meeting: <https://hsc-unm.zoom.us/j/91580133679?from=addon>

Passcode: DUA123

❖ For any questions in the interim please contact Aida Andujo, aandujo@salud.unm.edu

Q&A SESSIONS - SPO/C&G ACCOUNTING

**The Q&A Sessions jointly hosted by SPO and Contract & Grant Accounting
Continue by Popular Demand!**

These sessions are a great opportunity to get your questions answered and learn more about our processes and services!

Upcoming : Wednesday, May 21, 2025
12:00 pm – 1:00 pm

Where: <https://hsc-unm.zoom.us/j/93087984116?from=addon>
Passcode: Q&A

You can pre-register for these sessions with the following Link:
[Q&A Sessions with SPO and C&G Accounting](#)

Additional dates are scheduled for the 2nd and 4th Wednesday of the month, including:

- **June 4** **12:00 pm – 1:00 pm**
- **June 17** **12:00 pm – 1:00 pm**
- **July 16** **12:00 pm – 1:00 pm**

* changes to these dates and times will be announced in advance



SPO Gratefully Thanks You!

- ❖ Your unwavering patience as we navigate this evolving landscape of research administration has not gone unnoticed — we deeply appreciate your continued support.
- ❖ Thank you for staying communicative with the SPO regarding terminations and stop work orders — your efforts make a significant difference.
- ❖ We're grateful for your dedication to submitting proposals on time, contributing to the continued success of our collective mission.
- ❖ And simply, thank you for being awesome. Your commitment and positivity inspire us every day.

Our goal remains to provide you with the best possible service through these challenging times, and we're honored to partner with such an incredible team!

To receive additional information and assistance you can contact our office through various means:

Phone: 272-9383

Email: HSC-PreAward@salud.unm.edu

**Physical Location: 1650 University, UNMHSC
Business & Communications Center, 2nd Floor, Suite
2200**

Please remember that you can always reach out to your SPO Specialist or a SPO Manager directly for assistance.

We are here to help!



RAFT Session

May 16, 2025

Clinical Trials Operations

Leslie Pimentel Byatt, MSML, MBA, PMP, CCRC, Director CTO
Pam Powers Moesser, MS, Quality and Operations Consultant
Cristal Lujan Portillo, MBA, Clinical Trials Finance Analyst II



MISSION :

Provide excellent clinical trial opportunities to our investigators and the people of New Mexico while ensuring operational and financial compliance standards

VISION:

Become the leaders in clinical trial delivery in the state of New Mexico by providing world class clinical trial management and care to clinical trial participants throughout the state.

VALUES:

- A culture of shared expectations regarding integrity, accountability and decisiveness in commitment to excellence
- Compassion and respect in our interaction with participants, sponsors and colleagues
- Diversity in people and thinking
- Effective utilization of our resources
- Advancement of the CTO and institutional mission while supporting professional and personal growth

Why the CTO? Huron Recommendations

HURON Governance / Organizational Structure

Articulate the research-specific mission, vision, and goals throughout the organization.



Establish a Clinical Trials Office (CTO) at UNMH that helps establish the policies, practices, centralized support functions and oversight required to ensure the conduct of safe and compliant clinical research within UNMH.



Establish and capture Key Performance Indicators (KPIs) on financial status and research operations across UNMH.



Technology

Evaluate technology resources to provide a one-stop shop for CTO leadership, investigators, and research personnel.



Leverage available platforms, including UNMH website, community events, and social media to increase awareness of clinical research among the local community.



Why the CTO? Huron Recommendations

People

Collaborate with others in the system to consistently leverage existing CTSC clinical research training and education programs.

Create a UNMH specific training and education program to address gaps not covered by CTSC training.

Design and implement a communication plan that fosters ongoing communication, networking, and collaboration across the system.

Process

Create a research operations review committee for all research conducted at UNMH.

Streamline the study startup processes to gain efficiencies.

Evaluate the process of developing budget estimates to increase financial viability.

