

Division of Research
Quarterly Research Administration Meeting



October 26, 2010

Division of Research
Quarterly Research Administration Meeting

AGENDA



- **Welcome and Introductions**
- **Pre Award Update**
- **Post Award Update**
- **Budget & Cost Analysis Update**
- **Technology Update**

Division of Research *Vice President's Office Update*

- Welcoming Remarks
- Introduction of Division of Research Team
- Introduction of New Attendees
- Future Research Administrators Quarterly Meetings for 2011
 - January 18, 2011
 - April 26, 2011
 - July 26, 2011
 - October 25, 2011
- Slides will be posted on the Division of Research website after this meeting

Division of Research *Pre Award Update*

- Updated Forms
 - Revised Division of Research Agreement Request Form and Non-Disclosure Agreement Template
 - Division of Research Agreement Request Form revised to incorporate clarifications regarding the use of Confidentiality Agreements (CA) that the Division of Research is authorized to execute.
 - Division of Research Non-Disclosure Agreement Template was updated to indicate that the term of the agreement is for one year from the last date signed by all parties
 - Expanded Internal Budget Sheet to include up to 10 senior personnel
 - All of these revised documents are available in the forms section of the Division of Research website at <http://osra.fiu.edu/forms.htm#internal>
- Federal Funding Accountability and Transparency Act (FFATA)
 - Effective for all new federal awards awarded after October 1, 2010 that are \$25,000 or more
 - Will need to report all first tier subawards and executive compensation information under those awards.
 - Subawardees will need to provide data elements in order for DoR to be able to execute subawards.

Division of Research *Pre Award Update*

- Federal Funding Accountability and Transparency Act (FFATA) - (continued)
 - Division of Research will collect the data elements via a questionnaire done prior to the execution of a subaward or by using the FDP subaward template as deemed appropriate.
 - Federal regulations will require all subawardees to have a DUNS number, therefore Division of Research will not be able to execute a subaward unless the subawardee has a DUNS number
 - Reporting will be done by Division of Research

- NIH Updates
 - New Time Limit for NIH Resubmission Applications
 - The NIH will not accept a Resubmission that is submitted later than thirty-seven months after the date of receipt ("receipt date") of the initial New, Renewal, or Revision application.
 - This limit will go into effect for Resubmissions intended for the January 25, 2011 receipt date and thereafter. This policy applies to all NIH mechanisms

Division of Research *Pre Award Update*

- NIH Updates - (continued)
 - Transition to New Grants.gov Forms (ADOBE-FORMS-B1)
 - The NIH has announced that it will transition to new grants.gov forms (ADOBE-FORMS-B1) in 2011.
 - Applicants submitting for the following NIH programs must use the ADOBE-FORMS-B1 packages for deadlines on or after January 25, 2011: Individual Research Career Development Award Programs (Ks), Institutional Training and Career Development Programs (Ts and Ds), or Individual National Research Service Awards (Fs).
 - All other NIH programs will require the new forms for deadlines on or after May 7, 2011.
 - NIH will eliminate the error correction window from the application submission process with due dates on or after January 25, 2011.
 - The Division of Research is **strongly advising applicants** to have their **applications finalized for submission by Division of Research at least two business days in advance of the due date** to take advantage of the opportunity to correct errors and warnings and to review the application in the eRA Commons before the deadline.

Division of Research *Pre Award Update*

- NIH Updates - (continued)
 - NIH Updates to the Terms of Award
 - All entities need to have an active DUNS number and CCR registration in order to receive funds from the NIH.
 - All first tier subawardees must have an active DUNS number in order to receive a subaward from FIU.
 - Terms and conditions have been updated to include FFATA requirements

 - NIH awards during the Continuing Resolution (CR) period
 - The NIH continues to operate on a continuing resolution at 2010 enacted levels through December 3, 2010.
 - Until the final FY 2011 appropriation is enacted, NIH will issue non-competing research grant awards at a level below that indicated on the most recent Notice of Award (generally up to 90% of the previously committed level).
 - NIH will consider upward adjustments to these levels after the final appropriation is enacted.

Division of Research *Pre Award Update*

- NSF Updates

- The National Science Foundation has revised their Grant Terms and Conditions (GC-1) and the Proposal Award Policies and Procedures Guide (PAPPG).

