Quarterly Research Administrator’s Meeting
Office of Research Administration
7/18/2019

AGENDA

Rebecca Beerman – iThenticate
Alison Monroe – Service Centers Billing
Debbi Nixon & Blake Perrault – Attestation
Michael Dickman – ORA Update

Detect and Fix potential plagiarism in grants and manuscripts BEFORE submission
Office of Scientific Integrity
Advancing Scientific Integrity, Services, and Training (ASIST)
Rebecca Beerman, PhD | asist@duke.edu
Focus on Research Integrity and Quality

NIH Grant Application Guidelines: Rigor and Reproducibility

Most scientists 'can't replicate studies of their peers'

PLAGIARISM:
"Taking over the ideas, methods, or written words of another, without acknowledgment and with the intention that they be taken as the work of the deceiver."

American Association of University Professors (1989) on Arts and Humanities

http://libguides.butter.edu.php?g=205514&p=1355817

Is plagiarism an issue at academic research institutes?

- 80% of research misconduct cases issued by the NSF, Office of Inspector General involved plagiarism between 2003-2013

- ~30% of retractions are due to Text Plagiarism (including self-plagiarism)

Free licenses active for all Duke faculty
Quick scanning of manuscripts and applications against all published documents, and reports matching texts
Secure system, does not share user’s scanned document content; use Duke shibboleth login
Free staff licenses available upon request

Plagiarism detection software is used by:
1) Publishers
2) Funding agencies

Share this information about iThenticate with faculty during pre-submission

- It’s a simple check throughout the research program lifecycle:
  - Grant applications
  - Manuscripts
  - Scholarly texts

Avoid self-plagiarism
Quickly check student works
Protect your reputation

INFO & ACCESS: medschool.duke.edu/DOSI
assist@duke.edu
Electronic Attestation
Overview of Changes
July 2019

Electronic attestation has replaced the paper-based DPAF form!
• The new attestation process requires attestation at time of proposal and time of award
• Go to grantsupport.duke.edu for helpful resources

Overview
GO LIVE WAS JULY 15

Electronic attestation applies to:
• All proposals routed PNCA July 15 or later
• All new awards beginning July 15

Transitioning To The New Process
• Check your SPS records to see what attestations are required
• New awards will require the award attestation (even if they used the paper DPAF at proposal submission)
• Attestation is not currently required for non-competing renewals
### Who Attests and When…

<table>
<thead>
<tr>
<th>Proposal Attestation</th>
<th>Award Attestation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Who</strong></td>
<td>Key Personnel named on the Notice of Award</td>
</tr>
<tr>
<td>PI, Co-PIs, Multi-PIs, PI Fellows</td>
<td>When SPS record is set to ‘Awarded’ by central office (or manually generated by a central office while in ‘AIP’)</td>
</tr>
<tr>
<td><strong>When</strong></td>
<td></td>
</tr>
<tr>
<td>When SPS record is routed for review by owning org. or state is changed out of ‘Initialized’ by central office prior to proposal submission</td>
<td></td>
</tr>
</tbody>
</table>

### How Process Will Change…

#### Current

<table>
<thead>
<tr>
<th>Initialized</th>
<th>PCNA</th>
<th>PCA</th>
<th>Submitted (x + Month)</th>
<th>Time of Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email sent to PIs to attest; KP &amp; Faculty for awareness</td>
<td>Proposal Attestation completed by all PIs</td>
<td>Email sent to all KP to attest</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Future

**Owning Org. drives the process**

Personnel are added by the owning org. and attestation is triggered by status change out of Initialized

- Participating faculty and proposed KP will receive an email with a subject line starting with ‘Notification’
- PIs, Co-PIs/Multi-PIs, & PI Fellows will receive an email with a subject line starting with ‘Action Required’ which will have a link to their attestation form
- PIs, Co-PIs/Multi-PIs, & PI Fellows will complete their attestations in myRESEARCHhome

### How Proposal Attestation Works
Grant Managers Should Keep In Mind

- If you add someone after routing, they’ll get notified when you save the SPS record. For example, if you add someone in RFC, they will be notified when you save the record, not when the status changes to PNCA or PCA.

- The lead PI has an extra section (Review) on the proposal attestation that summarizes key information from SPS. The review section is an opportunity for the PI to confirm the information that appears in SPS.

- Mini/Composite SPS records (e.g., PPGs) have slightly different attestation requirements. Only the PD/PI, Multi-PIs, Co-PIs, or PI-Fellows listed on the composite SPS record are required to complete the proposal attestation.

