

Research Administration Brown Bag Series

February 14, 2023



**Northeastern
University**

Agenda

- NU-RES Admin updates
- NU-RES Finance updates
- NU-RES Compliance updates
- Upcoming events

NU-RES Admin Updates

New QuickCard

- SOP for Overdue Programmatic Reports Submitted Directly by Principal Investigator (available [online](#))
 - Outlines the standard operating procedure for NU-RES in monitoring overdue programmatic reports submitted directly to the funding agency by the PI (i.e., progress reports that do not require institution signature).
 - For NSF: Colleges will receive monthly report listing programmatic reports due within ninety (90) days or that are overdue.
 - Reports not submitted at least 15 days prior to due date or past due the transaction will be logged on the NU-RES RA tracking log and assigned to the relevant GO in NU-RES.
 - Other funding agencies: The overdue report transaction will be logged on the tracking log and assigned to the relevant GO in NU-RES.
 - Escalation process includes ADR (2 weeks) and VPRA (30 days or more).

NU-RES Admin Updates

New QuickCard

- GEM Fellowship Process (available [online](#))
 - Various Northeastern colleges accept GEM Fellows. The fellowship contract with GEM is a binding document that commits Northeastern to certain terms and conditions, as such NU-RES serves as the University's signing official on all Gem Fellowship contracts.
 - Employer sponsored: complete form, submit eCLAWS and ePAWS records.
 - University internal funding only: complete form, submit \$0 eCLAWS and ePAWS records.
 - If NU is providing internal funds for stipend and/or tuition a completed cost share form, which includes the appropriate department account number, must be uploaded to the ePaws record.

NU-RES Admin Updates

NIH Updates:

- [NOT-OD-23-066](#): Extending the Special Exception to the NIH/AHRQ/NIOSH Post-Submission Material Policy During the COVID-19 Pandemic:

August/October 2023 Councils

- Applications submitted under all activity codes for August/October 2023 Council rounds (beginning with submissions for January 25, 2023 due date), a one-page update with preliminary data as post-submission materials will be accepted, ONLY if FOA used for submission allowed preliminary data in the application.
- Deadline for submitting all post-submission materials, including preliminary data, will be 30 days before the study section meeting, unless specified otherwise in the FOA.
- Because applications for emergency competitive revisions and urgent competitive revisions undergo expedited review, post-submission materials will not be accepted for those applications.

NU-RES Admin Updates

NIH Updates:

- Updated NIH Data Management and Sharing [FAQs](#) Released on Budget/Costs.

^ F. Budget/Costs

[Expand/Collapse All Questions](#)

- ✓ 1. How do I reflect data management and sharing (DMS) costs in the detailed R&R Budget form of my application? **NEW**
- ✓ 2. How do I reflect data management and sharing (DMS) costs using the modular budget form? **NEW**
- ✓ 3. How do I include data management and sharing (DMS) costs incurred by subawards within my application? **NEW**
- ✓ 4. What do I do if I don't anticipate any direct costs associated with implementing my Data Management and Sharing Plan? **NEW**
- ✓ 5. What should I include in the budget justification summary regarding data management and sharing (DMS) costs? **NEW**
- ✓ 6. How do I budget effort for personnel whose duties are included and budgeted as part of the Data Management and Sharing Plan? **NEW**
- ✓ 7. Can I include subscription fees to an electronic lab notebook system as an allowable cost under the data management and sharing budget line item? **NEW**
- ✓ 8. Can the data management and sharing costs listed in my budget include the cost of long-term preservation and sharing beyond the award period? **NEW**
- ✓ 9. Are allowable data management and sharing costs included in the \$250,000 cap for modular budgets? **NEW**
- ✓ 10. Are data management and sharing costs included in determining whether prior agreement is needed from an Institute/Center to accept assignment of an application with \$500,000 or more in direct costs? **NEW**
- ✓ 11. Do I need to submit a Data Management and Sharing Plan with a non-competitive renewal? **NEW**
- ✓ 12. Are there any additional post-award financial reporting requirements associated with the Data Management and Sharing Policy? **NEW**
- ✓ 13. How will NIH factor in data management and sharing costs when making recommendations for funding? **NEW**

NU-RES Admin Updates

Holiday closing:

- February 20 = President's Day



NU-RES Finance Staffing Update

Welcome, Tina Mazuzan!

