

**Quarterly Research  
 Administrator's Meeting**  
 Office of Research Administration  
 4/18/2019




---

---

---

---

---

---

---

---

Lindsey Spangler – Foreign Involvement in Research  
 Blake Perrault – myRESEARCHhome  
 Darrell Queen – WBSE Setup  
 Michael Dickman – ORA Update

**AGENDA**




---

---

---

---

---

---

---

---

**International Collaborations**

 @Duke\_OSI




---

---

---

---

---

---

---

---

### Duke's Commitment to International Collaborations

- Duke University values our international collaborations in research and education and the scholars and students from around the world who contribute to our academic mission
- The University is committed to building and supporting an inclusive and diverse research community
- Such collaborations are vital to our work in advancing education, research, and health locally, nationally, and globally

Duke UNIVERSITY

---

---

---

---

---

---

---

---

### “Statement on Protecting the Integrity of U.S. Biomedical Research”

Dr. Francis Collins, Director of NIH, laid out the following issues in an August 2018 statement:

- Failure by some researchers to disclose substantial resources from other organizations, including foreign governments
- Diversion of intellectual property in grant applications or produced by NIH-supported research to other entities, including other countries
- Sharing of confidential information in grant applications by NIH peer reviewers with others, including foreign entities

<https://www.nih.gov/about-nih/who-we-are/nih-director/statements/statement-protecting-integrity-us-biomedical-research>

Duke UNIVERSITY

---

---

---

---

---

---

---

---

### It's Not Just NIH...

- DoD - FY '19 National Defense Authorization Act (NDAA) contains a number of provisions of relevance to science and security issues...
  - Sec. 885 requires DOD to develop procedures to **limit foreign access to technologies** through grants, contracts...
  - A report with assessments and recommendations for penalties for violations “including intellectual property forfeiture” is due Sept. 1 of next year.
  - DoD is working with a number of institutions to better understand individuals directly or indirectly interacting with DoD funded awards
- NSF:
  - **Four institutions are currently subject to OIG inquiries** that relate to work with talent programs and whether there is information that should have been reported in current and pending support, biosketches, and collaborations and affiliations.
- Department of Energy:
  - Review underway of all DOE Lab Employees that may also have talent program funding; anticipate expansion to universities.

Duke UNIVERSITY

---

---

---

---

---

---

---

---

**NIH Research Projects Referred to OIG for Failure to Disclose Foreign Affiliations**  
(February 06, 2019)

- WASHINGTON – In response to an inquiry from Senate Finance Committee Chairman Chuck Grassley (R-Iowa), the Inspector General for the Department of Health and Human Services indicated that the National Institutes of Health has recently referred for investigation a dozen allegations of noncompliance related to medical research. The inspector general noted that these referrals primarily dealt with the failure of principal researchers to disclose foreign affiliations.
- In addition, the inspector general noted that it has recently initiated evaluations to assess NIH's vetting and oversight process related to research integrity and has initiated audits relating to NIH's award process, including its process for assessing the potential risk of grant recipients.

Duke UNIVERSITY

---

---

---

---

---

---

---

---

**NIH Focus**

Adequate Disclosure to Manage

- Intellectual Property
- Peer Review Process
- ★ – Overlap (Scientific, Financial, Commitment)

Duke UNIVERSITY

---

---

---

---

---

---

---

---

**Ongoing NIH Efforts**

- Seek to mitigate and prevent (more than criminalize)
- Work with institutions and organizations
  - Dr. Collins letter to recipient organizations (August 21, 2018)
  - Communications to specific institutions: employment actions
  - Multiple interactions with members of Congress
- Work with partners across the government (including FBI)
- Peer review
  - Invitation to serve at agency discretion
  - Reporting to institutions and OIG
  - Enhance security

Tabak, L. and Wilson, M. (2018). Foreign Influences on Research Integrity [PowerPoint slides]. 117th Meeting of the Advisory Committee to the NIH Director

Duke UNIVERSITY

---

---

---

---

---

---

---

---

## Ongoing Duke Efforts



Duke UNIVERSITY

---

---

---

---

---

---

---

---

## Training & Resources

- Information will be posted on Grant Support website when complete
- Duke is continuing to monitor the issue and guidance received from NIH and other federal sponsors
- We expect NIH to issue additional guidance soon