How Award Attestation Works

Central Offices drive the process

Key Personnel will be identified by central offices on the NEW Award Personnel tab in SPS and attestations are triggered at awarded status (unless central offices send them at AIP)

- KP on the award notice will receive an email with a subject line starting with ‘Action Required’ which will have a link to their attestation form
- KP on the award notice will complete their attestations in myRESEARCHhome

Grant Managers Should Keep In Mind

- If new Key Personnel are added to the project after the award is made, they are required to complete the award attestation.

- Units with collaborating faculty now have access to the SPS award record (with some information excluded).
Where Can I Find if Attestation is Complete?

- **Overall Attestation Status for an SPS record**
  - In the information section at the top of an SPS record, for both proposals and awards

- **Detailed Attestation Status for an SPS record**
  - For proposals: on the workload page (PPG Personnel for composites)
  - For awards: on the NEW award personnel page

- **Attestation Status for an individual**
  - In myRESEARCHhome via the NEW my Researchers widget

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Demo of Attestation Process

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Resources

New content on the grantsupport.duke.edu site

- Transition Timetable
- FAQs
- Quick Reference Guides
ORA NEWS AND REMINDERS

ORA Personnel Update

- Arrivals
  - N/A
- Departures
  - N/A
- Openings
  - Training Coordinator

John Michnowicz
Assoc Dean / Exec Dir
Shannon Geddes
Research Admin (RA)
Susan Chase
Staff Assistant
Michael Dickman
Assoc Dir
Gabriel Smith
Research Admin (RA)
Teresa Chicarelli
Research Admin (RA)
Chantal Whitfield
Research Admin (RA)
Patricia Davis
Research Admin (RA)
Carol Smith
Res. Admin Mgr (RAM)
Christina Jackson
Research Admin Mgr (RAM)
Mariah Codoely
Research Admin (RA)
Barbara C. Hall
Research Admin Mgr (RAM)
Amy Barbee
Research Admin Mgr (RAM)
Brooks Fuqua
Research Admin (RA)
Erinn Nichols
Research Admin (RA)
Cynthia Wicker
Staff Specialist
Dana Hewitt
Research Admin Mgr (RAM)

Pre-award, Award Mgt
DCRI Specialist
Edu & Training
Assoc Dir
Pre-award and Award Mgmt
Special projects
Pre-award Admin, Sp Prj

Martin Friedman
Research Admin (RA)
Catherine Sciambi
Research Admin Mgr (RAM)
Broderick Grady
Assoc.Dir – International
Vacant
Training Coordinator

Administrative Support
IPAs, PSAs, MOUs & Grant Portfolio

Adam King
Research Admin Mgr (RAM)

International Activity

Collaborate!

Invite us to your staff meetings...
and Supplemental Application Support!
5 Day Deadline

- Complete application including near final science ORA website - Application Review and Guidance
- Applies to all applications routed to ORA at PCA status as of 7/15/2019 8:00 am, regardless of the sponsor deadline
- Incomplete applications at PCA will be returned for changes
- Waiver will be required if the full application (including near final of the scientific sections) isn’t complete by the new 5-Day Internal Deadline
- The waiver process will be soon be replaced with a Request for Rush Service

Intent to Submit

- Redcap tool
- Link in MRH
- Initiated by PI or GM
- Not required, BUT encouraged for all applications
- Sends notifications:
  - PI
  - Dept Central Inbox
  - ORA Central Inbox
  - Department of Research Initiatives (soon)
- Not all departments have elected to participate at this time
  - If yes, you’ll need a redcap account

Walkthrough of Intent to Submit
Supplemental Application Support (SAS)

- Collaborative team based (PI/GM/ORA) approach to application development
- Identify deliverables and resolve issues in advance of 5 day deadline!
- Review and finalize deliverables as completed

SAS Tool

Customizable list:
- Simple (excel)
- Deliverables
- Responsibility
- Deadline for each deliverable

SAS Eligibility

- Initiate with Intent to Submit
- New and competing applications
- Any sponsor (NOT industry or federal contracts)
- Notify ORA-SAS@duke.edu ≥8 weeks prior to planned submission deadline
- Kickoff meeting
  - Include PI, GM, and SAS (ORA)
  - ≥7 weeks prior to planned submission deadline
PROFESSIONAL DEVELOPMENT AND TRAINING UPDATE

Other Professional Training Opportunities

• NIH Seminar
  – Phoenix, AZ; Nov 6-8
• NCURA Annual Meeting
  – Washington D.C., Aug 4-7
• SRA Annual Meeting
  – San Francisco, CA; Oct 19-23
Pizza and Proposals

- September 20, 2019, Noon
- Erwin Square 837
- Open hours to collaborate with ORA
- 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

LMS Credit Quarterly Mtg & Survey

- To receive credit, sign into LMS and launch evaluation
- Code NOT required
- Credit should be listed in LMS within 14 days after survey is completed