



**Division of Research**  
**Quarterly Research Administration Meeting**



April 26, 2011



Division of Research  
*Quarterly Research Administration Meeting*

## AGENDA



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

Division of Research  
*Vice President's Office Update*

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- Welcoming Remarks
- Introduction of Division of Research Team
- Introduction of New Attendees
- Future Research Administrators Quarterly Meetings for 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

Division of Research  
*Academic Affairs*

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Academic Affairs Update

Tonja Moore, Associate Vice President

## Division of Research *Pre Award Update*

- Fringe Benefits

- The University has revised the fringe benefit rates for the 2011-2012 fiscal year, therefore the fringe benefit rates used at proposal stage have been revised as follows:

<b>Employee Group</b>	<b>Pooled Fringe Benefit Rate</b>
Faculty / Administrative (formerly A&P)	31.88%
Staff (formerly USPS)	47.97%
Other OPS and Temporary Faculty (except students)	2.84%
Student OPS	0.33%

## Division of Research *Pre Award Update*

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- Revised Budget Sheet

- The internal budget sheet used at proposal stage has been revised to reflect the changes in the fringe benefit rates.

- The internal budget sheet has also been revised with several other enhancements which include the calculation of the subcontractor's budget that is subject to F&A as well as providing the PeopleSoft budgeting accounts codes used at award stage.

- The revised budget sheet is available for download at <http://research.fiu.edu/forms/forms.html>.

## Division of Research *Pre Award Update*

### ■ Revisions to Application Deadline Procedures

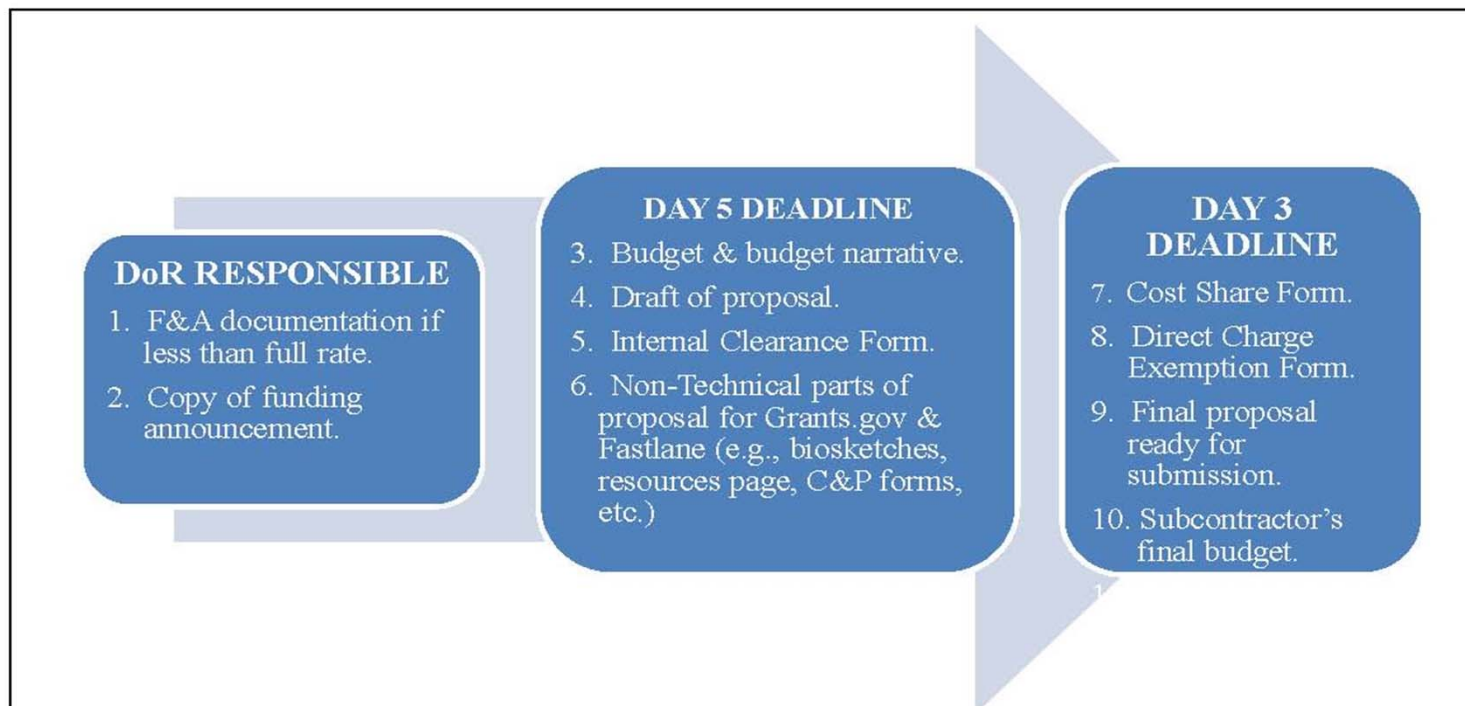
**Table 1 – Current requirements of documents due to DoR within 5-days of funding agency submission deadline**

