Research Administrator Meeting
Tuesday, May 12, 2020
10:00am-10:45am

Join Zoom Meeting

Agenda:

1. Welcome, Introductions and Meeting Format - Wendy Beaver
2. COVID-19 Research Costs: Documenting Personnel & Non-Personnel Costs - Selina Martin
3. Summer Appointments on Externally Funded Research Projects - Maria Soliman
4. DSP COVID-19 Related Updates - Wendy Beaver
5. DSP General Info - Wendy Beaver
6. NIH Forms F - Lynn Hudachek
7. NSF Biosketch - Lynn Hudachek
8. Research Ramp-Up - Wendy Beaver

Research Administrator Meeting

May 12, 2020

Presented by
Grant Accounting Office
and
Division of Sponsored Programs

Agenda

▶ Welcome, Introductions and Meeting Format - Wendy Beaver

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▶ NSF Biosketch - Lynn Hudachek

▶ Research Ramp-Up - Wendy Beaver

Meeting Format

▶ Participants are muted

▶ If you have questions, use the Chat box to pose questions to Jessica Boyle

▶ Jessica 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 or dsp@uiowa.edu

▶ Slides will be shared with the group after the meeting

COVID-19 Research Costs: Documenting Personnel & Non-Personnel Costs

1. Non-personnel COVID-19 research costs – use DACT 26843

   - https://gao.fo.uiowa.edu/documentation-research-personnel-effort-covid-19-related-costs-during-pandemic-0

2. Research personnel documentation – new application to be released

   - https://gao.fo.uiowa.edu/documentation-research-personnel-effort-covid-19-related-costs-during-pandemic

   - Communication to Org Business Officers & Division Research Administrators

   - Access to application (tied to roles)

   - Questions to answer in application

   - Reasons for documentation

3. Research personnel costs & updated COVID-19 Pay Practice Policy

   - https://hr.uiowa.edu/administrative-services/covid-19-pay-practices/university-iowa-pay-practices-related-covid-19

   - Requires that employees be performing meaningful work if it is available or they must use one of the paid leave accruals or be placed on unpaid leave.

   - Effective May 18th, employees should be paid from sponsored projects based on their actual effort and in accordance with the updated Pay Practice Policy (see link above for details including accrued leave options).

Research personnel costs & updated COVID-19 Pay Practice Policy (new slide)

- If a UI employee is appointed on a sponsored project, in order for their salary/pay to remain on that sponsored project MFK the employee must:

  1. Be performing meaningful work on that sponsored project, or

  2. Have paid leave accrual available that can be charged to that sponsored project MFK.

- If neither 1 or 2 above applies, the employee's salary/pay should be moved to a different MFK (where meaningful work is performed)

- If the employee's department does <u>not</u> have other work available for the employee, the employee can offer to be available for work in a different department (see section titled *Critical/Noncritical Functions and Reassignments* at

  https://hr.uiowa.edu/administrative-services/covid-19-pay-practices/covid-19-pay-practice-faqs) .

Summer Appointments on Externally Funded Research Projects

▶ If an individual is working on-campus or remotely and contributing to a sponsored project, a summer appointment can be made.

▶ Summer appointments funded by external grants/contracts are permitted to the extent that work can be completed either on campus or remotely. This may require a reduction in effort and compensation from the sponsor approved budget.

DSP COVID-19 Related Updates

▶ 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

▶ OVPR COVID-19 Updates

  ▶ https://research.uiowa.edu/covid-19-information-researchers

  ▶ ***Subscribe to email updates OVPR will send periodically to help PIs and research staff navigate funding, health and safety, and other issues during the COVID-19 outbreak by clicking here. ***

DSP COVID-19 Related Updates

► Work through DSP to contact sponsors

   ► For contract funding, may need to contact sponsors now regarding project impacts

   ► For grant funding, contact DSP if you have questions re when to notify sponsors, changes that require notice or prior approval, etc.

► Keep in mind that performance progress reports need to be consistent with activity and financial reporting

