Agenda

F&A Update – Klugh Jordan
OSP Update – Nate Martinez-Wayman/Sharon Brooks
ORA Update – Michael Dickman
New Facilities and Administrative (F&A) Rates

ORA Quarterly Meeting
October 19, 2017

New F&A Rates

- Organized Research Rate
  - FY18: 59% (current rate)
  - FY19: 60%
  - FY20: 61%
  - FY21: 61%
  - Off Campus: 26% (current rate)
  - Vicinity: 28.5% (current rate)

- New Other Sponsored Activities (OSA) Rate
  - FY18-21: 33%
New F&A Rates

DOD Contracts:

- New rates for DOD contracts as well (administrative portion is uncapped)
  - FY18: 63.5% (NOT current rate)
  - FY19: 64.5%
  - FY20: 65.5%
  - FY21: 65.5%
  - Off campus: 30.5% (NOT current rate)
  - Vicinity: 33.0% (NOT current rate)

F&A Rate Components

<table>
<thead>
<tr>
<th>Components of Published Facilities and Administrative Cost Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Rate</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>[\text{\textbf{Administrative Component}}]</td>
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</table>
F&A Rate Out-Year Increase Implementation

**For Current Awards:**

- Only very exceptional F&A changes to projects awarded *prior to August 22, 2017*
  - Exceptions may be made for particular award mechanisms, such as a cooperative agreement, or in other situations where additional funds can be negotiated for F&A *without impact to direct cost budgets*.
- Limited changes to projects awarded *after August 22, 2017*
  - Pre-award offices will work with select sponsors to determine if additional F&A recoveries are possible *without impact to direct cost budgets*.

*Important:* Departments/GMs are responsible for ensuring that appropriate F&A rates are included on any SPS budgets required for future non-competing segments.

**For Proposals Not Yet Awarded:**

- Proposals submitted but not yet awarded
  - Just-in-time requests and other opportunities to amend budgets before awards are made
- All current and future proposals use new rates
  - Proposals initiated in SPS prior to September 7 must be updated manually
  - Please confirm that budgets include the updated rates – ORA will return proposals with incorrect F&A rates
OSA Definition:

- Other Sponsored Activities (OSA) are defined as projects funded by sponsors that involve performance of work other than research and instruction. Typical examples of these types of activities include:
  - Travel, conferences, symposia, workshops, seminars that do not otherwise meet the criteria for research or instruction
  - Public Service – health service, legal clinics, sustainability, capacity building, curriculum development
  - Public events: museums, arts, dance, films, music
  - Duke University Press
- Clinical Trials are **NOT** OSA projects. They are considered research.

Activity Type Crosswalk:

- OSA Projects will be assigned WBSEs in the 3x9xxxx series of accounts

<table>
<thead>
<tr>
<th>SPS &quot;Activity Type&quot;</th>
<th>ORA WBSE Request Form &quot;Purpose&quot;</th>
<th>SAP 3rd Digit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Trial</td>
<td>Research</td>
<td>xx3</td>
</tr>
<tr>
<td>Conference</td>
<td>Special Programs (OSA)</td>
<td>xx9</td>
</tr>
<tr>
<td>Construction/Renovation</td>
<td>General Operation</td>
<td>xx7</td>
</tr>
<tr>
<td>Equipment</td>
<td>General Operation</td>
<td>xx7</td>
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<tr>
<td>Fellowship</td>
<td>Student Aid</td>
<td>xx8</td>
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<tr>
<td>Inst. Training Prgm.</td>
<td>Training</td>
<td>xx2</td>
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<tr>
<td>Institutional Support</td>
<td>Instructor or Departmental Research</td>
<td>xx1</td>
</tr>
<tr>
<td>Public Service</td>
<td>Special Programs (OSA)</td>
<td>xx9</td>
</tr>
<tr>
<td>Research</td>
<td>Research</td>
<td>xx3</td>
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<tr>
<td>[not used by academic depts] Library</td>
<td>xx4</td>
<td></td>
</tr>
<tr>
<td>[not used by academic depts] Student Services</td>
<td>xx5</td>
<td></td>
</tr>
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</table>
F&A Waivers for OSA:

