

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**

Division of Research
Vice President's Office 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**

Division of Research
Vice President's Office Update

- **NCURA 2014 Annual Meeting**
- **OMB Uniform Guidance**
-

Division of Research
Research Development Update

- **Items**

- 2014-2015 Faculty Mentor Program
- Boilerplate Text Library

Division of Research *Pre Award Update*

▪ 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:

Employee Group	Pooled Fringe Benefit Rate
COM 12 Month Faculty	18.07%
Non COM Faculty / All Administrative (formerly A&P)	27.75%
Staff (Formerly USPS)	38.23%
Other OPS & Temporary Faculty (except students)	3.15%
Graduate Student Assistants	3.33%
Student OPS	0.53%

- 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.

Division of Research *Pre Award Update*

▪ **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.
- Additional details at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-074.html>.

Division of Research *Pre Award Update*

- **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.

Division of Research *Pre Award Update*

- **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.
 - Additional details at:
<http://grants.nih.gov/grants/funding/area.htm>.

Division of Research *Pre Award Update*

▪ **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
- Additional details at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-079.html>

Division of Research *Pre Award Update*

▪ **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/>.

Division of Research *Post Award Update*

▪ **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

Division of Research *Post Award Update*

- **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.


Division of Research Budget & Cost Analysis Update

▪ 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

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?

Division of Research
Budget & Cost Analysis Update

- **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
http://finance.fiu.edu/controller/Docs/FYE_Deadlines_2013-14.pdf
- **F&A Email Address Changed to: f-and-a@fiu.edu**

Division of Research Research Systems Update

- 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.

The screenshot displays the FIU Research Intranet interface. At the top, the FIU logo and 'Research Intranet' are visible, along with a navigation bar. The main content area is titled 'Welcome to the FIU Research Intranet' and features a section for 'Monthly Financial Reports'. Below this, a table lists various awards with columns for Award Number, Name, Description, As of Date, Department ID, Department Description, Subdivision, and University Area. The table is filtered by Principal Investigator Name: Adjouadi, Malek (6). To the right, there is a 'Division of Research Contacts' section with a table listing contact names and phone numbers, categorized by 'Budget & Cost Analysis', 'Office of the Vice President', and 'Research Administration--Post Award'.

Award Number	Name	Description	As of Date	Department ID	Department Description	Subdivision	University Area
AWD0000000000820	212400587	CREST: Center for Innovative Information Systems Engineering	12/31/2013	212400000	Elec and Computer Eng	College of Engineering and Computing	
AWD0000000011259	800000573	MRI-R2: Development of an Instrument for Information Science and Computing in Neuroscience	12/31/2013	212400000	Elec and Computer Eng	College of Engineering and Computing	
AWD0000000020242	800001491	BPC-AE: Computing Alliance of Hispanic-Serving Institutions (CAHSI) Renewal	12/31/2013	212400000	Elec and Computer Eng	College of Engineering and Computing	
AWD0000000020242	800001601	BPC-AE: Computing Alliance of Hispanic-Serving Institutions (CAHSI) Renewal	12/31/2013	212400000	Elec and Computer Eng	College of Engineering and Computing	
AWD0000000033775	800003430	SBIR/CREST Phase I(a): Efficient Comparative Effective Research Tools In Real Time Environment	12/31/2013	212400000	Elec and Computer Eng	College of Engineering and Computing	
AWD0000000033873	800003539	Imaging for Alzheimer Detection and Prediction	12/31/2013	212400000	Elec and Computer Eng	College of Engineering and Computing	
AWD000000000820	212400588	CREST: Center for Innovative Information Systems Engineering	12/31/2013	212400000	Elec and Computer Eng	College of Engineering and Computing	

Full Name	Business P
Budget & Cost Analysis	
Alejandra Selas	305-348-1696
Cristina Loretot	305-348-0038
David Snider	305-348-7687
Desiree Mesa	305-348-8308
Mirtha Alberto	305-348-0166
Sara Abraham	305-348-6438
Office of the Vice President	
Andres Gil	305-348-0556
Diana Taveras-Larrosa	305-348-6224
Ileana Medina	305-348-1504
Joseph Barabino	305-348-0176
Leah Varga	305-348-2643
Luis Salas	305-348-5952
Mercedes Rodriguez	305-348-0057
Nathalie Salgado	305-348-0558
Rebecca Diep	305-348-2148
Susan Webster	305-348-2349
Valeria Espina	305-348-0535
Research Administration--Post Award	
Aida Reus	305-348-2133
Ana Villanueva	305-348-3440
David Rice	305-348-6365
Diana Alfonso	305-348-0164
Esabella Vera	305-348-2546
Gabriela Gonzalez	305-348-2978
Jorge Yi	305-348-0536

Division of Research Research Systems Update

- **Helpline Ticketing System**

- Online 'Need Assistance' ticketing system within the FIU Research Intranet in upcoming months.

FIU Research Intranet Home All Sites ▼

Need Assistance? (indicated by a red arrow)

Sample Proposal Collections

Research Reports

Monthly Financial Reports

Conference Room Calendars

Request Technology Assistance

All Site Content

Welcome to the FIU Research Intranet

Monthly Financial Reports

Principal Investigator Name	Award Number	Project	Description	As of Date	Department ID	Department Description	Subdivision	University Area
Principal Investigator Name : Almirall,Jose (5)								
Almirall,Jose	AWD0000000001307	800000644	Development of Stimulants of Hydrogen Peroxide Based Explosives for use by Canine and IMS Detectors	3/31/2014	202062000	Int Forensic Rsch Institute	School of Integrated Science and Humanity (SISH)	College of Arts & Sciences
Almirall,Jose	AWD0000000001312	800000651	Instrumental Analysis of Trace Evidence with a Focus on Interpretation	3/31/2014	202062000	Int Forensic Rsch Institute	School of Integrated Science and Humanity (SISH)	College of Arts & Sciences
Almirall,Jose	AWD0000000001321	800000660	LA-ICP-MS and LIBS analysis of paper, inks, soils, cotton and glass.	3/31/2014	202062000	Int Forensic Rsch Institute	School of Integrated Science and Humanity (SISH)	College of Arts & Sciences
Almirall,Jose	AWD0000000001759	800001184	Separation and Identification of Drugs of Abuse Using ESI-IMS-MS	3/31/2014	202052000	Chemistry	School of Integrated Science and Humanity	College of Arts & Sciences

Division of Research Contact

Full Name

- Budget & Cost Analysis
- Office of the Vice President
- Research Administration--Post
- Research Administration--Pre
- Research Compliance
- Research Development
- Research Information Systems
- Research Operations & Partner
- Technology Management & Co

Division of Research Events

Research

- Quarterly Research Administrators
- The next Quarterly Research Adm the MARC Pavilion from 10AM to

FIU Research News

▪ **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>
 - 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