Welcome to the Office of Research Administration Training

First -> THANK YOU for the work you do!
Each of us is a part of something greater than ourselves. We are all members of this amazing, world-class Duke University School of Medicine and School of Nursing Research Administration team. You may not hear it every day, so let’s just say this first: THANK YOU for giving 100% of your time & attention to the grant development and management process. We couldn’t do it without you – and wouldn’t want to!

This document includes information regarding:

About Our Classes

NIH Application Development, Management & Resources (ADMR):
   The Funding Opportunity Announcement (3 Part Series)

NIH Application Development, Management & Resources (ADMR):
   Building Your Basic Budget (2 Part Series)

NIH Application Development, Management & Resources (ADMR):
   It’s Just in Time & the Notice of Award

Other Support Class

Research Performance Progress Report (RPPR) for NIH Class

eSubmissions Class

Sponsored Projects System (SPS) Class

Intergovernmental Personnel Act (IPA) & the VA

Memorandums of Understanding (MOUs)
   & Personal Service Agreements (PSAs)

Directions & Parking

About Our Classes
The majority of our classes have a NIH focus and provide you a solid foundation for understanding the pre-award process. The goal is to equip you with the tools necessary for successfully developing and managing applications and proposals. Your success is our success. If you have suggestions on ways to improve our classes, or classes you would like to see added in the future, please don’t hesitate to contact Rachel.Monteverdi@duke.edu
**Help Us Help You: The 50/50+ Ratio**  Research shows a high correlation between active, engaging learning environments and success in transferring training knowledge back to the workplace. Our classes are being redesigned to be primarily interactive and activity-based for real-world, practical application. Participants immerse themselves in learning by rolling up their sleeves, engaging in discussion, working through exercises, demonstrations, case studies and role-plays. As in real-life, sometimes we don’t always get answers immediately. We may need to discover the answers on our own, or with a colleague. In each session, we ask all participants to take on ‘roles’ to keep the class on track and on task. We facilitate the learning and ask that you give 100% to the process.

**Instant Recall through Job Aids**  “I learned a great deal in class a month ago but now that the holidays are over and I’m back at work, I just can’t remember the details.”  We know as time goes by it is difficult to remember everything that was discovered within a class. As your partner in learning, ORA is working hard to provide job aids for you to take back to the workplace or for instant recall. If you have suggestions for job aids after you have taken a class, please don’t hesitate to contact Rachel.Monteverdi@duke.edu.

**Let’s Maximize Our Time Together: Flipping the Classroom**  We are in the process of flipping the classroom! This means that you will be expected to do work prior to class and when we are together, we will have a discussion. As such, all are asked to review relevant information such as concepts, processes, terms from NIH websites and materials learned in previous classes prior to our time together. The goal is for each professional to be responsible for their learning and prepared to discuss, engage, and in many cases, teach what they have learned.
**Helpful Tips**

1. If you have access to technology such as a laptop, tablet, or phone that can search online, **please BYOD** (bring your own device). These devices are helpful to use to identify costs, review policies online, etc. BYOD is not required but it is highly recommended and appreciated. No worries if you cannot bring a device, just let us know **48 hours prior** and be in class **15 minutes early so you can log in** or partner with another.

2. **Remember to sign-in at the beginning of each session, pick up a table tent & place your first name on both sides.**

3. By attending our educational sessions, you grant permission to Duke University the unrestricted right to reproduce **photographs** taken for the purposes of publication. If you need to opt out of pictures, contact us **48 hours prior** to class.

4. We cannot reimburse for copies or parking, however you are welcome to bring a pen, paper, **highlighters**, water and a small snack for yourself or to share.

5. **The No Show Fee** As with many Duke University classes, a $100 no show fee will be charged to participants who cancel after 11:59 p.m. the day prior to the scheduled class or do not attend the class he/she has registered for. Also, if you cancel/drop your class registration on the day of the class, the no show fee will be charged. The fee will be charged to the participant's default cost center.

6. **Let’s Build an OUTSTANDING Research Administration Community of Practice**
   In our classes, experts and ‘newbies’ are encouraged to share their knowledge of practical solutions and to establish new friendships. The ultimate goal is to create a stronger Duke University School of Medicine & School of Nursing Research Administration Community of Practice where we increase collaborative interactions to develop outstanding support. We are stronger together!

**A word about Adult Learning** “I have family, work, community and other obligations, how am I supposed to remember things I learned a year ago?” We recognize learning takes time to ‘stick’. As such, **anyone** is welcome to take our class at any point in time. Seriously, if you want to take a class multiple times, feel free.

