Research Administrator Meeting Big Ten Theater (348 IMU) 5/14/2019 10:00-12:00

#### Agenda:

- 1. DSP Updates (Wendy Beaver)
- 2. Pivot (Oliva Smith)
- 3. Grant Updates (Lynn Hudacheck)
- 4. GAO Updates (Audra Haddy)
- 5. Upcoming changes Universal Closeout Workbook (Audra Haddy)

# Research Administrators Meeting

Division of Sponsored Programs

May 14, 2019



- DSP Updates Wendy Beaver
- Pivot Oliva Smith
- Grant Updates Lynn Hudachek

# **DSP Staff Updates**

- Meet the new DSPers -
- Eric Ebner, Administrative Services Coordinator
- Tyler Brodell, Sponsored Research Coordinator; Budgets and Contracts
- Dan Benton and Archana Shah, Budget Reviewers
- Student Interns beginning May 20
  - Matt Mauser (budgets)
  - Austin Michel (contracts)



## DSP Staff Updates

- DSP Staff in New Roles
  - Dave Myers Lead Grant Reviewer for NSF in addition to other duties
  - Carrie Damon Grant Reviewer
  - Erin Brothers Grant Reviewer
  - Jessica Boyle, Contracts Team Lead Outgoing Subaward Coordinator
  - Kurt Henderson last day in DSP is May 21
- Searches
  - Administrative Services Coordinator in progress
  - Contract Reviewers in progress
  - Sponsored Research Coordinator (Grant Focused) to be advertised soon
- DSP Staff Directory: <a href="https://dsp.research.uiowa.edu/dsp-staff-directory">https://dsp.research.uiowa.edu/dsp-staff-directory</a>

## eRA Updates

Proposal Routing Form Re-design Project

- Recent Proposal Routing Form Changes
  - Export Control Questions
  - Select Agents or Toxins



# Proposal Routing Form

7.4. Export (	Controls
Yes	
If "Yes",	select one or more of the following that apply:
	Restrictions on foreign national participation in this research
	Restrictions on the publication or disclosure of the research results
	Shipping equipment to a foreign country
	Collaborating with foreign colleagues in foreign countries
	Training foreign nationals to use equipment
	Working with a country subject to a US boycott (if unsure, see this link)
	Indication from the Sponsor or others that export controlled information will be furnished in the performance of this project
	The physical export of controlled technology or items is expected
	The Sponsor has mentioned any issues regarding export control
	The Sponsor or a Subcontractor is a foreign entity
	There is a technology control plan in place for this project
	Other (If checked additional information below is required).

test commment

(7.4.2) Additional Information

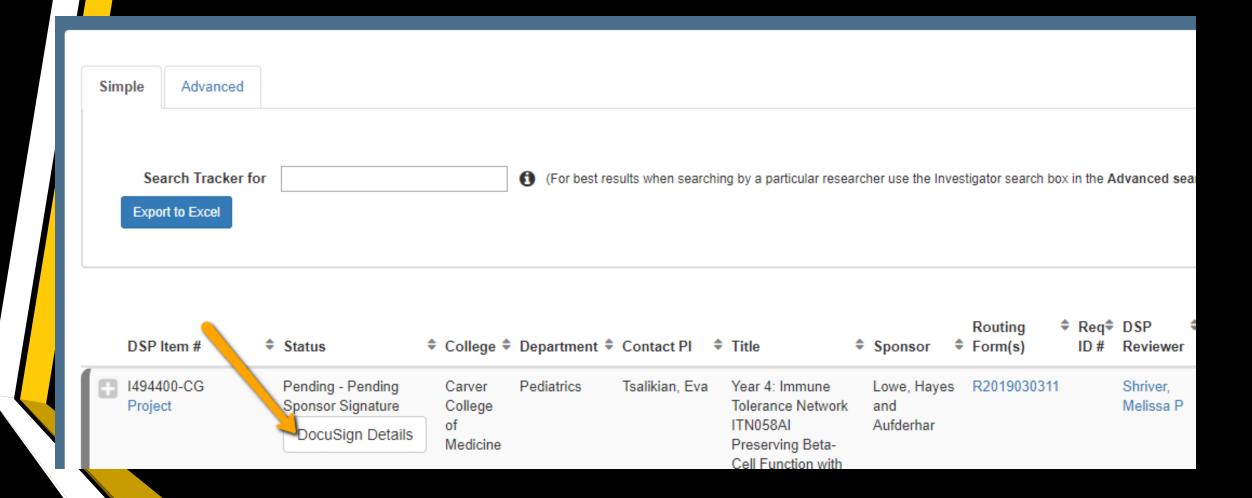
# Proposal Routing Form

#### 

### DSP Research Tracker

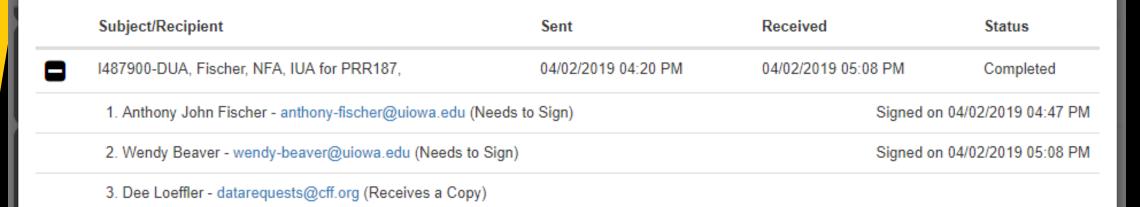
- DocuSign Integration
  - Completed for incoming awards and non-monetary agreements
  - Pending for Outgoing Subawards
  - DSP Research Tracker

### DSP Research Tracker



### **DSP Research Tracker**

#### DocuSign Signatures





Project Review College Alexander G Studies on

# BISSC DSP Pre-award External Funding Data Reporting Solutions

- Pre-award External Funding Data BI Reports
  - Request

access: <a href="https://iowa.sharepoint.com/sites/bi/DSP/SitePages/">https://iowa.sharepoint.com/sites/bi/DSP/SitePages/</a>

REPORTING

Home.aspx

### F&A Rates



- Current R&A Rate Agreement
- https://fa.fo.uiowa.edu/

#### F&A Rates



#### Policy Statement

- It is University of Iowa policy to charge the maximum, federally negotiated F&A cost rate on all sponsored projects, regardless of funding source, unless a sponsoring agency's written policy will not allow full recovery of F&A costs. For-profit entities should always be charged full F&A costs, but, in relation to not-for-profit entities, UI will accept a lesser rate if the program solicitation or agency's written guidelines specify a lower rate. When funding flows from the prime sponsor through an intermediary sponsor, as in the case of federal flow-through awards, budgets should charge the F&A rate applicable to the prime sponsor. All other sponsored projects should charge F&A costs in accordance with the F&A rate table available on the Facilities & Administrative (F&A) Costs site.
- Fully burdened budgets are recommended when presenting to for-profit sponsors

### Iowagrants.gov Training

- Training: lowagrants.gov and Working with DSP (Course #963)
- May 23, 2019, 9:15 10:30 am, 1117 MERF
- This session is intended for individuals who submit or manage State of Iowa projects in Iowagrants.gov. Participants will learn how to navigate Iowagrants.gov and the corresponding DSP procedures for reviews and approvals applicable to any State of Iowa agency, with focus on the IDPH, IEDA and the Office of the Iowa Attorney General.
- Login to <u>UI Self Service</u>. Under Learning & Development select My Training, and Course #963.