- Grant Terms and Conditions (GC-1)- effective October 1, 2010

- Article 18 (Responsible Conduct of Research), which applies to new proposals submitted or due on or after January 4, 2010;

- Article 19 (Reporting Subaward and Executive Compensation), which applies to new grants of \$25,000 or more awarded on or after October 1, 2010; and

- Article 20 (Central Contractor Registration (CCR) and Universal Identifier (DUNS) Requirements), which applies to new grants awarded on or after October 1, 2010.

- NSF has made these changes to implement the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA) requirements and the use of Universal Identifier (DUNS) and Central Contractor Registration (CCR).

Division of Research *Pre Award Update*

- NSF Updates - continued
 - Proposal and Award Policies & Procedures Guide (PAPPG) – effective January 18, 2011
 - Chapter II.C.2.j, Special Information and Supplementary Documentation, contains a clarification of NSF's long standing data policy. All proposals must describe plans for data management and sharing of the products of research, or assert the absence of the need for such plans. Fastlane will not permit submission of a proposal that is missing the Data Management Plan. The Data Management Plan will be reviewed as part of the intellectual merit or broader impacts of the proposal, or both, as appropriate.

 - Chapter II.C.2.b, Project Summary, has been updated to encourage use of separate headings for the merit review criteria in the one page Project Summary.

Division of Research *Pre Award Update*

- NSF Updates - continued
 - Proposal and Award Policies & Procedures Guide (PAPPG) – effective January 18, 2011
 - Chapter II.C.2.g(xi), Cost Sharing, has been revised to implement the National Science Board's recommendations regarding cost sharing. **Inclusion of voluntary committed cost sharing is prohibited.** In order to assess the scope of the project, all organizational resources necessary for the project must be described in the Facilities, Equipment and Other Resources section of the proposal. The description should be narrative in nature and must not include any quantifiable financial information. Mandatory cost sharing will only be required when explicitly authorized by the NSF Director.

Division of Research *Pre Award Update*

- FIU Research Administration Certificate (FIU-RAC)
 - The Division of Research is putting together a new FIU Research Administration Certificate program that will cover research administration at FIU from cradle to grave.
 - There will be two 13 (approximately) week sessions in 2011. Session A will commence in late January and session B will commence in early September. Each session will meet on a weekly basis for 1.5 hours.
 - Sessions will be interactive and include real life examples as well as the use of the Moodle online learning tool.
 - All sessions will qualify for professional development credit hours.
 - At the conclusion of the session (if all sessions were attended) a FIU-RAC certificate will be presented.
- Topics to be covered in the FIU-RAC sessions will include:
 - Proposal preparation
 - Introduction to Division of Research
 - Proposal Preparation and Submission
 - Limited Submissions
 - Budget Preparation

Division of Research *Pre Award Update*

- Topics to be covered in the FIU-RAC sessions will include –(continued) :
 - Proposal preparation (continued):
 - Cost Sharing
 - Extra State Compensation
 - Direct Charge Exemptions
 - Foreign Projects
 - Nepotism in Research
 - Processing of non-Award Sponsored Research Agreements
 - Award Administration
 - Award Processing
 - Managing Grants in PeopleSoft
 - Allowable/Unallowable Costs
 - Salary Cap Analysis
 - Cost Approvals
 - Travel on Sponsored Projects
 - Purchasing in Sponsored Projects
 - Participant Payments
 - Fellowships/Stipends/Tuition/ Scholarships

Division of Research *Pre Award Update*

- Topics to be covered in the FIU-RAC sessions will include –(continued) :
 - Award Administration (continued):
 - Payroll and Non-Payroll Transfers
 - Budget Modifications
 - Budget Exceptions
 - No Cost Extensions
 - Program Income
 - Effort Reporting
 - Special Conditions
 - Sponsor Invoicing
 - Progress/Technical Reports
 - Tracking Cost Sharing
 - Project Closeout
 - Intellectual Property
 - Research Compliance
 - Human Subjects Research (IRB)
 - Animal Research (IACUC)

