Office of Sponsored Research Services (OSRS)

RA Forum
March 2012
SASS Update
To schedule training for your department’s faculty and staff or if you have questions, please contact:

Laura Langton  
935-4119  
langton@wustl.edu

Kate Woerheide  
935-8777  
woerheidek@wustl.edu

Pivot Training Brown Bags:  
Registration is required through HRMS  
- **March 20**th 12:00-1:00 pm  
  Green Hall, Room 1159  
  Danforth Campus  
- **April 3**rd 12:00-1:00 pm  
  FLTC Room 214 A/B  
  School of Medicine

Bookmark this link today!  
http://pivot.cos.com
OSRS Contracts Update
SUBSystem Implementation Update

Contacts:

Connie Motoki, Sr. Contracts Manager
935-9443  motokic@wustl.edu

Larry Pyles, Contract Manager
935-5808  pylesl@wustl.edu
SUBSystem Statement of Purpose

- Develop an integrated system to streamline contracting processes with Washington University’s external collaborative partners.

- Provide more transparency and reduced timelines for internal business processes associated with sponsored research subcontracts.

- Replace the existing Subaward Wizard mechanisms, moving the functionality off of a Lotus Notes platform.
# SUBSSystem Implementation Schedule

For more information, please contact Connie Motoki at motokic@wustl.edu / 314-935-9443

<table>
<thead>
<tr>
<th>March 12</th>
<th>March 19</th>
<th>March 26</th>
<th>April 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group A</strong></td>
<td><strong>Group B</strong></td>
<td><strong>Group C</strong></td>
<td><strong>Group D</strong></td>
</tr>
<tr>
<td>Pediatrics</td>
<td>Anatomy</td>
<td>Internal Medicine</td>
<td>All departments not identified in Groups A-C.</td>
</tr>
<tr>
<td>Social Work</td>
<td>Radiology</td>
<td>Molecular Biology</td>
<td></td>
</tr>
<tr>
<td>Neurology</td>
<td>Radiation Oncology</td>
<td>Biostatistics</td>
<td></td>
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<tr>
<td>Biochemistry</td>
<td>Physical Therapy</td>
<td>Genome Institute</td>
<td></td>
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<tr>
<td>Psychiatry</td>
<td>Ophthalmology</td>
<td>Genetics</td>
<td></td>
</tr>
<tr>
<td>Biomedical Engineering</td>
<td>Cell Biology</td>
<td>Surgery</td>
<td></td>
</tr>
<tr>
<td>Otolaryngology</td>
<td>Pathology &amp; Immunology</td>
<td></td>
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<tr>
<td>Center Health Behavior Research</td>
<td>Occupational Therapy</td>
<td></td>
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<tr>
<td></td>
<td>Danforth Campus (less Social Work and Biomedical Engineering)</td>
<td></td>
<td></td>
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</tbody>
</table>
SUBSystem New Functionality

• ‘Required Items’ checklist for submission

• Status inquiry ability on all submitted subs
  – Where in the process is my sub?/Date stamped processing steps

• Historical subaward views for DA (see all mods, etc.)

• SUBS Search-DA Worklist (awarded proposals with subawards)

• Documents Upload:
  – SOW/Budget/Collaborator Info/NoA/other auxiliary docs/fully executed copy

• Comment & Audit Capability
  – Free form comment ability and audit view of all activity on subs
List of Sub Status

A. In Progress
B. Awaiting Collaborator
C. Institutional Info Uploaded
D. Pending Submission to OSRS
E. Submitted to OSRS
F. Recalled
G. Opened by OSRS
H. Submission Review
I. Returned to DA
J. PO/CO Created
K. PO/CO Approved
L. Pending Approval
M. Sub/Mod Approved
N. Sent to Sub
O. In Negotiations
P. Sub Received
Q. Sub Distributed
R. Voided
Required Items

- Notice of Award Attached
- Contact Info
- Collaborator Institutional Info
- Place of Performance
- Scope of Work Attached
- Budget
- Account Exists
Reminder: FFATA Reporting - DUNS # Required

- The Federal Funding Accountability and Transparency Act (FFATA) requires reporting of all federal contracts and subagreements.
  Central Admin will be managing the reporting requirements.