- **Tina Mazuzan, Sr. Post Award Administrator.** Tina joins the Research Finance an NU-RES Hub teams, providing post-award financial research administration.

NU-RESFIN - NSF recommendations

- NSF performed a site visit last March 2022 to test effectiveness of policies, procedures and internal controls
 - Recommendations include:
 - Fully documenting current procedures
 - Updating policies and procedures
 - **Strengthen procedures for participant support costs**
 - Overdue NSF project reports
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- ❖ New guidance document will be posted
 - ❖ Prior Approval Appendix
 - ❖ NSF Participant Support Costs Explained

SNAP report files- reminder

The screenshot shows a SharePoint interface for a document library. The top navigation bar includes the SharePoint logo and a search box labeled 'Search this library'. The left sidebar shows navigation options: Home, Conversations, Documents (selected), Shared with us, Notebook, Pages, Site contents, and Recycle bin. The main content area displays the library name 'research administrators @NU' and a 'Private group' icon. Below this is a toolbar with options: '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', 'Sync', 'Download', and 'Add shortcut to OneDrive'. The breadcrumb path is 'Documents > General > SNAP reports'. A table lists the documents:

Name	Modified
A new version of FIN0026 - Summary Northeastern Account Profile (SNAP) is available.pdf	January 13
FIN0026 - Summary Northeastern Account Profile (SNAP) - 2023-01-11.pdf	January 13
FIN0026 - Summary Northeastern Account Profile (SNAP) - 2023-02-08.pdf	6 days ago

NU-RES Compliance Updates

NSF Safe & Inclusive Working Environments for Off-campus or Off-site Research that is effective with the [2023 PAPPG](#) (Chapter II.E.9) (Slide 1 of 2)

- New checkbox on the proposal cover page to identify off-site research
- Off-site = field work, i.e., collecting water samples on a boat
- AOR must certify that the institution has a plan in place to address unwelcome and/or abusive conduct, as well as the institution's plans to foster a supportive environment
- Faculty performing off-site research must have a **specific** plan and this plan **MUST** be disseminated to the project team prior to departure
- Unless specified in the FOA, the plan should **not** be included in the proposal, but NSF does have the right to request the plan

NU-RES Compliance Updates

NSF Off-site Policy (Chapter II.E.9) (slide 2 of 2)

- University's code of ethical conduct is not location specific and applies to every member of the community regardless of physical location
- NU-RES will support the community in complying with this plan through:
 - NU-RES will add language to the AOS set up email reminding PI of applicability and to disseminate plan prior to leaving for off-site work
 - Additional training for college admins during our 2023 workshop day (discussed in the Upcoming Events slide)
 - Develop a webpage with resources, including plan templates for faculty
 - We strongly recommend faculty attend our upcoming training on conflict management in partnership with the Ombuds Office
 - Mentorship RECR is in development, and will include working off-site

NU-RES Compliance Updates

- Issue #1 of the NU-RESearch Quarterly Newsletter has been distributed through the new listserv
 - The "Research-Users" name will remain the same
 - Due to the addition of new subscribers, as well as to assure those who want to receive it can do so the Newsletter will be reissued this week

Upcoming events

- **Virtual Satellite Office Hours**, Thursdays 1:30-2:30pm
- **SAVE THE DATE:**
 - **What:** NU-RES Summer 2023 Workshop: "Safety Culture in a Changing Research Environment"
 - **When:** Monday, June 12th, 2023, from 9:30AM – 4:00PM
 - **Where:** Boston Main Campus in the Raytheon Amphitheater and virtual via Microsoft Teams
 - **Refreshments:** Breakfast and Lunch will be provided for in-person attendees
 - **Registration:** Qualtrics survey will be issued and act as a registration. Please complete the survey indicating whether you plan to attend in-person or virtually. Link to Qualtrics survey [Workshop Registration](#)
- **RCR Training Calendar:**
 - **Managing Conflict & Strengthening Professional Relationships in Research | Thursday, February 16 from 12:00PM – 1:15PM via Teams**
 - Presented by Kimberly Wong and Diane Levin
 - **Animal Care and the Division of Laboratory Animal Medicine | Wednesday, March 15 from 12:00PM – 2:00PM via Teams**
 - Presented by Sean Sullivan
 - **IRB and Human Subject Protections | Wednesday, April 12 from 12:00PM – 2:00PM via Teams**
 - Presented by Anita Balgopal, et. al.

NU-RES and You!

Thank You!

See you in March!