Division of Research *Pre Award Update*

- Topics to be covered in the FIU-RAC sessions will include –(continued) :
 - Research Compliance (continued):
 - Animal Care Facility
 - Recombinant DNA Research (IBC)
 - Conflict of Interest in Research
 - Ethics and Awareness of FIU's Code of Conduct
 - Responsible Conduct of Research
 - Research Misconduct
 - Export Controls

Division of Research *Post Award Update*

- New Travel Authorization Requirements from OGC for Cuba, Iran, Sudan, and Syria
- Updated Division of Research Policies and Procedures
- Payroll Encumbrances on Project IDs

Division of Research *Budget & Cost Analysis Update*

- Staff Introductions
- Balance Inquiries – run XA and Trial Balance Reports for C&G dept ids
- Grant Managers in all colleges/depts/centers should be on the Finance Manager's Distribution List, please contact OFP x72790
- Spring 2010 Certifications are in process – Deadline Friday 11/5/10

- **FIU Research Website**

- Go-live date is Wednesday, **November 3rd**. The address will be the following:

<http://research.fiu.edu>

- Over past month website has been updated to further leverage FIU branding and style
- Email address has changed to **research@fiu.edu** instead of **osra@fiu.edu**
- What will the new world look like?

Division of Research
Technology Update – FIU Research Clearance Initiative

- **FIU Research Clearance Initiative**
 - Project Goals
 - Deliver online internal clearance functionality to FIU's research community.
 - Enable investigators to focus more on research and less on research administration.
 - Project Background
 - Current internal clearance process is a manual, paper-based process.
 - FIU's research community has been asking for a transparent, electronic research approval process.
 - This project was initiated to deliver an online research clearance solution.

Division of Research Technology Update – FIU Research Clearance Initiative

- **FIU Research Clearance Initiative - What will the new world look like?**
 - Proposal Information Section

Proposal Information

Proposal ID: NEXT Version: V101 Proposal Status: Draft

*Proposal Title (56):

Description: **Limited to 254 Characters. Use attachments if more information is needed.**

Opportunity Number:

*Proposal Type: ▼

Grant Type: 🔍

Strategic Area: 🔍

CFDA:

Proposal Deadline

Deadline Type: Postmark Receipt

*Deadline Date: 📅

*Project Begin Date: 📅
 *Project End Date: 📅
 *Summary Periods:
 Build Periods

Budget Periods			
Period	*Begin Date	*End Date	Target Sponsor Budget
1	<input type="text" value="01/01/2011"/> 📅	<input type="text" value="12/31/2011"/> 📅	+ -
2	<input type="text" value="01/01/2012"/> 📅	<input type="text" value="12/31/2012"/> 📅	+ -
3	<input type="text" value="01/01/2013"/> 📅	<input type="text" value="01/01/2015"/> 📅	+ -

Division of Research
Technology Update – FIU Research Clearance Initiative

- **FIU Research Clearance Initiative - What will the new world look like?**
 - Sponsor Information Section

Sponsor Information

*Sponsor ID:  National Science Foundation
4201 Wilson Boulevard



Phone: 292-5111 Arlington, VA 22230
Fax: USA

Is this a subcontract? Yes No

Phone:
Fax:

Division of Research
Technology Update – FIU Research Clearance Initiative


- **FIU Research Clearance Initiative - What will the new world look like?**
 - Proposal Contact Information Section

Contact Information	
*Principal Investigator:	<input type="text" value="0100872"/>  Miguez Perez, Maria J
PI Email:	mjmiguez@fiu.edu
PI Department:	243200000
Department Administrator:	<input type="text" value="0100872"/>  Miguez Perez, Maria J
DA Email:	mjmiguez@fiu.edu

Division of Research

Technology Update – FIU Research Clearance Initiative

- **FIU Research Clearance Initiative**
 - Project Timeline

High-Level Pre-Award Rollout Timeline											
2010						2011					
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Initiation											
Planning/Design											
Change Management Activities											
	Development										
			Testing								
							Rollout By College				

Division of Research
Technology Update – FIU Research Clearance Initiative

- **FIU Research Clearance Initiative**

- Project Status

- **Key Current Activities**

- Core business process, design and development activities.
 - Test preparation.
 - Deployment and change management planning.

- **Key Activities for November**

- Departmental Admin focus group sessions.
 - Hiring of 5-6 research support staff.
 - Test execution.
 - Conversion activities.
 - Further communications and change management activities.