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**Class Descriptions**

**NIH Application Development, Management & Resources (ADMR): The Funding Opportunity Announcement (A 3-Part Series)**

Step-by-step, the ADMR Funding Opportunity Announcement (FOA) series takes someone new to research administration through the entire FOA process by utilizing our most common FOA: the R01. Beginning at the top (e.g. the importance of understanding participating organizations), we dive into each component of a FOA. Expect to do research online and work through potential problems with your table team. As we review case study information, we will also discuss common ‘what if’ scenarios and discover systems and resources that may assist throughout the process. This course is only offered **two times per year and requires homework between classes**. So, when you are ready to roll up your sleeves and become a partner in learning, find the most recent R01, highlight all areas you believe are important and then sign up for class!

**NIH Application Development, Management & Resources (ADMR): Building Your Basic Budget (A 2-Part Series)**

As an extension of the FOA class (description above), the Building Your Basic Budget class takes someone new to research administration through the process of creating a basic budget for a R01 application. Should we develop a modular budget or a detailed budget? Is there a difference? What do we do if instructions say one thing and the Duke Faculty Handbooks says another? Is there a difference between a sub-recipient and an independent contractor? What is F&A? What do we do if F&A changes during our project? This class is only offered **two times per year and requires homework between classes**. So, when you are ready to roll up your sleeves and become a partner in learning, feel free to sign up.

**NIH Application Development, Management & Resources (ADMR): It’s Just in Time (& the Notice of Award) (JIT/NOA) Class**

This class picks up right where we left off with the Funding Opportunity Announcement (FOA) & Building Your Basic Budget (BYBB) classes. How do we know we finally have all the pieces of the application in good order and ready to submit? The goal is to have a better understanding of what is important prior to submitting an application, what can be done after the application has been submitted, the route and length of time an application takes before you hear back, and specific guidelines.
So, what do you do when you receive something from NIH that says, “JIT” or “Just in Time”? Do you hit the panic button and notify everyone that the award is on its way? Do nothing? Or do you systematically read the fine print to determine what might be needed? Does Other Support, IRB, IACUC, Human Subjects Education, hESCs, Human Genomic Data Sharing really need to be updated as soon as possible? Where does a GM upload the Just-In-Time information?? Who do we contact and by when?

Hooray! We finally received the Notice of Award! Now what do we do? Hint: Thoroughly review the Terms & Conditions! The JIT/NOA class is only offered two times per year. When you are ready to roll up your sleeves and become a partner in learning, feel free to sign up.

For specific information and to register for this class, please log into our Learning Management System: https://lms.duhs.duke.edu/Saba/Web/Cloud

Other Support Class Session Information

If you are new to research administration and Other Support is a mystery to you, join us! By the end of our class time together, Other Support participants will know the definition and purposes of Other Support as it relates to NIH (the what & why); the specific roles that need to have OS addressed (who); recognize when it is needed (when); the basics in effort change, systems needed and much more! NOTE: Up to 30 minutes of Pre-work is required to be submitted 24 hours prior to class.

For specific information and to register for this class, please log into our Learning Management System: https://lms.duhs.duke.edu/Saba/Web/Cloud

Research Performance Progress Report (RPPR) Class Session Information

What is a RPPR and why is it important? How many sections does it include?? When is it due? Who needs to provide input? Is RPPR the same as eSNAP? What is SNAP?? Step by step, let’s take a look at the RPPR and walk through the details together.

(Keep scrolling/see next page)
By the end of this session, participants will be able to discuss the history of the RPPR, identify the specific due dates for RPPR submissions; describe the RPPR submission process; discuss several key areas of an RPPR that must be addressed, explain the average length of time PHS states it takes for a RPPR, and more. NOTE: A 5 minute intro and 30 minutes of Pre-work is required 24 hours prior to class. When you are ready to roll up your sleeves and become a partner in learning, feel free to sign up.

For specific information and to register for this class, please log into our Learning Management System: https://lms.duhs.duke.edu/Saba/Web/Cloud

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**eSubmission Class Session Information** Everything is ready and it’s finally time to submit the grant application to NIH, now what do I do!? Is this a system-to-system (S2S) situation or should I mail in my application? What is SPS? What is Grants.Duke? Should I know anything about eRA Commons? Validations? If you don’t know the answers to these questions, join us for eSubmissions.

Given a connection to the Internet, handouts, and an interactive guided learning discussion, by the end of the class, the research administrator will be able to:

- List the main types of electronic application submission methods utilized for the School of Medicine and School of Nursing
- Identify the steps needed to electronically submit an application to NIH
- Describe what information is necessary to submit an application to NIH (e.g. FOA, PI, credential information)
- Identify at least 3 resources to assist when submitting applications electronically or throughout the entire grant development process

**Please note:** Experts & ‘newbies’ are encouraged to share their knowledge & come prepared to discuss, engage, & teach what has been learned. When you are ready to roll up your sleeves and become a partner in learning, feel free to sign up.