- F&A waivers – no changes to the existing waiver policy
  - Many OSA-type projects currently receive less than 33% F&A either due to published sponsor limitations or to F&A waiver/limitation requests
  - The new rate will not change waiver request procedures: waivers will be required for project drawing less than 33% F&A

OSA Resources:

- F&A Rate Agreement
  https://finance.duke.edu/resources/docs.php#fa

- Accounting Codes Overview – definition of research, instruction, OSA, etc.
  http://finance.duke.edu/accounting/glaccts/overview.php#3

COMING SOON

- Update to GAP 200 330, Facilities and Administrative (Indirect) Costs on Sponsored Projects
How F&A is Used

Federal Research Contribution:

- 74¢ direct costs
- 26¢ F&A
- 15¢ facilities
- 11¢ admin

OFFICE OF SPONSORED PROGRAMS
FALL 2017 UPDATE
ORA QUARTERLY RA MEETING
10/19/2017
Fixed-Price Residual Balances

- New GAP to be implemented for all fixed-price awards ending on or after October 1
- Establishes consistent approach to required justification and management review/approval
- Managed through closeout document process

Fixed-Price Residual Balances

- Awards <$20K exempt from GAP requirements
- Residual balances >25% of the award amount or >$50K require narrative justification from the PI and approval from Department/Center/Institute
- Balances >40% or >$100K will also require Dean’s Office approval
- Direct cost balance to PI-identified source; F&A balance to School and University
Subaward Management Tools

- All subawards now directly managed in SAP by OSP

- SAP reports (e.g. ZFR1E) now display categorical detail (salary & fringe, supplies, travel, etc.) to match subaward budget and subrecipient invoices
  - Use SP_SUBRPT as Cost Element Group

- Subaward & Invoice reports available on GM tab in Duke@Work

Subaward Management Tools

- New G/L account created to “hold” yet-to-be-allocated subaward amount
  - 99650 – Unallocated Subaward Plan

- Subcode plan amount initially loaded to 99650

- OSP loads subaward budget to 6935XX G/Ls, offset to 99650

- Grant managers monitor 99650, move plan in to or out of subcode via rebudget request on 99650 only
Questions?

ORA Staff Update
ORA Personnel Update

• Arrivals
  • None!
• Departures
  • None!
• Openings
  • None!

ORA Org Chart
ORA News and Reminders

Quarterly Meeting Survey

Thank you for your feedback!
We hear you:
• Adjust overall length of the meeting
• Limit time allotment for guests
• Trying new location

No promises:
• Slide surprises
Duke Applications
2013-2017

<table>
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<tr>
<th>Year</th>
<th>Federal</th>
<th>Non-Fed/Non-Commercial</th>
<th>Non-Fed/Commercial</th>
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<tr>
<td>2013</td>
<td>1,852</td>
<td>984</td>
<td>721</td>
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<tr>
<td>2014</td>
<td>1,885</td>
<td>1,031</td>
<td>718</td>
</tr>
<tr>
<td>2015</td>
<td>1,994</td>
<td>1,054</td>
<td>783</td>
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<tr>
<td>2016</td>
<td>2,073</td>
<td>1,027</td>
<td>827</td>
</tr>
<tr>
<td>2017</td>
<td>1,997</td>
<td>1,301</td>
<td>819</td>
</tr>
</tbody>
</table>

1. Upload abstract to OnPAR
2. Invited to submit full application
3. SPS required

https://onpar.leidosweb.com/
PREVIEW: Revised ORA Grant Review Process

Improving consistency, accuracy, and collaboration while rewarding good administrative practices

The Current Process

- RA is a do it all factory
- Siloed
- First in, first out (FIFO)
Accuracy & Consistency

- Simply identified what ORA reviews
  - Internal and external input
  - Weighted approach
- Develop systematic review and training process
  - Start with most important
  - Focus on fundamentals
  - Build consistency
- Communicate to community

