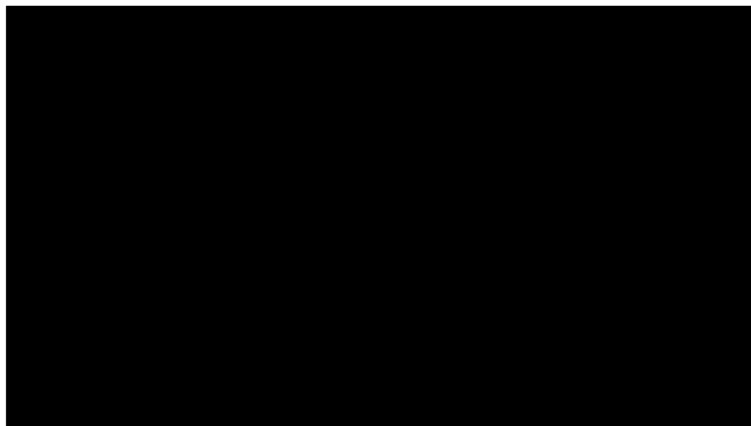


Quarterly Research Administrator's Meeting

Office of Research Administration
4/26/2018

Jamie Roberts – Duke CTSI Clinical Research Networks Community
Blake Perrault – My Research Home
Michael Dickman – ORA Update

AGENDA



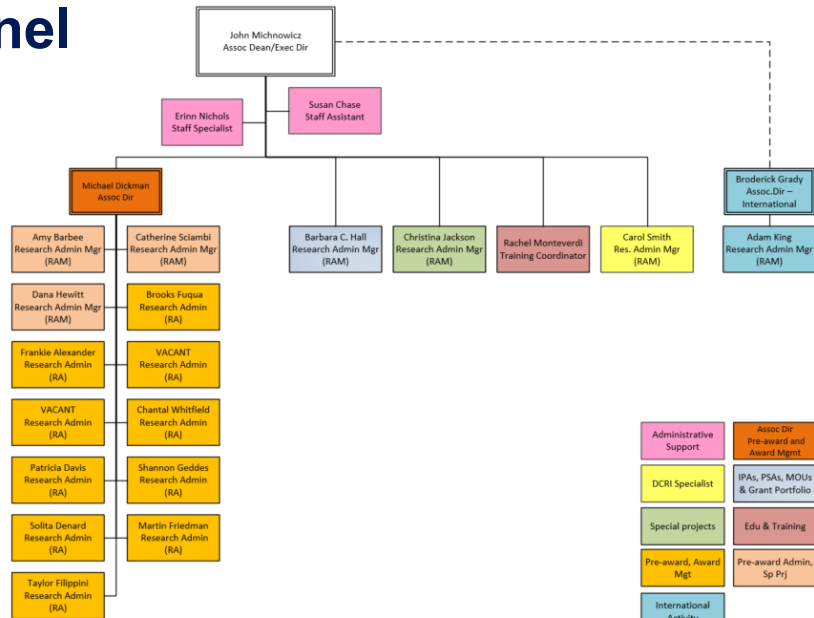
Blake Perrault

MYRESEARCHHOME@DUKE.EDU

ORA NEWS AND REMINDERS

ORA Personnel Update

- Arrivals
 - Teresa Chicarelli
- Departures
 - Lauren Carey
 - Sandy Patty
 - Solita Denard
 - Erinn Nichols
- Openings
 - RA X2
 - Staff Specialist



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Recruiting Fellows for 18/19

- Currently be enrolled in an undergraduate program in any related field with expected graduation of no later than June 2018 or graduated in the past 12 months
- Applicant must have a minimum GPA of 3.0
- The deadline to apply is May 11, 2018

<http://www.hr.duke.edu/jobs/apply/external.php?reqid=99384BR>

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NIH Response Team Update

- Team lead
 - Esther DeMarco
- Team members
 - Solita Denard
 - TBD
 - TBD

New IPA Signature Authority at the VA

The Durham VA has appointed a new director:

Paul S. Crews, MPH, CPHQ, FACHE
Director, Durham VA Health Care System*

Please use as the VA signature authority for all future IPAs between Duke and the Durham VA

SPS UPDATE

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SPS Security Officers

- Each department should have an SPS security officer set up
- Responsibilities include:
 - Managing access to SPS on behalf of the department
 - Manage BFR routing (path and contacts)
- Requires SPS Legacy
 - Phasing out
 - Accessed through desktop app or Citrix

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Proposal Memo

ORA reviews proposal memo as part of all grant application reviews

When and what should you include?
Let's review a couple examples

Proposal Memo

Partnering application information:

- We are responding to level 2 of the announcement and partnering with Dr. X in Department Y SPS #XXXXXX)
- Partnering PI is at UNC and is the lead institution. Budget should not exceed \$10.

Proposal Memo

External grant system information:

- This grant is being submitted through proposal central and the ID is XXX
- This grant will be submitted through the electronic portal for this foundation and screenshots of all administrative aspects of the online application are attached

Proposal Memo

Department needs signatures:

- Subaward application requires signature on the attached LOI and Facepage
- Please generate the Facepage from SPS, sign and return to PAL for submission to the sponsor

Proposal Memo

Another office is working on this proposal:

- This is a federal contract flow through. We are working with Marianne.
- This is an industry sponsored agreement. We are working with Cory.
- This is an after the fact SPS record where the project has already been awarded and we are working with the contracts team.

Content will be available on grantsupport.duke.edu

NIH UPDATE

New Required Attachments in Grants.Duke at PCA

- Effective 7/1/18
- New attachments required for application to be considered complete at PCA
 - Facilities
 - Equipment
 - Biosketch

Grants.Duke

S2S Proposal Preparation

Facilities

Facilities Description

Equipment Description

Senior/Key Personnel - Biosketch

Nixon, Debera H. - Duke/Key

PROFESSIONAL DEVELOPMENT AND TRAINING UPDATE



Reminder - If you have...

Practical suggestions, best practices or outstanding processes to share


OR

If you have an interest in reviewing new training tools, materials or presentations


We need you!

Contact
Rachel.Monteverdi@duke.edu

 **Duke Office of Research Administration**
Duke University School of Medicine


 **Duke Office of Research Administration**
Duke University School of Medicine


Training



*Unofficial Information in Red;
Official dates & times will be in
LMS 30 days prior to class
Contact Rachel.Monteverdi@duke.edu
with questions*


Sponsored Projects System (SPS): A Hands On Training – Please bring a laptop if possible Erwin CR837	Tuesday, April 24, 2018 8:30 am – 12:30 pm
RA Quarterly Meeting Bryan Research Building 311 Research Drive	Thursday, April 26, 2018 1:30 pm – 4:30 pm
NIH Application Development, Management & Resources – The FOA – Part 1 of 3 Erwin CR837	Wednesday, May 9, 2018 8:45 am – 12:00 pm
NIH Application Development, Management & Resources – The FOA – Part 2 of 3 Erwin CR837	Wednesday, May 16, 2018 8:45 am – 11:45 am
NIH Application Development, Management & Resources – The FOA – Part 3 of 3 Erwin CR837	Tuesday, May 22, 2018 8:45 am – 11:45 am

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NIH Application Development, Management & Resources – Building Your Basic Budget Part 1 of 2
Erwin CR837 **Thursday, June 7, 2018**
8:45 am – 12:00 pm


NIH Application Development, Management & Resources – Building Your Basic Budget Part 2 of 2
Erwin CR837 **Tuesday, June 19, 2018**
8:45 am – 12:00 pm

NIH Application Development, Management & Resources – It’s Just In Time & the Notice of Award
Erwin CR837 **Friday, June 29, 2018**
8:45 am – 12:00 pm


eSubmissions → Submitting applications electronically to sponsors
Erwin CR837 **Friday, July 20, 2018**
8:45 am – 12:00 pm

