Office of Research and Economic Development
Quarterly Research Administration Meeting

April 28th, 2015
AGENDA

- Welcome and Introductions
- Vice President’s Office
- Pre Award Update
- Post Award Update
- Budget & Cost Analysis Update
- Research Information Systems Update
- Questions
• Welcoming Remarks

• Introduction of Office of Research and Economic Development Team

• Introduction of New Attendees

• Future Quarterly Research Administrators Meeting for 2015
  • October 27, 2015
    • All meetings are from 10:00 am – 12:00 pm in the MARC Pavilion
    • Dates for 2016 will be announced at the October meeting

• Slides will be posted on the Office of Research and Economic Development website after meeting
Uniform Guidance (2 CFR 200) Update

- NIH and NSF have both released FAQs related to the Uniform Guidance.


- FDP Research Terms and Conditions (Expanded Authorities) still under review

- COGR and FDP continue to work on the procurement issues

- Institutional policies related to subcontracts and consulting agreements have been revised.
Office of Research and Economic Development

*Pre Award Update*

- **Updated Budget Sheet**
  - The budget sheet has been updated to reflect the 2015-2016 fringe benefit rates (details in next slide)
  - Annual FTE clarification has been added for the tracking and reporting of job data for economic development purposes

<table>
<thead>
<tr>
<th>Person Months &amp; Fringe Benefits for Personnel Above</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>$ -</th>
<th>$ -</th>
<th>$ -</th>
<th>$ -</th>
</tr>
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<tbody>
<tr>
<td>Total Senior Personnel Salaries &amp; Wages (Section A)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>Total Senior Personnel Fringe Benefits (Section A)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Annual FTE</th>
<th>B. Other Personnel - Fringe at 3.29% except for Graduate Students at 5.82%, OPE Students at 0.53%</th>
</tr>
</thead>
<tbody>
<tr>
<td>77550-77549</td>
<td>1 ( )</td>
<td>Other Professionals</td>
</tr>
<tr>
<td>77550-77549</td>
<td>2 ( )</td>
<td>Graduate Students</td>
</tr>
<tr>
<td>77550-77549</td>
<td>3 ( )</td>
<td>Undergraduate Students</td>
</tr>
<tr>
<td>77550-77549</td>
<td>4 ( )</td>
<td>Secretarial-Clerical (SECRETARIAL-Clerical will require a direct charge exemption form at proposal time)</td>
</tr>
<tr>
<td>77550-77549</td>
<td>5 ( )</td>
<td>Other</td>
</tr>
<tr>
<td>77550-77549</td>
<td></td>
<td></td>
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<tr>
<td>77550-77549</td>
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<tr>
<td>77550-77549</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Object Code</th>
<th>C. Expenses - In Alphabetical Order By Budget Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>P7756 Fringe</td>
<td></td>
</tr>
<tr>
<td>77550-77549</td>
<td></td>
</tr>
</tbody>
</table>

- Updated budget sheets will be uploaded to ORED Forms website after the meeting
Fringe Benefits

The University has revised the fringe benefit rates for the 2015-2016 fiscal year, therefore the fringe benefit rates used at proposal stage have been revised as follows:

<table>
<thead>
<tr>
<th>Employee Group</th>
<th>Pooled Fringe Benefit Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 12 Month Faculty</td>
<td>18.62%</td>
</tr>
<tr>
<td>Non COM Faculty / All Administrative (formerly A&amp;P)</td>
<td>27.76%</td>
</tr>
<tr>
<td>Staff (Formerly USPS)</td>
<td>39.17%</td>
</tr>
<tr>
<td>Other OPS &amp; Temporary Faculty (except students)</td>
<td>3.29%</td>
</tr>
<tr>
<td>Graduate Student Assistants</td>
<td>5.82%</td>
</tr>
<tr>
<td>Student OPS</td>
<td>0.53%</td>
</tr>
</tbody>
</table>

The internal budget sheet used at proposal stage will be revised to reflect these changes in the fringe benefit rates.

The revised rates will become effective for all proposals being routed via ePRAF on or after May 1st, 2015 and will be charged to all active awards as of July 1st, 2015.
NIH Biosketch Requirements

- New Biographical Sketch Format Required for NIH and AHRQ Grant Applications Submitted for Due Dates on or After May 25, 2015

- The new format extends the page limit for the biosketch from four to five pages, and allows researchers to describe up to five of their most significant contributions to science, along with the historical background that framed their research.

