OSR Monthly Meeting: January 2019

January 15, 2019 (Evanston)
January 17, 2019 (Chicago)
AGENDA

• Announcements
  – OSR Staffing
  – Subcontracts: Action Needed
  – Timeliness of Grant Reports
  – Federal Government Shutdown

• NSF Updates

• Administrative Proposal Review Metrics

• Change Requests Q&A / Feedback
OSR Staffing Announcements

• OSR Corporate Contracts Team update:
  – Welcome new Contracts Officer, Xiomara Aguilera, who started Monday, January 14th
  – Currently setting up interviews for the vacant contracts officer position and hope to have someone in place by March 1

• OSR Subcontracts Team update:
  – Currently reviewing applications and scheduling interviews for an open Assistant Grants Officer position, hoping to fill the vacancy ASAP
Subcontracts: Action Needed

• “Action Needed” guidance for fully executed subcontract agreements is on the OSR subcontracts page:

https://osr.northwestern.edu/agreements/subcontracts

• Note: Guidance is *not* included with confirmation email for a fully executed agreement; rather a link to website is included at bottom of the email.
Timeliness of Grant Reports

• Reporting at Northwestern:
  – Concerning number of non-compliance emails from NIH and NSF regarding late progress and final reports
  – Extremely important that required reports are submitted on time and in line with sponsor requirements
  – Failure of one PI to submit a report can negatively impact status/relations with a sponsor and have serious consequences for the ENTIRE university
  – Department’s responsibility to track when reports are due

• Refer to award document for:
  – Types of reports required by sponsor (e.g. Technical or financial reports, NIH RPPR, Final Invention Reports)
  – When reports should be submitted
  – Any dependencies (e.g. continued funding predicated on progress report submission)

• Best practice for RA’s
  – Calendar reminder two (2) or more weeks BEFORE known due dates to ensure PI is adhering to sponsor reporting requirements
Federal Government Shutdown

• Status of affected agencies: No change to open/closed
• Spending updates
  – Can drawdown from Department of Homeland Security and NASA (which are closed) BUT
  – Do not overspend because additional funding is not being issued
  – Guidance on deficit spending: work with OSR, ASRSP, and your school regarding next steps
• Read more about effects on researchers (e.g. loss of continuity of research)
  – Shutdown starts to take a bit out of science (Science, 2019)
  – Shutdown damage to U.S. science (Washington Post, 2019)
• OSR website includes a summary of guidance and agency-specific info
NSF UPDATES:
PAPPG 2019
&
Harassment Term and Condition
Select PAPPG Changes

• NSF Proposal Preparation and Submission (I.A, I.C.4, I.D.3, II.C.2.g(vi)(e) IV.E)
  – Research.gov vs. Fastlane
    • on-screen instructions in Research.gov may differ from what is stated in the PAPPG and that the on-screen instructions must be followed
  – Expanded use of Dear Colleague Letters
  – Responsible Conduct of Research (RCR) reminders regarding the importance of strict adherence to the rules of proper scholarship and attribution throughout the entire proposal and award lifecycle
  – Resubmission: has been revised to establish that NSF programs that accept proposals at any time may have guidelines in which a declined proposal is ineligible for resubmission for a specified period of time
Select PAPPG Changes

• Project description
  – Proposals that include funding to be provided to an international branch campus of a U.S. IHE,
    • Must include in the project description, justification for why the project activities cannot be performed at the U.S. campus
    • Box for “Funding of an International Branch Campus of a U.S. IHE, including through use of a subaward or consultant arrangement” must be checked on the Cover Sheet
  – Subawards
    • Description of the work to be performed by the subaward must be included in the project description

Biosketches
• Uploaded as a single pdf
• Synergistic activites-5 distinct examples
Select PAPPG changes

• Participant support
  – Speakers and trainers are not considered participants and should not be included in the participant support part of the budget
  – PSC not to be used for room rental fees, catering costs or supplies related to an NSF sponsored conference
  – Reminder, PSC is not for human subject payments, those should be budget under “other direct costs”
NSF Harassment Term and Condition