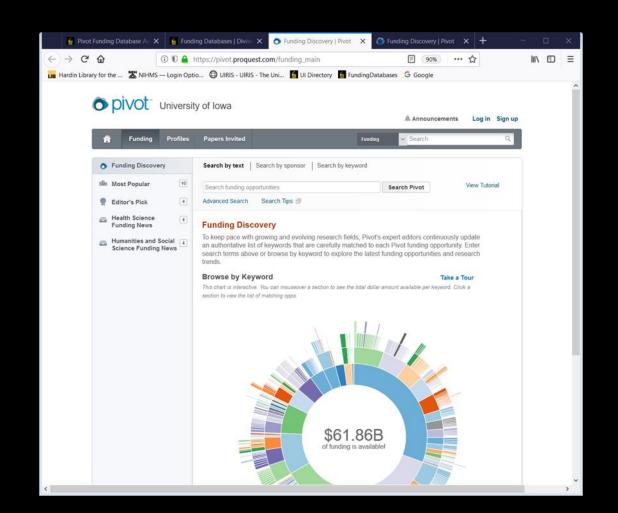
## Science Thursday

- OVPR Compliance Units Present Science Thursday: The Big Bang Theory
- Sponsored by HSO, COIR, OAR, IACUC, EHS, UIRF, and DSP
- May 30, 2019
- Stop by, play Who Wants to Be a Millionaire Astronomer hosted by Dr. Ken Gayley of Physics and Astronomy, and enter the drawing for a grand prize.

## Pivot

What Is Pivot?

### Pivot



PI Transfer/Departure Process: <a href="https://dsp.research.uiowa.edu/pitransferdeparture">https://dsp.research.uiowa.edu/pitransferdeparture</a>

- Please note that for a PI Transfer/Departure it is a two-step process, the PI Transfer/Departure Form AND the Grant Transfer Form.
- This site also contains information and instructions for naming a new PI and requesting permission for faculty to serve as a PI in an Emeritus, Adjunct or Visiting Professor role

#### **NIH Updates:**

- The Executive Level II salary increased to \$192,300 effective January 6, 2019.
- NIH salary cap <a href="https://grants.nih.gov/grants/policy/salcap\_summary.htm">https://grants.nih.gov/grants/policy/salcap\_summary.htm</a>
- The University of Iowa Salary Cap Guidelines can be found at <a href="http://gao.fo.uiowa.edu/dhhs-salary-cap-university-guidelines-and-procedures">http://gao.fo.uiowa.edu/dhhs-salary-cap-university-guidelines-and-procedures</a>

#### **NIH Updates:**

Revision: NIH Policy and Guidelines on the Inclusion of Individuals Across the Lifespan as Participants in Research Involving Human Subjects, NOT-OD-18-116 <a href="https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-116.html">https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-116.html</a>

Individuals of all ages, including children, must be included in all human subjects research conducted or supported by NIH, unless there are ethical reasons not to include them.

- •Applies to all <u>competing grant</u> applications for due dates on or after **January 25**, **2019**.
- •Policy has been expanded to include individuals across the lifespan.
- •Clinical research studies are expected to submit individual level data on sex/gender, race, ethnicity and age at enrollment with annual progress reports.

FAQS: https://grants.nih.gov/grants/funding/inclusion-across-the-lifespan-faq.htm

#### **NIH Foreign Component**

- 8.1.2.10 Foreign Component Added to a Grant to a Domestic or Foreign Organization Adding a foreign component under a grant to a domestic or foreign organization requires NIH prior approval from NIH GPS <a href="https://grants.nih.gov/policy/nihgps/index.htm">https://grants.nih.gov/policy/nihgps/index.htm</a>
- NIH GPS 16.2 Eligibility: <a href="https://grants.nih.gov/grants/policy/nihgps/HTML5/section\_16/16.2\_eligibility.htm">https://grants.nih.gov/grants/policy/nihgps/HTML5/section\_16/16.2\_eligibility.htm</a>

At application stage, complete question 6. of the RR Other Project Information Form

6.a. * Does this project involve activities outside the U.S. or partnership with International Collaborators?	01	es/	) No
6.b. If yes, identify countries:			
6.c. Optional Explanation:			

#### Per the SF424 Guide:

•If you have checked "Yes" to Question 6, you must include a "Foreign Justification" attachment in Field 12, Other Attachments. Describe special resources or characteristics of the research project (e.g., human subjects, animals, disease, equipment, and techniques), including the reasons why the facilities or other aspects of the proposed project are more appropriate than a domestic setting. In the body of the text, begin the section with a heading indicating "Foreign Justification" and name the file "Foreign Justification."

#### Adding or changing foreign component after award:

- •Recipients adding or changing a foreign performance site within a funded grant award must obtain approval from the GMO before work can be performed at the added or changed foreign site.
- •This requires writing and emailing the prior approval request (justification) to DSP. DSP will then make the request to the NIHGMS assigned to the award.

**Message from Interim Vice President John Keller -** Importance of research integrity <a href="https://universityofiowa.cmail19.com/t/ViewEmail/d/354192DBoC95">https://universityofiowa.cmail19.com/t/ViewEmail/d/354192DBoC95</a>
<a href="https://universityofiowa.cmail19.com/t/ViewEmail/d/354192DBoC95">https://universityofiowa.cmail19.com/t/ViewEmail/d/354192DBoC95</a>
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#### **NIH Updates:**

• Sample Applications & More <a href="https://www.niaid.nih.gov/grants-contracts/sample-applications">https://www.niaid.nih.gov/grants-contracts/sample-applications</a>

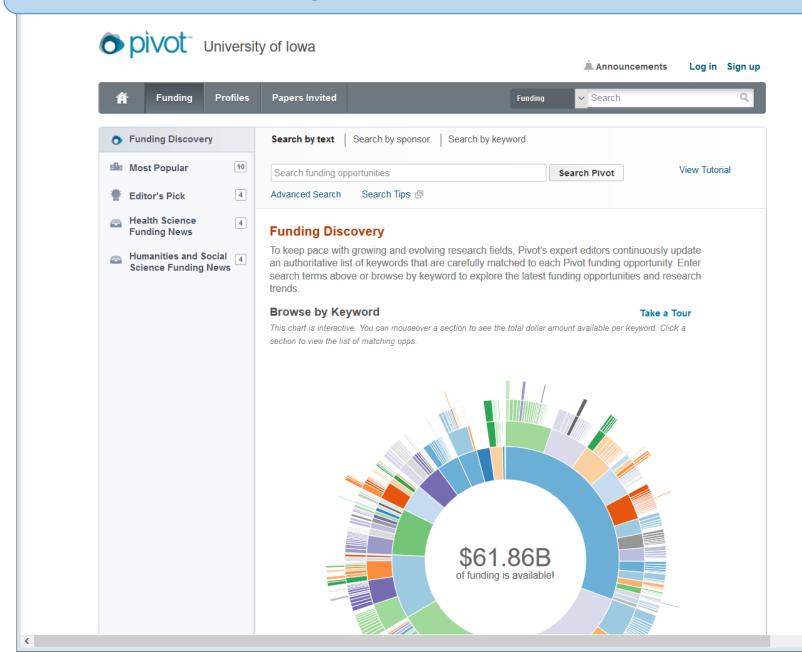
With the gracious permission of successful investigators, the National Institute of Allergy and Infectious Diseases (NIAID) makes available examples of funded Ro1, Ro3, R15, R21, SBIR/STTR, K, and F applications, summary statements, sharing plans, leadership plans, and more.

