Office for Sponsored Research

Monthly Meeting

April 19, 2018 (Chicago)
TBD (Evanston)
Agenda

1. Agency updates
2. NU Systems updates
3. OSR updates
4. Announcements
NIH Career Award Updates

- Temporary Reduction in Effort
- Off-Site Career Development and Leave of Absence
- Part-Time Institutional Appointments

NIH Career Award Updates

• Concurrent Support from Mentored K-award & Research Grant
• Reduce effort in final 2 years of K if:
  • they are awarded as PD/PI peer reviewed federal research awards; or
  • Non-federal sources if the award is at least $100K direct costs

Research.gov Proposal Submission

• Trial period available since late February
• Starting **April 30, 2018** have option to prepare and submit full, research non-collaborative proposals in Research.gov OR in FastLane
• Both systems will run in parallel for some time
• Incremental build of research.gov functionality
• NSF ID:
  • **Verify your NSF ID** at Research.gov
  • Request new NSF ID’s for Fastlane or Research.gov [here](#)
  • Remember you can **affiliate your NetID** with your NSF ID to login at NSF with your NetID/password
NU Systems Updates
InfoEd Salaries

- **User guide** available online from FFRA
- NOT loaded:
  - Faculty with 10- or 11-month appointments - enter manually
  - Part-time faculty need manual proration
  - Employees in departments that are flagged as administrative
  - Anyone who can create proposals in InfoEd
- Takes guesswork out of 9-month appointments
  *(NOTE: For NIH cap follow instructions on user guide to adjust base so no cost-share gets set up)*

How’s it going?
Other System Changes

• ESPR Replacement Project
  • Goal is to retire ESPR once all requests can be initiated in InfoEd
  • Should improve ability to manage awards in one fewer location, until we migrate to Click

• Research portal – monthly salary $ and %
  • Testing planned later this month
  • Adds a new ‘People’ tab in the portal; displays salary in a crosstab by month

• Reminder!
  • Cognos report ER001 - Committed and Certified Effort
Spring Cleaning

• Abandoned InfoEd Proposals
  • Submitted proposals automatically unfunded after 18 mo
  • Proposals never routed to InfoEd will be deleted 4 months after the deadline passes

• Abandoned ESPR Requests
  • Bulk delete any open requests submitted prior to FY18
  • Provide ESPR request ID’s for any requests created between 9/1/17-1/31/18 that can be deleted

• Monthly cleanup planned going forward
Spring Cleaning

• Finding abandoned InfoEd records

Not Routed to OSR
Spring Cleaning

Department Proposal Route

Click to open list

Click to open in PT
Subcontracts: Business Process Review
Overview

- OSR Subcontracts Team
- Business Process Review
- Subcontracts Team Goals
- Subcontract Operations Status Update
- InfoEd Agreements Module and GM055
OSR Subcontracts Team

Tyra Darville-Layne
Associate Director for Subcontracts Management

• Christy Allen, Assistant Grants Officer
• Jeri Gann, Assistant Grants Officer
• Luke Miller, Associate Research Administrator
Business Process Review: CHARGE

Review, update, and document the business operations and significant processes within OSR (subcontract operations) with a goal to:

- facilitate the merged OSR
- standardize business processes
- update staff training and understanding
- improve relationships and communications with campus colleagues
Business Process Review: SUBCONTRACTS TEAM

- Complete major components of business process review to identify and implement standard review of subcontract requests, subrecipient risk assessment, and subcontract issuance.
- Conduct critical review of current systems and develop list of system solutions, including improvement needs of current systems and blueprint for new/integrated system that will streamline subcontract operations cradle to grave and provide metric data, in collaboration with Info Team.
- Review existing risk assessment processes and tools/resources, develop streamlined risk assessment strategies that will cultivate compliance and risk mitigation, adopt and revise risk assessment tools.
Business Process Review: SUBCONTRACTS TEAM

- Staff professional development, mentoring, training, and outreach to further enhance individual and team expertise
- Alleviate existing backlogs and improve turnaround time from subcontract request to full execution (heavily dependent upon standardized/streamlined process, system solutions, staff development)
- Develop stakeholder engagement and communications plan
- Create subcontract process operations manual to include SOPs, visio workflows for major components of procedures, and develop training materials for subcontracts staff onboarding and research administrator constituencies, in collaboration with Info Team
Subcontract Operations: Status Update