Enhance clinical research billing procedures to mitigate risk of billing errors.

Collaborate across institutions to align and / or create policies and procedures, establishing common definitions of research concepts to support research operations.



CTO LETS Go!

The Clinical Trials Operations Logistics, Education, Training, and Start Up program (CTO LETS Go!), integrates the hospital's requirements, supporting operational and financial compliance of clinical trials being conducted through the UNMH system

UNMH CTO LETS GO! Process

Submission

- Clinical trial teams submit interventional clinical trials through Smartsheet

CTO LETS GO! Review

- UNMH CTO reviews the submission within 3 business days
- Clinical trial teams are contacted with questions

Logistics Meeting

- UNMH CTO and the Clinical Trial Team will meet to review trial logistics as it relates to hospital resources
- UNMH CTO will work with clinical trial teams and hospital resources/departments to manage logistics and feasibility

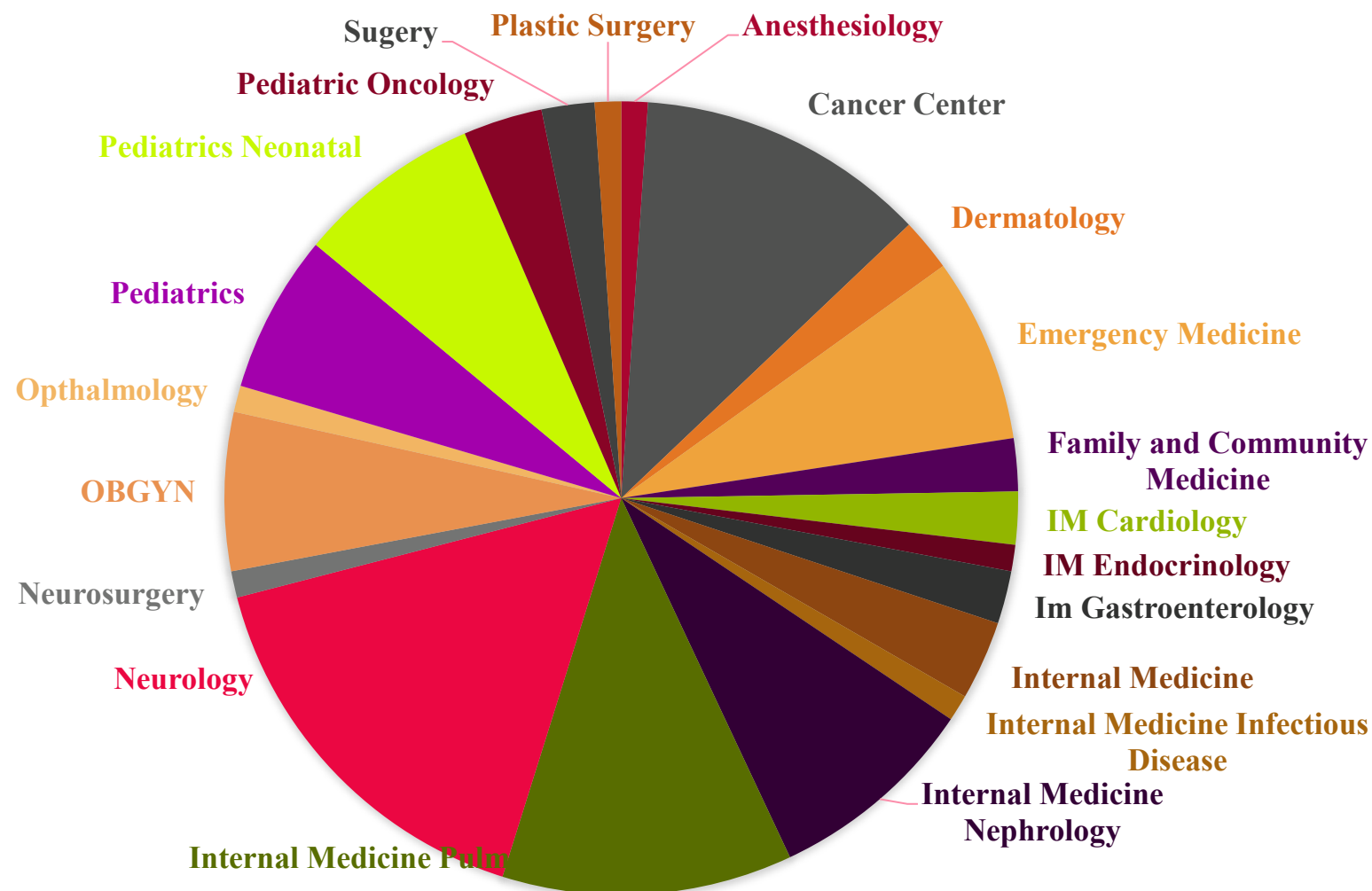
Financial Compliance

- A Medicare Coverage analysis (MCA) is completed on all qualifying interventional clinical trials
- Billing charges, including professional fees, are reconciled monthly to confirm compliance with study budgets and CMS rules