Duke UNIVERSITY

---

---

---

---

---

---

---

---

## Training & Resources

- Foreign component definition
  - where/when to indicate in initial submission
  - prior approval if added during the course of work
    - NIH GPS 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
- Foreign Justification (required attachment)

Duke UNIVERSITY

---

---

---

---

---

---

---

---

## Foreign Component Definition

- The performance of any significant scientific element or segment of a project outside of the United States, either by the recipient or by a researcher employed by a foreign organization, whether or not grant funds are expended
- Activities that would meet this definition include, but are not limited to
  - (1) the involvement of human subjects or animals
  - (2) extensive foreign travel by recipient project staff for the purpose of data collection, surveying, sampling, and similar activities
  - (3) any activity of the recipient that may have an impact on U.S. foreign policy through involvement in the affairs or environment of a foreign country

Duke UNIVERSITY

---

---

---

---

---

---

---

---

## Foreign Component Definition

- Examples of other grant-related activities that may be significant are:
  - collaborations with investigators at a foreign site anticipated to result in co-authorship;
  - use of facilities or instrumentation at a foreign site; or
  - receipt of financial support or resources from a foreign entity

Duke UNIVERSITY

---

---

---

---

---

---

---

---

## Foreign Component and Justification

### SF424 Form (New and Competing)

6. Does this project involve activities outside of the United States or partnerships with international collaborators?  Yes  No

6.a. If yes, identify countries:  If 6 is Yes, then a list of countries is required in 6a. Abbreviations can be used. Up to 55 characters.

6.b. Optional Explanation:  Up to 55 characters.

- 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"

\*We are working with the ORI RAD group to update SPS to better reflect requirements for a foreign component

Duke UNIVERSITY

---

---

---

---

---

---

---

---

## Foreign Component and Justification

### RPPR (non-competing)

#### G.9 FOREIGN COMPONENT

**Organization Name:** Universidade do Federal Espirito Santo  
**Country:** BRAZIL  
**Description of Foreign Component:**  
 Zika mother/infant cohort recruitment site, processing of samples, and initial screening by PCR and neural development screening and Redcap Database entry

**Organization Name:** National University of Singapore  
**Country:** SINGAPORE  
**Description of Foreign Component:**  
 ADE assays and UV-inactivated and fluorophore conjugated Zika virus for selection of the ZIKV-targeting memory B cell subpopulation; Zika Neutralization

Description of foreign component is limited to 700 characters




---

---

---

---

---

---

---

---

## Requesting Prior Approval (SOM)

- Utilize the ORA Administrative Action Request form and select "Prior Approval Request"
- Attach foreign justification file describing special resources or characteristics of the research project, including the reasons why the facilities or other aspects of the proposed project are more appropriate than a domestic setting

Type of Action Requested (more than one can be selected) \*

- Award Solicitation
- Carryover Request (non-NSF)
- Check-out Documents
- Effect Change Request
- JFT (out on File) Documents
- MOU Memorandum of Understanding (Select Barbara C. Hall as the ORA Administrative Contact)
- Status Request
- Prior Approval Request**
- IRB Request
- Other (Please describe in comment box below)

ORA Research Administrative Contact \*

Select: [dropdown menu]

Comments

Requesting prior approval for foreign component

Please add any additional comments/information necessary for ORA completion.

Upload Files

Choose file: [no file selected]

Remove Foreign Justification files

Upload Research Request ORA review and/or signature




---

---

---

---

---

---

---

---

## Training & Resources

- Biosketch and Other Support
  - Include collaborative grants, awards, and relationships/positions outside of Duke and the US, even if no salary support
- Grant acknowledgment in publications & progress reports
  - co-authored publications involving foreign collaborators/institutions




---

---

---

---

---

---

---

---

## Publications

Using PMC ID from progress report, review collaborating authors and grant support on PubMed Central

**The Impact of IgG transplacental transfer on early life immunity**  
 Genevieve G. Fouda,<sup>1\*</sup> David R. Martinez,<sup>2</sup> Geeta K. Swamy,<sup>3</sup> and Sallie R. Permar<sup>1</sup>