## Division of Sponsored Programs

- 2 Gilmore Hall
- Help Desk: 335-2123 <u>dsp@uiowa.edu</u>
- NIH@uiowa.edu NIH/PHS related matters
- <u>dsp-contracts@uiowa.edu</u> Contract related matters
- <u>era@uiowa.edu</u> for non-NIH/PHS grant-related matters



### **Using Pivot at the UI**



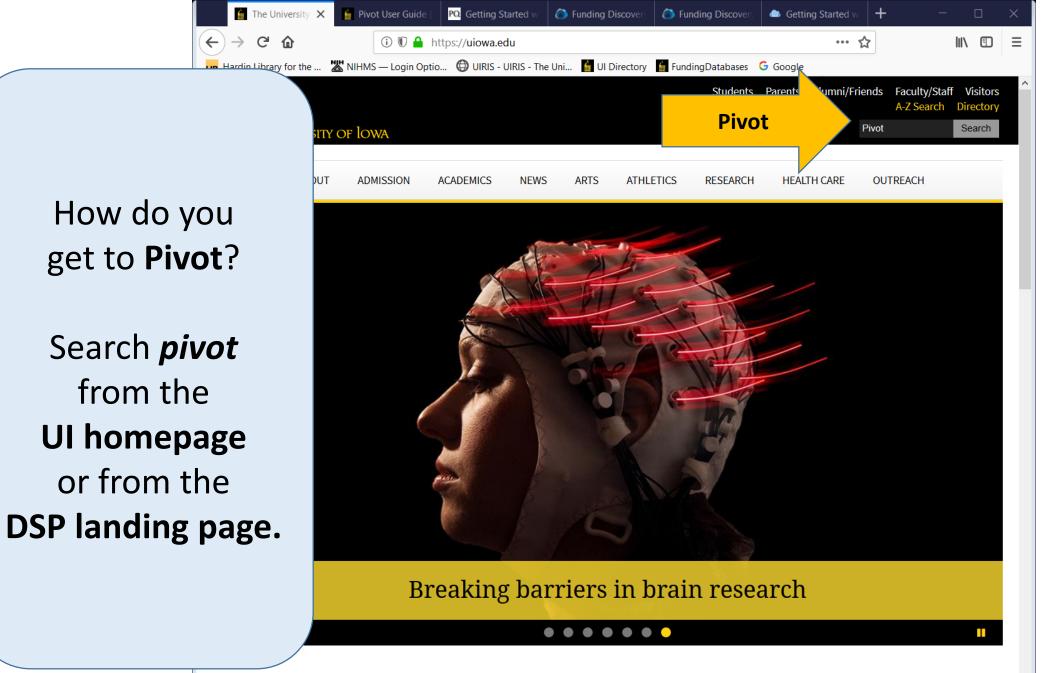
#### What Is **Pivot?**

**Pivot** is a database that finds funding opportunities and researcher expertise. Pivot used to be called COS Community of Science/Scholars.

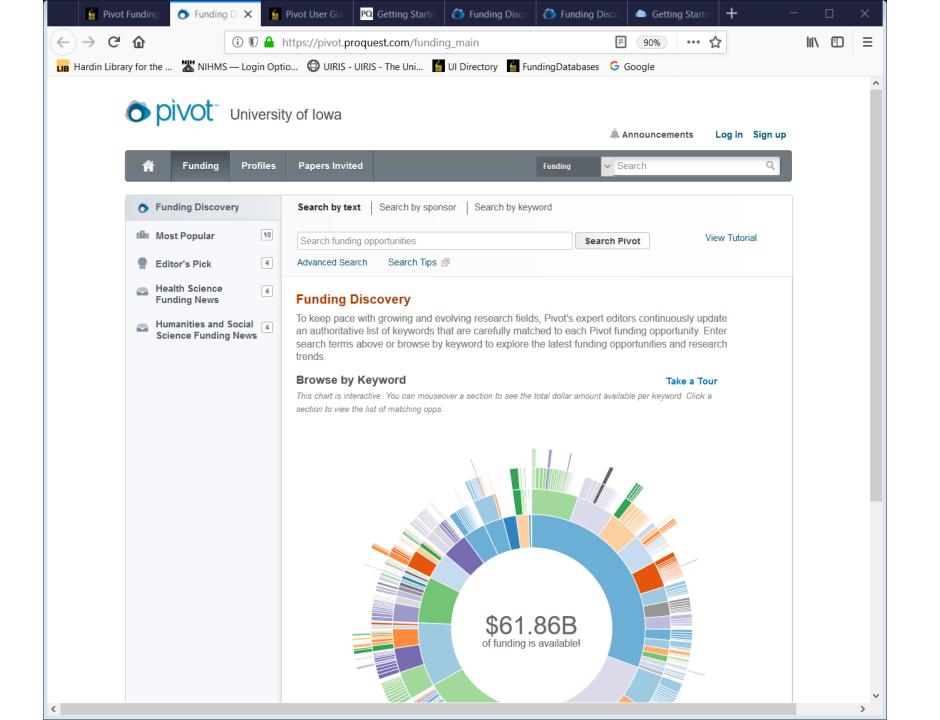
#### Who can use Pivot?

- Pivot is available at <a href="https://pivot.proquest.com/">https://pivot.proquest.com/</a> to subscribing organizations such as the University of Iowa.
- Anyone with the @uiowa.edu email can sign up & create a Pivot account: faculty, researchers, students, staff.

The launch of Pivot at the UI was a collaborative effort from the UI Libraries, the Research Development Office, and the Division of Sponsored Programs.



**NEWS** 

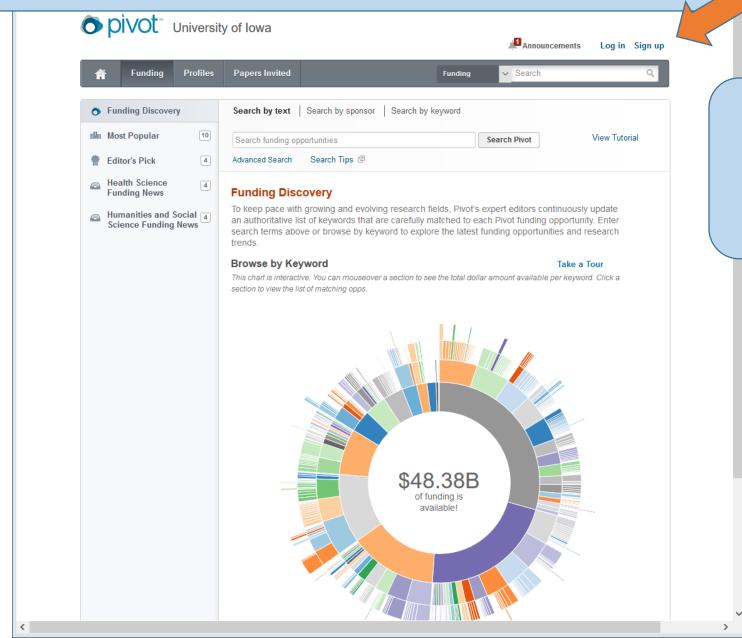


### What Does Pivot Do for Us?

- Provides a searchable source of funding opportunities from around the world;
- Emails funding alerts based on the search criteria and/or profile.
- Compiles pre-populated researcher profiles (via Pivot's proprietary algorithm) to identify expertise for collaborations from within the UI or outside our organization.
- Helps scholars share research via the **Papers Invited** tab, with calls for papers and abstracts for upcoming conferences, etc.

