Research Administrators Group (RAG) Meeting

July 2015

Office of Sponsored Projects
Office of Sponsored Projects

- Introduction of New Staff
- Proposal/PD Update
- Proposal Metrics
- RPPR Transition
- Responsible Personnel Form
- Regulatory Form Reminders
- IRES PD/PT Maintenance
- Summer Award Setup Status and Reminders
- Award Metrics
- Financial Management
- General Reminders
Introduction of “New” Staff

- Christian Cabrera, Admin Temp Proposal Team
- Gigi Martinez-Kennedy, Award Manager
- Brenda Pachucki, Award Manager
- Andrea Rogers, Award Manager
Choosing Correct Owning Org in PD

• At proposal time, please review and make changes as necessary to the org number in your record

• Administration orgs should not be used – utilize the org under which the award should be set up

• Can be revised in the Setup Questions Tab in PD

Associated Departments
Research MGEN 729003

PI Departments
Education MGEN 729002
Proposal / PD Reminders

- Proposal type of **Transfer** is not used – always choose **New**

- For NIH proposals, remember to answer Genomic Data questions at end of Regulatory form

- Run XML validation after you build system-to-system proposals
Requesting sponsor set up vs. adding new institutions to PD

- To request a sponsor be added to the IRES database, please fill out the New Sponsor Request Form at: [http://grants.yale.edu/resources](http://grants.yale.edu/resources)

- To request the addition of a new institution for an outgoing subaward, please provide the following information in an email to [ires@yale.edu](mailto:ires@yale.edu)

  Subaward/ External Institution Name (Legal Name based on DUNS):
  Address:
  City:
  State:
  Postal code:
  Country:
  Phone:
  Fax:
  Email:
  DUNS number:
  Proposal Number:
ASSIST available for additional NIH submissions

- Since January 2015, ASSIST has been available for R03 and R21 submissions
  - NOT-15-062

- Effective April 30, 2015, ASSIST is now an option for submitting R01, U01 and Career Development applications (Ks except for KM1 and K12)
  - NOT-15-098
NIH timeline for ASSIST rollout

Target Timeline for Single-Project ASSIST Support*

- **January 2015**
  - R03, R21

- **April 2015**
  - R01, U01, Career Dev (Ks except K12 and KM1)

- **July 2015**
  - Training (Ts & Ds), DP7, K12, KM1, R13, R15, R18, R21/R33, R25, R33, R34, R35, R36, R61/R33, RF1, RM1, SI2/R00, U13, U18, U2R, U34, UA5, UF1, UG3/UH3, UH1, UH2, UH2/UH3, UH3, UH4, UM1

- **September 2015**
  - SBIR/STTR (R41, R42, R43, R44, SB1, U43, U44, UB1, UT1, UT2)

- **October 2015**
  - Fellowships (Fs)

- **December 2015**
  - C06, DP1, DP2, DP3, DP4, DP5, G07, G08, G11, G12, G13, G20, R24, RC1, RC2, RC3, RC4, S06, S07, S10, S11, S21, S22, U24, SC1, SC2, SC3, UC1, UC2, UC3, UC4, UC6, UG1, UP5, X01, X02
ASSIST available for R01 Submissions

• **Benefits:**
  – PIs and DBOs can validate applications and preview any errors or warnings
  – PIs and DBOs can upload proposal components directly into ASSIST
  – Access can be given to subrecipient/collaborating institutions to upload their respective portions of the application

• **Drawbacks:**
  – User support is provided by eCommons Help Desk
  – Duplicative work – non-system-to-system (generic) PD record must be created with a full budget and a pdf copy of the ASSIST application

• We will pilot with several departments to better define the process. *Please contact your proposal manager to discuss participation*
June and July 2015 NIH Deadline Metrics

Proposal Metrics

Days To Deadline
June 5th Submission Deadline

Submission Volume | Same Day | 1 Day | 2 Days | 3 Days | 4 Days | > 5 Days
---|---|---|---|---|---|---
| 28 | 21 | 25 | 7 | 6 | 9

% to Total | 29% | 22% | 26% | 7% | 6% | 9%
---|---|---|---|---|---|---

Days To Deadline
July 6th Submission Deadline

Submission Volume | Same Day | 3 Days | 4 Days | > 5 Days | 5 Days | Grand Total
---|---|---|---|---|---|---
| 6 | 7 | 13 | 18 | 11 | 55