\* Author information • Copyright and License information Disclaimer

<sup>1</sup>Human Vaccine Institute, Duke University Medical Center, Durham, NC, 27710  
<sup>2</sup>Department of Pediatrics, Duke University Medical Center, Durham, NC, 27710  
<sup>3</sup>Department of Molecular Genetics and Microbiology, Duke University, Durham, NC, 27710  
<sup>4</sup>Department of Obstetrics and Gynecology, Duke University Medical Center, Durham, NC, 27710  
<sup>\*</sup>Corresponding Author: Duke Human Vaccine Institute 2 Genome Court, Box 103020 Durham, NC 27710.  
 919-684-1919. genevieve.fouda@duke.edu

Review author information at top of page for foreign co-authors

Review acknowledgments near bottom of page for foreign grant support

**Acknowledgments** Go to

Funding: DRM is supported by an American Society of Microbiology Robert D. Watkins Graduate Research Fellowship, a Burroughs Wellcome Graduate Diversity Fellowship, and an NIH NIAID Ruth L. Kirschstein National Research Service Award F31 F31AI127303. GP and SP are partly supported by IMPACT. Overall support for the IMPACT group is provided by the National Institute of Allergy and Infectious Diseases (NIAID) (U01 AI068632) and the Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD). The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health

Duke UNIVERSITY

---

---

---

---

---

---

---

---

---

---

## Conflict of Interest

- Accurately disclose foreign financial interests and relationships in your [Duke Annual COI Disclosure Form](#) in accordance with Duke policies and federal regulations
- Further information on COI disclosures is available through the [Duke Office of Scientific Integrity](#) and the [Office of Research Support](#). Examples of a foreign financial interest include, but are not limited to the following:
  - Payment for service from a foreign government, company, or academic institution such as a consulting fee, lecture payment, or honorarium
  - A gift from a foreign government, company, or academic institution such as money, hospitality, or a physical item
  - An equity interest in a foreign company such as stock, stock options, securities, or other ownership interest
  - An intellectual property right such as a patent, copyright, or royalty from such right

Duke UNIVERSITY

---

---

---

---

---

---

---

---

---

---

## Foreign Travel

- Investigators with research sponsored by the U.S. Public Health Service (PHS) are required to disclose certain information about all sponsored or reimbursed travel that meets certain criteria:
  - Travel that is reimbursed or sponsored by an external entity
  - Travel is related to institutional responsibilities to Duke (e.g., speaking about your science, as opposed to an unrelated topic, like a hobby)
- **Foreign** entity sponsored/reimbursed travel is treated differently than domestic—no exemption
- Exemption only applies to **domestic** institutions of higher education (as defined in 20 U.S.C. § 1001(a)), a federal, state or local government agency, an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education

Duke UNIVERSITY

---

---

---

---

---

---

---

---

---

---

## Foreign Travel

- Use Duke's Sponsored Travel form to report travel ([https://radapps.duke.edu/phs\\_travel](https://radapps.duke.edu/phs_travel))
- Provide:
  - The identity of the sponsor/organizer (if the sponsor is a company but they are working through a marketing company, report the primary sponsor of the trip rather than the intermediary);
  - The purpose of the trip (speaking, consulting, meetings, etc.);
  - The destination for the trip; and
  - The duration of the travel, specifically the date you left and the date you returned

Duke UNIVERSITY

---

---

---

---

---

---

---

---

## Export Controls

Consult the Office of Export Controls [website](#) before:

- traveling abroad on academic business
- collaborating with international partners, either formally or informally
- making international financial transactions
- shipping materials internationally
- transferring technology
- using restricted materials for research

Duke UNIVERSITY

---

---

---

---

---

---

---

---

## Duke - Communication

- Communication to all faculty engaged in research sent February 14, 2019
- Communication to SOM grant administrators sent February 22, 2019

Duke UNIVERSITY

---

---

---

---

---

---

---

---

## Duke - Education

- Research Town Hall – May 6, 2019 (see next slide)
- Research Administrators Symposium – May 29th
- Individual School/Department meetings – to be scheduled (e-mail [Geeta.Swamy@duke.edu](mailto:Geeta.Swamy@duke.edu))
- ORA/ORS Quarterly Meetings
- Business Manager Meetings
- RCC Mandatory Grant Manager and Business Training