#### **SIGN UP:** Create Your Account with password to Log in --- OR

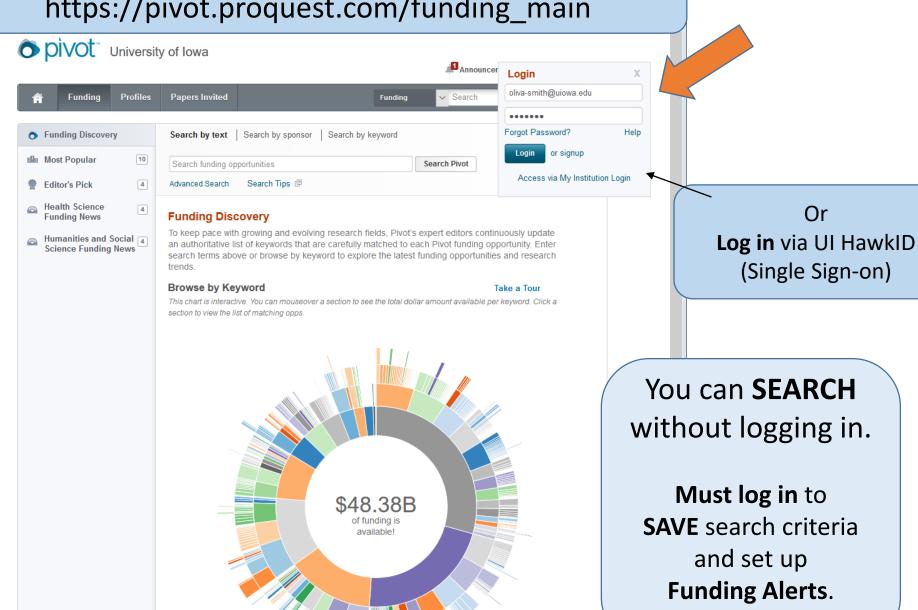
https://pivot.proquest.com/funding main

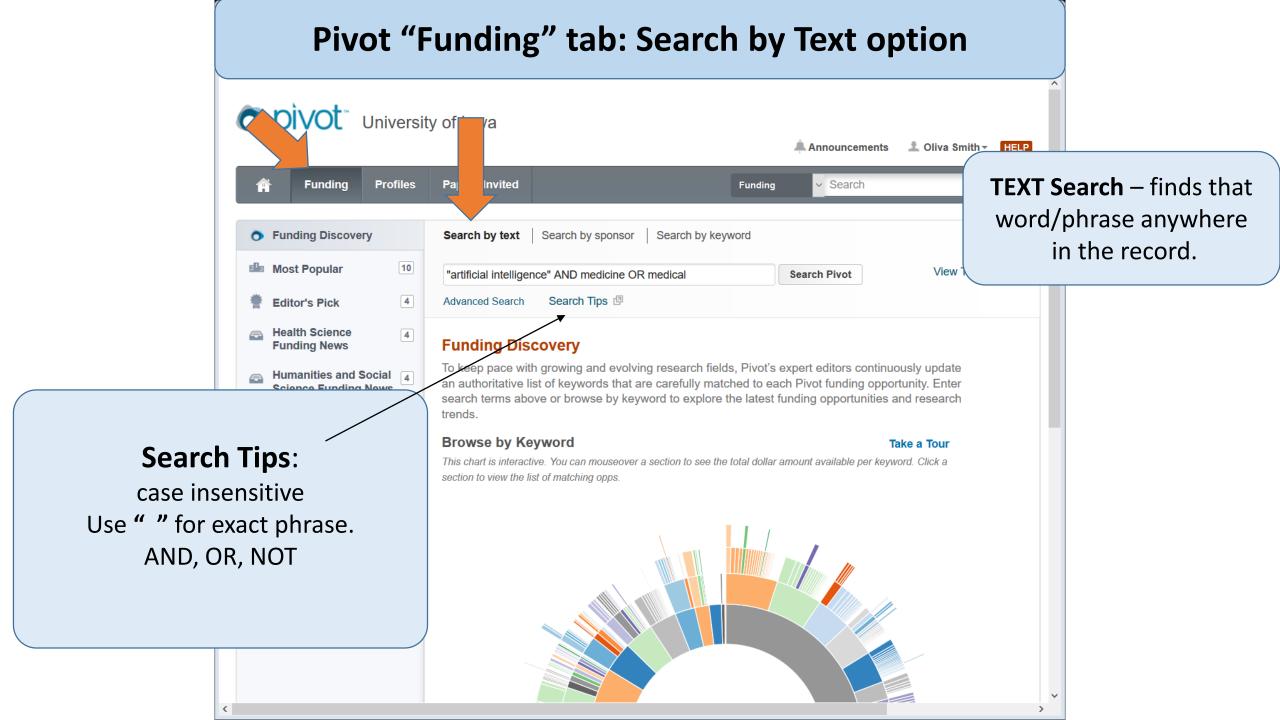


User name is always your @uiowa.edu email.

#### **LOG IN to Your Pivot Account**

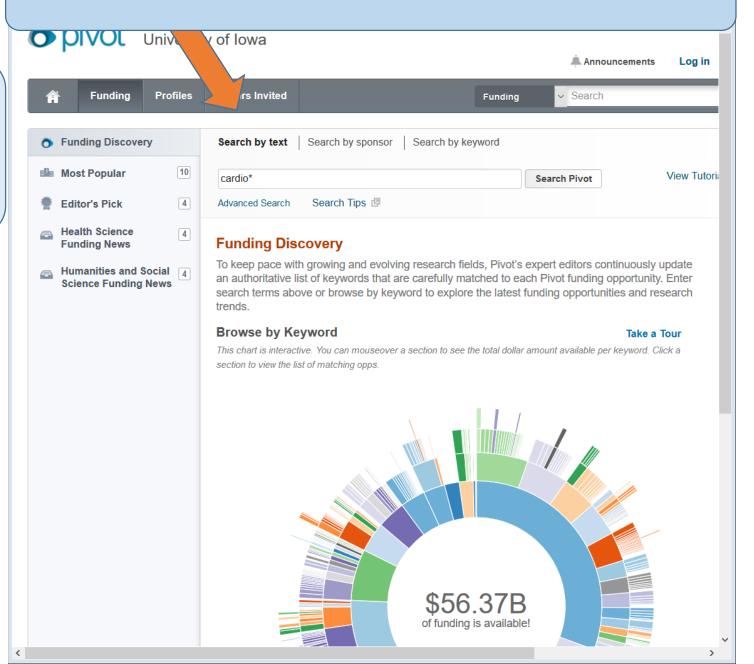
https://pivot.proquest.com/funding\_main



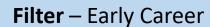


Cardio\* for cardiology cardiovascular, etc. (use \* to truncate).

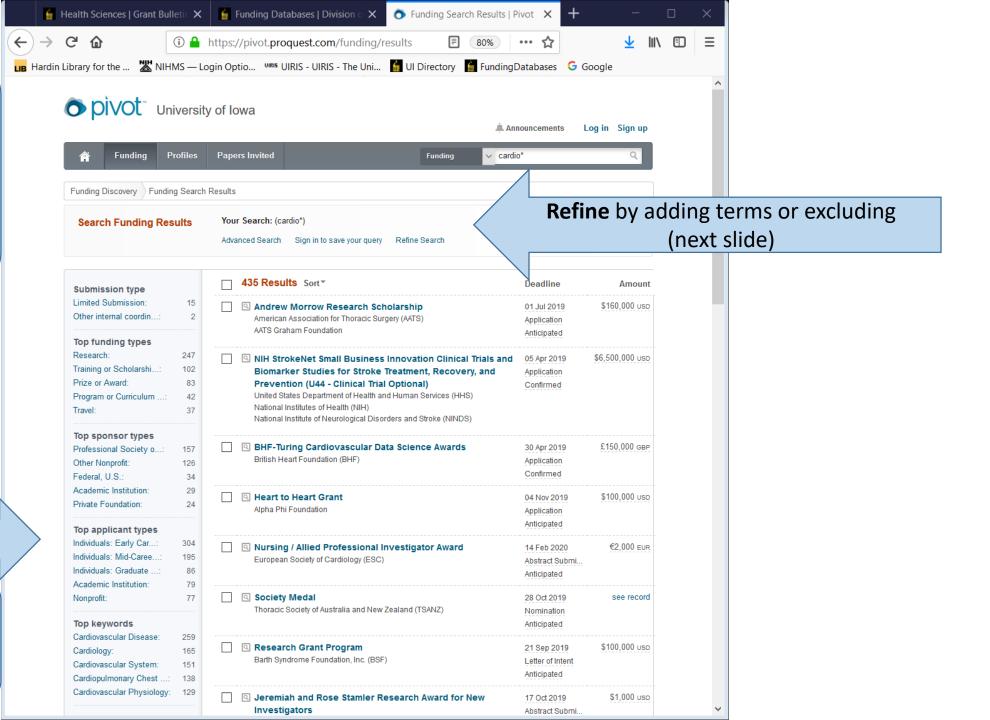
#### PIVOT: Search - Refine - Search - Refine