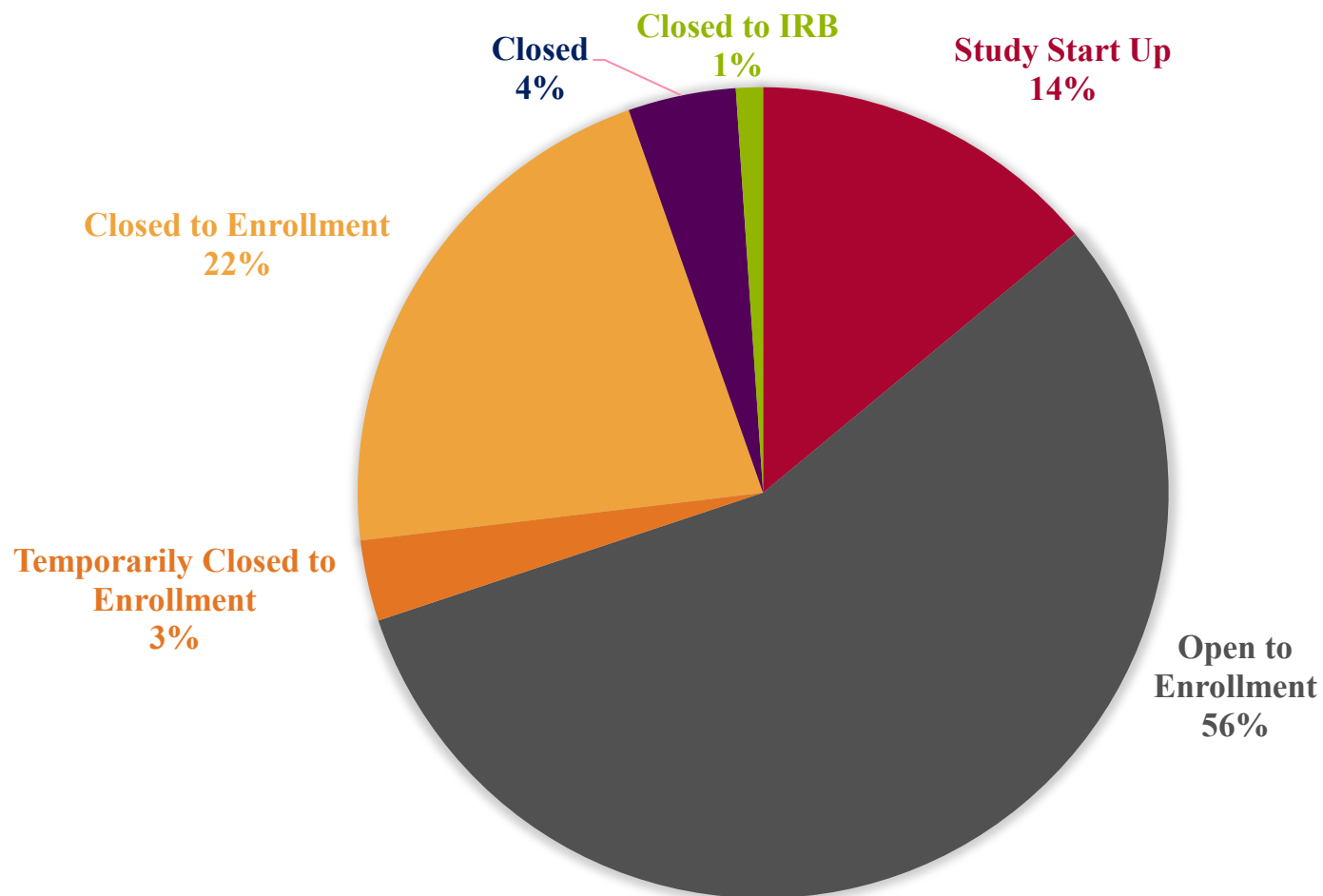
CTO LETS Go! Trainings Completed



Trial Tracker: Number of Trials By Department



Trials by Study Status



2025 Strategic Initiatives

- Education and Training
- Financial Compliance
- Communication and Awareness

