OSR Monthly Meeting: June 2018

Evanston: Tuesday, June 19, 2018
Chicago: Thursday, June 21, 2018
AGENDA

• OSR Announcements
• NIH Just-In-Time
• Federal Agency Solicitations
• InfoEd Upgrade
• Training Tidbit:
  – Who to Contact When – and How!
OSR Announcements

• Award Reminders:
  – Send all awards to
    • OSR-Awards@northwestern.edu
  – Revised budgets – if the GA requests a revised budget, please send ASAP

• Office closure July 27
What is Just-In-Time (JIT)?

• NIH utilizes a “just-in-time” (JIT) process to collect time-sensitive information that is not included in the application
What is Just-In-Time (JIT)?

• Any application with an overall impact score below 30 automatically receives an email requesting JIT information through eRA Commons
  – NOT an indicator that the application is likely to be funded

• For applications that are likely to be funded, the PI and OSR will receive an additional email directly from the specific Grants Management Specialist in the NIH Institute or Center
  – This is the most important as it indicates that the NIH Institute/Center is considering the application for funding
What will a JIT request include?

- **Current Other Support for all Key Personnel** (always required)
- **Certifications**
  - **Institutional Animal Care and Use Committee (IACUC) Approval:**
    If the proposed project involves research with live vertebrate animals
  - **Institutional Review Board (IRB) Approval:**
    If the proposed project involves human subjects research
  - **Human Subjects Education:**
    If the proposed project involves human subjects research, you must submit certification to OSR that any person identified as senior/key personnel involved in human subjects research has completed an education program in the protection of human subjects (CITI training certificate)
  - **Human Embryonic Stem Cells (hESCs):**
    If the proposed project involves hESCs and your application did not identify an hESC line from the NIH Human Embryonic Stem Cell Registry in the application, the line(s) should be included.
- **Other Information (as applicable)**
  - Revised budgets, changes to human subjects or vertebrate animal sections, copies of current F&A Rate Agreement(s), and other statements or assurances
Protocol Questions

• When should I start my protocol submission to the IRB or IACUC?
  – If your application scores within or near the NIH Institute or Center published paylines or near the previous fiscal year published paylines, as soon as you receive the first auto-generated JIT email request you should begin the protocol submission/amendment process.
IRB Submission Requirements

• If the change is only to add a funding source and there is no change in the approved protocol(s), follow the steps under Modifications: Funding Source.

• If the change includes scientific changes or modifications to an already approved protocol(s), follow the steps under Modifications: Preparing a Modification in eIRB+.

• If the proposed project has not yet been approved by the IRB, a new submission will be required. Follow the steps under Submission Information: New Study Requirements.

• Additional guidance can be found on the IRB website on the IRB review of grants.

• Questions for IRB? Email: irb@northwestern.edu
IACUC Submission Requirements

• If all procedures in the grant application are approved in the protocol and
  the only change is only to add a funding source, follow the Protocol Form
  Amendment Instructions

• If the change includes scientific changes or procedural changes to an
  already existing protocols, follow the Procedural Amendment Instructions

• If the proposed project has not yet been reviewed by the IACUC, a new
  submission will be required. Follow the steps at eACUC: Click Protocol
  Guide

• In planning protocol submissions, please note the IACUC requires each
  protocol to be funded by one grant (or grant subproject if there are more
  than one PI involved).

• Questions for IACUC? Email: acuc@northwestern.edu
Federal Agency Solicitations
Types of Announcements (Federal Agencies)

- **PA** (Program Announcement)
  - PAS – funding set aside
  - PAR - special review criteria
  - (grant)

- **RFA** (Request for Application)
  - (grant)

- **FOA** (Funding Opp. Announcement)
  - (term for NIH program announcements)

- **RFP** (Request for Proposal)
  - (contract)

- **BAA** (Broad Agency Announcement)
  - (grant or cooperative agreement)

- **RFI** (Request for Information)
  - (pricing info, no award)

- **RFQ** (Request for quote)
  - (contract for commercial products or services)
Order of Precedence of Rule and Regulations

- Institutional policies
- Other laws and regulations (federal, state, Board of Regents, etc.)
- Award
- Special Conditions
- Program Rules
- Agency Rules
- OMB Guidance / FAR
InfoEd Upgrade
New Interface Styling

- New menu layout
- Icons to Buttons
- Standardized Upload Options across pages
- Updated look and feel
Export Blank Budget Form
Saved Search Criteria
Search Results Update: Detail

- Detail Search

![Search Results Table]

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Search Results Update: Quick

- Quick Search

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Training Tidbit:
Who to Contact When – and How!
eSystem Assistance

When an eRA system malfunctions/issues an error message or you require eSystem account assistance, contact:

• **OSR Info Team** ([osr-info@northwestern.edu](mailto:osr-info@northwestern.edu))
  – InfoEd targeted support* (e.g. Incorrect proposal data, personnel additions, Proposal due today)
  – eRA Commons and Fastlane/NSF ID*
  – ESPR*
  – Subcontractor and sponsor additions to InfoEd*
*Use targeted help forms on the OSR website

• **NUIT** ([consultant@northwestern.edu](mailto:consultant@northwestern.edu))
  – Primary InfoEd support
  – NU admin systems (e.g. NUFinancials, Research Portal)
  – General tech support

• **Reference Help Central on the OSR website:** [https://osr.northwestern.edu/helpcentral](https://osr.northwestern.edu/helpcentral)
Proposal Prep & Award Management Assistance

- Contact your Grants or Contracts Officer when you need assistance with substantive / policy-related items such as:
  - Interpretation of terms in a solicitation or award
  - New and/or unusual T&C’s, forms, etc.
  - Short timelines or other constraints (e.g. PI traveling)
  - Uncertainty about the type of agreement required
  - Information required to complete an ESPR request

- Look up your GO/CO by name in the OSR Staff Directory: [https://osr.northwestern.edu/staff_directory](https://osr.northwestern.edu/staff_directory)

- If you’re thinking “OMG who’s my GO?” go to OSR Contact Page: [https://osr.northwestern.edu/contact](https://osr.northwestern.edu/contact) and use the “Find My GO/CO” list
Contacting OSR: Help Us Help You

• Provide as much advance notice as possible (even if it’s only a few hours)
• Provide more info than less - we often don’t know what you know, and context helps
  – For eSystem/technical assistance, this can mean screenshots and details about the conditions under which a problem occurred
  – When engaging your GO/CO, provide background - anything that may be relevant
• Be polite
• Be patient
Thank you for joining us!

Find monthly meeting presentations on the OSR website at: https://osr.northwestern.edu/training/presentations