- Abstract/SOW
- Budget - Cost Share
- Budget - F&A
- Budget - Other
- Budget - Students/Fellows
- Budget Justification
- Deadline
- DPAF-Completed
- Duke GAP
- Effort
- Export Controls
- IRB/IACUC
- Performance Sites
- Personnel - Roles, MOU, etc.
- Solicitation Specific Errors-FOA Specific Requirements
- Sponsor Standard Guidelines
- Subaward/Subcontracts
- Systems Validations

Draft
Reward Good Administrative Practices

- Reward complete, on-time applications
- Priority over late applications
- Complete 'Level 1' review
  - Within 3 business days
  - 'Group' review
- Goal: Submit 2 business day prior to deadline
  - Full NIH review window

Group Review

- Only applies to on-time applications receiving Level 1 review
- Owning Research Administrator (RA) reviews the FOA and creates internal file
- Team completes first review
  - Owning RA leads the review
  - Team consists of 2-4 RAs
  - Owning RA manages communication and subsequent reviews
- No changes in process from department perspective except:
  - More thorough reviews – Must vs. Should
  - Consistency
Less is More... For On-Time Applications

- On-time applications will take priority – FIFO
- Minimum ‘Level 4’ review
  - Check deadline
  - Run system validations when available
  - No ‘Group’ review
  - Additional criteria may be reviewed if time permits

- Goal: Submit prior to deadline
- Full review may be completed if awarded
  - May delay award set up

To Be Continued...
How Are We Doing?

NIH Deadline: June 5, 2017

- 73% of grants reviewed within 2 business days
- 96% of grants reviewed within 3 business days

<table>
<thead>
<tr>
<th>Days to ORA Initial Review from PCA Date</th>
<th>% Proposals Reviewed</th>
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<tbody>
<tr>
<td>&lt;1</td>
<td>14%</td>
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<tr>
<td>1</td>
<td>26%</td>
</tr>
<tr>
<td>2</td>
<td>33%</td>
</tr>
<tr>
<td>3</td>
<td>23%</td>
</tr>
<tr>
<td>&gt;3</td>
<td>4%</td>
</tr>
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</table>

Updated VA/MOU Template

Effective for new/updated MOUs as of 12/1/17

Revised instructions on ORA website

Key changes include:

- Duke Unique ID
- Effective Date
- Additional verbiage regarding dual appointments
- Changed Dept. Signature to Business Manager or Division Administrator
- Removal of ORA signature
VA as the Performance Site

• When VA is listed as the performance site (>50%)
• Utilize off campus F&A rate
• Research & Development committee at the VA
  • Reviews all research projects being conducted (4th Wed of the month)
  • Provides letter of approval
• Approval letter required at time of application to use off campus rate
  • Will submit application with full F&A if confirmation cannot be provided
  • Will work with sponsor to reduce F&A at time of award if confirmation is provided post application submission

Overdraft Guidelines - Revised

Revised as of October 1, 2017 (prior version December 1, 2015)
Key changes include:
• Update to dollar amount requiring an unacceptable institutional risk (UIR) management plan (now $50,000 or greater)
• Removal of content referencing business manager metrics
• Guidance on what to include in the departmental response

BYOL and Learn Open Session:
• 10/23/2017 11:00 – 1:30 (Erwin Square 837)
• Registration available via LMS (Course Number 00106347)

Updated guidelines available on ORA website under special projects
Questions: Please contact christina.jackson@duke.edu or 684-0577
2017/18
RA Fellowship

Meet the Fellows

Jessie Ashworth
Brittany Gardner
Anne Orgain
Alesha Pressley
Proposed 2017/18 RA Fellowship Schedule

Rotations in BS/CS Departments

- Pre & post award
- Processes and systems
- Core competencies checklist
- Networking
- Ongoing Training
  - RAA
  - L&OD
  - Bobbi Tucker
# Rotations in BS/CS Departments