Unofficial Information in Red;
Official dates & times will be in
LMS 30 days prior to class

Contact Rachel.MonteVerdi@duke.edu
with questions




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Sponsored Projects System (SPS):
A Hands On Training – Please bring a laptop if possible
Erwin CR837 **Thursday, August 2, 2018**
8:30 am – 12:30 pm

Other Support, Primarily for NIH
Erwin CR837 **Thursday, August 16, 2018**
8:30 am – 12:00 pm

NIH Research Performance Progress Reports (RPPRs)
Erwin CR837 **Tuesday, August 28, 2018**
8:30 am – 12:15 pm


A New Preaward Offering – Stay tuned!
Erwin CR837 **Thursday, Sept 13, 2018**
8:45 am – 12:00 pm

Intergovernmental Personnel Act (IPA) & the VA
Erwin CR837 **Wednesday, Sept 26, 2018**
8:30 am – 12:00 pm

Memorandums of Understanding (MOUs) & Personal Service Agreements (PSAs)
Erwin CR837 **Wednesday, October 10, 2018**
8:30 am – 12:00 pm

Unofficial Information in Red;
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LMS 30 days prior to class

Contact Rachel.MonteVerdi@duke.edu
with questions



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Training



NIH Application Development, Management & Resources – The FOA – Part 1 of 3
Erwin CR837

RA Quarterly Meeting
Bryan Research Building
311 Research Drive

NIH Application Development, Management & Resources – The FOA – Part 2 of 3
Erwin CR837

NIH Application Development, Management & Resources – The FOA – Part 3 of 3
Erwin CR837

Wednesday, October 24, 2018
8:45 am – 12:00 pm

October - TBD 2018
1:30 pm – 4:30 pm

Wednesday, Oct. 31, 2018
8:45 am – 11:45 am


Wednesday, Nov. 7, 2018
8:45 am – 11:45 am

Unofficial Information in Red;
Official dates & times will be in
LMS 30 days prior to class

Contact rachel.Monteveddi@duke.edu
with questions




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Sponsored Projects System (SPS):
A Hands On Training – Please bring a laptop if possible
Erwin CR837

NIH Application Development, Management & Resources – Building Your Basic Budget
Erwin CR837 Part 1 of 2

NIH Application Development, Management & Resources – Building Your Basic Budget
Erwin CR837 Part 1 of 2


Tuesday, Nov. 13, 2018
8:30 am – 12:30 pm

Thursday, Nov. 29, 2018
8:45 am – 12:00 pm

Wednesday, Dec. 12, 2018
8:45 am – 12:00 pm

Unofficial Information in Red;
Official dates & times will be in LMS
30 days prior to class

Contact rachel.Monteveddi@duke.edu
with questions



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Other Professional Training Opportunities

- NIH Regional
 - Washington DC; May 2-4, 2018
- NCURA Region III
 - Williamsburg, VA; May 5-9, 2018



Pizza and Proposals

- May 21, 2018, Noon
- Erwin Square 837
- Open hours to collaborate with ORA
- Preparation for June 5th deadline
- Registration through LMS
- Watch for emails



LMS Registration & Credit



- If you are not on the roster &/or signed up less than 2 business days prior to our meeting, give us 2 business days to add you to the system (remember to sign in legibly & with Net ID)
- Those who did not sign in will be listed as 'no shows' in LMS within 3 business days

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LMS Credit Qtrly Mtg & Survey



- To receive credit, each person who signed in will be sent a Qualtrics "By Invitation Only" link
- This link can be only be used once per person (Qualtrics records your information)
- Please put some thought into your responses – we need your input
- Note: The credit should be listed in LMS within 14 days after survey is completed

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Anonymize Response. Do NOT record any personal information and remove panel association (not recommended).