Duke UNIVERSITY

---

---

---

---

---

---

---

---

## Duke - Research Town Hall

(May 6, 2019)

### *International Collaborations at Duke*

- 1) Researcher Perspectives
  - Panelists will include investigators with foreign collaborations
- 2) Grant Compliance
  - Overview of foreign component definition, requirements for foreign justification, biosketch, other support, and grant acknowledgment in publications

Duke UNIVERSITY

---

---

---

---

---

---

---

---

## Duke - International Research Collaborations Upcoming Meetings

Faculty/Leadership	Research Administrators	Business Managers	Research Community
<ul style="list-style-type: none"> <li>• RPAC (3/8)</li> <li>• Clinical Chairs (TBD)</li> <li>• Basic Chairs (TBD)</li> <li>• Deans Cabinet (4/1)</li> <li>• Center/Inst. Directors (4/4)</li> </ul>	<ul style="list-style-type: none"> <li>• RA small group (2/28)</li> <li>• CRU FPM (3/13)</li> <li>• ORS CRAM (4/1)</li> <li>• ORA Quarterly (April 18)</li> <li>• MSPAI (May-June)</li> </ul>	<ul style="list-style-type: none"> <li>• Campus AFLG (3/13)</li> <li>• SOM Business Managers (4/4)</li> <li>• Mandatory Training (Spring/Summer)</li> </ul>	<ul style="list-style-type: none"> <li>• Research Town Hall (5/6)</li> <li>• Research Admin Symposium (5/29)</li> </ul>
Departments/Centers/Institutes			
<ul style="list-style-type: none"> <li>• Surgery (2/21)</li> <li>• Pathology (3/12)</li> <li>• Ophthalmology (3/13)</li> <li>• B&amp;B (3/22)</li> </ul>	<ul style="list-style-type: none"> <li>• DHVI (4/1)</li> <li>• Immunology (4/3)</li> <li>• DGH (4/12)</li> <li>• CFM (4/25)</li> </ul>	<ul style="list-style-type: none"> <li>• Dermatology (4/30)</li> </ul>	

Duke UNIVERSITY

---

---

---

---

---

---

---

---

# WBSE Create




---

---

---

---

---

---

---

---



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

## WBSE Create Form - NOW LIVE!

What you need to remember:

- Integration of SPS and SAP
- Department/Center/Institute initiates for WBSEs in advance of award and new Sub codes for existing WBSEs
  - Includes awards with annual renewals (DHHS sponsored)
- Central offices initiate for WBSE at Award in Progress/Award
  - Department reviews prior to creation in SAP
- Resources: Quick Reference Guide and Online Video Tutorials available on the Finance Website





---

---

---

---

---

---

---

---



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

### Additional Offering Available!

When: Wednesday April 24 (9-10:30 A.M.)  
 Where: Erwin Square 8<sup>th</sup> floor Conference – RM 837  
 How to Register: Search "WBSE Create Overview Session" or follow the link below  
<https://lms.duhs.duke.edu/Saba/Web/Cloud/goto/OfferingDetails?offeringId=class0000000095997>

If you have yet to attend a session, we encourage you to sign up or to send a representative.





---

---

---

---

---

---

---

---



## Cancel WBSE

Created by: 04/12/2019 BARBE601 10:57:10 41000228

Check/Validation | Add Approver | Save as Draft | Submit to Workflow | **Cancel the Project Setup Request** | Close Application

**Request**

SPS No.: 239197 | Request ID: 00091861 | Request Type: ADV

- Approval Cycle
- Comments
- Attachments
- Project Level Values
- WBSE Specific Values

- Routed to SAP Workflow
  - Delete in workflow
  - Only the Initiator can delete

Duke UNIVERSITY

---

---

---

---

---

---

---

---

## Other Tips

Issues inputting names

- Hit enter or click the box

WBSE request gets locked

- Close browsers, clear cache
- Let us know if you hit 24 hours

**Assignments**

Principal Investigator(s) / Grant Administrators

Sps	SPS No.	SFR Code	Pmt. Resp. No.	Pmt. Resp. Name	PI ID Number
001	246178	0900101000	00378348	SCOTT H SODERLING	00000000
002	246178	0900101000	00407504	COLLI CARLA	00000000

The project setup for TR 4100015T is locked by user MF237.