<table>
<thead>
<tr>
<th>Rotation Type</th>
<th>Dates</th>
<th>Details</th>
</tr>
</thead>
</table>
| Intro to Department Rotation         | 10/23/2017 - 11/29/2017 | • Host – Model depts.  
• Skill development  
• Trained by department               |
| Department Support Rotation          | 1/3/2018 - 2/16/2018 | • Host – Depts. that need of resources  
• TBD  
• Skill implementation  
• Feb 5th deadline                     |
| Career Preparation Rotation          | 3/13/2018 - 3/16/2018 | • Build and review resumes  
• Mock interviews  
• Build reference list  
• Review applicable postings  
• Advancement training  
• Invited Guests  
• Previous fellows  
• Recruiters (depts. with openings)  
• Human Resources |
Fellow for Hire and Placement Rotation
3/19/2018 - Placement

- Host – Departments with open positions
  - TBD
- Skill utilization
- Work as team member
- Focus on areas of interest
- Personal process development

- Placement
  - Apply for jobs 3/19/18
  - Earliest anticipated start date 4/23/18
  - Notice negotiable based on department/fellowship needs
  - May stay in rotation until hired

Common Issues Found When Reviewing SPS Records

2017 Research Administration Fellows
Alesha Pressley, Anne Orgain, Brittany Gardner, and Jessie Ashworth
Funding Opportunity Announcement

Call for Proposals

NIH Proposals
- Include the FOA number in the specified section in SPS

Non-NIH Proposals
- Upload a pdf of the FOA/RFA into internal documents

Department Needs By Date

- This is the date ORA completes application review by
- The need for a Grant Application Waiver Request depends on the Department Needs by Date NOT the Agency Due Date in SPS
- If after the grant deadline, confirm PI has continuous submission

☆ Must be routed by 8am, 7 business days prior to the department needs by date to avoid needing a waiver
Budget Justification

• Include an “OVER THE CAP” statement for personnel over the NIH salary cap

“Michael Dickman’s salary exceeds the NIH salary cap.”

Proper justification is required for all costs (i.e. Travel)

Budget—Breaking Down Animal Costs

Supplies and Materials
• Animal Purchase Costs

Other Expenses
• Animal Housing or Per Diem
NIH Fellowships

• NIH will fund 60% or up to $16,000 of total tuition costs for doctoral students
  – On the budget:
    - Full Duke Tuition Amount
    - % of Tuition that NIH will fund

• Fellows must be RCC Certified for ORA to award the grant in SPS
Joint Appointments

- **Memorandum of Understanding (MOU)**
  - Include a signed MOU at time of proposal submission to ORA for all personnel with VA appointments
  - Must be updated yearly or when significant changes are made to effort or responsibilities
  - Include an 8ths Statement for personnel in budget justification

- **TPE Statement**
  - Need when less than 50% Duke effort
  - Include in budget justification

"Michael Dickman holds both university and non-university appointments. The commitment of XX calendar months of university appointment to this project represents XX%, or XX calendar months of total professional effort. Mr. Dickman has a ___/8 VA appointment."

KEEP CALM AND 95% GIVE 100% EFFORT
Other Support

**Effort**
- Check addition of person months
- SOM Maximum Effort Policy
  - 11.4 (95%) OR 10.8 calendar months (90%) for faculty with additional administrative duties

**Overlap Statement**
- Include if there is any overlap in effort
- If there is no overlap, indicate none

**Dates**
- Is the project active, pending or completed at time of submission of other support?

Research Performance Progress Reports (RPPRs)

- **Signing Official (SO)**
- **Recipient ID**
- **SPS #**
- **Authorizing Official (AO)**
- **Michael Dickman**
- **Your ORA Representative**
Research Performance Progress Reports (RPPRs)

**7 business days** prior to the department needs by date

All administrative sections of the RPPR must be completed when the SPS record is routed to ORA

**3 business days** prior to the department needs by date

RPPR including the science should be routed in eRACommons

Revised Other Support is required for *all* Personnel the institution AND sponsor designate as key if there are significant changes

