

ORED TOWN HALL

April 21, 2020

TOPICS

1. Current Status
2. Updates on Federal Agencies' Directives
3. Continuity of Laboratory and Field Research Operations
4. Modifications to Normal Procedures in Effect
5. Charges to Projects and Supplements
6. Professional Development Resources
7. Possible Future Town Hall Topics
 - COVID-19 Funding Opportunities
 - Supplements to Existing Grants
 - IRB Issues
 - Phased Return of Research Operations

CURRENT STATUS

- Summer A & C will be remote; no decision yet on Summer B.
- No Summer Camps on FIU campuses, no travel at least until 7/1. This will impact projects with human subjects.
- No face-to-face human subjects work going on. There may be projects that can switch some work to phone, zoom, etc. Must contact Chris Grayson for protocol revision if necessary.
- Laboratory access with reduced essential personnel.
- We are beginning plans for a phased return to lab operations.
- Federal agencies have provided great flexibility on budgets and other areas.
- There may be supplemental support for grants in a second stimulus bill.

UPDATES ON FEDERAL AGENCIES

- The Office of Management and Budget (OMB) has released a series of memorandums providing guidance on flexibilities related to COVID-19.
- These flexibilities have been enacted by most federal sponsors on critical grant functions including proposal submissions, progress reports, no cost extensions, closeouts and grant charges.
- The memorandums are available on the ORED COVID-19 website at <http://research.fiu.edu/coronavirus/>.
- Also the Council on Governmental Relations (COGR) has an extensive matrix of federal agency guidance related to COVID-19 at <https://www.cogr.edu/sites/default/files/COVID19AgencyGuidanceMatrixApril8.pdf>.
- Projects ending during the current remote work period may be able to get NCEs. Contact Robert Gutierrez in ORED if you have this situation.

PROPOSAL SUBMISSIONS & DEADLINES

Proposal Submissions

- Proposal submission requests should be sent to preaward@fiu.edu for assignment by Ludmilla Champagne, Associate Director of Pre-Award.
- Please indicate if the request is related to COVID-19. Also please remember to check off the COVID-19 box in the ePRAF. We are experiencing an increased volume in submissions but strive to respond to all requests for assignment within 48 hours.

Proposal Deadlines

- Institutional deadlines continue to apply, although we continue to be flexible with special circumstances. If there is an urgent or unique matter, please contact Robert Gutierrez, Assistant Vice President for Research at gutierr@fiu.edu for additional guidance.

NSF & NIH SUBMISSIONS

NSF

- The NSF has extended certain deadlines as a result of COVID-19. A listing has been provided by the NSF at https://www.nsf.gov/bfa/dias/policy/covid19/covid19_deadlines.pdf. If there is an extenuating circumstance that would prevent you from meeting a stated NSF deadline, the NSF advises to contact the cognizant NSF Program Officer. NSF will consider extensions on a case-by-case basis. Please copy Robert Gutierrez, Assistant Vice President for Research at gutierrr@fiu.edu on said communications.

NIH

- The NIH has advised that they will be accommodating late applications submitted through May 1, 2020. The NIH will try to accommodate that all late applications submitted by May 1, 2020 will be reviewed in the council round to which they were submitted. Applicants should assume that late applications submitted after May 1 may not be reviewed until meetings for the January 2021 council round (e.g., October-November 2020).
- Institutions need not request advance permission to submit late due to this declared emergency and a cover letter providing a justification is not required.

PROGRESS REPORTS

NSF

- The NSF has automatically extended the due date for submission of all annual project reports due between March 1 and April 30, 2020, by 30 days. These project reports must continue to be submitted via [Research.gov](https://www.research.gov). The NSF cannot make any new award or supplement any existing award if the principal investigator (PIs) or any co-PI(s) have an overdue annual project report. Therefore, annual reports must be submitted by the revised due date. Project impacts as a result of COVID-19 should be included in your progress report.

