

# **Research Administrator Meeting**

June 8, 2020

Presented by  
Grant Accounting Office  
and  
Division of Sponsored Programs

# Agenda

- ▶ Welcome, Introductions and Meeting Format - Wendy Beaver, DSP
- ▶ GAO Updates - Maria Soliman, GAO
- ▶ Flexibilities granted during COVID-19 - Maria Soliman
- ▶ COVID-19 Pay Practices - Maria Soliman
- ▶ Research Personnel Documentation App - Maria Soliman
- ▶ DSP COVID-19 Related Updates - Wendy Beaver
- ▶ Research Ramp-up - Wendy Beaver
- ▶ Corporate Funded Clinical Trial Tips - Jessica Boyle, DSP
- ▶ NIH and NSF Updates - Lynn Hudachek, DSP

# Meeting Format

- ▶ Participants are muted and no video
- ▶ If you have questions, use the Chat box to pose questions to the group
- ▶ We will monitor the questions so that we can respond at the end of the meeting as time allows
- ▶ If you have additional questions, feel free to email GAO or DSP after the meeting: [gao@uiowa.edu](mailto:gao@uiowa.edu) or [dsp@uiowa.edu](mailto:dsp@uiowa.edu)
- ▶ Slides will be shared with the group after the meeting

# GAO COVID-19 Related Updates

- ▶ GAO is working remotely and is available to assist as needed
- ▶ Please reach out with questions.

# Flexibilities granted during COVID-19

- ▶ Awarding agencies allowed recipients to continue to charge salaries and benefits to currently active Federal awards consistent with the recipients' policy of paying salaries from all funding sources.
- ▶ All cost still must be allowable, reasonable, allocable, and treated consistently.
- ▶ Summer salaries can be charged to awards when it is possible for the faculty and staff to perform the activities outlined in the scope of work (this can be remote work).

# Tracking research expenses and related activity

- ▶ This is our normal business practice. However, given the unprecedented circumstances of being granted additional flexibilities we should go above our normal practice to demonstrate our stewardship of federal funds.
- ▶ The documentation trail must be intentional and focused.
- ▶ We may be required to refer to the documentation we gather for several years, including the justification and basis for institutional policies and practices that were implemented during COVID-19.

# COVID-19 Pay Practices

## ▶ March 18, 2020 to May 17, 2020

- ▶ All UI employees outside of UI Health Care have been directed to work remotely unless the critical function they provide must be completed on campus.
- ▶ Salary and related fringe benefits for all employees, including faculty, staff, postdoctoral scholars, and students, must be charged in a consistent manner across the university regardless of funding source. Employees will continue to be paid from their current funding source, even if unable to perform some or all of their regular responsibilities due to the public health emergency.

## ▶ May 18, 2020 to present

- ▶ Report to work on campus or work remotely, as directed by the college/organization.
- ▶ Perform work in current position provided meaningful work is available in it, as determined by supervisor.
  - ▶ For the purpose of charging salary to sponsored projects, “meaningful work” may be defined as activities performed, either on campus or remotely, that are directly beneficial to the project. The PI or program director is in the best position to determine what work will help to move a project forward.

# COVID-19 Research Personnel Documentation App - Timelines & New Reporting Periods

## ▶ Timelines:

- ▶ Deadline to enter information has been removed
- ▶ Previous reporting periods will remain open for completion

## ▶ New Reporting periods

- ▶ Will be added every two weeks
- ▶ Next reporting period (May 18- May 31) opens June 8th.



# COVID-19 Research Personnel Documentation App - enhancements

- ▶ The “application idle-timeout” has been increased to 90 minutes. Users will be prompted to login again via HawkID if they perform no action for 90 minutes. Any unsaved changes may be lost after an idle-timeout occurs.
- ▶ Buttons used to Create and Save records have had their locations and labels standardized.
- ▶ Individual employee documentation now has an optional “Verified” checkbox - allowing administrators to specifically certify that the answers submitted for an individual’s time period are accurate. This feature may be helpful for those grants that cross multiple orgs or departments, where more than one admin is entering information for a grant. This is an optional feature that may be used if an administrator finds it helpful - it is not required for period documentation.