Any Questions?
Effective for budget periods beginning on or after October 1, 2017
Does not introduce any new material for the first time
Notice of Changes to NIH Policy for Issuing Certificates of Confidentiality
NOT-OD-17-109

- Included in the NIH GPS as a standard term and condition of award effective October 1, 2017 for new and non-competing awards
- Certificates will not be issued as a separate document
- Institutions and their investigators are responsible for determining whether research they conduct is subject to this Policy
https://humansubjects.nih.gov/coc/index

Prior Approval Matrix

2 CFR 200.413 - Direct costs
(c) The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:
(1) Administrative or clerical services are integral to a project or activity;
(2) Individuals involved can be specifically identified with the project or activity;
(3) Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency; and
(4) The costs are not also recovered as indirect costs.

NIH waived prior approval requirement to direct charge the salaries of administrative and clerical staff if all conditions in 200.413 are met, excluding 200.413(c)(3)
Salary Supplementation and Compensation on Research Career Development ("K") Awards NOT-OD-17-094

For effort not directly committed to the "K" award

• "K" award recipients may devote effort, with compensation, on Federal or non-Federal sources as the PD/PI or in another role
• The specific aims of the other supporting grant(s) differ from those of the "K" award

NIH Inflationary increases NOT-OD-12-036

2012: Inflationary increases for future year commitments will be discontinued for all competing and non-competing research grant awards

• Duke does allow requesting inflationary increases in applications
• Watch out for limited total costs situations
  • NIH may reduce the award by the amount requested for inflationary increases
NIH Operates Under a Continuing Resolution Through December 8, 2017
NOT-OD-17-124

This Act (CR) continues government operations through December 8, 2017 at 99.3209 percent of the FY 2017 enacted level.

• NIH will issue non-competing research grant awards at a level below that indicated on the most recent Notice of Award (generally up to 90% of the previously committed level)
• Upward adjustments to awarded levels will be considered after FY 2018 appropriations are enacted

Policy Eliminates Most Appendix Material for NIH/AHRQ/NIOSH Applications
NOT-OD-17-035

Always Check the FOA for exceptions!

• Applications Submitted for Due Dates On or After January 25, 2017
• For all applications:
  • Blank informed consent forms
  • Blank surveys, questionnaires, data collection instruments
  • FOA-specified items
• For applications proposing clinical trials:
  • Clinical trial protocols
  • Investigator’s brochure from Investigational New Drug (IND), as appropriate

Unless specified in the funding opportunity announcement (FOA), appendix material is no longer accepted for most grant applications submitted to NIH, AHRQ and NIOSH (NOT-OD-16-129). Applicants should consult the FOA and the aforementioned notice to ascertain if the inclusion of appendix material is permitted. Applications may be withdrawn and not reviewed if they contain appendix materials that are not specifically referenced in the notice or FOA.
Reminder: NIH Applications Must Be Complete and Compliant With NIH Policy and Application Instructions At Time Of Submission NOT-OD-17-105

• NIH strongly discourages the practice of using placeholder attachments for required elements in an application. While it may allow an application to successfully pass eRA system-enforced validations, applications that include such attachments are incomplete and will be withdrawn.

• Applicants are expected to examine their applications for problems, errors, omissions, and oversights and must make any necessary or desired changes **before** the application submission deadline.

Reminder: NIH Applications Must Be Complete and Compliant With NIH Policy and Application Instructions At Time Of Submission NOT-OD-17-105

• The application submission deadline is 5 PM local time
• Applicants are encouraged to submit two or more days early to allow time for application viewing and corrections before the application submission deadline.

• Corrective applications submitted after the application submission deadline are late and will overwrite any previous on-time submission for that application and permanently remove the on-time submission from consideration.

• Applications submitted after the application submission deadline will be considered late, and only accepted under the limited circumstances described in the NIH/AHRQ/NIOSH Late Policy
You are more important than ever!!

Retiring PDF application packages
December 31st, 2017
Retiring PDF application packages
December 31st, 2017


1. Institutional Solutions (System-to-System, S2S) - Institution's own system to prepare and submit application data to Grants.gov complying with all application requirements. The S2S solution may be developed in-house or may leverage the services of a commercial provider.