NIH

- The NIH has advised that if recipients are unable to complete and submit their Research Performance Progress Reports (RPPR) by the scheduled due date, they should promptly contact the assigned grants management and/or program official. Please copy Ludmilla Champagne, Associate Director of Pre-Award at lichampa@fiu.edu on said requests. Although NIH will accept these late reports, grant awards will be delayed until the required reports are submitted and accepted by the NIH. Project impacts as a result of COVID-19 should be included in your progress report.

NO-COST EXTENSIONS

NSF

- Recipients must continue to follow standard policies and procedures specified in the NSF Proposal and Award Policies and Procedures Guide (PAPPG) regarding the submission of grantee and NSF-approved no-cost extensions. Request should continue to be made following our standard processes by sending your request to doraward@fiu.edu.

NIH

- Recipients must continue to follow standard policies and procedures specified in the NIH Standard Terms of Award. The terms provide that the recipient has the authority to extend the final budget period of a previously approved project period one time for a period of up to 12 months beyond the original completion date. Any additional project period extension requires NIH prior approval. Requests should continue to be made following our standard processes by sending your no cost extension request to doraward@fiu.edu.

NO-COST EXTENSIONS

Office of Naval Research

- ONR has advised that they are in the process of doing a mass modification to extend ONR awards expiring by 12/31/2020 for one additional year due to COVID-19.
- For those awards covered by this mass modification there will not be a need to do the usual no-cost extension request.
- Awards that expire beyond 12/31/2020 continue to be subject to the standard DOD terms and conditions, and need to follow our standard processes by sending your no-cost extension request to doraward@fiu.edu.

PROJECT CLOSEOUTS

NSF

- The NSF has automatically extended the due date for submission of all final project reports and Project Outcomes Reports due between March 1 and April 30, 2020, by 30 days. These final reports must continue to be submitted via [Research.gov](https://www.research.gov). The NSF also has automatically extended the closeout period for awards that ended between November 30, 2019 and April 30, 2020 to 180 days.

NIH

- The NIH has advised that institutions that experience delays related to COVID-19 impacting their ability to submit closeout reports should contact the NIH Closeout Center and provide a detailed justification on the effects of COVID-19 on the institution, and the grants where reporting will be delayed. Delays in submission of closeout reports may not exceed one year. Any delay in closeout for an NIH project should be coordinated with the assigned Post Award Manager.

UPDATES ON ACF AND LABS

Animal Care Facility (ACF)

- Tighter access restrictions are not anticipated. Access to ACF is currently restricted to minimal authorized personnel under strict guidelines.
- The PI overseeing the specific animal work must coordinate with Dr. Horatiu Vinerean to request access. The 2020 Crisis Management Plan is at <http://research.fiu.edu/ored/lar/>.

Identifying Essential Personnel

- Lab access is limited to essential personnel performing functions approved by ORED. In order to obtain approval, the PI identifies his/her essential personnel, justifies their need to work, sets forth dates and times that work will take place and the survey found at <http://research.fiu.edu/coronavirus/#lab-access>.
- After ORED review and approval, the authorized individual will be provided an authorization letter to access the lab or other work site.
- All currently approved personnel and classified as essential personnel has received his/her authorization letter.

UPDATES ON EHS GUIDANCE

Environmental Health & Safety (EHS)

- The Guidelines for Laboratory Research During Current Pandemic are at <https://ehs.fiu.edu/assets/docs/lab-safety/ehs-doc610.00-guidelines-for-lab-research-during-current-pandemic-2020.04.15.pdf>
- FIU does not have any BSL-3 labs and no work done at FIU involve processes that require BSL-3 security. Before accepting new contracts or preparing proposals that you suspect may require higher levels of security than BSL-2, consult EHS or ORED before proceeding.
- Gas cylinders and liquid nitrogen cylinders can be ordered and delivered to campus, as usual.

UPDATES ON FIELD WORK

Field Work

- All off-site field work has been suspended until further notice.
- We are currently reviewing possible changes as social distancing and other contact rules are relaxed by regulatory authorities.
- We will review steps for a phased return to research operations.
- Projects ending in April, perhaps even May, may not be completed. You should review the guidance from funding agency regarding inability to complete projects due to COVID measures. If you still have questions, please direct them to Robert Gutierrez in ORED.