- All subrecipients will be required to have a DUNS # and CCR registration. This is a free process for recipients of federal funds. DUNS number acquisition takes about 15 minutes on the phone and 30 days via online registration. CCR registration requires a DUNS number and takes about 15 minutes to register online.

- There are several Data Elements required for FFATA reporting:
  - Zip plus 4
  - Short project description of subaward
  - Place of Performance
  - Two (2) questions concerning federal funding and highly compensated officers.
OSRS Grants Update
Sonia Moore
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Pam Hinrichs (Web)
Grant Analyst
362-2010
hinrichsp@wusm*

Pam Hinrichs
Grant Analyst
362-2010
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- Biochemistry
- IM Med. Oncology
- IM Pulmonary
- Neurology (except Center for Aging)

Waliath Rahem
Senior Grant Analyst
362-8015
rahemwa@wusm*

- Anesthesiology
- IM ACTU
- IM Applied Physiology
- IM Car Human Nutrition
- IM Geriatrics
- IM Infectious Disease
- IM Lipid Research
- IM Metabol. Endo. Lipid
- IM Med School Admin
- IM Proteomics Core
- IM Schollie
- IM Veterans Affairs
- Med. Ed./Curriculum
- Neurological Surgery
- Ophthalmology
- Student Affairs

Dan Santacruz
Senior Grant Analyst
747-5515
santacruzd@wusm*

- Center for Behavioral Research
- Center for Clinical Studies
- Comparative Medicine
- CTSA
- DBBS
- Emergency Medicine
- Radiology

Angle Williams
Grant Analyst
362-6875
williamaw@wusm*

- Cancer Center
- IM Bone Marrow Transplant
- IM Med House Staff
- Library
- Pediatrics

Tanya Sawyer
Senior Grant Analyst
362-6878
sawyernt@wusm*

- Biostatistics
- Continuing Med. Ed.
- IM Cardiology
- IM Dermatology
- IM Hematology
- IM Hospitalists
- IM Rheumatology
- Occupational Therapy
- Orthopaedic Surgery
- Otolaryngology
- Physical Therapy

Becky Speidel
Grant Analyst
362-6837
speidellb@wusm*

- Surgery

*Note: All e-mail addresses end with @wusm.wustl.edu Interim Departments: Noted in Red

OSRS org. chart revised
3/5/12
**PRE-AWARD – PDS Document**  
Verifying Effort, Salary, and Cost-sharing for personnel from another department

<table>
<thead>
<tr>
<th>Salary</th>
<th>Effort</th>
<th>Cost-sharing (Unless Salary cap)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive, Full Budget</td>
<td>In PDS Comments</td>
<td>In PDS Comments</td>
</tr>
<tr>
<td>Competitive, Modular</td>
<td>N/A</td>
<td>In PDS Comments</td>
</tr>
<tr>
<td>Non-competitive Continuations</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*NOTE: OSRS may ask additional verification as applicable via PDS Doc comments or e-mail.*
Pre-Award – Hard Copy

Consortium Letters for Outgoing Subcontracts

- Consortium Letters needed PRIOR to application going out for NIH, NSF, AHA ➔ COI requirement.
- Consortium Letters preferable PRIOR to application going out for other agencies.

- [http://grantsandcontracts.wustl.edu](http://grantsandcontracts.wustl.edu)
  - Forms & Letters ➔ External Forms and Letters
  - “Consortium Template – WU is Prime”.

Office of the Vice Chancellor for Research

Washington University in St. Louis

Office of Sponsored Research Services
HUMAN SUBJECTS RESEARCH

What if only our outgoing Subcontract has Humans?

➢ WU still needs to say “YES” to human subjects research within the application.