2. ASSIST - NIH's web-based service for the preparation, submission and tracking of grant applications.

3. Grants.gov Workspace - A shared, online environment managed by Grants.gov where multiple users can simultaneously work on different forms within an application package.

4. eRA Commons/Downloadable Forms - Applicants can download the application package as a single, stitched together PDF, complete the forms offline or in eRA commons and submit.


New NIH "FORMS-E" Grant Application Instructions Available for Due Dates On or After January 25, 2018
NOT-OD-17-119

- New PHS Human Subjects & Clinical Trials Information Form
- Consolidates human subjects, inclusion enrollment, and clinical trial information into one form
- Collects information at the study-level
- Uses discrete form fields to capture clinical trial information and provide the level of detail needed for peer review
- Presents key information to reviewers and staff in a consistent format
- Aligns with ClinicalTrials.gov (where possible) for future data exchange with ClinicalTrials.gov
- Discontinue use of supplemental instructions for all competing applications and progress reports
  - All information has been folded into the application guide form instructions and/or is contained in the appropriate policy website (e.g., NIH Grants Policy Statement)
NIH FORMS-E CHANGES
Get Ready, Get Set, Apply Early.

Submitting Proposals for Human Subjects Research?

Changing NIH Policies May Impact You!
What is changing

- For NIH and AHRQ application due dates of January 25, 2018, and beyond, an updated application forms package (FORMS-E) will be required, which includes the new human subject and clinical trial form.
- This form requests human subject and clinical trials information at the study level using discrete form fields, which is a change from current practice.
- Contract proposals will also require this information.

More information on NIH website:

Why it is changing

- **Efficiency**
  Enhance the efficiency of how research studies involving human participants are conducted

- **Transparency**
  Promote a culture of transparency in research in order to advance public health

- **Accountability**
  Ensure that NIH can appropriately identify and report on their clinical trials portfolio to ensure proper stewardship

- **Timely Reporting**
  Decrease the time it takes investigators to publicly report study results
What is changing

1 Consolidation of human subjects, inclusion enrollment, and clinical trial information previously collected across multiple agency forms;

Federal-wide forms
- SF424 (R&R)
- Project/Performance Site Location(s)
- R&R Other Project Info
- R&R Sr/Key Person Profile (Expanded)
- R&R Budget & Subaward
  - 5 YR, 10 YR, MP
- SF424c – Construction Budget
- SBIR/STTR Information

Agency-specific forms
- PHS 398 Career Dev. Award Supp.
- PHS 398 Cover Page Supplement Form
- PHS 398 Modular Budget
- PHS 398 Research Plan
- PHS 398 Research Training Program Plan
- PHS 398 Training Budget & Subaward
- PHS Additional Indirect Costs
- PHS Assignment Request Form
- PHS Fellowship Supp. Form
- PHS Inclusion Enrollment Report

No longer used
- Rolled into new PHS Human Subjects and Clinical Trials Information form

What is changing

2 Incorporation of recent Grants.gov changes to the R&R Budget and SBIR/STTR Information forms.
What is changing

3 Expansion & use of discrete fields to collect additional clinical trial info

System validations will prevent use of new codes if implementation date is delayed – planning NOT to use new codes for January submissions

Clinical Trial Designations for FOAs

Effective for due dates on/after January 25, 2018 – all FOAs will be designated as one of the following in Section II of the FOA:

- Clinical Trial Required
- Clinical Trial Not Allowed
- Clinical Trial Optional
- No Independent Clinical Trials: *only for Career Development (K) & Fellowship (F)

Tip: Contact Program Official or the Scientific/Research contact listed in Section VII of the FOA to ensure you are submitting to the correct announcement
How to know if a FOA accepts Clinical Trials?

FOA Title (new FOAs only)

Funding Opportunity Title
Early Phase Clinical Trials in Imaging and Image-Guided Interventions (R01 Clinical Trial Required)

FOA Section II. Award Information

Application Types Allowed
- New
- Resubmission
- Revision

The CER Glossary and the SF424 (R&R) Application Guide provide application types.

