Division of Research
Quarterly Research Administration Meeting

April 29th, 2014
AGENDA

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

Introduction of Division of Research Team

Introduction of New Attendees

Future Quarterly Research Administrators Meeting for 2014
  ▪ October 28, 2014
    ▪ All meetings are from 10:00 am – 12:00 pm in the MARC Pavilion

Slides will be posted on the Division of Research website after meeting
- NCURA 2014 Annual Meeting
- OMB Uniform Guidance
Items

- 2014-2015 Faculty Mentor Program
- Boilerplate Text Library
Fringe Benefits

The University has revised the fringe benefit rates for the 2014-2015 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>18.07%</td>
</tr>
<tr>
<td>Non COM Faculty / All Administrative (formerly A&amp;P)</td>
<td>27.75%</td>
</tr>
<tr>
<td>Staff (Formerly USPS)</td>
<td>38.23%</td>
</tr>
<tr>
<td>Other OPS &amp; Temporary Faculty (except students)</td>
<td>3.15%</td>
</tr>
<tr>
<td><strong>Graduate Student Assistants</strong></td>
<td><strong>3.33%</strong></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, 2014 and will be charged to all active awards as of July 1st, 2014.
NIH Resubmission Policy

- The NIH has announced a change in the policy on application submissions for unsuccessful applications submitted to the National Institutes of Health (NIH) and the Agency for Healthcare Research and Quality (AHRQ).

- Effective immediately for application due dates after April 16, 2014, following an unsuccessful resubmission (A1), applicants may submit the same idea of their (A1) as a new (A0) application for the next appropriate due date.

- Although a new (A0) application does not allow an introduction or responses to the previous reviews, applicants are encouraged to refine and strengthen their submissions.

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 2014 through March 2015, 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.

NIH RPPR for All Non-SNAP Progress Reports

- The NIH has opened the Research Performance Progress Report (RPPR) for all type 5 non-SNAP progress reports.

- NIH encourages all institutions to use the RPPR to submit type 5 non-SNAP progress reports when access is available.

- NIH anticipates requiring all grantee institutions to use the RPPR for non-SNAP progress reports beginning on October 17, 2014

Updated Subawardee Forms / Processes

- Subawardee Commitment Form has been revised to advise potential subawardee that FIU will require a copy of their IRB, IACUC or IBC approvals before a subaward can be fully executed.

- Subcontract Agreement / Amendment Request Form – has been revised to indicate that any studies carried out by the subcontractor, which involve human subjects (including surveys or data analysis), animals or recombinant DNA molecules should be reflected accurately in the statement of work.

- Please note that a subcontract and/or subcontract amendment will not be executed by FIU until satisfactory documentation is received that demonstrates IRB/IACUC/IBC approval from both FIU and the subcontractor are in place if required for the project.
Updated ePRAF Question

- A new question has been added to the ePRAF to capture collaborations with Miami-Dade County Public Schools (MDCPS).

  21. Will the proposed project involve any collaboration with Miami-Dade County Public Schools (MDCPS)? Please note if a letter from MDCPS is required please follow the process outlined at http://research.fiu.edu/forms/proposal-preparation/MDCPS-Letter-of-Support-Guidance.pdf.
Whistleblower Protection

- Congress has enacted statutes relating to whistleblower protection to encourage employees to report fraud, waste, and abuse.

- The statute applies to employees working for contractors, grantees, subcontractors, and subgrantees on federal grants and contracts.

- The Statute states that an "employee of a contractor, subcontractor, grantee [or subgrantee] may not be discharged, demoted, or otherwise discriminated against as a reprisal for "whistleblowing." In addition, whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment.
Whistleblower Protection – Continued

- Whistleblowing is defined as making a disclosure "that the employee reasonably believes is evidence of any of the following:
  
  - Gross mismanagement of a federal contract or grant;
  - A gross waste of federal funds;
  - An abuse of authority relating to a federal contract or grant:
  - A substantial and specific danger to public health or safety; or
  - A violation of law, rule, or regulation related to a federal contract or grant (including the competition for, or negotiation of, a contract or grant).
Whistleblower Protection – Continued

To qualify under the Statute, the employee's disclosure must be made to:

- A member of Congress, or a representative of a Congressional committee;
- An Inspector General;
- The Government Accountability Office;
- A federal employee responsible for contract or grant oversight or management at the relevant agency;
- An official from the Department of Justice, or other law enforcement agency;
- A court or grand jury; or
- A management official or other employee of the contractor, subcontractor, grantee or subgrantee who has the responsibility to investigate, discover or address misconduct.
Whistleblower Protection – Continued

- The University has contracted with EthicsPoint to provide a confidential internet and telephone based reporting tool to give University faculty, staff and students an anonymous and confidential way to report fraud, waste, abuse or other violations of law or University policy.

- Additional details about EthicsPoint is available online at https://compliance.fiu.edu/ethicspoint.html.

- Additional information regarding whistleblower protection is available at http://research.fiu.edu/whistleblower/.
Payroll Transfers

Payroll transfers needed to be posted prior to the end of the fiscal year, and subject to approval from the Division of Research must be entered into the PR on-line system by June 6th in order to complete the approval process by payroll’s deadline of June 20th.