% to Total | 11% | 13% | 24% | 33% | 24% | ---
---|---|---|---|---|---|---
RPPR Transition

- Progress Report Submissions
  - Effective September 1st, 2015

- Award Managers
  - Responsible for submitting Progress Reports
  - NIH – SNAP & Non-SNAP RPPR submissions
  - All other progress reports require an Authorized Official’s signature

- **OSP Alert will be forthcoming detailing the PD process**
RPPR Transition

- NEW – Departmental Resources
  - RPPR Guidelines/Instructions
  - RPPR Checklist utilized by OSP

- Resources will be available on the OSP website Mid-August
RPPR eCommons ID

NIH eRA Items of Interest – July 2015

• Importance in keeping your personal profile up to date:

  – **Personal Profile:** Data is used to identify YOU – this is helpful for common names like ‘Smith’

  – **Email Address:** For account-related communications

  – **Demographics Section:** Not required, but helps NIH with statistical reporting

  – **Employment Section:** All PI’s, with or without the Internet Assisted Review (IAR) role, are required to complete and maintain this information

  – **Education Section:** The data concerning terminal degree and medical residency are used to calculate your eligibility for [New and Early Stage Investigator](#) classifications
Form 1304 FR.06 Responsible Personnel Form

• New form for use when adding or deleting responsible personnel from a Sponsored Award

• Why is it important?

• What about adding or deleting Senior/Key personnel?

• What about adding or deleting Subrecipient PI’s?

• Where do I find the form?
Regulatory Form Reminders

– Ensure you answer all questions and complete all fields

– Location is important
  • If left blank, it will not hold up a proposal, but it WILL hold up the setup of an award

– Human and Animal Subject Protocols
  • Must indicate Human or Animal Subjects whether or not there is an active protocol at the time of proposal
  • Should include all protocols that will be associated with the award if known at the time of proposal

– Answer all questions

– If Salary is over the Cap, include the OGM Award # for each person over the cap
IRES PD/PT Maintenance

• Deletion Requests
  – Should be emailed directly to your Proposal, Award or Contract Manager
  – Once the record has gone through a QA process, it will be deleted
  – Depending on volume, once a record has been added to the deletion list, it can take up to 4 weeks before the deletion is completed

• Requests for subawards go to: ires@yale.edu

• Responses regarding communications from the IRES system should be sent to the appropriate GCAT mailbox
IRES PD/PD Maintenance

• Requests to add/remove/change access
  – Should be submitted to ire@yale.edu and must have TAC approval
  – The more specific information provided, the faster IRES will be able to provide the access

  • Add
    – Supply the name of the individual, the org number(s) that they need access to and state whether or not the person needs system communications and/or reporting

  • Remove
    – Supply the name of the individual and clearly state that they have left the department or the University

  • Change
    – Please supply the name of the individual and clearly state which org(s) need to be added or removed by using the guidelines above
Summer Award Setup Status Reminders

- Average number of NOA’s, agreements, amendments, etc. received, reviewed and logged per week ~150

- Proactively completing compliances can help the process

- After the fact proposals delay award processing

- At Risks will not be processed on awards that are already received (i.e. NOA in house)

- Check IRES Activity Log before you call
Current Backlog:

As of July 1, 2015:

151 waiting to be processed for setup
68 records on hold for compliances
Transaction Volume – FY'15 (through 5/31/15)
Award Setup – End to End Metrics (through 5/31/15)
Financial Management

- **Financial Reporting**
  - June final financial reports due to sponsor in 30 days
    - Institutional Due Date (IDD) was adjusted to 7/21/15 to accommodate year end
    - FSR lists to departments reflected this adjusted IDD
  - Ensure all packages are complete when submitted to OSP
Financial Management

• Cost Transfers
  – Reviewed on first come first serve basis
  – Notify OSP if submitting large number of batches
    • LDA – Jason Wells
    • JSA – Elvira Barbiero
    • PCE – Ericka Kundrath
General Reminders

- PSA Requests though SciQuest
  - Agreement must be funded by a Sponsored Award **AND** meet one of the listed criteria
  - You will be required to provide the IRES record number
What else is new?

– Office of Sponsored Project Outreach
  • Contact Cynthia Kane –
    cynthia.kane@yale.edu

– Brown Bags

– Moving to Science Park: August 31, 2015
QUESTIONS?

http://grants.yale.edu/news