- Individual fellowships, R36 dissertation grants, and diversity supplements should use the Fellowship Application Biographical Sketch Format Page and related pre-doc and post-doc instructions and samples available at [http://grants.nih.gov/grants/funding/424/SF424R-R_biosketch_VerC.docx](http://grants.nih.gov/grants/funding/424/SF424R-R_biosketch_VerC.docx)

- Following slides are courtesy of the Office of Sponsored Research – Research Management Services at the University of California, San Francisco
THE NEW NIH BIOSKETCH

- Limited to 5 pages, including support
- Continues personal statement
- List of positions and honors
- New contributions to science
- Research support, including roles, and in order of relevance to the proposed project
- You need an eRA commons name
SECTION A: PERSONAL STATEMENT

• Do not reuse boilerplate text from project to project

• Write about how you are qualified for the role you will play in the proposed research, why you think it is important, and any other message you want to send reviewers

• You can include the most relevant publications here

• You need to do this yourself, pre-award staff will not have the knowledge you have to tailor this material to the proposal

A. Personal Statement

I have the expertise, leadership, training, expertise and motivation necessary to successfully carry out the proposed research project. I have a broad background in psychology, with specific training and expertise in ethnographic and survey research and secondary data analysis on psychological aspects of drug addiction. My research includes neuropsychological changes associated with addiction. As PI or co-investigator on several university- and NIH-funded grants, I laid the groundwork for the proposed research by developing effective measures of disability, depression, and other psychosocial factors relevant to the aging substance abuser, and by establishing strong ties with community providers that will make it possible to recruit and track participants over time as documented in the following publications. In addition, I successfully administered the projects (e.g. staffing, research protections, budget), collaborated with other researchers, and produced several peer-reviewed publications from each project. As a result of these previous experiences, I am aware of the importance of frequent communication among project members and of constructing a realistic research plan, timeline, and budget. The current application builds logically on my prior work. During 2005-2006 my career was disrupted due to family obligations. However, upon returning to the field I immediately resumed my research projects and collaborations and successfully competed for NIH support.

SECTION B: POSITIONS AND HONORS

• Include current position, memberships and recent honors
• You can indicate that these are “selected”
• Select items that are most relevant to the proposal
• Include Federal committees, particularly recent

B. Positions and Honors

Positions and Employment
1996-2000 Fellow, Division of Intramural Research, National Institute of Drug Abuse, Bethesda, MD
2000-2002 Lecturer, Department of Psychology, Middlebury College, Middlebury, VT
2001- Consultant, Coastal Psychological Services, San Francisco, CA
2002-2005 Assistant Professor, Department of Psychology, Washington University, St. Louis, MO
2007-

Associate Professor, Department of Psychology, Washington University, St. Louis, MO

Other Experience and Professional Memberships
1995- Member, American Psychological Association
1996- Member, Gerontological Society of America
1998- Member, American Geriatrics Society
2000- Associate Editor, Psychology and Aging
2003- Board of Advisors, Senior Services of Eastern Missouri
2003-05 NIH Peer Review Committee. Psychobiology of Aging, ad hoc reviewer
2007-11 NIH Risk, Adult Addictions Study Section, member

Honors
2008 Outstanding Young Faculty Award, Washington University, St. Louis, MO
2004 Excellence in Teaching, Washington University, St. Louis, MO
2009 Award for Best in Interdisciplinary Ethnography, International Ethnographic Society
**SECTION C: CONTRIBUTIONS TO SCIENCE**

- Select material that supports your role in the proposed research
- Indicate what your research was and why it was impactful
- For each contribution, list up to 4 publications
- Include PMCID for any work published after 2007, or if recent, PMCID pending
- Do not list in-progress or submitted

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1. My early publications directly addressed the fact that substance abuse is often overlooked in older adults. However, because many older adults were raised during an era of increased drug and alcohol use, there are reasons to believe that this will become an increasing issue as the population ages. These publications found that older adults appear in a variety of primary care settings or seek mental health providers to deal with emerging addiction problems. These publications document this emerging problem but guide primary care providers and geriatric mental health providers to recognize symptoms, assess the nature of the problem and apply the necessary interventions. By providing evidence and simple clinical approaches, this body of work has changed the standards of care for addicted older adults and will continue to provide assistance in relevant medical settings well into the future. I served as the primary investigator or co-investigator in all of these studies.


2. In addition to the contributions described above, with a team of collaborators, I directly documented the effectiveness of various intervention models for older substance abusers and demonstrated the importance of social support networks. These studies emphasized contextual factors in the etiology and maintenance of addictive disorders and the disruptive potential of networks in substance abuse treatment. This body of work also discusses the prevalence of alcohol, amphetamine, and opioid abuse in older adults and how networking approaches can be used to mitigate the effects of these disorders.