Division of Research
Technology Update – FIU Research Clearance Initiative

- **FIU Research Clearance Initiative**
 - Deployment Overview
 - Phased deployment approach.
 - Full deployment expected to take four-to-six months.
 - SEAS/BBC will be first to go live (Jan/2011).
 - Deployment Criteria
 - Technical/infrastructure readiness.
 - Division of Research departmental support infrastructure.
 - Division of Research training.
 - Departmental training.
 - Proper communication to all stakeholders impacted.

Division of Research
Technology Update – Effort Reporting

- **Effort Reporting Project - Ecrt**

- Project Background

- FIU currently uses a home-grown effort reporting solution.
 - RFP purchasing process completed and Huron eCert software selected.

Division of Research
Technology Update – FIU Research Clearance Initiative

- **Effort Reporting Project - Ecrt**
 - Project Status
 - **Key Activities from October**
 - Completed implementation assessment activities.
 - Meeting with core HR project team.
 - Meetings to understand and assess FIU current state.
 - Recommendation to proceed with further planning/design implementation activities concurrent with existing FIU initiatives.
 - Completed installation of Ecrt sandbox at FIU.
 - Initial data mapping exercises conducted.

Division of Research
Technology Update – FIU Research Clearance Initiative

- **Effort Reporting Project - Ecrt**
 - Project Status
 - **Key Activities for November**
 - Continue data mapping exercises for both ADP data sources and future PeopleSoft HR system.
 - Continue Effort Reporting business process analysis .
 - Load manually FIU data into Ecrt to assess configuration options and facilitate knowledge transfer.
 - Meetings with related HR & OPIE departments.

Division of Research Technology Update – FIU Research Clearance Initiative

- **Effort Reporting Project – Ecrt** – What will the new world look like?
 - The Ecrt ‘Effort Lifecycle’ Home Page

FIU FLORIDA INTERNATIONAL UNIVERSITY ecrt[®] a Huron Consulting Group solution

Home Administration Data & Workflow Certification Logout

Home Page

Hello System User
Helpful Links
» OMB Circulars
» National Institutes of Health: Grants Policy and Guidance

Current Certification Period
No Current Period

You are now viewing the effort lifecycle home page. This interactive diagram provides a visual representation of the effort lifecycle, as well as an additional method of navigating the system. If you do not have any options available for a portion of the lifecycle, then you are not responsible for that portion of the lifecycle.

The Effort Lifecycle

Administration

- Manage Global Settings
- Executive Dashboard
- Manage Roles and Rights
- Manage Users
- Add Users
- Data Load Management
- Change My Password
- Manage My Email
- Manage Effort Statement Work Flow

Data & Workflow

- Manage Effort Tasks (0)
- Department Dashboard
- Manage Sponsors
- Add Commitment
- Add Proposed Commitment
- Add Cost Sharing
- Assign Designee
- View Reports
- IQ Tool
- Effort Statements on Hold



Certification


- Certify / View My Effort
- View My Historical Effort
- View My Historical Supplemental Pay Effort Recertification
- Supplemental Pay Recertification
- Historical Supplemental Pay Search
- Certify My Researcher - Single View
- Certify My Researcher - Group View
- View the Researcher of a PI Profile Manager

Division of Research Technology Update – FIU Research Clearance Initiative

- **Effort Reporting Project – Ecrt** – What will the new world look like?
 - **The Ecrt Sample Effort Card**

Certify / View Effort 07/01/2009 - 12/31/2009

 [Effort Statement PDF](#) 

Covered Individual: Robert Plant - robertplant
Title: DEMO Rock 2 - Rock and Roll Department 2
Department: DEMO Rock 2 - Rock and Roll Department 2
Email: robertplant@test.net
Status:  Not Certified, Not Processed

Effort Coordinator: Johnny Cash - johnnycash
Period of Performance: 07/01/2009 to 12/31/2009


Incomplete Effort Cards Highlighted in Drop-down Box

View Period >>

To certify your effort, type the percent of effort that you worked on each activity during the certification period in the box provided. Then click each of the certify checkboxes and press the Certify button. Your certification statement needs to be certified and then approved for processing by your effort coordinator. Finally, all certification data must be entered as a whole number (i.e. 10).