Education and Training

ICH E6 (R3)

Updated
Declaration of
Helsinki

RBQ Training

SOPs on
Learning
Central

MCA Training

CTO LETS Go!
Training and
Implementation

Frontline Education



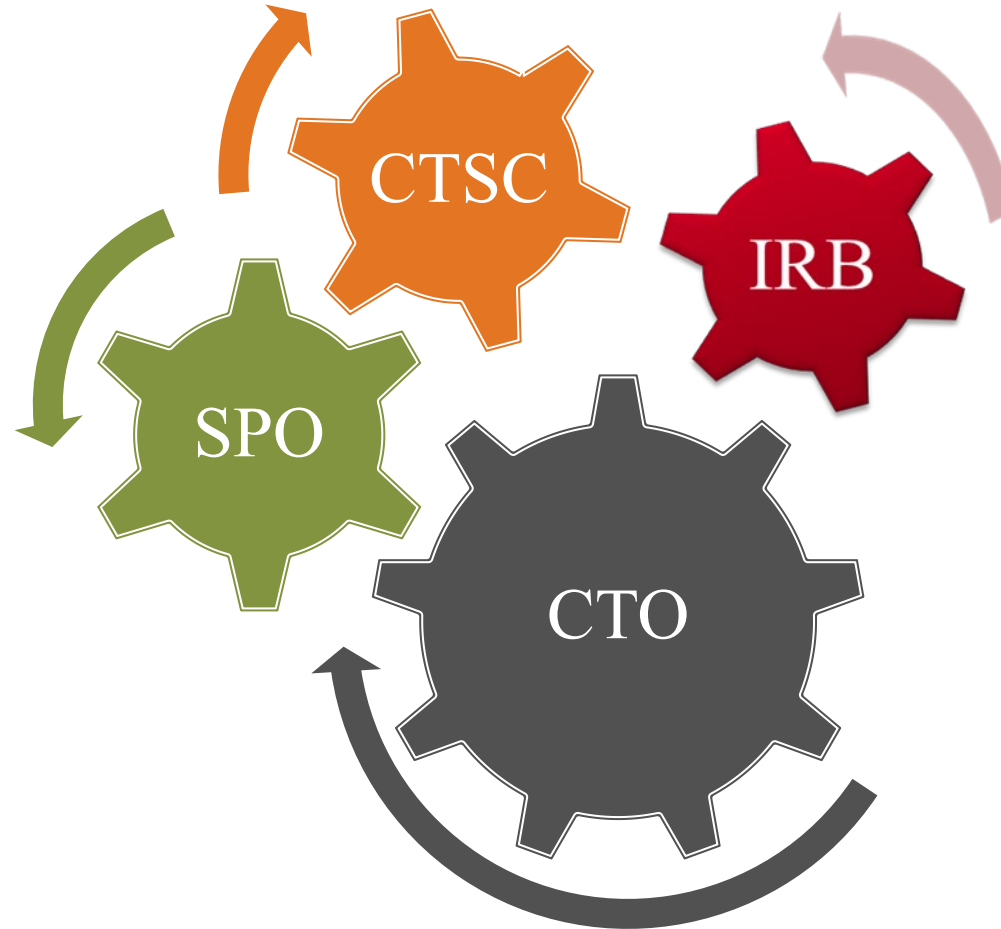
Think Tank with study team
leads/members/Frontline