# COVID-19 Research Personnel Documentation App - enhancements

- ▶ The application has been broken into to 2 distinct time periods to reflect the change in pay practice.
  - ▶ **Spring Semester:** Time related to University of Iowa Pay Practices Related to COVID-19, Effective: 3/18/2020 through the end of the spring 2020 semester
  - ▶ **Summer:** Time related to University of Iowa Pay Practices Related to COVID-19, Effective: 5/18/2020 until further notice

COVID-19 Research Personnel Documentation

Home

Contact

Spring Semester

Summer

# COVID-19 Research Personnel Documentation App - enhancements

- ▶ When viewing an individual while creating or editing in the Reporting Period Documentation screen, the “Home Org/Dept” of the employee and the full MFK will be listed for easier identification by administrators.
- ▶ Additional employee and grant information has been included with the Excel “Download” button/tool.

# Moving forward...

- ▶ Awarding agencies have stated they may not have additional funds available for supplements
- ▶ Researchers should document the actual impact of COVID-19 on the progress of their grants to provide substantiation for any future no-cost time extension request.
- ▶ Research Performance Progress Reports (RPPRs) will be used by agencies to understand the “Research Disrupted” due to the Novel Coronavirus. Reporting of the financial impact on an award-by-award basis may vary from PI to PI.

# DSP COVID-19 Related Updates

- ▶ DSP is working remotely; we're available to answer your questions related to all phases of work
- ▶ Refer to these web pages for ongoing sponsor COVID-19 related updates:
- ▶ DSP web page includes links for federal and non-federal sponsors
  - ▶ <https://dsp.research.uiowa.edu/coronavirus-covid-19-updates-related-sponsored-projects-0>
- ▶ Council on Governmental Relations (COGR) provides a comprehensive page for federal updates
  - ▶ <https://www.cogr.edu/institutional-and-agency-responses-covid-19-and-additional-resources>

# DSP COVID-19 Related Updates

- ▶ Work through DSP to contact sponsors for prior approval questions
  - ▶ Federal agencies offer more general grant-related guidance
  - ▶ Federal and non-federal contracts are generally handled case-by-case

## Reporting requirements:

- ▶ Read the award notice (grant or contract) for terms & conditions
- ▶ Refer to general sponsor conditions and COVID-19 related updates
- ▶ Performance progress reports need to be consistent with activity and financial reporting
- ▶ Progress reports can include information on disruptions to your work due to COVID-19
- ▶ Continue to monitor websites for sponsor updates

# DSP COVID-19 Related Updates

- ▶ PIs and departmental administrators are responsible for maintaining adequate documentation of sponsored project activity during the ramp down and the resumption and ramp-up of sponsored project activity
- ▶ This includes maintaining documentation of your unit and project specific plans related to ramp-down and ramp-up activities and the effective dates of those changes

# DSP COVID-19 Related Updates

- ▶ DSP is giving priority to COVID-19 related research
  - ▶ On the DSP Routing Form identify the work as COVID-19 related (title or comments section)
  - ▶ Submit the routing form with your proposal, contract, etc. to DSP
- ▶ Success converting sponsor transactions to electronic formats  
Contact us early if your sponsor requests hard copies