UPDATES ON LABS & FIELD WORK

Research Continuity

- Almost all research laboratories are operational, however restrictions exist to ensure the safety of students and faculty. If you require access to a lab, notify the corresponding Principal Investigator who will request your access from ORED if he/she deems it necessary.
<http://research.fiu.edu/coronavirus/#lab-access>
- We are beginning plans for a phased return of research operations. This will be guided by state and University guidance on safety and social distancing.
- No researcher or staff should come to work if they are feeling ill and supervisors should order ill employees to go home, notify HR and consult with Student Health or FIU Health depending on their employment status.
- No PI may order his/her staff to work if they feel working conditions are such that they endanger their health or safety. Violations should be reported to ORED.

MODIFICATIONS TO NORMAL PROCEDURES IN EFFECT

- Flexibility to allow electronic payment methods for participant payments using Zelle, Venmo or e-gift cards with IRB and ORED approval. Procedures have been communicated to PIs with active studies on research projects and is available on ORED COVID-19 website.
- Flexibility to allow purchases to be delivered to employee's home address. Justification must be approved by VP/Dean/Chair/Director and emailed to Kelly Loll, Purchasing Director for approval. Final approval email should be included with purchase supporting documentation (requisition, p-card, or expense report documentation).
- No deliveries are currently being made to labs/offices and are being stored at warehouse or scientific receiving. Units need to pick up items directly or submit a work order to campus services and make arrangements for employee to be present for large/bulky items to be delivered to labs.

GRANT CHARGES

NSF

- The NSF has authorized institutions to continue to charge salaries, stipends, and benefits to currently active NSF awards consistent with the recipients' policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources, federal and non-federal. Recipients must not assume that supplemental funding will be available should the charging of such costs or other fees result in a shortage of funds to eventually carry out the project.

NIH

- The NIH has advised that charging salaries to NIH grants when no work is being performed is allowable if our organization's policy allows for the charging of salaries and benefits to currently active awards (under unexpected or extraordinary circumstances) from all funding sources, federal and non-federal. Additional guidance on this topic will be provided at a later date.

GRANT CHARGES

- Units should continue to find remote work and professional development activities for research personnel, including graduate assistants until further notice.
- We realize this may be challenging in light of current project budget concerns and situations may vary by project.

GRANT CHARGES

HR to hold webinar for supervisors on Families First Coronavirus Response Act (FFCRA), Thursday, April 23, 2020. The FFCRA provides:

- Emergency Paid Sick Leave (up to 80 hours) for eligible employees unable to work due to COVID-19 for 6 specific reasons subject to caps.
- Emergency Paid FMLA (up to 12 weeks) for any employee who has been employed at least 30 calendar days at partial pay subject to caps.
- Extends to salaried and some classifications of temp employees.
- These costs are allowable charges to projects.

PROFESSIONAL DEVELOPMENT RESOURCES

<http://research.fiu.edu/training/>

Professional Development Courses/Resources for Research Personnel		
Training Area	Courses Available	Source
Animal Research	Working with the FIU IACUC (Lab Studies)	<p>http://www.citiprogram.org If you are a "new" user you must register by following these steps:</p> <ol style="list-style-type: none"> 1. Click "Register Here" to register for the training course. 2. Select "Florida International University" from the Participating Institutions and click "submit". 3. Create a unique username and password and click "submit" 4. Enter your personal information (last name, first name, email) and then click "submit".
	Working with the FIU IACUC (Field Studies)	
	Working with Genetically Modified Mice in Research Settings	
	Working with Mice in Research Settings	
	Working with Rabbits in Research Settings	
	Working with Rats in Research Settings	
	Working with Zebrafish in Research Settings	
	Post-Procedure Care of Mice and Rats in Research	
Biosafety Research	Biosafety & Biosecurity	
	Hazard Communication	
Conflicts of Interest	Conflicts of Interest	
Export Controls	Export Controls	
Human Research	Biomedical Human Research	
	Social and Behavioral Human Research	
	GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)	
	GCP for Clinical Investigations of Devices	
	GCP for Social and Behavioral Research Best Practices for Clinical Research	
	CITI Health Information	
Responsible Conduct of Research	Biomedical Responsible Conduct of Research	
	Social and Behavioral Responsible Conduct of Research	
	Physical Science Responsible Conduct of Research	
	Humanities Responsible Conduct of Research	
	Responsible Conduct of Research for Administrators	
	Responsible Conduct of Research for Engineers	

