Quarterly Research Administrators Meeting
Office of Research Administration
October 9, 2014

Agenda

- ORA News & Reminders
- Continuing Resolution (CR)
- SPS Web Update
- SPS Form Generation
- Grants.Duke
- VA Partnership – IPA, MOU and PSA Updates
- Buy@Duke G/L’s
- Help Us Help You!
- Sponsor Related News and/or Tidbits
  - K99/R00 Item of Interest
  - LRP Update
  - Signature Approval
  - Collaborations Involving Foreign Sites
    - India
    - Brazil
  - Administrative Supplement Process
  - eRA Commons
  - National Research Service Awards
  - NIH Conference Grants
- Miscellaneous News and/or Tidbits
  - Professional Development
  - ORA Personnel Updates
As a result of the new electronic rebudgeting process, Continuing Resolutions (CRs) will now be processed as follows:

1. The original NoA will be awarded and processed to OSP with the restriction (i.e. CR) and the original budget.

2. Once the restriction (i.e. CR) is removed via a revised NoA, ORA will send only the revised NoA to OSP. Depending on the revised NoA’s terms and conditions, OSP will then remove the restriction of the funds.

3. The department will submit a rebudget to move the funding into the desired G/Ls.

NOTE: This process will allow for any/all rebudgeting done prior to or in between revised NoA’s to remain intact.
SPS on the Web

We have over 450 users currently using SPS WEB!!!
- Expected access to be granted Fall 2014
- Once the port of the baseline function has been completed (Fall 2014) you will be required to begin using SPS Web.
- RAD will be monitoring Server performance as usage increases
- For reference, the SPS Web Demo sessions slide set will be available on ORA website.
- Pre-Award Office will still have access to SPS Legacy to update SPS Standard Reference Data, Person Profiles and assorted user and departmental set up functions.
- If you encounter unexpected behavior, or if you experience any issues, please use the “Feedback” link that is now available in the user menu. The user menu can be accessed from any page within the application by clicking on your name in the upper right hand corner.

SPS Forms Generation

Are you having trouble with Forms Generation in SPS? Below are 2 helpful links for dealing with Adobe security updates that have adversely impacted form generation in SPS legacy.

Adobe Security Issues
http://rad.duke.edu/support/adobe-acrobat-issues

SPS Legacy Printing With Adobe Reader 11.0.09+
http://rad.duke.edu/sps-legacy-printing-adobe-reader-11009
Support for PPG via Grants.Duke
- Submitted 6 PPGs through Grants.Duke – all 6 were successful on the first try
- RAD worked hand and hand with teams
- They also monitored submissions for successful transmission
- S2S submissions for PPGs is now out of pilot
  - Should coordinate with ORA so they can provide guidance on how to correctly enter PPG data for S2S submission via Grants.Duke
- Certain PPGs cannot be submitted using Grants.Duke
  - Those containing projects/cores that are led totally outside of Duke
  - Those which have an Actual or Potential Impact on the Environment
  - Those involving Historic Places

IPA, MOU, and PSA Updates

VA Partnership Forms have been updated
- IPA Form
  - Added – Word Format of the form
  - Added – Fields have been pre-populated on new form
- MOU Form
  - Added – SPS Record #
- PSA Form
  - Added – Fields have been pre-populated on new form

ORA Website: http://research.som.duke.edu/va-partnerships
If OSAs / RSSAs (Research Support Services Agreements) are routed using the wrong G/L in Buy@Duke, they will now be returned for correction. The correct G/Ls are:

- **691629** – Payments to Corporations or Partnerships (This GL is used to separately account for outside service agreements with organizations).
  
  OR

- **622029** – Payments to Individuals (This GL is used to separately account for outside service agreements with individuals).

Please note GAP 200.132 and 200.134 includes newly created RSSA. Please distribute this information to anyone in your department responsible for creating these shopping carts.