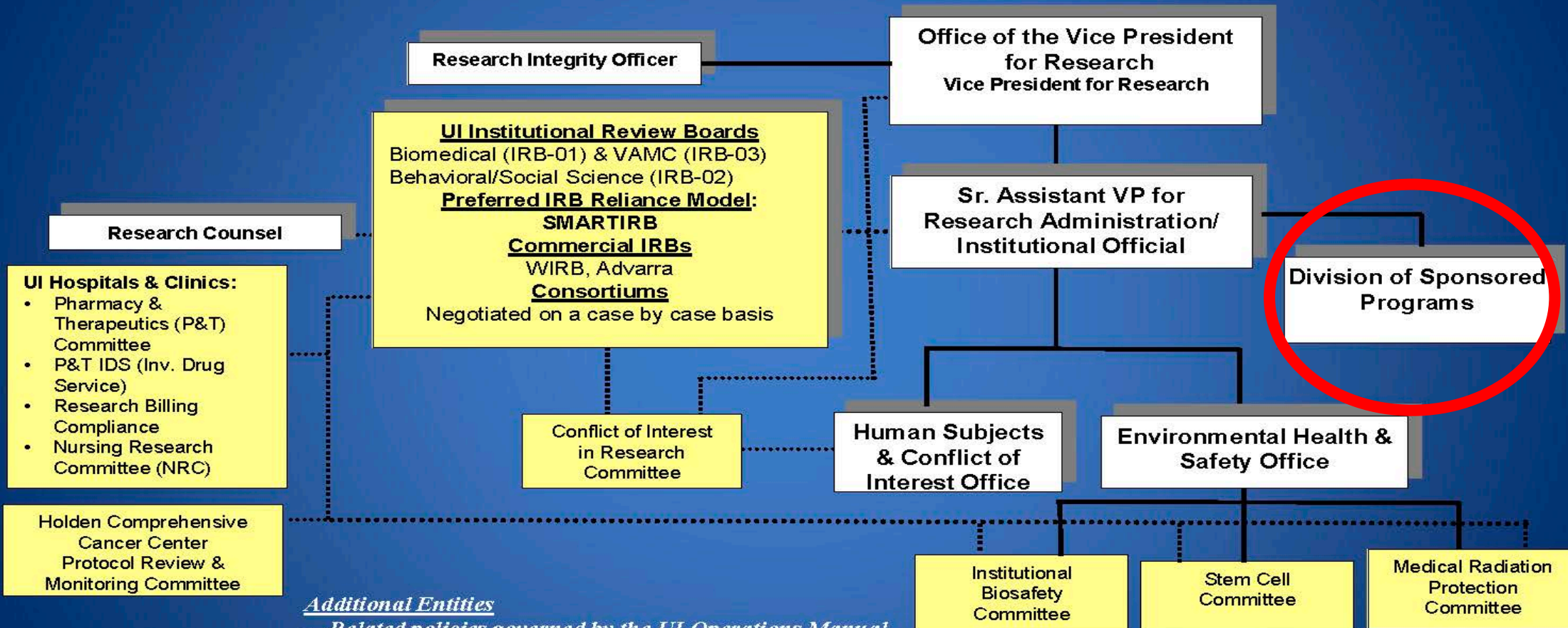


# Research Ramp-Up

- ▶ [Research-related ramp-up guidance](#) for University of Iowa research PIs, staff, and administrators (June 1, 2020)
- ▶ Check the OVPR website above for updates on the phased ramp-up timing, plans, safety and compliance matters, guidance documents
- ▶ Currently in Research Ramp-Up [Phase 2](#)
- ▶ Research pilot for Phase 1 and Phase 2 is only for those who absolutely must access research spaces on campus; ***those who are able to work remotely should continue doing so until instructed otherwise***
- ▶ Our top priority during this process is to minimize exposure to and spread of COVID-19

# Corporate Funded Clinical Trial Tips

# The University of Iowa Human Research Protection Program (HRPP)



## Additional Entities

—Related policies governed by the UI Operations Manual and UI Health Care

—UI HIPAA Privacy Officer and Security Officer

—UI Accounting Services & Grant Accounting

—UI Information Technology Services

—ICTS Clinical Research Unit



Last revised  
11/14/19

# The DSP Process: Simultaneous Clinical Trial Agreement Reviews

## Contract Negotiation

DSP negotiates with  
Sponsor

## Budget Negotiation

PI/Coordinator/Research  
Administrator negotiates  
with Sponsor

## IRB/Committee Approvals

PI/Coordinator submits  
IRB application

*All of these processes take time and depend on the complexity of your study. Route the CTA to DSP to begin negotiations while working with the IRB.*