Clinical Trial?
Required: Only accepting applications that propose clinical trial(s)
Need help determining whether you are doing a clinical trial?

Tip: Check your FOA at least 30 days before the due date for updates

Timing of Forms E Rollout

<table>
<thead>
<tr>
<th>If your due date is...</th>
<th>You must use...</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before January 24, 2018, including:</td>
<td>FORMS-D application package</td>
</tr>
<tr>
<td>• Applications submitted for due dates on or before January 24, 2018</td>
<td></td>
</tr>
<tr>
<td>• Applications submitted under NIH Late Policy 2-week window of consideration for intended due dates on or before January 24, 2018</td>
<td></td>
</tr>
<tr>
<td>• Applications submitted by February 7, 2018 under NIH Continuous Submission Policy for January 7, 2018 AIDS intended due date</td>
<td></td>
</tr>
<tr>
<td>On or after January 25, 2018, including:</td>
<td>FORMS-E application package</td>
</tr>
<tr>
<td>• Applications submitted for due dates on or after January 25, 2018</td>
<td></td>
</tr>
<tr>
<td>• All application types (New, Resubmission, Renewal, Revision)</td>
<td></td>
</tr>
<tr>
<td>• Applications submitted early for intended due dates on or after January 25, 2018</td>
<td></td>
</tr>
</tbody>
</table>
Important Points

• All parent announcements will be reissued.
• FORMS-E application packages **MUST** be used for applications for due dates on/after **January 25, 2018** and **CANNOT be used for earlier due dates**.
• If correct forms are not used, application will be rejected **without review**.
• Forms require a much greater level of detail than before – plan early!
• This frees up room in the research proposal.
• The ORI Custom Solutions team is working to ensure seamless experience between SPS, grants.duke, and grants.gov
• Will eventually feed ct.gov, making reporting more efficient for faculty

Be prepared & use resources

• Office of Research Initiatives, Office of Research Development, & DOCR will provide assistance with clinical trial definition interpretation and instructions for new templates (for faculty)
• Planning a Program Project Grant? – Office of Research Development
• Research Administrator **training**
  • Research Symposium
  • Others coming soon

• **Questions?** researchinitiatives@duke.edu
Awards

Earliest October 5th PCA

Earliest Submitted for R01 10/5
Deadline

September 1st, 2017
PI: Steven Crowley
PAL: Gina Matheson
Department: Nephrology
Smallest % Late Submission Waivers
FY18Q1

FY18 Quarter 1
Minimum 22 Submissions

Psychiatry
22 Grants & 0 Waivers

Collaboration Award 2017

Submitting 100% of grants on-time...
Have more Returns for Collaboration (RFCs)...
Spend more time in SPS...
Had latest grant submission on record 11:59PM
Take the most of MY time...
Reviewed 96% of on-time grant applications within 3 business days...

ORA Grant Administrators
Professional Development and Training Update

Upcoming Training Opportunities - Conferences

• Duke University Research Symposium
  • Durham, NC; November 28, 2017
• SRA NC Chapter Meeting
  • Durham, NC; Feb 8-9, 2018
• NCURA PRA/FRA
  • Puerto Rico; March 3-5, 2018
• NCURA Region III
  • Savannah, GA; May 5-9, 2018
• SRA Southern/Midwest Section
  • St. Louis, MO; April 15, 2018
Pizza and Proposals

• January 2018
• Erwin Square 837
• Open hours to collaborate with ORA
• Preparation for February 5th deadline
• Registration through LMS
• Watch for emails

Training

eSubmissions –> Submitting applications electronically to sponsors
Erwin CR837

NIH Application Development, Management & Resources (ADMR) – The FOA – Part 1 of 2
Erwin CR837

NIH Application Development, Management & Resources (ADMR) – The FOA – Part 2 of 2
Erwin CR837