3. Methadone maintenance has been used to treat narcotics addicts for many years but I led research that has shown that over the long-term, those in methadone treatment view themselves negatively and they gradually begin to view treatment as an intrusion into normal life. Elderly narcotics users were shown in carefully constructed ethnographic studies to be especially responsive to tailored social support networks that allow them to eventually reduce their maintenance doses and move into other forms of therapy. These studies also demonstrate the policy and commercial implications associated with these findings.

SECTION C (CONTINUED): MY BIBLIOGRAPHY

- Insert a URL for your MyBibliography page.
- This will include all publicly available publications since 2007
  - Those with PMCIDs
- Find this on My NCBI
  - Reach via pubmed, or NCBI website (Natl Library of Medicine)
SECTION D: RESEARCH SUPPORT

- Does not include % effort, total direct, etc
- Includes funding period, your role
- You now write a description of the project
- Write in order of most relevant to least relevant to proposed research

### Ongoing Research Support

<table>
<thead>
<tr>
<th>R01 DA042367-03</th>
<th>Hunt (PI)</th>
<th>09/01/08-08/31/13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health trajectories and behavioral interventions among older substance abusers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>The goal of this study is to compare the effects of two substance abuse interventions on health outcomes in an urban population of older opiate addicts.</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Role:</strong> PI</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>R01 MH622731-05</th>
<th>Merryle (PI)</th>
<th>12/15/07-11/30/12</th>
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</thead>
<tbody>
<tr>
<td><strong>Physical disability, depression and substance abuse in the elderly</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>The goal of this study is to identify disability and depression trajectories and demographic factors associated with substance abuse in an independently living elderly population.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Role:</strong> Co-Investigator</td>
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</tbody>
</table>

| Faculty Resources Grant, Washington University |
| **Opiate Addiction Database** |
| **The goal of this project is to create an integrated database of demographic, social and biomedical information for homeless opiate abusers in two urban Missouri locations, using a number of state and local data sources.** |

### Completed Research Support

<table>
<thead>
<tr>
<th>K02 AG442988</th>
<th>Hunt (PI)</th>
<th>02/01/02-01/31/05</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drug Abuse in the Elderly</strong></td>
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<tr>
<td><strong>Independent Scientist Award: to develop a drug addiction research program with a focus on substance abuse among the elderly.</strong></td>
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</tr>
<tr>
<td><strong>Role:</strong> PI</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>R21 AA980875</th>
<th>Hunt (PI)</th>
<th>01/01/02-12/31/04</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community-based intervention for alcohol abuse</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>The goal of this project was to assess a community-based strategy for reducing alcohol abuse among older individuals.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Role:</strong> PI</td>
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</table>
NIH (AREA) Program (R15) Eligibility

- The NIH has released its annual list of ineligible institutions for submission of applications in response to the NIH Academic Research Enhancement Award (AREA) Program (R15).

- For the period of April 2015 through March 2016, the only FIU units eligible to submit AREA applications are those units located in our Colleges of Medicine, Nursing or Public Health. All other units in the university are ineligible to apply for AREA grants at this time.

- To be eligible for an AREA grant, an institution may not receive more than $6 million per year in NIH support in each of 4 of the last 7 years.
NIH (AREA) Program (R15) Eligibility - Continued

- For institutions composed of multiple schools or colleges, the criterion of financial eligibility is not based on the amount of NIH support received by the institution as a whole. Instead, the individual health professional schools/colleges and "other academic components" are considered independently.

- **NSF Fastlane Compliance Check**

  - Beginning April, 24, 2015, proposals submitted in response to Program Solicitations in FastLane will undergo a series of automated proposal compliance validation checks to ensure they comply with requirements outlined in the Proposal & Award Policies and Procedures Guide (PAPPG).

  - Checks will be triggered when proposers select the “Check Proposal,” “Forward to SPO,” or “Submit Proposal” functions.

  - Depending on the rule being checked, a warning or error message will display when a proposal is found to be non-compliant. If an error message appears, the proposal cannot be submitted until it is compliant.

Responsible Conduct of Research Requirement

Florida International University promotes Responsible Conduct of Research (RCR) practicing high standards of ethics and accountability in planning, implementation, behavior and information dissemination. Students, faculty and staff are encouraged to provide safe work environments, which foster the values of a shared responsible community.

