

Research Administration Lunch & Learn

April 26, 2016



AGENDA

-  **ePAWS- Sneak Peak!**
-  **Funding Agency Updates**
 -  **Forms D/Coeus Updates**
-  **Award Acceptance**
 -  **When Should Investigators Review the Export Control Decision Tree?**
-  **Incoming/Outgoing Faculty**
-  **Reminder: Boot Camp**

◆ *SNEAK PEEK:* ePAWS

Testing, 1,2,3



Northeastern University's web-based tool provides an electronic gateway to research administration.

Phase I:

✦ Mobile optimized, web-based routing form for internal approvals and certifications of sponsored program applications.

- Streamline Routing (Abstract, Budget, Budget Justification) for Flexible eSubmissions (e.g., NIH ASSIST, NSF Fastlane, Grants.gov, Proposal Central, etc.)
- Complete Routing for Non S2S Applications (paper or .pdf submissions)

✦ Real-time Dashboard of ePAWS pending applications.

The beta version will be coming to your PDA and desktops soon....

The screenshot displays the ePAWS (Electronic Proposal Approval & Workflow System) interface. At the top, there is a header with the ORAF logo and the text 'e-PAWS Electronic Proposal Approval & Workflow System'. The main form area is divided into several sections:

- Proposal Details:** Includes fields for 'Proposal Title', 'Title', 'PI User', 'PI Org', 'PI Title', 'Sponsor Name', 'PI in S2S Org', 'PI in S2S Org Name', 'Project Number', 'PI in S2S Org', and 'PI in S2S Org Name'.
- Personnel:** Includes fields for 'Investigator', 'Last Name', 'PI in S2S Org', and 'Approvers'.
- Additional Information:** A list of questions for approval, such as 'Is this from approval?', 'Does this proposal include a letter of intent from ORAF?', 'Are there any special circumstances?', 'Are there any special circumstances?', 'Does the research involve Human Subjects?', 'Does the research involve Vertebrate Animals?', 'Does the research involve Biosafety?', 'Does the research involve the use of hazardous materials?', and 'Does the proposal involve the use of a chemical?'. Each question has a 'Yes' or 'No' radio button and a 'Comment' field.
- Attachments:** A section for uploading documents, including 'Budget', 'Budget Justification', 'Abstract', and 'Full Application Description'. Each field has a 'Browse' button and a 'Check File' button.

At the bottom of the form, there are three buttons: 'Save', 'Submit', and 'Cancel'.

NIH & AHRQ Upcoming Changes to Proposal Preparation Guide 2016 Phase II

Review NOT-OD-16-004, NOT-OD-16-081 for complete information

-  **Rigor & transparency in research**
-  **Vertebrate animals**
-  **Inclusion reporting**
-  **Data safety monitoring**
-  **Research Training**
-  **Appendices**
-  **Font requirements**
-  **Biosketch requirements**

Phase 2: effective for applications submitted on/after **May 25, 2016**
Begin Using **Forms-D** package

Rigor & Transparency

- Changes from Phase I:
 - Updates to guide re: preparation of **Research Strategy** attachment
 - Additional rigor & transparency questions reviewers will consider when reviewing applications
 - Use of new **Authentication of Key Biological and/or Chemical Resources** attachment (uploaded to the Research Plan)
- Changes to **Institutional Training and Individual Fellowship** applications will be implemented **FY17**
 - Until that time, applications for Training/Fellowship **do not** use the new “**Plan for the Instruction in Methods for Enhancing Reproducibility**” attachment or **Authentication of Key Biological and/or Chemical Resources** attachment unless specifically requested in FOA.

Vertebrate Animals (**NIH only**)

- Changes from Phase I are extended to **Institutional Training and Individual Fellowship** applications
 - A description of veterinary care is no longer required.
 - Justification for the number of animals has been eliminated.
 - A description of the method of euthanasia is required **only** if the method is not consistent with AVMA guidelines.
- New questions re: euthanasia added to PHS 398 Cover Page Supplement/ Fellowship Supplemental form instead of addressing method of euthanasia in the Vertebrate Animals attachment.

Inclusion Forms

- Adding **new**, optional PHS Inclusion Enrollment Report form to Forms-D package
 - **Replaces** Current Planned Enrollment and Cumulative Inclusion Report Forms
 - Additional Study descriptors

Data Safety Monitoring

- Adding **new** attachment, “Data Safety Monitoring Plan”, to be attached to Research Plan/ Career Development Supplemental Form/ Fellowship Supplemental Form/Research Training Program Form

Research Training

- Changes in training data table format
- Number of tables reduced from 12 to 8
- Tracking of trainees extended from 10 to 15 years

PHS Assignment Request Form

- Adding **new**, optional PHS Assignment Request form, to collect application referral information

New Font Guidelines

- Additional flexibility, so long as other fonts comply with specific type density and line spacing guidelines

Biosketch Clarifications

- URL for publication list is optional and must be to a “.gov” site (ex: MyBibliography)
- Publications and research products can be cited in both personal statement and contributions to science sections
- Graphics, figures, tables **not** allowed
- Remove the requirement that the past 3 years of research support are listed in order of relevance.
- Option to add other names used to author research products in section A.
- Research products can include conference proceedings such as meeting abstracts, posters, or other presentations.
- Research products under development, such as manuscripts that have not yet been accepted for publication, can be mentioned in the narrative sections. However, they cannot be cited as one of their citations.

Export Control Decision Tree

When is it required?

- At the time of award (possibly)
- ORAF will determine if project includes exposure to export control regulations.

<http://www.northeastern.edu/research/raf/research-resources/export-control/>

Incoming/Outgoing Faculty

Please let ORAF know of any incoming or outgoing faculty.
We will gladly assist with transfers of awards.

BOOT ★ CAMP

Thursday, **April 28, 2016**, (RP 310r)

- 10:00 – 10:45 a.m. *The Big Picture:* Proposal Submission through Award Close Out
- 11:00 – 11:45 a.m. *Bird by Bird:* Proposal & Budget Development
- 1:00 – 1:45 p.m. *The Regulatory Blues:* Sponsored Activities & Compliance
- 2:00 – 2:45 p.m. *The Fine Print:* Understanding Legal Terms & Conditions

RSVP ORAF@neu.edu; please indicate which session(s) you will be attending.