Refresh Statement Related Reports					Show Dollar Value
Accounts [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify Checkboxes
Sponsored					
Grant 4 Athletics Grant 4 Athletics					
A7-Steroid Steroid Effects	50%	0%	50%	50%	<input type="checkbox"/>
<i>Award Total:</i>	50%	0%	50%	50%	
Sponsored Total:					
	50%	0%	50%	50%	
Non Sponsored					
DR1-Payroll DEMO Rock 1 Payroll	50%	0%	50%	50%	<input type="checkbox"/>
Non Sponsored Total:					
	50%	0%	50%	50%	
Grand Total:					
	100%	0%	100%	100%	All None

Need Assistance
Save to Complete Later **Certify** **Do Nothing**

 [Attach file](#)

Attachments: N/A

Use the text field below to enter an Effort note. (4000 character max.)

[Save Effort Note](#)

Effort Note History

Division of Research Technology Update – FIU Research Clearance Initiative

- **Effort Reporting Project – Ecrt** – What will the new world look like?
 - The Ecrt Effort ‘Dashboard’

Department Dashboard

Certification Payroll
 Monthly Funding and Effort

Emails can be sent to certifiers whose effort cards for the last period of performance match a given certification status by pressing the Envelope icon next to the certification status icon. You'll need to enter an email subject and a message, and that email will be sent to everyone in that group.

Certification Summary For Last Period of Performance:

	Semi Annual Certifier
Not Certified, Not Processed	21 100.0%
Auto Approved	2

Department Basic Information:

Name:	Rock and Roll Department 2	Type:	University
Description:	Rock and Roll Department 2	Code:	DEMO Rock 2
Active:	Yes		

Department Effort Coordinator(s):

Name	Address	Phone	Actions
Cash, Johnny - johnnycash			
Lennon, John - johnlennon			

Certifiers associated to this Department:

Name	Alternate Effort Coordinator	Type	Statements	Commitment
Stipe, Michael - michaelstipe		Semi Annual Certifier		On track
Turner, Tina - tinaturner		Semi Annual Certifier		On track
Vedder, Eddie - eddievedder		Semi Annual Certifier		On track
Wonder, Stevie - stevewonder		Semi Annual Certifier		On track
- Non-Sponsored				
Lennon, John - johnlennon		Semi Annual Certifier		On track
Stevens, Cat - catstevens		Semi Annual Certifier		On track
- Non-Department				
Diddley, Bo - boddiddley		Semi Annual Certifier		On track
Garcia, Jerry - jerrygarcia		Semi Annual Certifier		On track

