

Division of Research
Quarterly Research Administration Meeting



January 18, 2011

Division of Research
Quarterly Research Administration Meeting

AGENDA



- **Welcome and Introductions**
- **Fraud Awareness Training**
- **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 (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

Division of Research *Pre Award Update*

- 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.**

Division of Research *Pre Award Update*

- 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

Division of Research *Pre Award Update*

■ 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.**

Division of Research *Pre Award Update*

- 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.

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*

- 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

Division of Research *Post Award Update*

- 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

Division of Research *Post Award Update*

- 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



Division of Research Technology Update – FIU Research Website

■ FIU Research Website

- The new FIU Research website was launched in December. The new address is: <http://research.fiu.edu>

The screenshot shows the FIU Research website homepage. At the top left is the "FIU Research" logo. To its right is a search bar with a "Go" button and a "Jump to..." dropdown menu. Below the logo is the "Worlds Ahead" logo and a paragraph of text: "Florida International University is a dynamic public urban research university that is Worlds Ahead in its commitment to cutting-edge research and creative activities that impact the health and sustainability of communities and environments in South Florida, the State of Florida, the U.S. and the world." To the right of this text is a large image of a wetland landscape with the text "Achieving Balance: FIU Research in the Florida Everglades" and a "Learn More" link. Below the main content is a navigation bar with links: "Colleges & Centers", "About Us", "For Researchers", "Compliance", "Intellectual Property", and "Training & Resources". The main content area is divided into three columns: "RESEARCH NEWS", "ANNOUNCEMENTS", and "EVENTS". The "RESEARCH NEWS" column includes "In the Spotlight", "Annual Report", and "Fall 2010 Newsletter". The "ANNOUNCEMENTS" column lists several policy updates and grants. The "EVENTS" column shows dates for "Quarterly Administrators Meeting" in January and April 2011. At the bottom of the page is a footer with links: "FIU Home", "Research Home", "Contact Us", "Research Foundation", and "Research ListServ".

FIU Research

Worlds Ahead

Florida International University is a dynamic public urban research university that is Worlds Ahead in its commitment to cutting-edge research and creative activities that impact the health and sustainability of communities and environments in South Florida, the State of Florida, the U.S. and the world.

Achieving Balance: FIU Research in the Florida Everglades
[Learn More](#)

Feature: 1 of 5

Colleges & Centers | About Us | For Researchers | Compliance | Intellectual Property | Training & Resources

RESEARCH NEWS

- In the Spotlight**
The Division of Research, working closely with Facilities and individual colleges, undertook major renovations of research spaces throughout the University.
- Annual Report**
The Division of Research 2009-2010 Annual Report is now available online.
- Fall 2010 Newsletter**

ANNOUNCEMENTS

- [NIH Revisions to the Grant Terms and Conditions \(GC-1\) and the Proposal and Award Policies & Procedures Guide \(PAPPG\) \(December 17, 2010\)](#)
- [Policies Affecting Submission of NIH Grant Applications Due on or after January 25, 2011 \(December 3, 2010\)](#)
- [New or Updated Division of Research Policies \(October 21, 2010\)](#)
- [Important NIH Notices \(October 12, 2010\)](#)
- [Revised Division of Research Forms \(October 6, 2010\)](#)
- [NIH to Eliminate Error Correction Window \(August 27, 2010\)](#)

External Funding Opportunities

Limited Submissions

Internal Funding Opportunities

EVENTS

- 18 JAN 2011** Quarterly Administrators Meeting
- 26 APR 2011** Quarterly Administrators Meeting

[FIU Home](#) | [Research Home](#) | [Contact Us](#) | [Research Foundation](#) | [Research ListServ](#)

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**
 - **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**
 - **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.

Division of Research
Technology Update – FIU Research Clearance Initiative

- **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.

Division of Research
Technology Update – FIU Research Clearance Initiative

Research Clearance Initiative Current Deployment Timeline

Proposal Development Deployment Timeline	
College/School/Center/Division	Date
College of Arts & Science – SEAS(BBC)	Jan/2011
College of Arts & Science – SEAS	Feb/2011
College of Arts & Science - SIPA	Feb/2011
College of Arts & Science - SILSH	Mar/2011
College of Nursing & Health Sciences	Mar/2011
Herbert Wertheim College of Medicine	Mar/2011
Robert Stempel College of Public Health & Social Work	Mar/2011
College of Engineering & Computing	Apr/2011
School of Hospitality & Tourism Management	Apr/2011
School of Journalism & Mass Communication	Apr/2011
College of Architecture & the Arts	Apr/2011
College of Business Administration	Apr/2011
College of Education	Apr/2011
College of Law	Apr/2011
Division of Student Affairs	Apr/2011
Academic Affairs – Others	Apr/2011
<i>*** Rollout Dates Above Assume Support Staff Hiring Goals Are Achieved ***</i>	

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.