NSF

The RCR CITI Online Training is required to be completed within 90 days of the award being made for all undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research.

Additional details at http://www.nsf.gov/bfa/dias/policy/rcr.jsp
Responsible Conduct of Research Requirement - Continued

NIH

The RCR CITI Online Training and the RCR Continuing Education Workshops are required for all trainees, fellows, participants, and scholars through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant.

This applies to all new and renewal applications submitted on or after January 25, 2010, and for all continuation (Type 5) applications with deadlines on or after January 1, 2011. This Notice applies to the following programs: D43, D71, F05, F30, F31, F32, F33, F34, F37, F38, K01, K02, K05, K07, K08, K12, K18, K22, K23, K24, K25, K26, K30, K99/R00, KL1, KL2, R25, R36, T15, T32, T34, T35, T36, T37, T90/R90, TL1, TU2, and U2R and to to any other NIH-funded programs as stated in the relevant funding opportunity announcement.

Office of Research and Economic Development

Pre Award Update

- **Responsible Conduct of Research Requirement - Continued**
  - USDA
    - The RCR CITI Online Training is required for program directors, faculty, undergraduate students, graduate students, postdoctoral researchers, and any staff participating in the research project.


- Additional details about our institution’s RCR program are available at [http://research.fiu.edu/rcr/index.html](http://research.fiu.edu/rcr/index.html)
Proposal Deadlines

Five business days before the sponsor’s deadline:

1. Budget & budget narrative
2. Draft of proposal
3. Routed ePRAF with college and departmental approvals completed
4. Non-Programmatic elements of the proposal (biosketches, facilities and resources, support forms etc...)
5. Subawardee Commitment Form and associated statement of work, budget and budget narrative from the proposed subawardee
Proposal Deadlines - Continued

Two business days before the sponsor’s deadline:

1. Cost Share Form signed by all parties (if required)
2. Direct Charge Exemption Form signed by all parties (if required)
3. Final proposal ready for submission

Please note that all submissions via grants.gov will need to be submitted by ORED to grants.gov no later than Noon on the date that the application is due to the sponsor.

This is required in order have sufficient time to address any errors or warnings related to the electronic submission process.
Proposal Deadlines - Continued

Applications that do not meet the deadlines listed above will not be processed by ORED unless the Dean of the respective college provides a written request to the Vice President for Research delineating the reasons for missing the deadlines.

Based on the explanation provided by the Dean, the Vice President for Research will determine whether an exemption is warranted in order for the application to move forward.
**E&G Cost Share**

- Budget should reflect the amount needed to cover expenses for the current 2014-2015 fiscal year.

- Any available balance relating to E&G cost share projects (funds 215 and 216) at the end of the fiscal year will be granted budget authority in the amount of 100% of the net available balance.

- Office of financial (OFP) calculates the net available balance as follows:
  - Project available balance as of June 30, 2015
  - Less Purchase Order extensions that have been approved
  - Less unbudgeted expenditure requests granted during FY 2014-2015
E&G Cost Share (continued)
- OFP will establish budget authority in the carry forward activity number (fund 211) of the department which originally provided funding for the cost share commitment.
- For those cost share projects originally established with current year base budget in fund 215, the budget for the cost share project must be re-established in fund 215 in FY 2015-2016 by transferring funds from fund 210.
- If you anticipate having a large available balance, coordinate with your Post Award Manager and the Office of Financial Planning to revert back the amount you foresee not using this fiscal year.
Year End Deadlines for Fiscal Year 2014-2015

- The Controller’s Office memo with all the important deadlines is available in the Controller’s website [http://finance.fiu.edu/controller/News.html](http://finance.fiu.edu/controller/News.html)

- Though the deadlines **do not** apply to projects and grants managed by ORED, it is important to make note for those projects or grants ending June 30, 2015.

- You may also take note of the payroll transfer deadline for those affecting E&G funds. This year the payroll transfer needs to be **initiated by 5:00 p.m. on June 5, 2015**, in order to **complete the approval process by June 19, 2015**.
Cost Transfers

- Cost transfers should be initiated promptly and within 90 days of the original transaction. Transfers not completed within 90 days suggest that ledgers are not being reviewed timely.

- Because transfers over 90 days may be subject to a higher degree of scrutiny they require additional justification and approvals.

- Questions need to detail the specifics of why the error occurred. It should be clear to anyone reading the justification.