Duke UNIVERSITY

---

---

---

---

---

---

---

---

## ORA NEWS AND REMINDERS

Duke UNIVERSITY

---

---

---

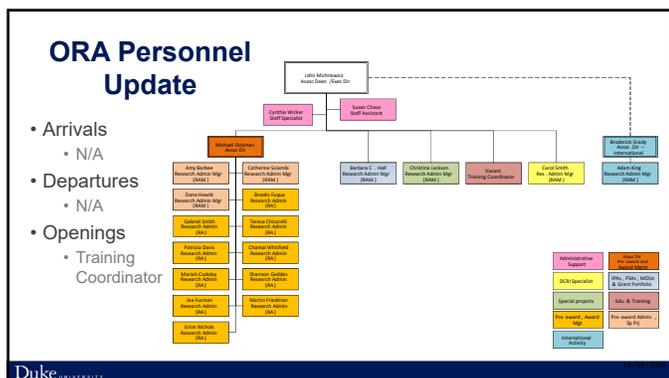
---

---

---

---

---




---

---

---

---

---

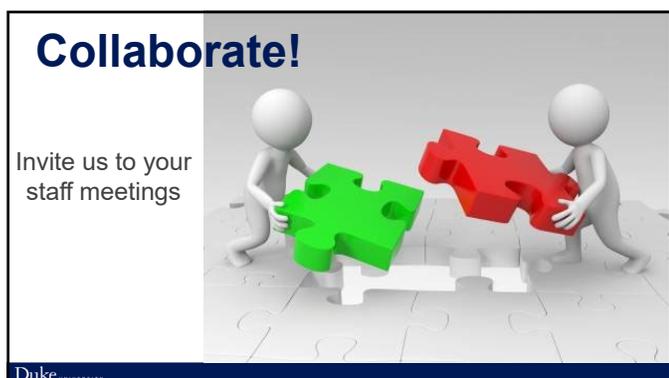
---

---

---

---

---




---

---

---

---

---

---

---

---

---

---



## VA MOU

SOM Research Administration community is to use the "updated" MOU (June 2018) version when submitting a new or updated MOU.

Changes include:

- Specific "Effective Date" of MOU is requested
- VA signature delegated to Faculty member's Immediate VA Superior
- Duke signature approval delegated to Div. Adm. or Div. Chief
- Information will still be reviewed, verified and stored by ORA

<https://medschool.duke.edu/research/research-support-offices/office-research-administration/va-partnerships/veterans-affairs-mous>

---

---

---

---

---

---

---

---

---

---



## VA MOU

SOM Research Administration community is to use the "updated" MOU (June 2018) version when submitting a new or updated MOU.

Reminders:

- Though ORA signature was removed, ORA (Barbara Hall) still reviews and approves
- VA MOU required at NIH application submission  
NIH GPS Part II Subpart B Section 17.3
  - If signed MOU is not available, please note in proposal memo and send efforts to obtain signature to ORA (e.g. email to VA)
  - ORA may help facilitate signatures or grant exemption to submit app

<https://medschool.duke.edu/research/research-support-offices/office-research-administration/va-partnerships/veterans-affairs-mou>

Duke UNIVERSITY

---

---

---

---

---

---

---

---

---

---

## NIH Budget Justification VA vs TPE Statement

- VA Statement
  - Must be included if PI has VA appointment
  - Example:  
The effort requested represents the share of Duke University time only; Dr. Andy Biotic has a 3/8 VA appointment."
- Total Professional Effort (TPE) Statement
  - Must be included if the PI has <50% Duke appointment
  - Statement to clearly represent actual calendar months dedicated to the project
  - Should include in non-NIH budget justifications
  - Example:  
Dr. Andy Biotic holds both university and non-university appointments. The commitment of 2.4 calendar months of university appointment to this project represents 8%, or 0.96 calendar months of total professional effort.

Duke UNIVERSITY

---

---

---

---

---

---

---

---

---

---

## iForm 180 Day Calculator

<https://medschool.duke.edu/research/research-support-offices/office-research-administration/award-management/special-projects>

Is the proposed iForm effort change greater than 180 days?