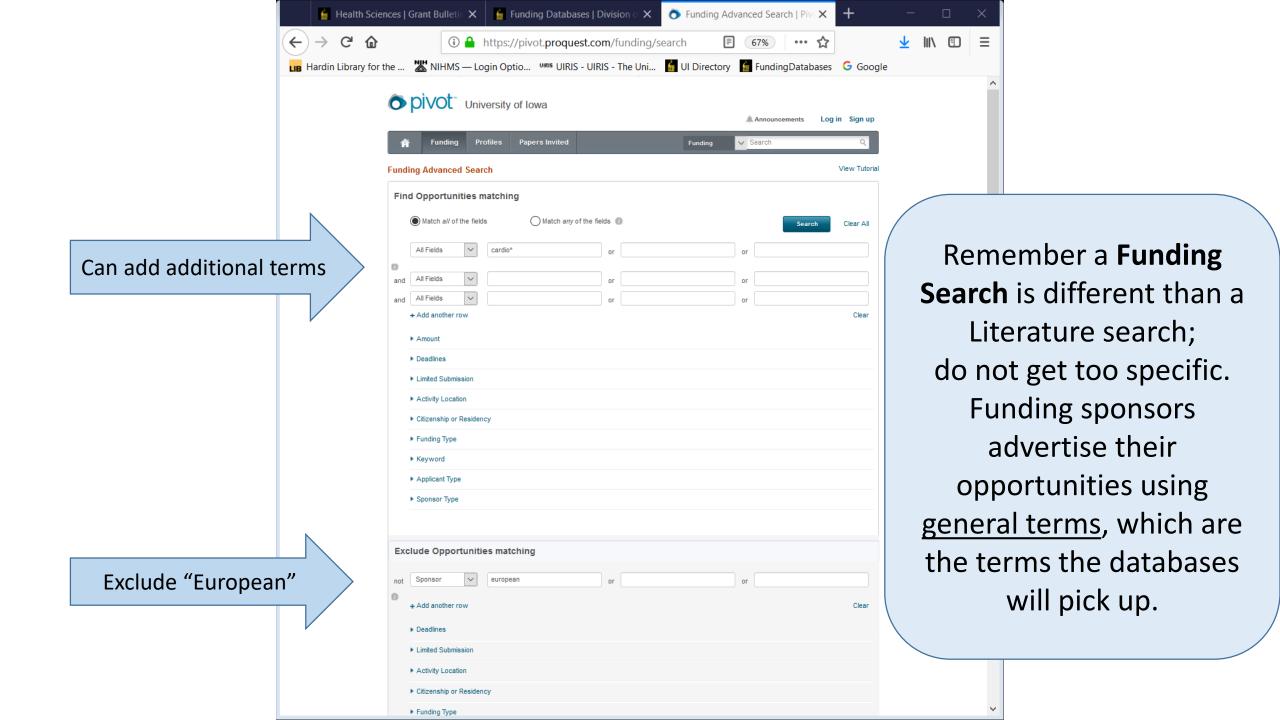


435 Results.
Can **filter** using
Categories in left
column.
OR
Refine Search



Remember: Federals (NIH, CDC) and some non-federals award to **Institution**.





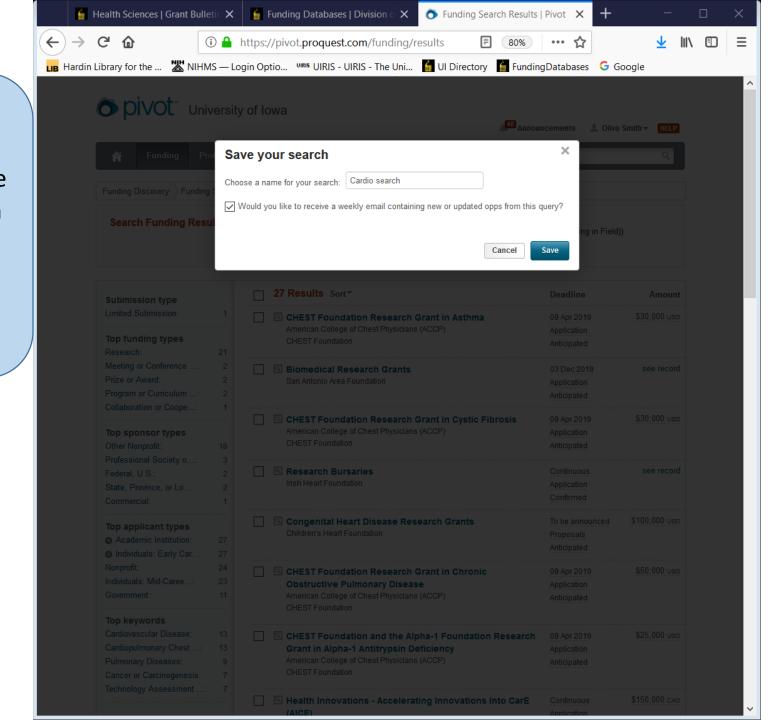
#### This Search: (cardio\*)

filtered by: (Applicant Type=(Academic Institution and Individuals: Early Career and Emerging in Field)

Once you have set up criteria that suits you, Sign in and Save your query.

Funding Discovery Funding Sea	ch Results		
Search Funding Results	Your Search: (cardio*) filtered by: (Applicant Type=(Academic Institution and Individuals: Early Career Advanced Search Sign in to save your query Refine Search	and Emerging in Field	))
	□ 27 Results Sort*	D 111	
Submission type	Results Soft	Deadline	Amoun
Limited Submission:  Top funding types Research	CHEST Foundation Research Grant in Asthma     American College of Chest Physicians (ACCP)     CHEST Foundation	09 Apr 2019 Application Anticipated	\$30,000 usi
Meeting or Conference: 2 Prize or Award: 2 Program or Curriculum: 2 Collaboration or Coope: 1	Biomedical Research Grants     San Antonio Area Foundation	03 Dec 2019 Application Anticipated	see record
Top sponsor types Other Nonprofit:	CHEST Foundation Research Grant in Cystic Fibrosis  American College of Chest Physicians (ACCP)  CHEST Foundation	09 Apr 2019 Application Anticipated	\$30,000 usi
Professional Society o: 3 Federal, U.S.: 2 State, Province, or Lo: 2 Commercial: 1	Research Bursaries Irish Heart Foundation	Continuous Application Confirmed	see record
Top applicant types Academic Institution: Individuals: Early Car:	Congenital Heart Disease Research Grants     Children's Heart Foundation	To be announced Proposals Anticipated	\$100,000 usi
Nonprofit: 24 Individuals: Mid-Caree: 23 Government: 11	CHEST Foundation Research Grant in Chronic     Obstructive Pulmonary Disease     American College of Chest Physicians (ACCP)     CHEST Foundation	09 Apr 2019 Application Anticipated	\$50,000 ust
Top keywords Cardiovascular Disease: 13 Cardiopulmonary Chest: 13 Pulmonary Diseases: 9 Cancer or Carcinogenesis: 7	CHEST Foundation and the Alpha-1 Foundation Research Grant in Alpha-1 Antitrypsin Deficiency American College of Chest Physicians (ACCP) CHEST Foundation	09 Apr 2019 Application Anticipated	\$25,000 usr
Technology Assessment: 7	☐ Health Innovations - Accelerating Innovations Into CarE (AICE) Alberta Innovates	Continuous Application Confirmed	\$150,000 CA
	Alberta/Pfizer Translational Research Fund Opportunity     Alberta Innovates	To be announced Letter of Intent	\$200,000 CAI