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Effective immediately, at a minimum ORA is requesting all email correspondence sent to ORA personnel or generic email addresses to include a subject line containing the following information:

- Applicable SPS Number (if not available use grant number)
- PI Name
- WBSE (if applicable/available)

Example:

- **Subject**: SPS 012345 / Jones, Tom / 301-1234 / Carryover Question

NOTE: ORA suggests disclosing your expectations (i.e., what do you want and when do you want it by). Please be realistic!
Sponsor Related News and/or Tidbits

K99/R00 Budget Confusion

Are you planning to apply to the NIH Pathway to Independence Award (Parent K99/R00) opportunity? If so, you may be wondering just what NIH is looking for in the budget.

Per NIH Items of Interest Notice:

- In the initial application, an itemized budget is not required for the R00 phase. At the time of transition to the R00 phase, the R00 applicant institution will submit a detailed budget for each budget period of the R00 project period that reflects the direct and indirect costs of the R00 applicant institution.

- The way to handle this is to list your entire Project Period in the Admin tab in the Main area of SPS. Only list the budget periods for the K99 Phase on the Rules tab of the Budget (Setup dropdown).
# NIH Loan Repayment Program (LRP)

- **Application Cycles Deadlines and Contract Start Dates:**
  - New and Renewal
    - September 20XX thru November 20XX
    - Generally speaking 1st of September thru the middle of November (i.e., 15th)
  - New and Renewal Contracts Start
    - July 20XX
    - Generally speaking 1st of July
- **Extramural Programs** (refer to website)
- **Eligibility Requirements** (refer to website)
- **Service Agreement** (refer to website)
- **Parties to the Agreement** are the Federal Government and the LRP Participant *(NOT Duke University)*

### Institutional Official
- **John Michnowicz**
- **Email Address** = gcmail@mc.duke.edu
  - *(Please do not use institutional official’s email address)*

### Specific and detailed information can be found using the following urls:
- [http://research.som.duke.edu/research-administration/grant-administration/nih/loan-repayment-program](http://research.som.duke.edu/research-administration/grant-administration/nih/loan-repayment-program)
Electronic Signature Approval

The following information should be provided to industry sponsors that require an authorized electronic signature approval (e.g. agreements, letters of intent, award notices)

Institutional Official = John Michnowicz
Email Address = gcmail@mc.duke.edu

Collaborative Research Involving Foreign Sites

The Division of International Relations develops new partnerships between U.S. scientists, institutions and counterparts abroad to advance research and training in the biomedical and behavioral sciences. The division works on behalf of Fogarty and the whole of NIH to identify opportunities for collaboration with foreign science funding agencies, the U.S. Department of State, U.S. technical agencies and international organizations.

http://www.fic.nih.gov/About/Staff/Pages/International-Relations.aspx
GUIDANCE FOR INVESTIGATORS FOR COLLABORATIVE BIOMEDICAL RESEARCH IN INDIA

- The following urls and flowchart provides information regarding review and approval process of Ministry of Health and Family Welfare for international collaborative research proposals.
- This information is based on the experience of the HHS Health Office, U.S. Embassy, in India and has been reviewed by the staff of the Indian Council of Medical Research (ICMR).

- [http://www.icmr.nic.in/guide.htm](http://www.icmr.nic.in/guide.htm)

India’s ICMR/HMSC Review Process

1. Identification of Collaborators
2. Writing the research project
3. Submission to ICMR by Indian investigator
   - Minimum duration 6-9 months
   - Technical review by ICMR
4. ICMR puts up the project for HMSC consideration
   - HMSC approves
     - Funds can be transferred and project initiated
   - HMSC does not approve
     - Send clarification — present to HMSC again with clarifications
     - Disapprove/reject — project cannot be initiated—new project has to be written and submitted
### Collaborative Research Involving Brazil

**GUIDANCE FOR INVESTIGATORS FOR COLLABORATIVE BIOMEDICAL RESEARCH IN Brazil**

Applying for an NIH Award with a Collaborator in Brazil - Brazil Country-specific Instructions

- All U.S. investigators applying for an NIH award with a collaborating Brazilian institution should note that the government of Brazil performs an in-country, technical review of all foreign funded scientific awards in Brazil.
- This process, which involves the Brazilian Ministries of Health, Science and Technology and Foreign Affairs (ITAMARATY), is in addition to the NIH peer review process and can be lengthy.