PROFESSIONAL DEVELOPMENT RESOURCES

<http://research.fiu.edu/training/>

Professional Development Courses/Resources for Research Personnel		
Training Area	Courses Available	Source
Research Development	Proposal Development	
	Cost Reimbursable Vs Fixed Price Award	
	Allowable Cost	https://www.youtube.com/user/NCURA1959/
	2 More Tips for Effective Email Communication with Your PIs	https://linkedinlearning.fiu.edu/
		Login using your FIU username and password
	Grant Writing for Education	
		<u>These courses are not interactive nor video based. The information is provided in a reading format. To access these courses go to:</u>
	The Grant Lifecycle	https://www.grants.gov/web/grants/learn-grants.html
	Pre-Award Phase	
	Award Phase	
	Post Award Phase	
	How to Search for Federal Grants	
	Understanding User Role	https://www.youtube.com/playlist?list=PLNSNGxQE7NWIPcYxVJsqJbRc6cPcfC8X
	What's in a Grant Opportunity?	
Applying for a Federal Grant on Grants.gov		
Research Administration	Post Award 101: What are the risk factors	
	Cost Transfer Red Flags & Cost Transfer Justifications	https://www.youtube.com/user/NCURA1959/
	Calculating Effort. The NIH Salary Gap	
	Fixed Price Contract Part 1 & 2	
	OMB Uniform Guidance	
	Understanding the Reporting and Oversight Process	These courses are not interactive nor video based. The information is provided in a reading format. To access these courses go to: https://www.grants.gov/web/grants/learn-grants.html
	Research Administrator Certificate Course	Coming soon

PROFESSIONAL DEVELOPMENT RESOURCES

<http://research.fiu.edu/training/>

Professional Development Courses/Resources for Research Personnel		
Training Area	Courses Available	Source
IT Applications	Microsoft Office	https://linkedinlearning.fiu.edu/ Login using your FIU username and password
	Excel Essential	
	Excel: Advanced Formulas and Functions	
	Excel: Mastering PivotTables and PivotCharts	
	Learning OneDrive	
	Microsoft Teams Essential Training	
	Access 2019 Essential Training	
FIU Financials	Financial Reporting 101	https://professionaldevelopment.fiu.edu Login with your FIU username and password
	PantherSoft Fundamentals	
	Purchasing through eProcurement	
	Travel and Expense	
Career Development	Managing the Stress of Social Distancing and Working Remotely	https://www.youtube.com/user/NCURA1959/
	Social Media and Your Career	https://fiu.skillport.com
	Strategies for Communicating with Tact and Diplomacy	https://fiu.skillport.com Login with your FIU username and password
	Customer Service over the Phone	
	Customer Service Confrontation and Conflict	
	Harrasment Prevention for Managers- Higher Education Edition	
	Harrasment Prevention for Employees- Higher Education Edition	
	Planning for Performance	https://linkedinlearning.fiu.edu/ Login using your FIU username and password
	Monitoring and Improving Performance	
	Reviewing and Regarding Performance	
	Project Management	
	Project Management Foundations: Budget	https://linkedinlearning.fiu.edu/ Login using your FIU username and password
	Time Management Working from Home	
	Time Management Fundamentals	
	Accounting Foundation	
Finance Foundations		
Finance Foundations for Non-Financial Managers		
Forecasting Using Financial Statements		

Please submit any questions via the Q&A button.
Questions will be answered live and/or on
research.fiu.edu