Save your search.
Name the search.
Check box to receive
a weekly email with
new or updated
opps from
this query =>
Funding Alerts



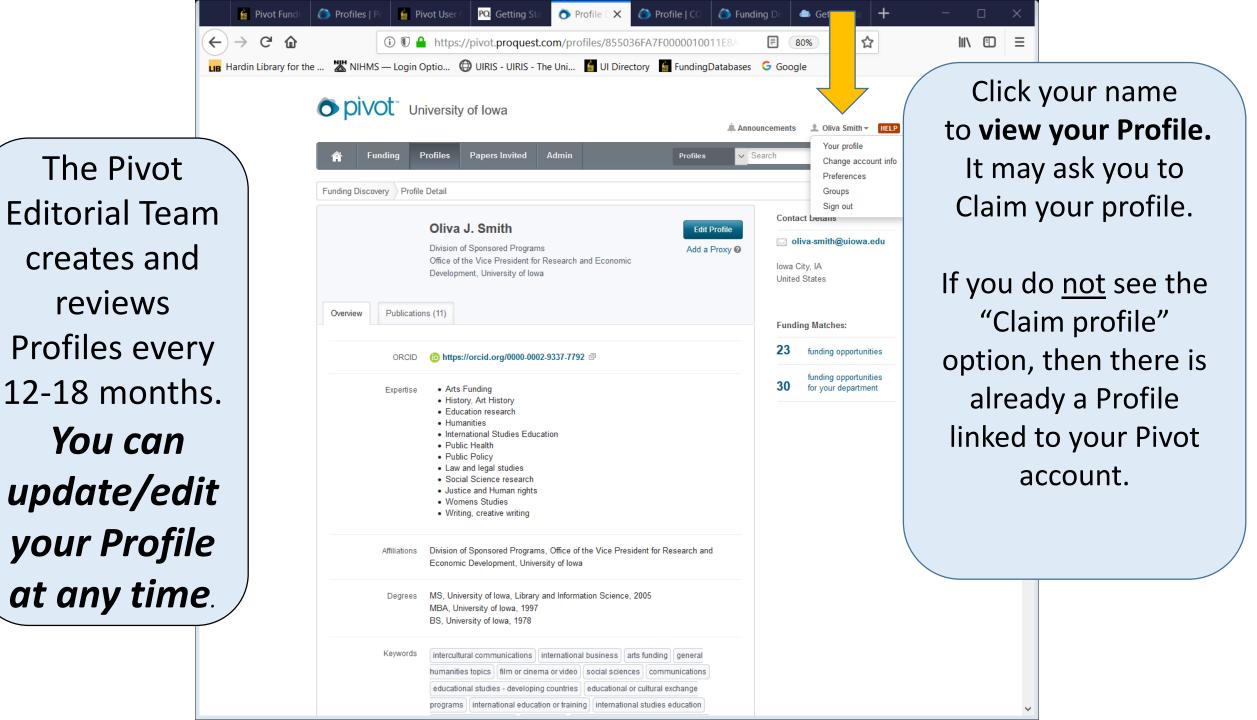
#### What You Can Do with Pivot

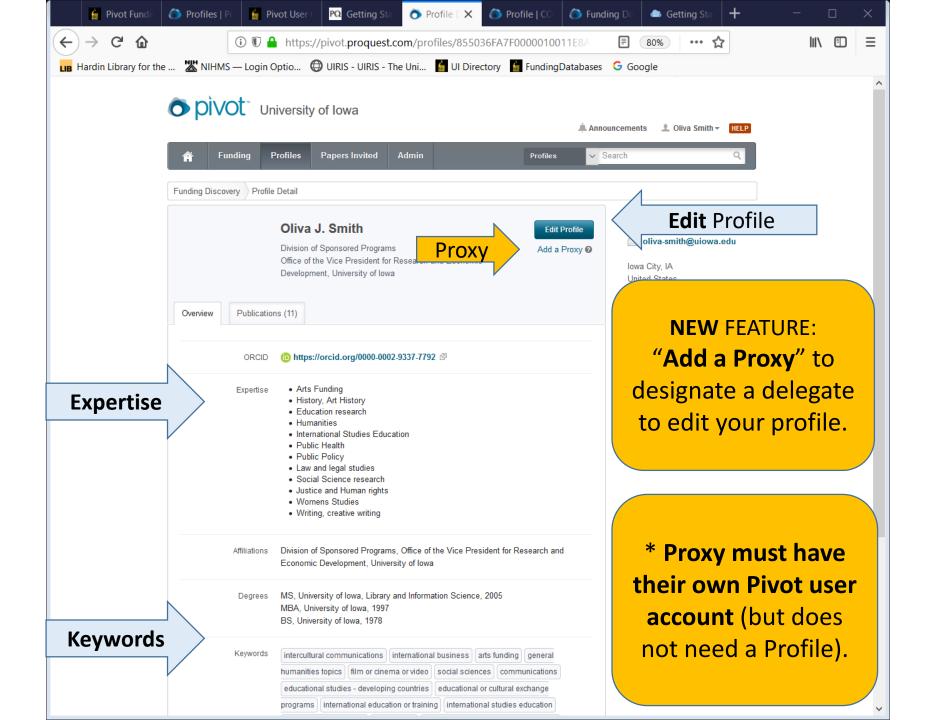
# Saving Searches to generate Funding Alerts is the most powerful way you can use Pivot.

- The funding opportunities are emailed to you every week.
- The Funding Alert also includes results matched to infomation in your Pivot Profile (if you've claimed your **Profile**).

#### Your Pivot Profile

- Log in
- Click Your Name to view your Profile.
  - Claim your Profile if it asks.
  - Click Edit to change/update.
  - NEW: "Add a Proxy"