► DSP is giving priority to COVID-19 related research

   ► Notify us it's COVID-19

   ► DSP still needs a routing form, proposal, contract, etc. to process these

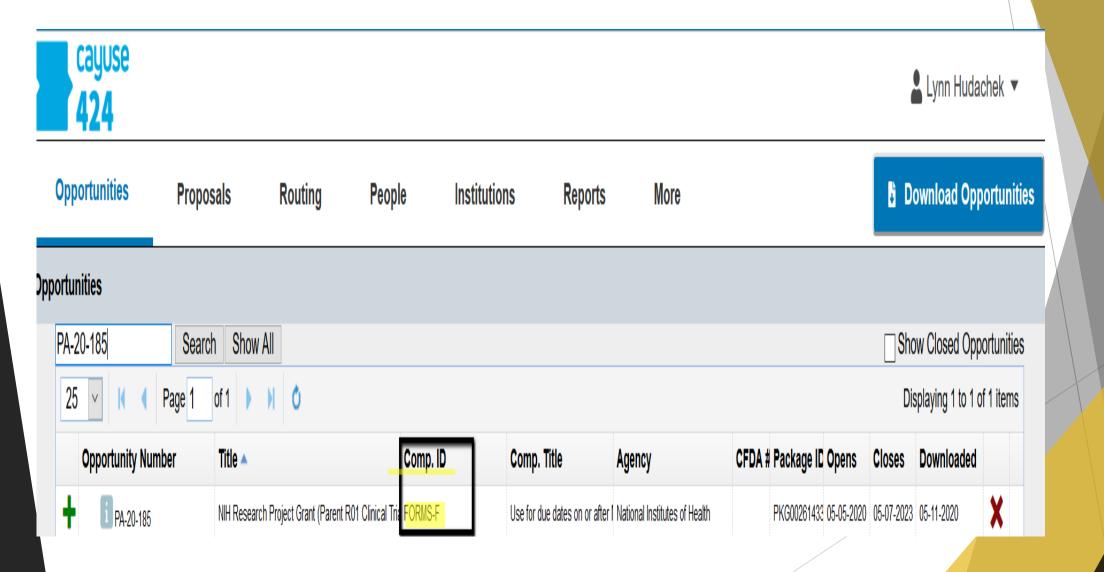► Read the award notice for terms & conditions, reporting requirements
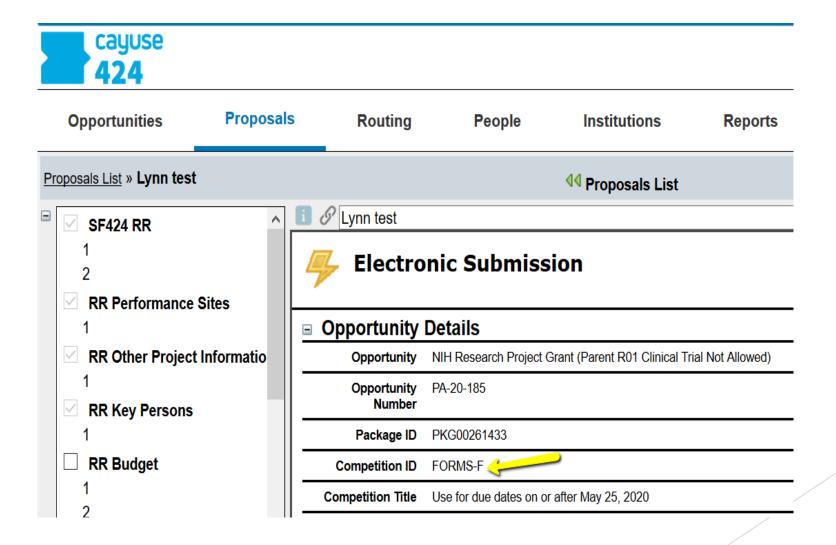
DSP General Info

- DSP is working as usual – this includes the 5 business day routing deadline

- Actions that required sponsor approval prior to COVID-19 still require sponsor approval – contact DSP as usual for these requests

- DSP Staff Directory https://dsp.research.uiowa.edu/dsp-staff-directory

  - DSP has new staff on board since our RAMS meeting last fall

- Routing Form re-design project is continuing

- Contact Wendy Beaver if you would like a demo of the DAI reporting solutions

NIH Forms F

▶ FORMS-F version of the National Institutes of Health (NIH) grant application will be required for applications with **due dates on or after May 25, 2020.**

▶ NIH SF424 Guide Version F: How to Apply - Application Guide

▶ Grants Administration Take 10: NIH FORMS-F Application Forms Update video

▶ Significant Changes

▶ Full Notice from NIH

NIH Forms F

NIH Parent R01s

▸ NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed) (PA-20-185)

▸ Research Project Grant (Parent R01 Clinical Trial Required) (PA-20-183)

▸ Research Project Grant (Parent R01 Basic Experimental Studies with Humans Required) (PA-20-184)

NIH Forms F

NIH Forms F

NIH Forms F – Transform in Cayuse

NSF Biosketch and C & P Support

▶ **Beginning June 1, 2020**, , in accordance with the *Proposal and Award Policies and Procedures Guide* (PAPPG) (NSF 20-1), proposers will be **required** to use one of the NSF-approved formats for both the Biographical Sketch and Current and Pending Support sections of NSF proposals.

▶ Proposals submitted via FastLane, Research.gov and Grants.gov will be compliance-checked to ensure that the documents were prepared in accordance with this new policy.

NSF Biosketch

▶ NSF has updated the websites for the [Biographical Sketch](#) and [Current and Pending Support](#) to further inform the community about these improvements, including updated Frequently Asked Questions (FAQs

NSF Biosketch Improvements

▶ Permit use of "*et al*" for publication citations in the Products section in the event that listing multiple authors makes it difficult to fit the information into the allotted space (NSF fillable format and SciENcv format);

▶ Increased space for the Products section by removing instructional text. Links added to relevant PAPPG sections (NSF fillable format);

▶ Removed the requirement to include the NSF ID (NSF fillable format); and

▶ Added a version date to the document (NSF fillable format).

NSF Current & Pending Support Improvements

► Increased the number of Project/Proposal entries from 10 to 15 to support the majority of proposals submitted to NSF (NSF fillable format);

► Updated the Award Number field to allow entry of both numbers and letters (NSF fillable format and SciENcv format);

► Replaced the "Calendar Year" label with "Year" to be consistent with PAPPG guidance (NSF fillable format and SciENcv format);

► Removed the requirement to include the NSF ID (NSF fillable format); and

► Added a version date to the document (NSF fillable format).

Research Ramp-Up & Moving Forward

▶ Stay tuned for information on the University of Iowa's gradual return to campus

▶ Limited clinical human subjects research may resume May 11, 2020

   ▶ https://research.uiowa.edu/impact/news/limited-clinical-human-subjects-research-may-resume-may-11

▶ RAMs meetings going forward

   ▶ Notify Wendy or Maria if you have comments on the format, timing, etc.

   ▶ We may offer more frequent Zoom meetings during the remote work period depending on the nature of changing requirements for the UI and our external sponsors

Division of Sponsored Programs

- **319-335-2123**

- dsp@uiowa.edu (General Questions)

- nih@uiowa.edu (NIH related questions)

- era@uiowa.edu (Grant-related questions other than NIH)

- dsp-contracts@uiowa.edu (Contract related questions)