<b>Item</b>
1) F&A documentation if sponsor pays less than full F&A rate
2) Copy of announcement (e.g., RFP, RFA, FCOA)
3) Budget & budget narrative
4) Draft of proposal
5) Internal Clearance Form (ICF)
6) Non-technical sections of the proposal for Grants.gov, Fastlane, etc.
7) Cost Share Form
8) Direct Charge Exemption Form
9) Finalized proposal ready for submission
10) If there is a subcontractor, subcontractor's finalized proposal and budget
11) If there are external collaborators, letters from collaborators

## Division of Research *Pre Award Update*

### ■ Revisions to Application Deadline Procedures – continued

**Figure 1 – New (June 1, 2011) Timeline of Required Documents Due to DoR for Grant Submissions**





## Division of Research *Pre Award Update*

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- Revisions to Application Deadline Procedures – continued
  - Center and large research team applications will require three additional days to those listed on Figure 1.
  - Applications that do not meet the deadlines listed on Figure 1 will not be processed unless the Dean provides a 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.
  - Within 24 hours of submission of materials to the DoR, the Principal Investigator will be notified via email of the name of the DoR Pre-Award staff member that will be working on the application.
  - The DoR staff member working on the application will notify the Principal Investigator via email at the end of each day regarding progress made in the submission of the application.

## Division of Research *Pre Award Update*

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- Electronic Submissions Tips

- The research community should know that there are great risks in late submissions to the Division of Research. We have seen instances where an agency's server has experienced momentary disruption, where the format used for the submission to the Division of Research was incompatible with the format used by the sponsor, where certain materials were not submitted in the proper format, or where an agency was so overloaded with proposals that their system crashed, etc.

- The Division of Research strongly encourages that all electronic submissions be ready for submission 24 hours prior to the sponsor's deadline so that there is sufficient time before the deadline to deal with these types of emergencies.

## Division of Research *Post Award Update*

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- Post Award Staff Changes
- Payroll Transfer Deadline to Division of Research is June 14
- New / Revised Policies & Procedures
  - Nepotism in Research
  - Travel on a Sponsored Project
- International Travel Insurance
- Summer A Faculty Appointments
- Review Old Encumbrances
- Domestic Wire Fees

Division of Research  
*Budget & Cost Analysis Update*

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- **F&A Returns**

- College returns processed for Jul-Dec 2010
- Returns to applicable PIs for Jul-Dec 2010
- Criteria

- **Introduce Employees**

## Division of Research *Technology Update – FIU Research Initiatives*

### ■ Division of Research Technology Initiatives – High Level Timeline

2011											
Jan	Feb	Mar	Apr	May	Jun	July	August	Sept	Oct	Nov	Dec
FIU RESEARCH CLEARANCE INITIATIVE											
FIU ECRT EFFORT REPORTING IMPLEMENTATION											
		RESEARCH INTEGRITY – TOPAZ IMPLEMENTATION									
		RESEARCH INNOVATION – INTELLECTUAL PROPERTY SYSTEM									
				DIVISION OF RESEARCH – PROJECT BASED TRAINING SESSIONS							