Sponsored Projects System (SPS):
A Hands On Training
Location - Oregon Street

Wed, Oct 18, 2017
9:00 am – 12:00 pm

Wed, Oct 31, 2017
8:30 am – 12:30 pm

Wed, Nov 8, 2017
8:30 am – 12:30 pm

Wed, Nov 15, 2017
8:45 am – 12:00 pm
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIH Application Development, Management &amp; Resources – Building Your Basic Budget</td>
<td>Thursday, Dec 7, 2017</td>
<td>9:00 am – 12:00 pm</td>
</tr>
<tr>
<td>Part 1 of 2</td>
<td></td>
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<tr>
<td>NIH Application Development, Management &amp; Resources – Building Your Basic Budget</td>
<td>Thursday, Dec 14, 2017</td>
<td>9:00 am – 12:00 pm</td>
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<tr>
<td>Part 2 of 2</td>
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<tr>
<td>NIH Application Development, Management &amp; Resources – It’s Just In Time &amp; the Notice of Award</td>
<td>Thursday, Jan 11, 2018</td>
<td>9:00 am – 12:00 pm</td>
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<tr>
<td>RA Quarterly Meeting</td>
<td>Thursday, Jan 18, 2018</td>
<td>1:30 pm – 4:30 pm</td>
</tr>
<tr>
<td>Sponsored Projects System (SPS): A Hands On Training</td>
<td>Friday, Jan 26, 2018</td>
<td>8:45 am – 12:00 pm</td>
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<tr>
<td>Location – Erwin CR837</td>
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<tr>
<td>Official Dates/Times in Red = not confirmed in LMS until 30 days prior to each session</td>
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<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Other Support, Primarily for NIH</td>
<td>Wednesday, Feb 7, 2018</td>
<td>8:30 am – 12:00 pm</td>
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<tr>
<td>Erwin CR837</td>
<td></td>
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<tr>
<td>NIH Research Performance Progress Reports (RPPRs)</td>
<td>Wednesday, Feb 21, 2018</td>
<td>8:30 am – 12:00 pm</td>
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<tr>
<td>Erwin CR837</td>
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<tr>
<td>Intergovernmental Personnel Act (IPA) &amp; the VA</td>
<td>Wednesday, March 7, 2018</td>
<td>8:45 am – 11:45 am</td>
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<tr>
<td>Erwin CR837</td>
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<tr>
<td>Memorandums of Understanding (MOUs) &amp; Personal Service Agreements (PSAs)</td>
<td>Thursday, March 22, 2018</td>
<td>8:45 am – 11:15 am</td>
</tr>
<tr>
<td>Erwin CR837</td>
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<tr>
<td>eSubmissions –&gt; Submitting applications electronically to sponsors</td>
<td>Tuesday, April 10, 2018</td>
<td>8:45 am – 12:00 pm</td>
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<tr>
<td>Erwin CR837</td>
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</table>
Training

Sponsored Projects System (SPS): A Hands On Training
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 (ADMR) – The FOA – Part 1 of 2
Erwin CR837
Wednesday, May 9, 2018
8:30 am – 12:30 pm

NIH Application Development, Management & Resources (ADMR) – The FOA – Part 2 of 2
Erwin CR837
Tuesday, May 22, 2018
8:30 am – 12:30 pm

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
Brooks Fuqua & Cathy Sciambi

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
Brooks Fuqua & Cathy Sciambi

NIH Application Development, Management & Resources (ADMR) – It’s Just In Time & the Notice of Award
Erwin CR837
Friday, June 29, 2018
8:45 am – 12:00 pm
Frankie Alexander – Sandy Petty

eSubmissions -> Submitting applications electronically to sponsors
Erwin CR837
Friday, July 20, 2018
8:45 am – 12:00 pm
Amy Barbee – Dana Hewitt

Official Dates/Times in Red = not confirmed in LMS until 30 days prior to each session
A Request - If you can lend a helping hand...

1. Please dispose of any trash near you
2. Bring your chair to the closet
3. Help us put away the tables

THANK YOU!
THANK YOU!
THANK YOU!

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
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 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