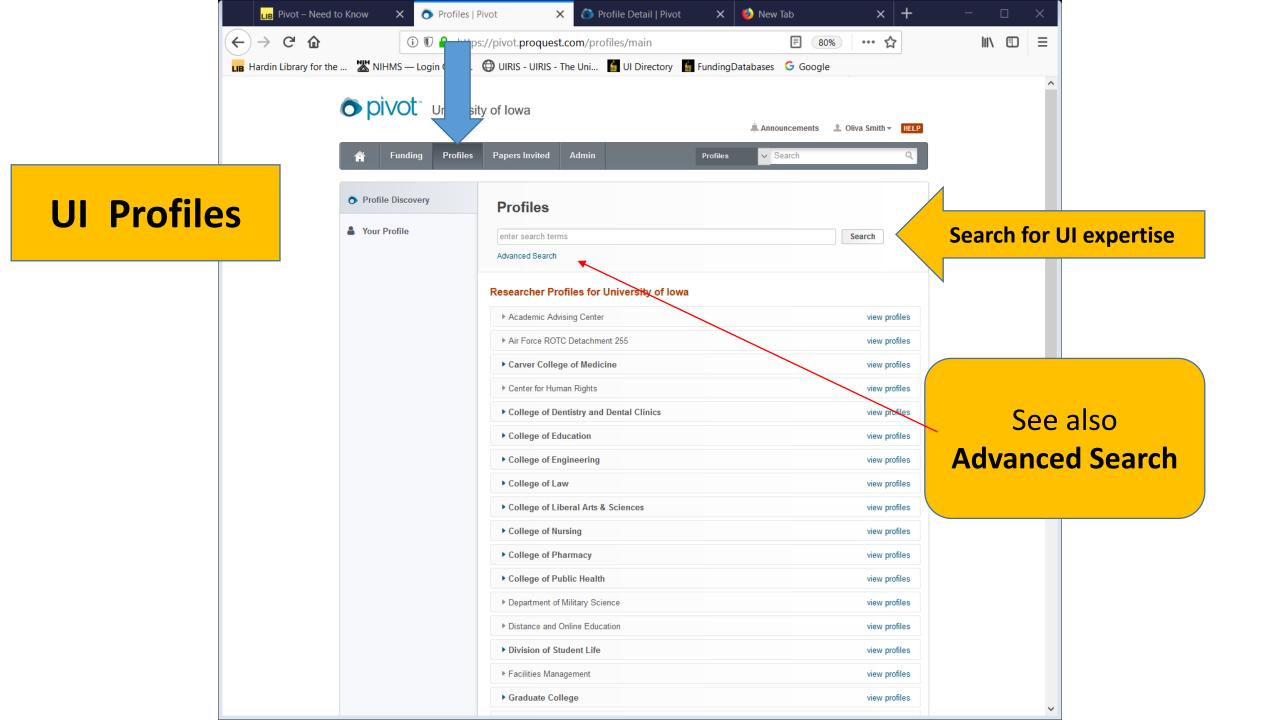


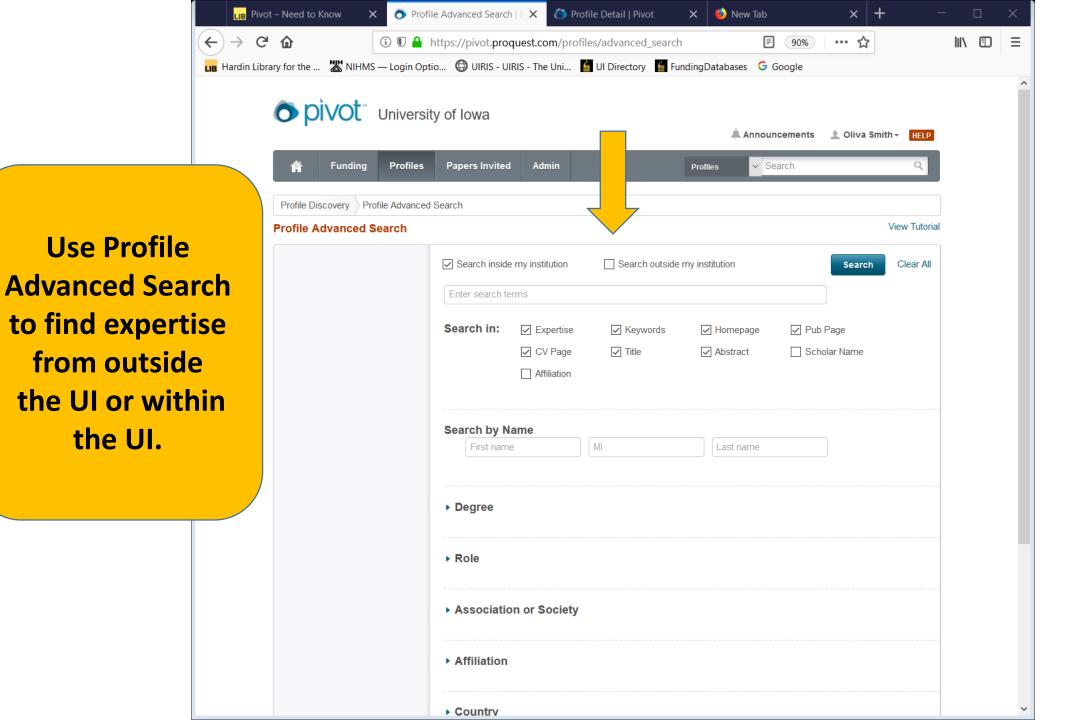
### Find Collaborators from Pivot Profiles

Click "Profiles" tab at the top

- Search UI Profiles
- Advanced Search to find relevant Profiles from outside our Institution.

Use <u>specific terms</u> to find expertise.

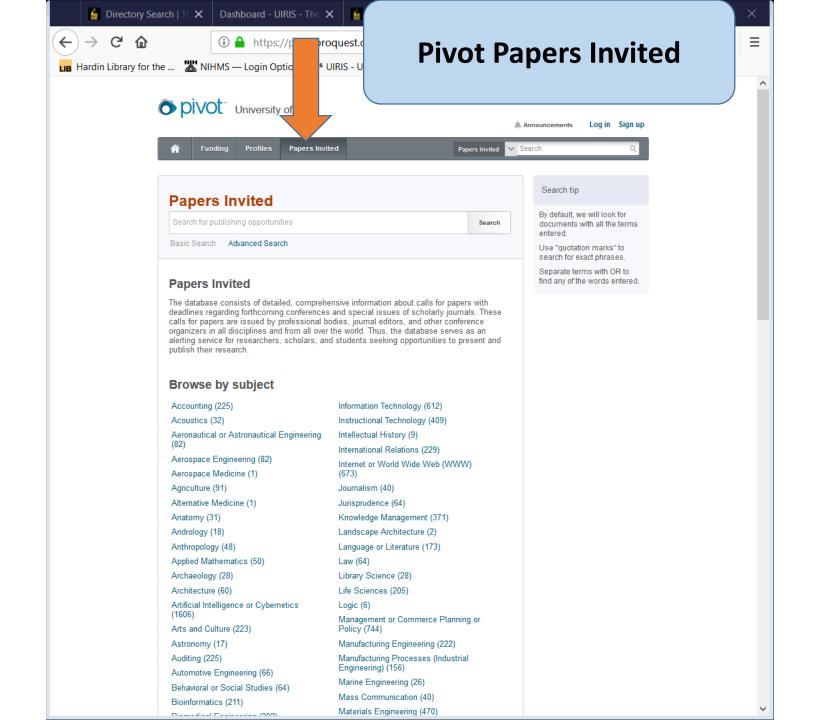




#### Find Where to Share Research

Click "Papers Invited" tab at the top

- Select category/categories of interest for:
  - Calls for papers
  - Upcoming conferences



### Create a Funding Newsletter

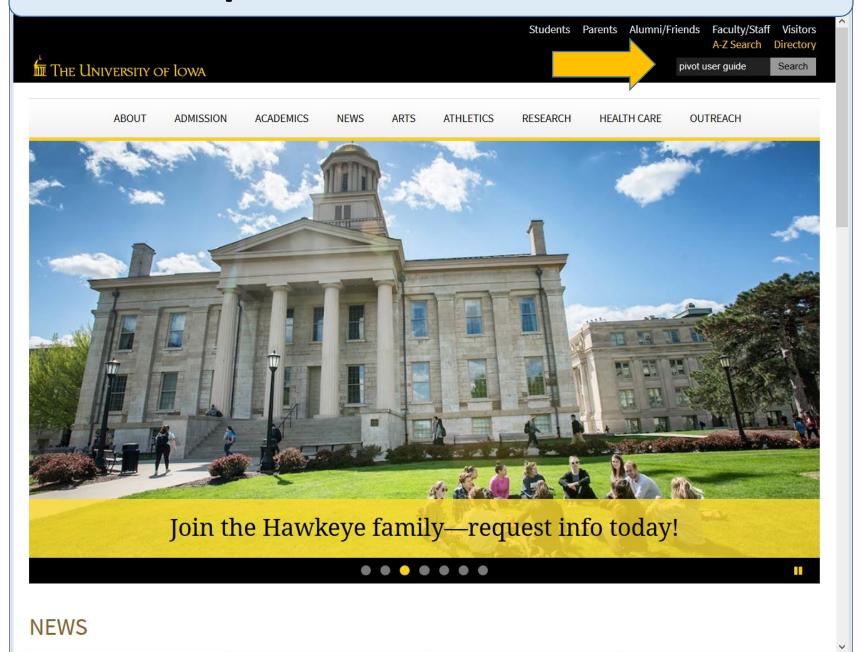
Research administrators can create **Pivot newsletters** based on their funding alerts, and send these to specific groups.