Division of Research  
*Technology Update – FIU Research Clearance Initiative*

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- **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.
  - Solution
    - Custom PeopleSoft-based solution designed to be user-friendly.
    - Solution is being deployed along with additional administrative support.
    - Sponsor documents, budget sheets & forms can be uploaded as attachments.
    - Solution is being deployed in phases, by area. (i.e. SEAS, SIPA, SISH)

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*Technology Update – FIU Research Clearance Initiative*

- **FIU Research Clearance Initiative**
  - Deployment Update
    - Completed initial rollout to SEAS. Currently rolling out functionality to SISH.
    - Revised deployment schedule below:

<b>Upcoming Deployments</b>	
<b>College/School/Center/Division</b>	<b>Date</b>
College of Arts & Science – SISH/SIPA	May/2011
College of Nursing & Health Sciences	May/2011
Herbert Wertheim College of Medicine	May/2011
Robert Stempel College of Public Health & Social Work	May/2011
College of Engineering & Computing	May/2011
School of Hospitality & Tourism Management	June/2011
School of Journalism & Mass Communication	June/2011
College of Architecture & the Arts	June/2011
College of Business Administration	June/2011
College of Education	June/2011
College of Law	June/2011
Division of Student Affairs	June/2011
Academic Affairs – Others	June/2011

# **Online Internal Clearance Form Demonstration**



Division of Research  
*Technology Update – ecrt Effort Reporting System Implementation*

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- **ecrt – Effort Reporting System Implementation**
  - **Project Background**
    - FIU currently uses a home-grown effort reporting solution.
    - RFP purchasing process completed and Huron ecrt software selected.
    - Certification within ecrt of **Fall 2010 and Spring 2011** expected to begin in June.
  - **Project Goals**
    - Facilitate streamlined electronic effort certification business process that is timely, compliant and reduces the burden on the FIU Research community.
    - Provide better tools for monitoring payroll, effort, and timeliness.
    - Formalize the ‘Effort Coordinator’ role within the departments to enhance the effort reporting business process.

Division of Research  
*Technology Update – ecrt Effort Reporting System Implementation*

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- **ecrt – Effort Reporting System Implementation**
  - **Project Status**
    - Key Accomplishments
      - Completed core business process and configuration activities.
      - Extensive testing within Division of Research of Fall 2010/Spring 2011 data.
      - Initiated change management planning (i.e. communications and training)
      - Established additional training and production environments.