To date, the subcontracts team has:

• Merged as one team both in physical space and day to day operations/administration

• Engaged in weekly individual and team meetings to facilitate business process review and individual assignments and mentoring

• Established signature review process, including drafted strategies to verify COI and research compliance (IRB/ACUC)
Subcontract Operations:
Status Update

Subcontracts team has also…

Reviewed the following components of business process:

• ESPR requests, subrecipient materials, prime award evaluation

• Adopted use of FDP subaward agreement template

• Identified training/presentation opportunities with national organizations (NCURA, FDP)
Subcontract Operations: Status Update

AND...

- Standard use of InfoEd agreements module to establish queue for transactions in process, and contribute to metric data collected for in process, completed agreements, and assess volume and trends
InfoEd Agreements Module and GM055

• InfoEd agreement record is to be opened within 1 business day of OSR receipt of an ESPR subcontract request

• InfoEd agreement status data appears on Cognos report **GM055 – Negotiation Status Report**

• GM055 provides a complete picture of what is in the queue, to whom the transaction is assigned, how long it has been in the queue, and what is the transaction status

• Department and school staff can run GM055 to assess the above transaction information, or navigate directly to the InfoEd agreement record for more detailed view of what has occurred since creation of the transaction record
Looking Forward
QUESTIONS….

Contact us at OSR-Subcontract-CH@northwestern.edu
OR OSR-Subcontract-EV@northwestern.edu

• For more information on Subcontracting on Sponsored Programs, see OSR’s website: https://osr.northwestern.edu/agreements/subcontracts
Announcements
Announcements

• OSR Merger Update

• OSR position openings

• What are you doing May 25?
  • May 2017 more than 240 proposals reviewed and submitted

• Upcoming events
Cost Transfers Best Practices Forum

Presented at the OSR Monthly Meetings, Cost Studies and ASRSP will share best practice procedures and tips. Strategies for preventing cost transfers will also be discussed. Join us!

<table>
<thead>
<tr>
<th>Evanston Campus</th>
<th>Chicago Campus</th>
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</thead>
<tbody>
<tr>
<td>Tuesday, May 8, 2018</td>
<td>Thursday, May 17, 2018</td>
</tr>
<tr>
<td>12:00 – 1:00pm</td>
<td>12:30 – 1:30pm</td>
</tr>
<tr>
<td>Chambers Hall</td>
<td>Arkes Family Pavilion</td>
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<tr>
<td>(600 Foster Street)</td>
<td>(676 N. St. Clair Street)</td>
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<tr>
<td>Ruan Conference Room</td>
<td>6th Fl. Surgery Conference Room</td>
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OSR In-Person Training: Spring 2018
Chicago Campus: May 30\textsuperscript{th} & 31\textsuperscript{st}, June 6\textsuperscript{th} & 7\textsuperscript{th}

OSR In-Person Courses are geared towards those who are new to research administration and designed to allow learners case-based, hands-on practice. Courses are offered quarterly, alternating campuses.

\textit{Additional course details and registration info coming soon via the OSR listserv and website!}

\begin{tabular}{|l|l|}
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\textbf{Reading & Evaluating a Solicitation} & \textbf{Proposal Budgets 101} \\
Wednesday, May 30, 2018 & Thursday, May 31, 2018 \\
9:30 - 11:30 AM & 9:30 - 11:30 AM \\
\hline
\textbf{Proposal Budgets 102} & \textbf{Award Documents & Award Set-Up} \\
Wednesday, June 6, 2018 & Thursday, June 7, 2018 \\
9:30 - 11:30 AM & 9:30 - 11:30 AM \\
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ACCR Symposium

SAVE THE DATE!
Friday, June 8, 2018
9th Annual Clinical Research Symposium
Transforming Clinical Research Through Technology and Infrastructure

The Advisory Council for Clinical Research at Northwestern University (ACCR) presents a symposium for the clinical research community (coordinators, nurses, administrative staff and investigators).

Where: McGaw Medical Center – Daniel Hale Williams Auditorium
Time: 8:00 A.M. – 12:00 P.M.
Cost: No Charge