<Enter> Default Pay Period Begin Date MM/DD/YY	<Enter> Retroactive Start Date MM/DD/YY	Result (Formula - <b>Do Not Edit</b> )
		NOT > 180 Days

Duke UNIVERSITY

---

---

---

---

---

---

---

---

---

---

## ERRORS

# SPS REMINDERS

---

SPS Michael Dickman (m2147)

**Welcome to SPS**

[Protocols](#) - Check/refresh proposals, access ribbon  
[Awards](#) - Check/refresh awards (ORACORS), view award information  
[Utilities](#) - Edit select proposal fields (e.g., protocol, naming org, agency due date, WBS/E)  
[Standard Reference](#) - Edit standardized data (i.e., limited person data, SPS/SAP sponsor mappings)



Duke UNIVERSITY

---

---

---

---

---

---

---

---

## Copy Functions

Proposal Actions ▾

Memo/Internal Docs

Show History

Manage WBS/E Requests

---

PRINT OPTIONS

Print DPAF

Print Review Copy

Print Forms

---

COPY OPTIONS

Copy As New

Copy As Resubmission

Copy As Competing Renewal

Copy As Non-Competing Renewal

Copy As Supplement

- State restrictions have been lifted for the following Copy functions:
  - Copy as Non-competing Renewal
  - Copy as Competing Renewal
  - Copy as Supplement
  - Does not apply to composite
- Ability to insert final year Non-competing Renewals in between the previous Non-competing Renewal and a Competing Renewal

Duke UNIVERSITY

---

---

---

---

---

---

---

---

## Performance Sites

Name	Duke ID	Campus	Address Line 1	Address Line 2	City	State	Country	Zip	Work Location	% Used
Duke University	04-000-7792	NC-001	2209W Main St	10000	Durham	NC	United States	27710	On-Campus	75.00 %
Duke University	04-000-7792	NC-001	4300 Medical Park Dr		Durham	NC	United States	27704	Off-Campus - SE	25.00 %
University of North Carolina - Chapel Hill	00100377	NC-004	Office of Sponsored Res	104 Apollon Drive, Suite	Chapel Hill	NC	United States	27599	Off-Campus	0.00 %
Stanford University	00214214	CA-014	Stanford University	343 Panama St	Stanford	CA	United States	94305-5031	Off-Campus	0.00 %

- Duke performance sites
  - Combined % Used = 100%
  - ORA address auto populates and is preferred, may be changed to PI/department address
  - Documents appropriate application of F&A
- Non-Duke performance sites
  - % Used = 0%
  - On/Off-Campus is dependent on sub location (not Duke's)

Duke UNIVERSITY

---

---

---

---

---

---

---

---



**NIH UPDATE**

Duke UNIVERSITY

---

---

---

---

---

---

---

---



**NIH Filename Validations**

Extramural *Nexus*

- Filenames used for grant application attachments must be
  - descriptive;
  - unique within an application (or within a component of a multi-project application);
  - comprised of the following characters: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign; and
  - 50 characters or less (including spaces).

[https://grants.nih.gov/grants/ElectronicReceipt/esub\\_items\\_interest\\_02282019.htm](https://grants.nih.gov/grants/ElectronicReceipt/esub_items_interest_02282019.htm)

Duke UNIVERSITY

---

---

---

---

---

---

---

---



**NIH Filename Validations**

Extramural *Nexus*

eRA systems now enforce the long-standing 50-character limit for filenames used for attachments in grant applications. The file name length will be checked by ASSIST and other solutions that use our validation service pre-submission, so remember to keep those file names short!

Duke UNIVERSITY

---

---

---

---

---

---

---

---



## Compliant Other Support

Updated other support for all key personnel (including subcontracts). NIH is critiquing very closely the other support which is submitted. PLS. NOTE:

- We cannot emphasize enough that this request is only for KEY persons. The persons stated with effort on the top half of the budget pages for the first year of this fund.
- Total effort cannot exceed 12 cm including effort on this 'to be funded project'.
- Grant numbers for NIH projects need to be stated.
- Do not state projects which have expired.
- If 'pending' projects have now been awarded, please state within the 'Active' section of the document.