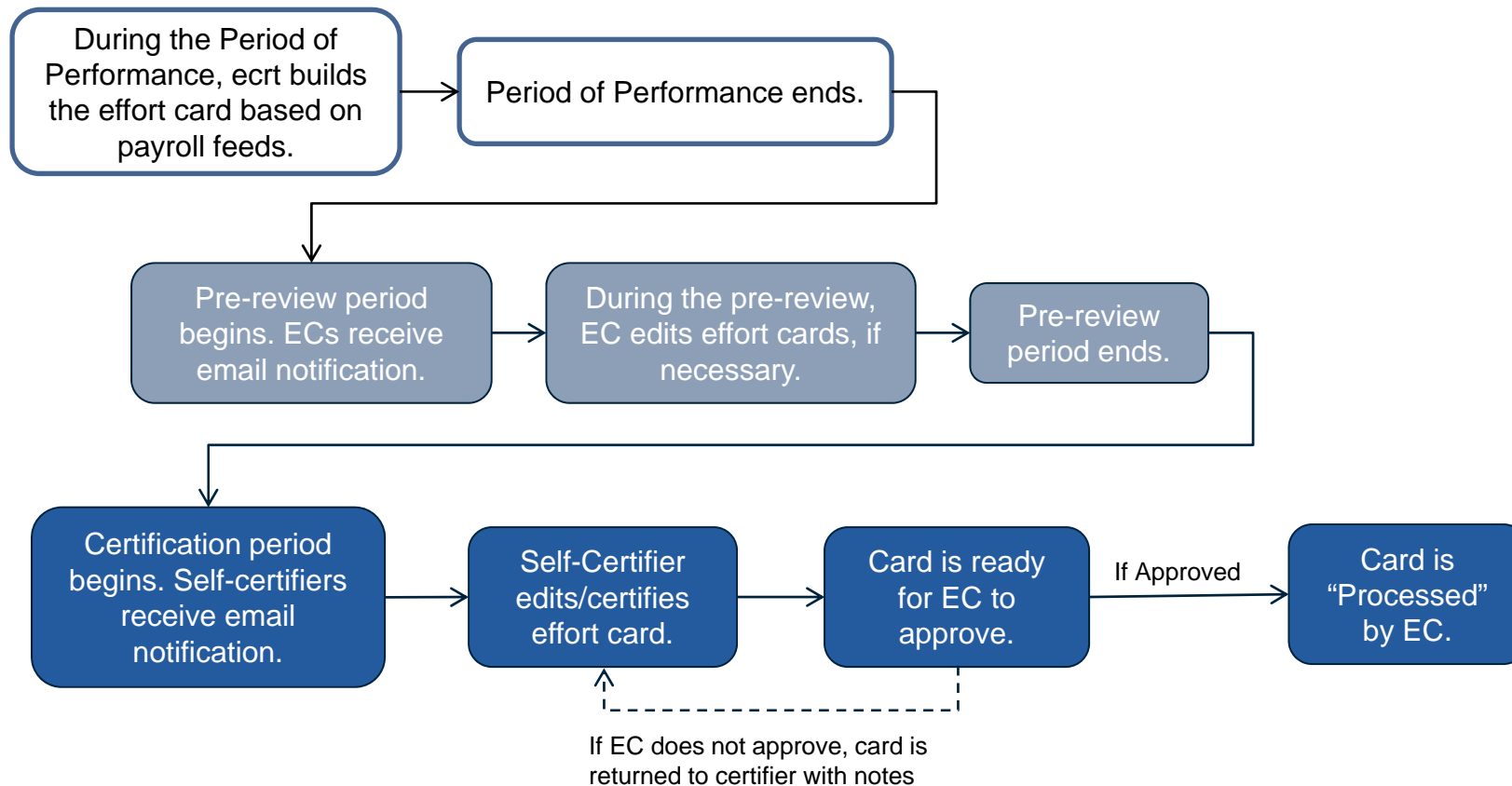
Division of Research  
*Technology Update – ecrt Effort Reporting System Implementation*

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- **ecrt – Effort Reporting System Implementation**
  - **Project Status**
    - Upcoming Activities
      - Send emails to Chairs/Deans to confirm assignment of primary and secondary effort coordinators by organizational department.
      - Testing with subset of departmental effort coordinators.
      - Communicate details of upcoming training.

# ecrt Implementation

## High Level Effort Certification Business Process Workflow



\* EC – Effort Coordinator

Division of Research  
*Technology Update – ecrt Effort Reporting System Implementation*

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- **Role of the Departmental Effort Coordinator**
  - Responsible for facilitating the effort reporting process in their department.
  - Proactively monitor effort cards during the period of performance.
  - Pre-review effort cards.
  - Process effort cards after certification.
  - Submit payroll transfers to the Division of Research that result from effort certification process.

# **ecrt Effort Reporting System Demonstration**

Division of Research  
*Technology Update – Research Integrity - Topaz Implementation*

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- **Research Integrity – Topaz Implementation**
  - **Project Background**
    - FIU currently has a paper based protocol and animal care facility management business processes.
    - RFP completed and Topaz Technologies software selected.
  - **Current Activities**
    - Conducted Phase 1 activities with Topaz resources on-site to assess current operations. Pending phase 1 analysis and recommendations from Topaz.
    - Planning Phase 2 of project which will include configuration of system and more detailed project implementation planning.
    - Additional project schedule details will be communicated once available.

- **Research Innovation – Intellectual Property Management Software Implementation**

- **Project Background**

- FIU currently has antiquated database to store only subset of required data for effective management of technology transfer, patents, licensing agreements, etc.
    - Industry leading technology (KSSTechTrac) solution will be implemented to streamline all key award innovation management business processes.

- **Current Activities**

- Implementation planning meetings between FIU and KSS have begun.
    - Additional details will be communicated once available.



Division of Research  
*Questions*

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Questions?