Identifying barriers for study teams/
study participants/Frontline team

Presentation to 150 Supervisors

Data collection through 2025 to alleviate
issues

Education Collaborative

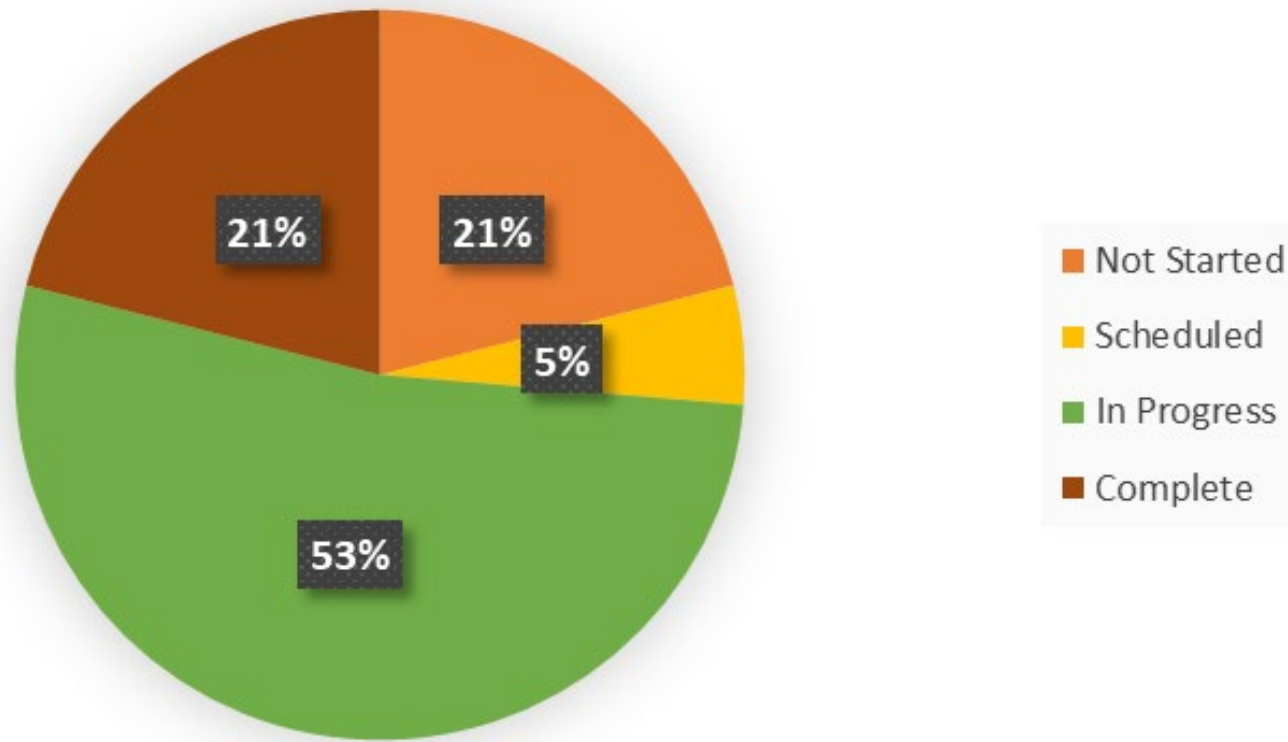


Clinical Trial Finance Compliance

1. By 7/1/25, 90% of all clinical trials teams will be trained on proper billing of professional fees for a clinical trial claim.
2. Medicare Coverage Analysis completed within 10 business days of trial submission
3. By 12/31/25 ensure 80% of Professional Fees were correctly billed for all claims pertaining to clinical trials.
4. Between 4/1/25 and 12/31/25, billing error trends will decrease