For specific information and to register for this class, please log into our Learning Management System: https://lms.duhs.duke.edu/Saba/Web/Cloud

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Sponsored Projects System (SPS) Class Session Information

What is SPS? When should I use SPS? Where do I start? Does SPS calculate budgets for me? Do I need to create a new record every year? If you are new to grant administration at Duke, it’s important you know about SPS. The Sponsored Projects System (SPS) provides the management of sponsored projects for the Duke School of Medicine, School of Nursing and the Campus community.

Users of SPS are able to create grant applications and proposals, transmit and route each through the approval process, produce government sponsor forms, and track general award information.

By the end of the class, the new research administrator will be able to:

- Explain the main content areas of SPS
- Identify the steps needed to create & submit an application
- Describe what information is necessary within 3 main areas of SPS (e.g. the Personnel, Facilities, & Budget tabs)
- Identify at least 3 resources to assist when working in SPS or throughout the entire grant development process

Please note: Experts & ‘newbies’ are encouraged to share their knowledge & come prepared to discuss, engage, & teach what has been learned.

For specific information and to register for this class, please log into our Learning Management System: https://lms.duhs.duke.edu/Saba/Web/Cloud

Intergovernmental Personnel Act (IPA) Class Session Information

Welcome to the world of IPAs! What is an IPA? When do I need one? Where do I get one? Who is assigned one? For how long? Why would I need a modification? And what does this abbreviation mean? We are glad you asked! Class participants will define an Intergovernmental Personnel Act (IPA), determine when to use one, and decipher whether some IPAs can be improved or are ‘good to go’! Get ready to roll up your sleeves, learn all about IPAs, and practice highlighting and filling out key areas of important forms.
Memorandum of Understanding & Personal Service Agreements (MOUs & PSAs) Class Session Information

Welcome to the world of MOUs and PSAs. What is a MOU? Who needs one and when? How frequently are they updated? Is there a difference between a Duke and VA work week? Should PDC information be on a VA form (& what is PDC)? How about PSAs? Who can be on a PSA and how do I calculate all of this information? We are glad you asked!

Join the discussion as we define a Memorandum of Understanding (MOU) as it relates to Duke University & the Veteran’s Administration. We will determine when to use one, when MOUs need updating, who provides signature authority and more! Also within this class, we will learn about Personal Service Agreements, who might be involved, the process for each, and more.

For specific information and to register for this class, please log into our Learning Management System: https://lms.duhs.duke.edu/Saba/Web/Cloud

Directions

The Office of Research Administration is in Suite 820, in the Erwin Square tower building. The large training room is located in Suite 837. Erwin Square is off campus at 2200 West Main Street.

1. **If you drive:** Free one-hour parking is available in front of the restaurants and other retail businesses, and adjacent to the entry circle.

2. **If you are staying longer than one hour:** You will also find covered free parking in the parking deck with your Duke key card & parking pass. If you do not have a pass, contact Rachel.monteverdi@duke.edu for the code to the key pad entrance available on the Rutherford side street (near the Credit Union drive through).

   **For those with a Duke parking pass:** To reach the deck, enter from Main Street, go halfway around the circle, continue straight. Next page ->
With Parizade and Local 22 on your left, turn left at the driveway to the deck (also on the left). Visitor spaces are usually plentiful on the first and second levels, near the stairwell/elevator foyer.

NOTE: The second level brings you to the sheltered courtyard of the building, where you enter the building's ground floor, near the front entrance and the elevators.

3. **If you take Duke Transit:** Several shuttles travel between campus and Erwin Square:
   - H-5 shuttle arrives at the front door of our building every 15 minutes. It travels between 705 Broad Street, the Erwin Mill Building, Erwin Square Tower, West Campus, Hospital South, Hospital North, and Hock Plaza. If you are coming from campus, it is best to catch the bus at Duke Hospital South.
   - H-3 bus also regularly arrives at the west end of Erwin Square, near the Credit Union drive-up kiosks.

4. **If you walk:** We are located one block from Erwin Mill, two blocks from Ninth Street, and four blocks from East Campus.

**Locating Erwin 837 on the 8th floor:** From the tower lobby take an elevator to the eighth floor. Turn away from the large windows, and walk in the opposite direction. You are standing in front of the training room.

For additional information or suggestions related to Pre-Award training, contact Rachel.monteverdi@duke.edu