Deadline is important for transfers affecting E&G activity IDs, but does not affect projects, unless your project ends and has an invoice or reporting requirement due shortly after the fiscal year ends.
E&G Cost Share Project Balance

- Post Award will be sending reminders of your cost share project balance periodically from now until the end of the fiscal year.

- If you wish to reduce your cost share project budget for this fiscal year, you may work with your Post Award Manager and Financial Planning to make the adjustment.
  - This will only be allowed if your award crosses fiscal years.
- **E&G Cost Share Project Balance (continued)**

  - Any available balances relating to cost share projects (funds 215 and 216) will be granted budget authority in the amount of 100% of the net available balance. Office of Financial Planning will establish budget authority in the carry forward activity number (fund 211) of the department which originally provided funding for the cost share commitment.

  - In order to re-establish the cost share budgets in the new fiscal year, grant managers will be required to submit a request and supporting documentation as per the normal cost share process.
Asset Management Surplus Form

- Property Control ‘REQUEST FOR SURPLUS / PICK-UP EQUIPMENT’ form needing DoR’s approval should contain the project ID where the equipment was purchased.

- DoR will review the terms of the award to make sure title remained with FIU and the property can be disposed.
Account Code Reclassification

- Account code reclassifications should only be requested when the item truly was miscoded.

- An account code reclassification should not be requested in order to match your budget line item.

- All expenses should be coded according to Purchasing’s guidelines to show the University is consistent in the treatment of its expenses.
Effort Reporting – Attestation Statement
Certifiers must complete both steps clicking “certify” and agreeing to the attestation statement, otherwise certification is not complete and they’ll continue to receive reminders to certify.

Self-Certification or Proxy certifier:

I certify the salary charged, salary transfers processed and effort certified this period reasonably reflect the work performed in the designated period, and that I have sufficient technical knowledge and/or I am in a position that provides me with suitable means of verification that the work was performed.

- View Base Effort Card

I Agree  Cancel

Group-View Certification:

I certify the salary charged, salary transfers processed and effort certified this period reasonably reflect the work performed in the designated period, and that I have sufficient technical knowledge and/or I am in a position that provides me with suitable means of verification that the work was performed. Do you wish to certify all?

OK  Cancel
Effort Reporting – reminder to update HR payroll allocations when new grants are received

Chart of Accounts Redesign Update
- BCA is working by department to convert all college IDs formerly in funds 651/652 to non-sponsored project IDs and include F&A, residual, misc. IDs, etc.
- New non-sponsored project IDs are in funds 653, 654, 655
- Do not have end dates nor run according to fiscal year
- Will be active as long as there is an available balance and are not dormant for 2 years or more
- Not subject to year end deadlines – If enter new requisitions, contact the Purchasing Dept. to have sourced as POs

Year-End Deadlines Don’t Affect Project IDs
- Controller’s Website

F&A Email Address Changed to:  f-and-a@fiu.edu
Automated Monthly Financial Reporting

- Communicated directly to Principal Investigators (with active projects) for March month-end reports.
- Positive feedback received.
- Enhancement coming for April month-end
  - Additional columns to be added on intranet screen: available balance, budget end date, award end date, and sponsor.
- **Helpline Ticketing System**
  - Online ‘Need Assistance’ ticketing system within the FIU Research Intranet in upcoming months.
Friendly Reminders

- Ensure Protocols are Renewed Prior to Deadline
  - Recommend submitting application at least 3 weeks prior to expiration
  - Lapse in Renewal will result in termination of protocol
- IACUC Federal and/or State Permits
  - Field Study protocols may require federal or state permits
  - Investigators’ responsibility to ensure permits are up to date
  - IACUC approval will not be finalized until applicable permits are attached to protocol
**Friendly Reminders**

- **IACUC Semi-Annual Inspection**
  - Lab Inspections will be done in June 2014 (Date – To be Announced)
  - Courtesy email will be sent prior to Inspection
- **IACUC Occupational Health & Safety Process**
  - Form A - Risk Assessment Form for Hazardous Agents and Animal Contact
  - Link: [http://research.fiu.edu/forms/iacuc/FormA-V2.pdf](http://research.fiu.edu/forms/iacuc/FormA-V2.pdf)
  - Email to ohsp@fiu.edu
  - Medical Surveillance (Physician Health Centers), if applicable
  - Email from OHSP providing clearance should be included in protocol application for all personnel
Recent Updates

- Now Required:
  - Good Clinical Practice Training (Required for all FDA related protocols)
    - In addition to regular CITI IRB training
- Now Available:
  - Research, Ethics and Society Module (Optional RCR Module)
    - Introduction to social responsibilities as researchers
    - Discusses the meaning of social responsibility
    - Why researchers have social responsibilities and how to best act upon them.
Recent Updates

- Now Available:
  - Wildlife Research Course (Optional IACUC Module)
    - Overview of methods of animal capture, restraint and transportation
    - Recognition and management of pain
Training Needs

- Currently our CITI Training Courses Cover the Following Areas:
  - Animal Care and Use
  - Biosafety and Biosecurity
  - Export Control
  - Good Clinical Practice
  - Human Subjects Research
  - Information Privacy and Security
  - Responsible Conduct of Research
  - Conflicts of Interest
- Additional Requested Training Workshops Can be Provided
- Voluntary QA/QI is Available
Closing Remarks

- Questions / Comments

  Adjournment