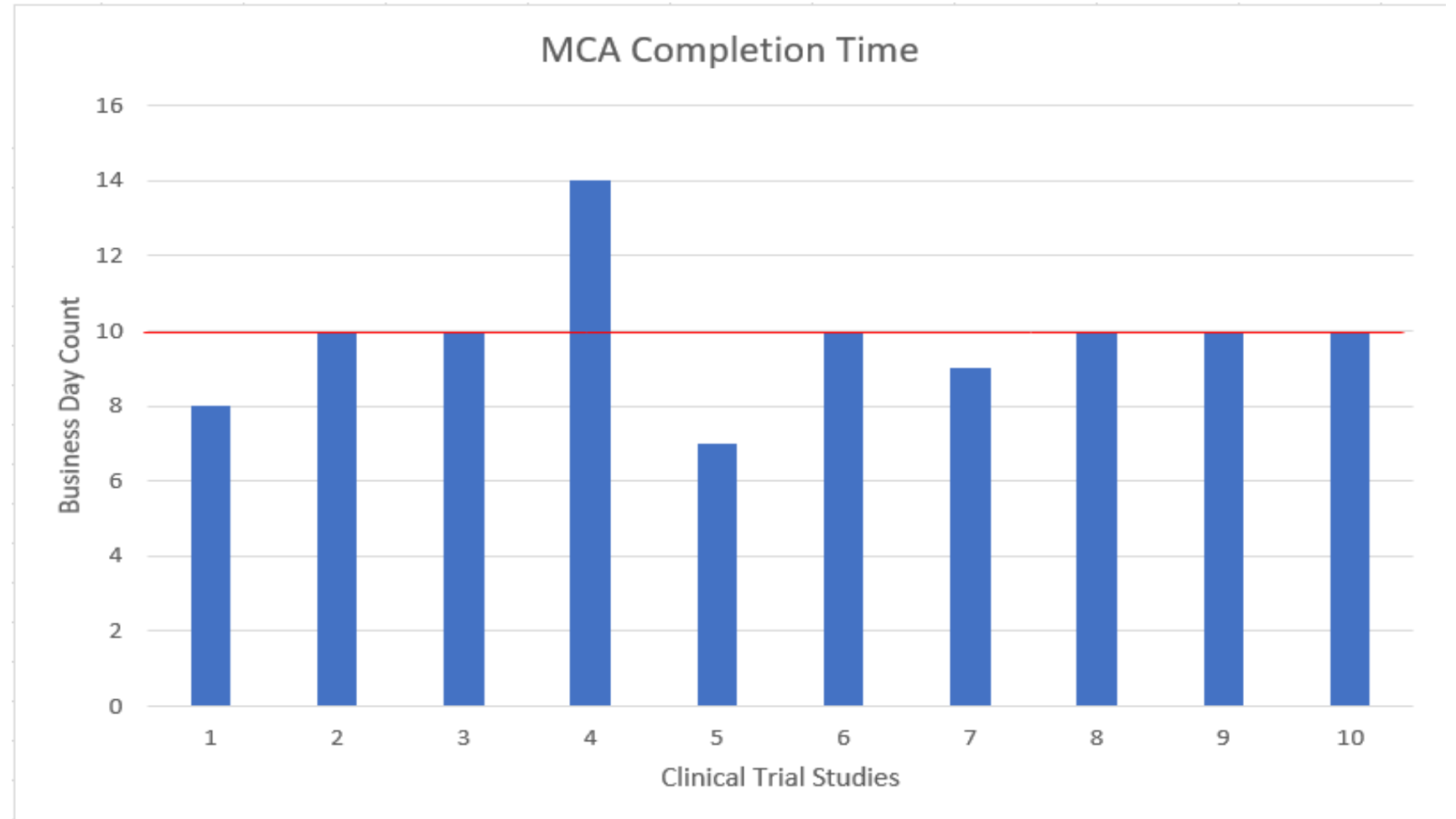
Finance Training

As of March 31, 2025



Complete all
Medicare
Coverage
Analysis in 10
business days

Measurement for 2025 : Quarter 1



Communication and Awareness

1. Building a CTO webpage for external communication
2. Begin working with UNM HSC to build best practices for internal communication and process improvement
3. Using Special Delivery, Special Delivery Clinician Edition, Management Coffee and UNMH Digital Boards to build awareness



[This Photo](#) by Unknown Author is licensed under [CC BY](#)

Find a Doctor

Medical Services

Locations

Audiology >

Bariatric Surgery >

Behavioral Health >

Blood Disorders >

Burn Care >

Cancer

Center for Adult Critical Care

Clinical Trials >

Mission

Providing excellent clinical trial opportunities to our investigators and the people of New Mexico, while ensuring operational and financial compliance standards.

Vision

Be the leaders in clinical trial delivery in the state of New Mexico by providing world class clinical trial management and care to clinical trial participants throughout the state.