➢ Both WU and the sub need IRB an approval.
Grants with contract language

- Large increase in volume!
- RED FLAG TERMS:
  - Intellectual Property
  - Indemnification
  - Arbitration
  - Publications
  - Choice of Law
  - Jurisdiction
- Need review/possible negotiation by contracting team

→ Process can be lengthy so inform OSRS as soon as possible and feel free to follow up as needed,
NIH and Multiple PD/PIs

- Per Grants Policy Statement revised 10/10:
  "For all applications, post-submission information, progress reports, and prior approval requests, the grantee organization remains responsible for securing and retaining the required written assurance signatures from each identified PD/PI."
- PD/PIs at other institutions are included!
- PC Forms: for non-S2S (Continuations, Adobe, etc.), check the “PI Flag” box in Senior Key detail so enough lines populate on the PC Form
Prior Approval Form

Please use the latest form on the OSRS website

Washington University Prior Approval Request

Date ____________________________  Dept. # ____________  Fund # ________________

School (Danforth ONLY) _______________  P.I. or Program Director _______________________

Dept. _______________________________  Proposal Development Doc # ____________________

Agency _______________________________  Agency Number ______________________________

If a subagreement, is the awarding agency receiving Gov't funds? If 'Yes'-Agency Name ____________________

IF SUBAGREEMENT, PRIME SPONSOR NOTICE OF AWARD ISSUE DATE:

If blank, OSRS will default to new salary cap

Direct $_____ or Total $_____  Budget Period _______________ to _______________

Project Title ________________________________

Department contact for Prior Approval Questions: Name/Phone ________________________________
Items to process in eRA Commons

- DAs to e-mail GAs when items are ready for OSRS to process in eRA Commons
  - Just-in-time
  - Final Invention Statement

- OSRS does NOT receive an e-mail from NIH.
Proposals submitted by OSRS!!

- NSF pre-proposals
- Army applications → ALL Adobe applications
- AHA applications
- JDRF
- Autism Speaks, etc.

→ Make sure your PI is aware that he/she cannot submit on his/her own!
Late and Last minute submissions

- How late is too late? Watch for 11PM deadline (etc.) if OSRS (vs the PI) has to submit!

- OSRS normal working hours are 8am-5pm

- 2 last-minute applications were rejected by the agency for not being error-free by the deadline.
NIH Update
NIH Guide, NIH Notices

- NOT-OD-12-033: NRSA Stipends, Tuition/Fees
- NOT-OD-12-036: NIH Fiscal Policy – FY 2012
- NOT-OD-12-043: New e-submission for Administrative Supplement Requests
NOT-OD-12-033

NRSA Stipends, Tuition/Fees and Other Budgetary Levels Effective for Fiscal Year 2012

- Increases for undergrad, predoc & postdoc trainees and fellows
- No changes to Tuition and Fees, Training Related Expenses for trainees, and Institutional Allowance for individual fellows
NOT-OD-12-036

NIH Fiscal Policy for Grant Awards – FY 2012

- Non-competing AWARDS issued with no cost of living adjustments in FY 2012
- Added personnel, equipment etc. to be accommodated
- RECOMMENDATION: ask for increases
- If PI (or other) insists on NO increases, add the following comment to PDS: “Out year increases for personnel are not requested as it is expected that NIH will not award them. If out-year increases actually occur they will be covered by cost-sharing, or rebudgeting as deemed appropriate”.
NOT-OD-12-043

New Electronic Submission Process Now Available for Administrative Supplement Requests

- NIH is starting to publish FOAs for these requests
  - PA-12-100 “PARENT ADMIN SUPP”
- Submission can be done via:
  - eRA Commons
  - Grants.gov
  - Existing, paper-based process
- Submissions to existing NIH Guide Notices for Admin. Supplements ➔ follow requirements per the notice.
Be Informed!
Be Up-to-Date!
Be in the Know
Listservs

NIH Extramural Update
http://grants2.nih.gov/grants/nexus.htm

NIH Weekly Guide
http://grants.nih.gov/grants/guide/listserv.htm

RESADM-L
http://www.ncura.edu/data/newsroom/newsletters/pdf/apr96/eid.html
Upcoming Meetings

NCURA Regional Meeting
April 14-17, 2012
Region IV/V Meeting
St. Louis, MO

2012 NIH Regional Seminar on Program Funding
Indiana University School of Medicine
April 16-18, 2012
Indianapolis, Indiana

2012 NIH Regional Seminar on Program Funding
To Be Announced
June 20-22, 2012
Washington, DC

SRA International
2012 Midwest/Southern Section Meeting
May 6-9, 2012
Hilton Netherland Plaza
Cincinnati, Ohio