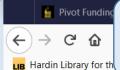
Request Pivot admin. privileges from Aaron Kline in the Research Development Office <a href="mailto:aaron-kline@uiowa.edu">aaron-kline@uiowa.edu</a>.

More information on creating Newsletters (I will add this into to the UI **Pivot User Guide**)

https://knowledge.exlibrisgroup.com/Pivot/Knowledge Articles/For the Administrator/100Pivot Newsletter Feature

#### Need Help? Search UI homepage for Pivot user guide





#### https://dsp.research.uiowa.edu/pivot-user-guide



Home

#### Pivot User Guide

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**Pivot** is a dynamic, comprehensive tool that allows you to search for funding opportunities and potential collaborators around the world.

The University of Iowa community now subscribes to the Pivot funding and collaborator database at <a href="https://pivot.proquest.com/funding\_main">https://pivot.proquest.com/funding\_main</a>. Questions may be directed to Oliva Smith in DSP oliva-smith@uiowa.edu , 335-3708.

#### Use Pivot to:

- Search for funding opportunities and choose to receive weekly funding alerts based on the search criteria.
- Track opportunities and share opportunities with colleagues.
- Identify potential collaborators based on expertise found in Pivot Profiles.
- Receive information about calls for papers from upcoming conferences and scholarly journals via the Papers Invited tab.

#### Steps for Using Pivot

Step 1: Register for Your Pivot Account

Step 2: Claim and Update Your Profile

Step 3: Tips on Searching for Funding

Step 4: Save Searches for Funding Alerts

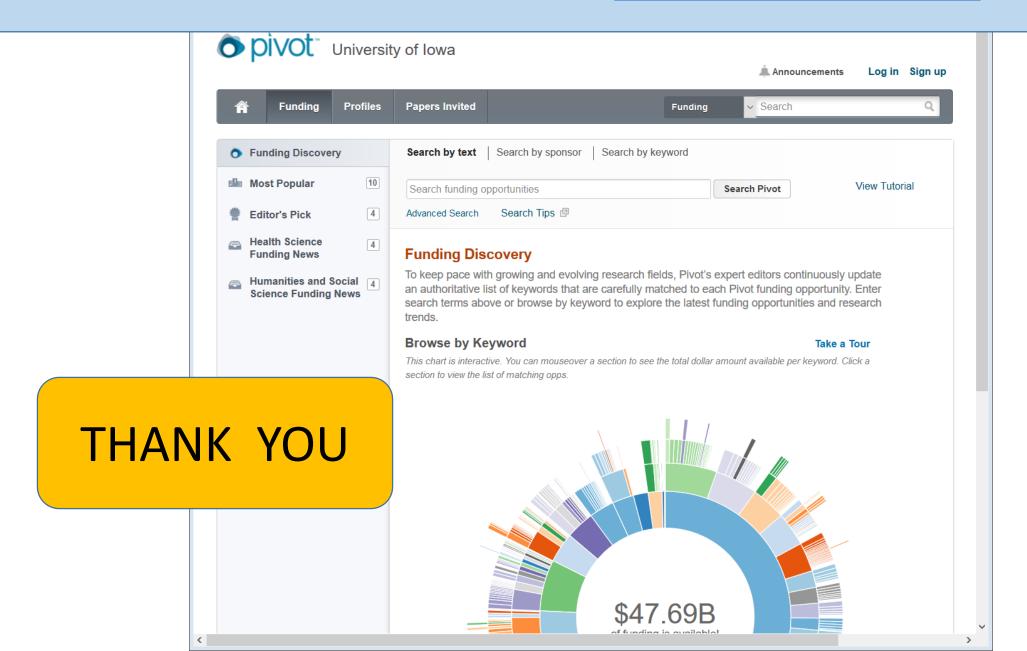
Step 5: Search Profiles for Collaborators

More from Privot: Track, Share, Curate

Papers Invited Database

For more explanation and page views on topics we covered today.

#### Questions about PIVOT? Contact Oliva-Smith@uiowa.edu in DSP



May 14, 2019

# Research Administrator Meeting

# Agenda

- GAO Updates
- GAO Closeout procedure
- Changes to Universal Closeout Workbook

- New F&A Rate Agreement, effective 7/1/2019 (December 2018)
- New Fringe Rate Agreement, effective 7/1/2019 (April 2019)

#### Current F&A Rate – Fringe Agreement:

https://fa.fo.uiowa.edu/sites/fa.fo.uiowa.edu/files/wysiwyg\_uploads/ Current%2oF%2oand%2oA%2oFringe%2oRate%2oAgreement%2o %284-25-2019%29\_o.pdf

- Post Award Researcher Training ICON courses:
  - Award Notice (Course # WPARo1)
  - Getting Started (Course # WPARo2)
- Coming Soon:
  - Managing the Award
  - Closeout

- EFR Grant Reports enhancements
  - New Report Cost Share Summary
  - Reports for IACT Recap, TDR, Payroll Summary include cost share WhoKeys

- Staffing
  - Sue Lampe last day 5/1/2019
  - Molly Weston last day 5/22/2019
  - Upcoming searches Accountant & Financial Analyst

- GAO Business Intelligence (BI) Projects
  - Replace Grant DSS Online Reports
  - Replace Grant DSS Data Warehouse table

 FY18 Single Audit
 http://publications.iowa.gov/29948/1/1960-8990-Aooo.pdf

- Recent Audit Focus/Issues/Findings:
  - Expenditures properly timed to benefit the award
    - Difficult to show benefit for some costs incurred near the end or at the very end of the award
  - Supporting documentation for costs incurred
    - Lack of
    - May have supporting documentation for the cost, but not why it benefited the project
    - Allocation method used
    - Cost transfer justifications
  - Prior approvals have been properly obtained
    - Reduction of effort for key personnel
    - Foreign travel
    - Rebudgeting approval (for example, participant support costs)

### GAO – Closeout Procedure

- Award Notification Emails
  - 30 days & 60 days out
  - Determine flipping, extending, ending
- Final review
  - Typically, 15 to 30 days prior to final report/invoice/request for funds due
  - Use Universal Closeout Workbook, except for fixed price awards
- Submit final report/invoice/request for funds
- Close and zero out WhoKey(s)
- Finalize closeout
  - ~150 days after end date

# Universal Closeout Workbook (UCW)

- New format finalized
  - Effective June 1, 2019
- Tabs include:
  - Totals
  - Dept Recon
  - Questions for Dept
  - Pending Adjs
  - Other tabs may be included (only if applicable): Subcomponents, MTD, Effort Commitments, Cost Share Totals, Program Income, Budget Categories, NRSA training/fellowships

# UCW - Questions for Dept tab

- The following must be completed by the Dept:
  - The anticipated total costs (direct & indirect) after pending adjustments
  - Was any equipment and/or property furnished by the sponsor?
  - Is there a residual balance of inventory > \$5000?
    - If yes, how much
- Will also include list of all other questions from GAO

# UCW - Questions for Dept tab

- UCW in Excel to show these tabs:
  - Totals
  - Subcomponents
  - Dept Recon
  - Questions for Dept
  - Pending Adjs