Division of Research
Quarterly Research Administration Meeting

January 18, 2011
AGENDA

- Welcome and Introductions
- Fraud Awareness Training
- Pre Award Update
- Post Award Update
- Budget & Cost Analysis Update
- Technology 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 (if needed)
  - October 25, 2011

Slides will be posted on the Division of Research website after this meeting
Understanding Fraud in University Credit Card Programs

Allan Vann, Director Internal Audit
Charlene Blevens, AVP Research Accounting
Division of Research
Pre Award Update

- Introduce New Pre-Award Members for the Electronic Clearance Initiative
  - Artimus Trammell
  - Maria Marin
  - Shirdell Dollar-Long
Late Applications
- Recent surge in late applications from multiple areas of the university
- Late applications have a direct impact on the Division’s ability to provide effective customer service since they have a cascading effect on our other functions and directly impact our ability to:
  - Review applications received on time
  - Review awards, no cost extensions, subcontracts etc…

Official Policy
- Complete proposals together with their signed ICFs must be submitted to the Division of Research at least 5 business days prior to the sponsor’s deadline.
- If the PI believes that charges normally allocated to F&A costs may be charged as direct charges, then the PI must provide the complete proposal, together with the Direct Charge Exemption Form, to the Division of Research at least 10 business days prior to the sponsor deadline.
- Collaborative proposals which include subcontracts/subawards to other entities also require at least 10 business days for review.
What can you do?

- Please remind your units about the importance of adhering to the university’s policy on proposal deadlines and the impacts that late applications have on the entire process from the Chair, to the Dean to the Division of Research.

- If you are aware that you or a member of your college/department will have an application that will not adhere to the established deadlines please reach out immediately to either Ludmilla Etienne, Associate Director of Pre-Award or Robert Gutierrez, Director of Pre-Award.

- The Division will not make any guarantees in regards to an application that does not adhere to the established deadlines.
NIH Updates

Transition to New Grants.gov Forms (ADOBE-FORMS-B1)

- The NIH will transition to new grants.gov forms (ADOBE-FORMS-B1) this month.
- 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.
NSF Updates

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.
■ 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.
Additional details about the NIH and NSF revisions were posted on the Division of Research listserv before the holidays and are available online at:

- NIH
  http://research.fiu.edu/communications/announcements/12032010_NIHPolicesSubmissions.pdf
- NSF
  http://research.fiu.edu/communications/announcements/12172010_NSFGC1andPAPPRevisionsSummary.pdf
Research Administrator’s Certificate Program
- Will begin March, 2011
- Notifications will be sent via our list serve and information will be posted on our web site http://research.fiu.edu/

Audits and site visits from Sponsors
- The Division of Research should receive all formal requests for audits and site visits and will facilitate the meetings.
- Some sponsors who have conducted audits or site visits include:
  - The Children’s Trust (TCT),
  - Florida Department of Health (DOH),
  - National Institute of Justice (NIJ),
  - US Agency for International Development (USAID),
  - US Department of Environmental Protection Agency (EPA),
  - National Science Foundation (NSF),
  - European Commission
• The State of Florida performs our A-133 audit.
  • This year there were **no** findings relating to research projects
  • We expect next year’s audit will include a larger sampling of research projects

• Updates to our frequently asked questions (FAQ)
  • FAQ was added for Human Subject Payments
  • The form Gift Card Request for Research Subjects was also added for participants paid with gift cards

- Grants and External Award Page
  - This page was updated to allow you to enter on a semester basis the stipends that need to be paid to students on a monthly basis.
Division of Research

Budget & Cost Analysis Update

- Time & Effort Certification Summer 2010
  - Email reminders and deadlines
  - Process payroll transfers proactively

- F&A Return Process
  - In Nov 2010 Processed F&A returns to colleges for Jan-Jun 2010
  - Future F&A returns Jul-Dec 2010 to include 5% return to PI

- Assistant Vice President of Research Accounting
  - Joins Division of Research Jan 21, 2011
  - Indirect cost proposals
  - Fringe benefit rates
FIU Research Website

- The new FIU Research website was launched in December. The new address is: http://research.fiu.edu
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.
## FIU Research Clearance Initiative

### Project Timeline

<table>
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<th>High-Level Pre-Award Rollout Timeline</th>
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- **Initiation**: July 1, 2010
- **Planning/Design**: August 1, 2010
- **Change Management Activities**: September 1, 2010
- **Development**: October 1, 2010
- **Testing**: November 1, 2010
- **Rollout By College**: December 1, 2010

Division of Research  
*Technology Update – FIU Research Clearance Initiative*
FIU Research Clearance Initiative - Project Status

Recent Accomplishments

- Recruited, organized and enabled project focus group.
- Hired three new support personnel for research community.
- Completed design & development of online internal clearance tool.
- Finalized initial online internal clearance rollout schedule.
FIU Research Clearance Initiative - Project Status

Key Current Activities

- Finalizing testing activities. User Acceptance Testing sessions with focus group to be scheduled.
- Reviewing project deployment approach details.
- Training initiated for three new Division of Research departmental support staff.
- Initiating pre-deployment activities for SEAS BBC. (Communications, Training and Support).
- Designing and developing Pre-Award reports.
### Proposal Development Deployment Timeline

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*** Rollout Dates Above Assume Support Staff Hiring Goals Are Achieved ***
Division of Research
Technology Update – FIU Research Clearance Initiative

- Key Deployment Activities
  - Creation of deployment checklists
  - Identifying & confirming FIU research community
  - Associating deployments to existing FIU organizational departmental structure.
### Key Deployment Activities (cont’d.)

- Identifying & confirming FIU research community
- Reviewing and analyzing data from PeopleSoft Grants, InfoEd and ADP. Working closely with each organization to confirm data.
- Critical to facilitate change management
  - Training
  - Communication
  - Configuration/Security
  - Logistics/Timing
  - Support

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Effort Reporting Project - ECRT

Project Background

- FIU currently uses a home-grown effort reporting solution.
- RFP purchasing process completed and Huron eCert software selected.
- Go-live is expected to coincide with Spring 2011 Certification period. Exact launch date has not been determined.
Effort Reporting Project - ECRT

- Project Status
  - Key Accomplishments
    - Completed data mapping exercises and development for critical data interfaces.
    - Established initial sand-box environment.
    - Successful loads of FIU data.
Effort Reporting Project - ECRT

Project Status

Upcoming Activities

- Functional business process and configuration discussions.
- Testing - Validation of FIU data loaded.
- Identify Research Community for Effort Reporting business process.
- Coordinate change management with concurrent initiatives.
- Establish additional training, production environments.
- Coordination with PeopleSoft HR project on topics such as payroll cost transfers.
Division of Research
Technology Update – Research Integrity - Topaz Implementation

- **Research Integrity – Topaz Implementation**
  - **Project Background**
    - FIU currently has a paper based protocol and animal care facility management business processes.
    - RFP purchasing process completed and Topaz Technologies software selected.
  - **Current Activities**
    - Implementation planning meetings between FIU and Topaz are currently being scheduled to occur within next two weeks.
    - Additional details will be communicated once available.
Questions?