• Northwestern University Obligations
  – Report any finding or administrative action as it relates to sexual harassment, other forms of harassment and sexual assault
  – NSF has indicated that they will work closely with the institution on next steps after a report has been made
NSF Harassment Term and Condition

- Notifications made to Office of Diversity and Inclusion, not via Fastlane or Research.gov
- Chapter VII.B.3, Changes in PI/PD, co-PI/co-PD or Person-Months Devoted to the Project at the Initiation of NSF, is an entirely new section that describes the process that will be used by NSF upon receipt of notification identified Chapter VII.A.2.f. or g.
Resources

PAPPG


Harassment Term and Condition

– https://www.nsf.gov/od/odi/harassment.jsp
Administrative Proposal Review

Metrics
Admin Review – By the Numbers

• The transition to Admin Proposal Review was 10/15/2018

• Recap of the new approach:
  – Streamlined routing
  – No more distinction between standard and comprehensive review
  – Admin shell no longer exists
  – Workflow bypass is for after the fact proposals only
  – OSR review will focus on areas of risk/compliance
  – New format for comments

See [https://osr.northwestern.edu/admin-proposal-review](https://osr.northwestern.edu/admin-proposal-review) for more background
Admin Review – By the Numbers

• Since admin review launch, the median days to review proposals arriving 2+ days before the deadline has been cut in half.
Admin Review – By the Numbers

• More proposals are coming to OSR for the first time closer to the deadline – previously the peak day was 4 days prior, now it’s 2 days prior
Admin Review – By the Numbers

• More proposals are following the ‘happy path’ – with one admin review and no send backs once it’s ready for OSR to submit
Change Requests:
Questions & Feedback
What is a “change request”?

- All pre-award and post-award modifications that are NOT non-funded agreements, namely budget, personnel, and subcontract-related changes.
Job Aids

General “How To” and form-specific job aids are available on the OSR website InfoEd page

InfoEd

About InfoEd

InfoEd is Northwestern’s enterprise electronic research administration tool for proposal development and submission (Proposal Development module) and award administration and data collection (Proposal Tracking module).

Change Requests

Beginning December 14, 2018, all post-submission and post-award requests (previously done in ESPR) will be executed in the InfoEd Change Request module. These includes budget modifications, personnel changes, and requests for new subcontracts and subcontact amendments. Users with InfoEd access automatically get access to the new Change Request module.

- Job Aid: Change Requests - How To
- Webinar: Change Requests in InfoEd
Comments

• Standard use of action items for comments
  • OSR Change Request review comments will be submitted via the action item
  • If more extensive comments are needed, a Word document will be attached to the action item
  • Comments will follow a general template
  • When returning the CR to OSR for review, respond to comments in the action item or in line on the Word document

• Benefits
  • Improves back-up coverage
  • Facilitates accessing and reviewing comments in a central, shared location
Change Request Comments: Examples

Comments from GO to RA with optional Word doc attached:

Comments back to GO from RA with no attachment:
Editing CRs Sent Back by OSR

- Form is locked; unlock to make edits and then lock again before returning to OSR
Naming Attachments

• Change default attachment system name when uploading
Naming Attachments

• In the Additional Documents for OSR table, you can also change descriptions of documents once you upload:

![Image of Additional Documents for OSR table]

- Description: some stuff
- Description: other document
Routing Progress

• To see current routing progress, navigate to the Submissions section of the CR
• Select the item with a date underneath submissions
Routing Progress

• This page shows the form and all the uploads, and the route history.
• The route history layout is the same as for proposal routing.
Status of Change Requests

- Statuses are grouped; the group name shows up on CR search results
- Expand search results to see the detail status name

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Abandoned Records

• Bug was preventing access to CRs created but not linked to a proposal
• You can open these, attach to a proposal, and submit the request
• If you need them deleted, contact osr-info@northwestern.edu with details
Email Text

• Updates in progress to add additional helpful information (proposal SP, main PI, title, and sponsor) to emails
Questions?

For ongoing support, contact the Info Team:
• By email at osr-info@northwestern.edu or
• Use a Help Request Form on the OSR website
Thank you for joining us!

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