Division of Research Technology Update – Departmental Grant Summary Report

■ New Department Research Summary Report

FIU Division of Research - Departmental Research Summary Report											
Activity as of	2010-10-25										
Org Department #	202072000										
Project ID Number	Award Num	Award Description	Post Award Grant Manager	Stat	Project Description	Org Department	Department Descr	Sponsor Name	PI Name	Begin	
120100527	AWD000000000121	Focus Group Research on Miar	Snider Jr,David H	A	Focus Group Research on Miami	202072000	Center Labor Research Studies	Women's Fund of Miami	Stepick,Carol S	2006-10-20	21
120100529	AWD000000000039	Support of Research Institute	Snider Jr,David H	A	Support of Research Institute	202072000	Center Labor Research Studies	New World Foundation	Nissen,Bruce A	2007-02-06	21
120100531	AWD000000000120	Research on Issues of Social E	Snider Jr,David H	A	Research on Issues of Social &	202072000	Center Labor Research Studies	Unitarian Universalist As	Nissen,Bruce A	2007-04-01	21
120100532	AWD0000000000449	Fund for Community Organizati	Snider Jr,David H	I	Fund for Community Organizing	202072000	Center Labor Research Studies	Dade Community Found	Nissen,Bruce A	2007-04-01	21
120100533	AWD0000000000205	A Portrait of Miami-Dade Count	Snider Jr,David H	I	A Portrait of Miami-Dade Count	202072000	Center Labor Research Studies	Women's Fund of Miami	Nissen,Bruce A	2007-04-15	21
120100534	AWD0000000000442	Government Consulting Service	Snider Jr,David H	A	Government Consulting Services	202072000	Center Labor Research Studies	Broward County	Nissen,Bruce A	2007-05-22	21
120100535	AWD0000000000379	Academy of Accounting, Busine	Snider Jr,David H	A	Academy for Accounting, Busine	202072000	Center Labor Research Studies	Miami-Dade County Pub	Mohamed,Dominic A	2007-05-15	21
120100536	AWD0000000000497	The Challenge of Housing in th	Snider Jr,David H	A	The Challenge of Housing in th	202072000	Center Labor Research Studies	Our Kids of Miami-Dade	Stepick,Carol S	2007-07-23	21
120100537	AWD0000000000606	General Support for Research I	Snider Jr,David H	I	General Support for Research I	202072000	Center Labor Research Studies	French American Charit	Nissen,Bruce A	2007-11-01	21
120100540	AWD0000000000631	Research on Social and Econor	Yi,Jorge E	I	Research on Social and Economi	202072000	Center Labor Research Studies	New World Foundation	Nissen,Bruce A	2008-02-04	21
120100541	AWD0000000000302	Research on Issues of Social E	Snider Jr,David H	I	Research on Issues of Social &	202072000	Center Labor Research Studies	Unitarian Universalist As	Nissen,Bruce A	2008-04-01	21
120100542	AWD0000000000441	Diffusion of Ergonomic Innovat	Snider Jr,David H	A	Diffusion of Ergonomic Innovat	202072000	Center Labor Research Studies	University of Oregon	Nissen,Bruce A	2008-04-15	21
120100544	AWD0000000000840	Summary Description Analysis c	Snider Jr,David H	I	Summary Description and Analys	202072000	Center Labor Research Studies	Centro Cultural De Espa	Stepick III,Alex	2008-08-15	21
120100545	AWD0000000000839	General Support for Research I	Snider Jr,David H	I	General Support for Research I	202072000	Center Labor Research Studies	French American Charit	Eisenhauer,Emily E	2008-11-01	21
120100546	AWD0000000000182	The Impact of the Employee Fre	Snider Jr,David H	I	The Impact of the Employee Fre	202072000	Center Labor Research Studies	Economic Policy Institut	Nissen,Bruce A	2009-02-20	21
120100547	AWD0000000000068	Communications Campaign Mir	Snider Jr,David H	A	Communications and Campaign Mi	202072000	Center Labor Research Studies	Unitarian Universalist As	Eisenhauer,Emily E	2009-03-18	21
120100548	AWD0000000000124	Research on Issue of Social an	Snider Jr,David H	I	Research on Issue of Social an	202072000	Center Labor Research Studies	Unitarian Universalist As	Eisenhauer,Emily E	2009-04-01	21
800000026	AWD0000000000862	Re-valuing community in the fa	Yi,Jorge E	I	Re-valuing community in the fa	202072000	Center Labor Research Studies	South Florida Jobs with	Feldman,Marcos H	2009-04-01	21
800000108	AWD0000000000918	Supporting Quality and Opportu	Snider Jr,David H	I	Supporting Quality and Opportu	202072000	Center Labor Research Studies	MDC Office of Economi	Eisenhauer,Emily E	2009-07-27	21
800000132	AWD0000000000929	Research on Social and Econor	Yi,Jorge E	A	Research on Social and Economi	202072000	Center Labor Research Studies	New World Foundation	Eisenhauer,Emily E	2009-07-16	21
800000147	AWD0000000000941	Research on the Florida Plant	Yi,Jorge E	I	Research on the Florida Plant	202072000	Center Labor Research Studies	OXFAM Ameirca	Eisenhauer,Emily E	2009-09-01	21
800000211	AWD0000000000931	Florida Fair Recovery	Yi,Jorge E	A	Florida Fair Recovery	202072000	Center Labor Research Studies	Policy Link	Eisenhauer,Emily E	2009-11-16	21
800000221	AWD0000000000938	Build a Fair Recovery	Yi,Jorge E	A	Individual or Project Research	202072000	Center Labor Research Studies	Miami Workers Center	Eisenhauer,Emily E	2009-09-05	21
800000236	AWD0000000000102	General Support for Research I	Yi,Jorge E	A	General Support for Research I	202072000	Center Labor Research Studies	French American Charit	Eisenhauer,Emily E	2009-11-01	21

Questions?