  - [http://www.fic.nih.gov/WorldRegions/Pages/brazil-instructions.aspx](http://www.fic.nih.gov/WorldRegions/Pages/brazil-instructions.aspx)

More Information regarding International Collaborations involving NIH can be found at:

  - [http://www.fic.nih.gov/About/Pages/default.aspx](http://www.fic.nih.gov/About/Pages/default.aspx)

### Application Submission Process for Administrative Supplements

Administrative Supplement FOAs typically provide the three options for submission:

- **Paper**
  - must be used for multi-project admin supplement applications.

- **Grants.gov**
  - often chosen for organizations with S2S solutions or that want a consistent submission approach for all applications

- **eRA Commons**
  - often chosen for simplicity

**NOTE:** Applications are considered on their merit not their submission method, so choose the option that makes sense for your circumstances.
### eRA Commons Log-in

#### eRA Commons User IDs to Graduate and Undergraduate Student Project Roles
- RPPRs lacking the eRA Commons ID for Graduate and Undergraduate Students will receive an **ERROR** and the RPPR will not be accepted by the NIH without this information.

#### eRA Commons User IDs for SPONSORS (Mentor) on Fellowship Grants
- Individual Fellowship grant applications now require a valid eRA Commons Username to be included for the primary Sponsor designated on competing. Failure to properly identify the Sponsor on an application may result in an **ERROR** preventing successful application submission.

### eRA Commons Log-in (cont'd)

#### Who will create the log-in?
- It is the department’s responsibility to create the log-in for the graduate and undergraduate students.

#### The following roles can create accounts:
- Signing Official (SO)
- Account Administrator (AA)
- Administrative Official (AO)
- Business Official (BO)

#### eRA Commons User Guide – Refer guide for screenshots
Requirement for Additional Educational Information on NRSA

There have been several Notices from NIH to emphasize the requirement for Additional Educational Information on applications for Parent F30, F31 and F31 – Diversity of “Ruth L. Kirschstein” National Research Service Awards (NSRA).

Please refer to the following Notices:
- NOT-OD-14-134
- NOT-OD-14-133
- NOT-OD-14-135

All applications omitting this information will be considered incomplete and will not proceed to review.

Please also read the Notice to Discontinue the Requirement on Parent F32 NOT-OD-14-137

NIH Conference Grants (R13)

Effort for Senior Key Persons is not required of eRA Commons. The validation accepts “zero” as a value.

- “For an R13 submission, a value for calendar months, academic months, or summer months is required for each senior/key person. The value may be zero.”

NOTE: Because NIH requires measurable effort on other mechanisms involving the RR_Budget, Grants.Duke currently requires effort for Senior/Key Persons
Training Opportunities can be found and registered for at:
http://finance.duke.edu/research/training/index.php

DOCR Appreciation Day, Wednesday, October 15, 2014 from 11:00a – 2:00p in the Great Hall of the Mary Duke Biddle Trent Semans Center

Professional Organizations:
- October 18-22, 2014 - SRA International Annual Meeting – San Diego, CA

2014 Symposium for Research Administrators – November 19, 2014

Next ORA Meeting Dates
- January 29, 2015
- April 9, 2015
### ORA Personnel Update

**Arrivals**
- George Curnow – Research Administrator (RA)
- Sandy Patty – Research Administrator (RA)

**Departures**
- Denise Wynn
- Tamu Barnes
- Shelley Adderley
- Charlyne Shivers

**On Leave**
- Solita Denard

**Open Positions**
- Associate Director
- Research Administration Manager (RAM)
- Training Coordinator
- Research Administrator (RA)

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Questions?

Please state your name and department