# The DSP Process:

► Requirements for release of MFK:

DSP

- Fully signed contract

Coordinator/  
Research  
Administrator

- IRB Approval



AAAN is issued and MFK is assigned

► Common Delay: DSP does not have your IRB number.

- Submit your IRB number (even if still pending) on your routing form or send to [dsp-contracts@uiowa.edu](mailto:dsp-contracts@uiowa.edu).

# NIH Updates

- ▶ Forms-F application package required for applications due on/after May 25, 2020.
- ▶ SF424 (R&R) - Version F:  
<https://grants.nih.gov/grants/how-to-apply-application-guide.html> also additional resources on the right-hand side of this page. Under the Annotated Form Sets, there is a link to the new Forms-F.

# NIH Updates

- ▶ [Walk-through of the PHS Human Subjects & Clinical Trials Information Form video](#) aligns with NIH's latest application update (FORMS-F). In just six minutes, you'll learn how to use the form and how to complete both delayed onset and full study records. The video describes each of the five sections of a study record and points out which fields are required for human subjects and clinical trial studies.
- ▶ [https://www.youtube.com/watch?v=FNgOHqmk0rY&list=PLOEUwSnjvqBJeHcb4yai7\\_fDnFZFPEmQK&index=2&t=0s](https://www.youtube.com/watch?v=FNgOHqmk0rY&list=PLOEUwSnjvqBJeHcb4yai7_fDnFZFPEmQK&index=2&t=0s)



# NIH Updates

- ▶ Cayuse and/or FORMS-F training - contact [nih@uiowa.edu](mailto:nih@uiowa.edu) if interested
- ▶ RPPRs - use to address COVID-19 effects on the project.



# NSF Biosketch and C & P Support

- ▶ NSF has delayed the requirement to use NSF-approved formats for the [biographical sketch](#) and [current and pending support](#) sections of NSF proposals until **October 1, 2020**.
- ▶ Proposers must continue to format these documents in accordance with PAPPG requirements (see PAPPG sections [II.C.2.f](#) and [II.C.2.h](#)). NSF encourages the community to use these formats and continue to provide valuable feedback as we enhance them for future implementation.
- ▶ Over the coming week, NSF will make updates to existing policy guidance, websites and Frequently Asked Questions (FAQs) to reflect the change. NSF will communicate further with the community once these updates have been made.
- ▶ Webinars covering the use of NSF-approved formats as well as all of the significant changes to the PAPPG are available on the [NSF Policy Outreach website](#)

# NSF Updates

- ▶ NSF will continue to implement all other changes to the PAPPG beginning June 1, 2020, including the following:
- ▶ New requirement for proposing organizations to submit government-wide representations and certifications in the System for Award Management (SAM);
- ▶ New requirement for providing e-mail documentation of Program Officer approval for the submission of RAPID and EAGER proposals; and
- ▶ Clarifications to current and pending support coverage as well as other changes throughout the document. You are encouraged to review the by-chapter summary of changes provided in the Introduction section of the PAPPG.

# Division of Sponsored Programs

- ▶ 319-335-2123
- ▶ [dsp@uiowa.edu](mailto:dsp@uiowa.edu) (General Questions)
- ▶ [nih@uiowa.edu](mailto:nih@uiowa.edu) (NIH grant-related questions)
- ▶ [era@uiowa.edu](mailto:era@uiowa.edu) (Grant-related questions other than NIH)
- ▶ [dsp-contracts@uiowa.edu](mailto:dsp-contracts@uiowa.edu) (Contract related questions)