- Projects appearing to have excessive amounts of cost transfers, or transfers at the end of the project are red flags for auditors.
Cost Transfers (continued)

- Clarifying Questions on transfer request;
  - Q #1 ‘How and why did the error occur?’
    - Explain in detail what happened (include more than ‘it was an error’, ‘to transfer to correct ID’)
  - Q #2 ‘If over 90 days, why was the transfer not requested earlier?’
    - Make sure the explanation is relevant and not used in every transfer. (an event that took place months ago is not relevant.)
  - Q #3 ‘What steps will be taken to prevent these errors from reoccurring?’
    - The answer should address what is being done in general to catch the type of error going forward & not what was done to correct the instance reported (i.e. will we review all faculty’s assignment at commencement of each term, and not we initiated a Change in Allocation Form)
Office of Research and Economic Development

Budget & Cost Analysis Update

- **New Non-Sponsored Project ID Form**
  - Create new ID’s
  - Update existing ID’s
  - Close ID’s

http://research.fiu.edu/dor/pages/bca.html

**Budget & Cost Analysis**

The Office of Budget and Cost Analysis (OBCA) manages the budget for the Office of Research and Economic Development and resolves issues pertaining to budget exceptions on grants. In addition, OBCA manages timely Effort Reporting for research faculty and staff.

The Office of Budget and Cost Analysis is also responsible for:
- Managing the distribution of the F&A funds to colleges and investigators
- Approving and monitoring research recharge centers and performing cost analysis for the Office of Research and Economic Development
- Creating and managing non-sponsored project IDs. For non-sponsored project ID requests, please use the request form
- Providing administrative support to the FIU Research Foundation
- Create new ID’s
  - Use for F&A, Self Supporting, Residuals, etc.
  - Requires basic departmental information such as Department ID, Project Manager, Project Type, End Date, etc.
  - Attach all pertaining back-up information

- Update existing ID’s
  - Options are: Project Manager Change, Department Administrator Change, PI Change, End Date Change
  - You can submit one form for multiple ID’s

- Close ID’s
  - Will require a “Move to ID # (Guarantee ID)”

For questions or assistance with the form, email us at f-and-a@fiu.edu
**ImageNow Link in PantherSoft to Scanned Award Documents**

- Implemented in January a hyperlink in PeopleSoft to scanned Award documents in the ImageNow system.

**Who has access?:** Those individuals listed on the project team, Award Principal Investigator and Departmental Administrators.

**What documents are available?:**
- Award / Contract
- Agreements (Subcontract / Consultant)
- Award modifications / Amendments

**What is the navigation to the link?**
- Grants > Awards > Projects > General Information
- The link is called ‘Scanned Award Documents’ and can be found on the upper right hand corner of the screen:
Effort Reporting

eCRT Upgrade Project
"Certified effort reports provide auditable documentation to confirm that FIU personnel performing services on a sponsored project, whether compensated or uncompensated by that project, did, in fact, perform the level of effort committed to and outlined in the award. Effort reporting is a federal and University requirement. An after-the-fact confirmation that labor expenses represent actual costs may be confirmed by responsible persons with suitable means of verification that the work was performed. ”
What’s this project about?

Upgrading the current ecrt system from version 3.0.3 to the most recent version of 5.1

Why upgrade?

- New Layout
- Resolved Bugs
- Increased Functionality
- Improved Performance
- Streamline Process
- New Reports
- Less Administrative Burden
When

We expect go-live to be in early June

What to expect in the coming weeks

User-testing
- Will begin in Early May
- Users that will be testing should have received details on when and where

Training
- Look for a communication the week of May 11th with details on training
- Training will be offered in various formats
  - On-line
  - Documentation
  - Hands-on
Office of Research and Economic Development

Research Information Systems Update

- **Departmental Research Summary Report Enhancements**
  - Enhancements
    - Salary Encumbrance Detail
    - Historical (5 Year) Expenditure
  - March month-end reports generated by ORED and emailed to Departmental Administrators for validation of data
  - Meeting will be scheduled in May to consolidate testing feedback and schedule implementation.

<table>
<thead>
<tr>
<th>Award/Project Demographic Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project ID</strong></td>
</tr>
<tr>
<td>8000000039</td>
</tr>
<tr>
<td>8000000010</td>
</tr>
<tr>
<td>8000000112</td>
</tr>
<tr>
<td>8000000113</td>
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</tbody>
</table>
Enhancements to Research Funding Opportunities website

- Enhancements
  - Improved usability/searching of funding opportunities
  - Automated feeds of funding opportunities from agencies

- Anticipated go-live before July.
Office of Research and Economic Development

Closing Remarks / Adjournment

- Closing Remarks
  - Questions
  - Adjournment