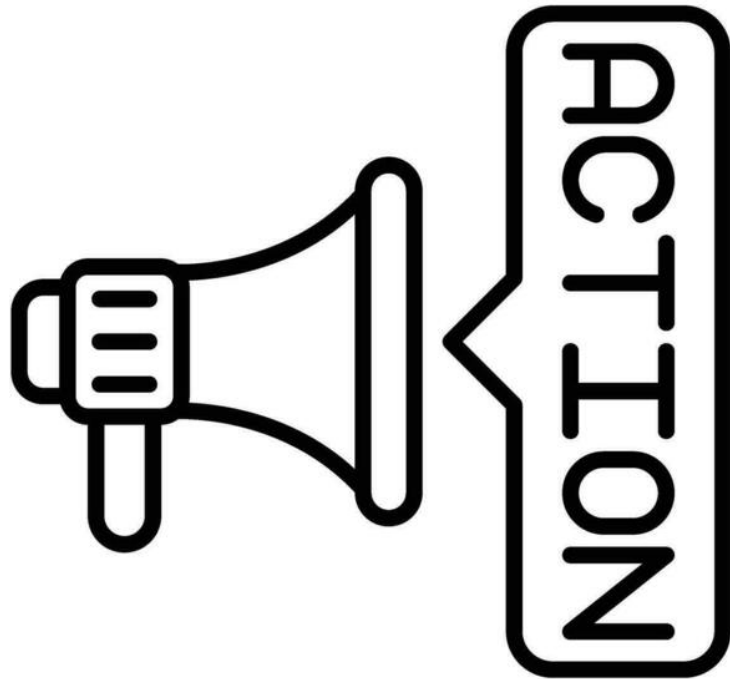
Powered By Purpose



May is Clinical Trials Month

We are honoring the power and purpose of clinical research professionals at UNMH. Look for their stories on the digital messaging boards and weekly in Special Delivery





Contact the CTO if ...

- ✓ You are doing research and haven't had CTO LETS Go! training
- ✓ You are interested in training your teams in clinical trials finance processes
- ✓ For any questions related to clinical trials logistics within UNMH

Pam Powers Moesser: PPowersMoesser@salud.unm.edu

Our Promise

Our promise is to provide prompt, expert support throughout your clinical trial journey, with a focus on understanding your unique research needs. Your clinical trial is our priority – we will work with you to navigate complexities with care and transparency. We will provide accessible, personalized service to empower informed decision-making at every stage. All the while, building trust through reliable communication and timely response.