	A	B	C	D	E	F	G	H	I	J	K
	Org. Department	ORG DESCR	Grant in PeopleSoft	Parent	2nd Parent	3rd Parent	4th Parent	Deployment	Chair	Dean	Other Approvers
9	202032000	Ctr for Excel in Writing	No	SEAS	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	1.1 - CAS - SEAS - JANUARY/2011			
2	202035000	English Department	No	SEAS	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	1.1 - CAS - SEAS - JANUARY/2011			
5	202038000	Liberal Studies Department	No	SEAS	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	1.1 - CAS - SEAS - JANUARY/2011			
7	202040000	Philosophy Department	No	SISH	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	2.2 - SISH - FEBRUARY/2011			
1	202044000	Womens Studies Center	Yes	SISH	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	2.2 - SISH - FEBRUARY/2011			
2	202050000	Biological Sciences Department	Yes	SEAS	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	1.1 - CAS - SEAS - JANUARY/2011			
3	202052000	Chemistry Department	Yes	SISH	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	2.2 - SISH - FEBRUARY/2011			
4	202053000	Earth & Environment	Yes	SEAS	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	1.1 - CAS - SEAS - JANUARY/2011			
5	202054000	Mathematics Department	Yes	SISH	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	2.2 - SISH - FEBRUARY/2011			
6	202055000	Physical Science Department	No	SEAS	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	1.1 - CAS - SEAS - JANUARY/2011			
7	202056000	Physics Department	Yes	SISH	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	2.2 - SISH - FEBRUARY/2011			
8	202057000	Psychology Department	Yes	SISH	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	2.2 - SISH - FEBRUARY/2011			
9	202058000	Southeast Env Research Ctr	Yes	SEAS	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	1.1 - CAS - SEAS - JANUARY/2011			
0	202059000	Statistics Department	Yes	SISH	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	2.2 - SISH - FEBRUARY/2011			
1	202062000	Intl Forensic Res Inst	Yes	SISH	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	2.2 - SISH - FEBRUARY/2011			
2	220220000	Inst for Public Opinion Res	Yes	SEAS	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	1.1 - CAS - SEAS - JANUARY/2011			
9	202083000	SISH	No	SISH	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	2.2 - SISH - FEBRUARY/2011			
1	202060000	CCF Pelham Group	Yes	SISH	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	2.2 - SISH - FEBRUARY/2011			
1	202082000	SEAS	No	SEAS	ARTSCIENCE	ACADEMIC_AFFAIRS	ALL_DEPTS	1.1 - CAS - SEAS - JANUARY/2011			

Division of Research

Technology Update – FIU Research Clearance Initiative

- **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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	FINANCIALS ORG DEPARTMENT	FINANCIAL ORG DESCRIPTION	Has the ORG Department had an Active Grant since 7/2009?	PANTHERID	First Name	Middle Name	Last Name	EMPLOYEE JOB DESCRIPTION	Has the Employee ever been the PI on a Grant in PeopleSoft Since 2004?	Employee Location - BUILDING	Employee CAMPUS	Potential/ Existing Researcher	Departmental Research Coordinator	IN BBC?
2	202032000	Ctr for Excel in Writing	No	1152626	Elyktra	Claire	Eisman	GRADUATE RESEARCH ASST.	N	DM				
3	202082000	SEAS	No	1076012	Joyce	S	Peterson	ASSOC. PROFESSOR	N	AC1	BBC	X		X
4	202082000	SEAS	No	1661361	James	J	Jaccard	PROFESSOR	Y	DM		X		
5	202082000	SEAS	No	2254010	Jose	L	Torres	CLERICAL & SECRETARIAL	N	AC1	BBC			X
6	202082000	SEAS	No	3156006	Vanessa		Sandrino	SR. SECRETARY	N	AC1	BBC			X
7	202032000	Ctr for Excel in Writing	No	1163206	Carlos	A	Borges	STUDENT ASSISTANT	N	PC				
8	202032000	Ctr for Excel in Writing	No	1283661	Courtney	Marin	Just	CLERICAL & SECRETARIAL	N	DM				
								OTHER						

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.
 - Go-live is expected to coincide with Spring 2011 Certification period. Exact launch date has not been determined.

Division of Research
Technology Update – Effort Reporting

- **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.

Division of Research
Technology Update – Effort Reporting

- **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.

- **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?