Duke UNIVERSITY

---

---

---

---

---

---

---

---

---

---

## GrantSupport.Duke.edu



### Important NIH Info

Search this site

- Home
- Summary
- Updates
- NCE Request Process
- Carryover Request Process
- Detailed Budget Requirements
- Subrecipient Process
- NIH Training Grants
- Tools and Resources
- Frequently Asked Questions
- Memos and Communications
- Research Process Assessment Committee (RPAC)
- Town Hall Series

#### Duke University NIH Grant Administration Guidance

In response to recent changes in requirements from the NIH, several new efforts to enhance proposal development, submission, financial oversight, and research integrity have been introduced to further strengthen Duke's research infrastructure and administration. As a reminder, the following is now required for all Duke NIH awards:

- **Detailed budgets** - for all modular applications (at Just-in-Time) and RPPRs effective April 1, 2018
- **Carryover requests** - prior NIH approval for all effective May 15, 2018
- **No cost extension requests** - prior NIH approval for all for existing grants effective April 1, 2018

This website provides information and guidance necessary for faculty and grant managers across Duke to comply with NIH's requirements. We will continue to keep you updated via this website as we learn more from NIH. **See Updates for latest information.**

Please let us know if you have questions or concerns - email [grantsupport@duke.edu](mailto:grantsupport@duke.edu).

Duke UNIVERSITY

---

---

---

---

---

---

---

---

---

---

## GrantSupport.Duke.edu



### Updates

Search this site

- Home
- Summary
- Updates
- NCE Request Process
- Carryover Request Process
- Detailed Budget Requirements
- Subrecipient Process
- NIH Training Grants
- Tools and Resources
- Frequently Asked Questions
- Memos and Communications

- 04/08/2019 NCE Request Process - templates and other resources have been updated
- Tools and Resources - page updated with new and updated NCE and Carryover documents
- 04/05/2019 Carryover Request Process - templates, FAQs and other resources have been updated
- 04/04/2019 Town Hall Series - Upcoming Event May 6, 2019
- 03/12/2019 Town Hall Series - Upcoming Event April 10, 2019
- 02/12/2019 Town Hall Series - Upcoming Event March 5, 2019
- 01/11/2019 Town Hall Series - Upcoming Event February 6, 2019
- 01/04/2019 NIH Training Grants - page added
- Tools and Resources - page updated to include NIH Training Grants letter

Duke UNIVERSITY

---

---

---

---

---

---

---

---

---

---

**Duke**  
 THE  
 Duke University  
 FACULTY HANDBOOK  
 Appendix P: Page 41

**Faculty Communication to External Sponsors on Administrative Issues**

The University encourages as-needed communication between faculty and external sponsor program officials on matters related to science and research. When sponsoring entities – federal, foundation, or industry – communicate funding, procedural, or final budget decisions, any appeal of those decisions must be made through an authorized Duke official. Faculty and staff are not authorized to contact sponsors directly about administrative matters. If a faculty member wishes to appeal a sponsor decision, the faculty should alert the grant manager who will take the request and justification for the appeal to the University's liaison to federal sponsors, who will manage the related interaction as appropriate. If Duke agrees to process the appeal, the faculty member and the grant manager will be notified by the liaison as soon as the sponsor provides Duke with a decision.

Duke UNIVERSITY

---

---

---

---

---

---

---

---

**PROFESSIONAL DEVELOPMENT  
 AND TRAINING UPDATE**

Duke UNIVERSITY

---

---

---

---

---

---

---

---

**Other Professional  
 Training Opportunities**

- NCURA Region III  
 – Hollywood Beach, FL; May 5-8
- NIH Seminar  
 – Baltimore, MD; May 15-17
- NCURA Annual Meeting  
 – Washington D.C., Aug 4-7
- SRA Annual Meeting  
 – San Francisco, CA; Oct 19-23





Duke UNIVERSITY

---

---

---

---

---

---

---

---

## Pizza and Proposals

- May 20, 2019, Noon
- Erwin Square 837
- Open hours to collaborate with ORA
- Registration through LMS
- Watch for emails



Duke UNIVERSITY

---

---

---

---

---

---

---

---

## 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




---

---

---

---

---

---

---

---

## LMS Credit Quarterly 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
- Note: The credit should be listed in LMS within 14 days **after** survey is completed

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

---

---

---

---

---

---

---

---