

# Research Administration Brown Bag Series

March 14 , 2023



**Northeastern  
University**

# Agenda

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

# NU-RES Admin Updates

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## Staff Update

- New GO, Jerod Kersey

## NIH Update

- NIH Data Management and Sharing Policy (DMSP) Update
  - Users of the [NIMH Data Archive](#) (NDA) should find alignment with NDA practices and the details required for reporting in the DMSP section of applications.

# NU-RES Admin Updates

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## Post Doc Salary Minimum

- Postdocs are in the 108 salary grade.
- NU Starting salary of \$56,835 for level 0.
- Provost's Office covering any increases for staff paid from current awards.
- Any new budget that includes a postdoc, please make sure their salary is at minimum \$56,835.
- Per NIH guidance Grad student compensation cannot exceed a postdoc level zero (\$56,484).

# NU-RES Admin Updates

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## IRB Update: Single IRB for Multi-Site or Cooperative Research

- NU PI must be covered by an approved protocol. IRB approval may be in the form of NU's IRB approval, reliance on the subrecipient's IRB approval.
  - Reliance agreement may also be called an Institutional Authorization Agreement (IAA), SMART IRB or single IRB (sIRB).
- NIH proposals that include a proposed sIRB plan may require extra time for internal review to confirm NU and subrecipient's IRB are in agreement regarding which IRB will serve as the IRB of Record. NIH will request confirmation of the IRB of Record at JIT.
- Additional guidance: [NOT-OD-16-094](#)  
[NOT-OD-21-174](#)  
[Single IRB for Multi-Site or Cooperative Research](#)

# NU-RES Admin Updates

## Website Update

- New Webpage - [Actions Routed Via ePAWs.](#)
  - Located in [LifeCycle Management](#) section.
  - Clarifies what is required to be routed through ePAWS and highlights required data entry fields.

LifeCycle Management / Develop Proposal

## Actions Routed via ePAWS

**LIFECYCLE MANAGEMENT**

- Find Funding
- Develop Proposal**
  - Proposal Prep
  - Actions Routed via ePAWS**
  - Roles and Responsibilities
  - Agency Specific Tools
  - Budget Elements
  - Common Proposal Elements
  - Modular Budgets
  - Proposal Budget Forms and Templates
  - Subawards on your Proposal
  - IRB/IACUC/OARS Approvals
  - Activity Types
  - Cost Sharing
- Route for Review and Submission
- Just-in-Time
- Agreement Review
- Set Up Project
- Manage Project
  - Financial Monitoring and Reports
  - Reporting
  - Subawards

**What is ePAWS:**

ePAWS (Electronic Proposal Approval and Workflow System) is a simple proposal development tool used to prepare and route a proposal for institutional review, approval, and submission.

**Pre-Proposals and Letters of Intent (LOIs):**

Pre-proposals and LOIs must be routed for internal approval via ePAWS before submission to a funding agency if any of the below circumstances apply:

- Limited Submission: The number of submissions from Northeastern University (NU) is limited.
- Signature from an Authorized Organizational Representative (AOR) is required or the pre-proposal/LOI requires an AOR signature via an electronic system (e.g. Fastlane, Grants.gov, ARPA-E, etc.).
- The submission commits the University to cost-sharing of any kind; and/or
- The sponsor requires a detailed budget

**Full Proposals:**

While some external funding agencies allow investigators to submit applications for research and sponsored programs, all applications submitted on behalf of Northeastern University must be reviewed and approved by Northeastern University Research Enterprise Services (NU-RES) prior to submission. NU-RES is the only entity at NU authorized to sign and/or submit research and sponsored program proposals and sign and/or accept resulting awards on behalf of the University. Proposals must be routed to NU-RES prior to submission so that NU-RES can perform necessary checks to ensure compliance with NU and funding agency policies and procedures. Additional information on the institutional review process can be found [here](#).

**Progress Reports - Continuation Applications:**

For active awards, funding agencies may require that the grantee (i.e. NU) submit a progress report that also acts as a continuation application for the upcoming budget period. Because those reports serve as both an annual performance report and a [continuation application](#), they must be routed via ePAWS for AOR submission.

A primary example would be NIH Research Performance Progress Reports (RPPRs). NIH RPPRs require AOR signature, and they serve as both an annual performance report for the current budget period and a non-continuation application for the upcoming period. The RPPR is the grantee's official request to NIH for continued funding.

Examples of other funding agencies that may require continuation applications include:

- Energy Efficiency & Renewable Energy (EERE)

# NU-RES Finance Staffing Update

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## Welcome, Ligia!

- **Ligia Sandoval, Research Account Analyst.** Ligia reports to Chris Tiller and will start with supporting COE-ECE, additional portfolio TBD.

## Congratulations, Jeff!

- **Jeff Bonda, Process & Audit Manager**  
*As we work to transition Jeff to his new role and backfill his position, Tina Mazuzan, Sr. Post Award Administrator, will serve as the primary point of contact for Hub post-award matters.*

# Concur Updates & Reminders

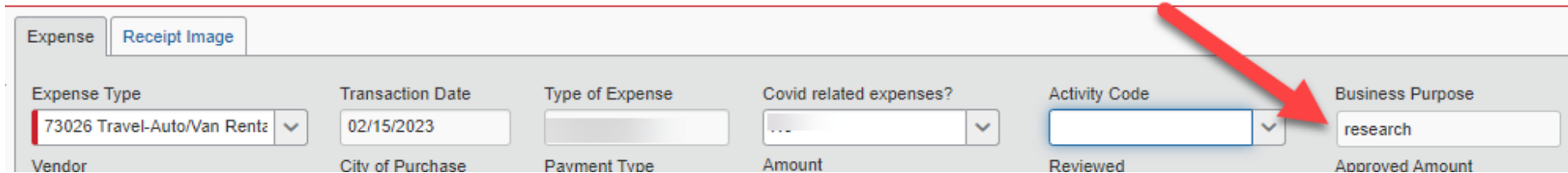
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## New RF Approver

- Clarissa Fillis, RF Coordinator, has been added as new approver in Concur. Questions on Concur reports will come from Stacey Cugini and Clarissa Fillis going forward.

## Compliance Reminders

- Itemized receipts are required for all expenditures  $\geq$  \$75.00. However, receipts are strongly recommended for all expenditures per NU policy: [Policy on Travel & Expense Reimbursement](#).  
*Note: depending on sponsor requirements, supporting documentation may be required for expenses under \$75 as backup for invoicing.*
- "Affidavit" memos for charges  $\geq$  \$75.00 on sponsored awards (5-ledger) will be returned to submitter by RF. Departments will be advised to reallocate charges to a discretionary index or remove from Concur report.
- Business purpose should provide brief description of how expense is allocable on grants.  
*Note: "Research" is not sufficient justification – see example below.*



The screenshot shows a Concur expense report form with the following fields:

Expense Type	Transaction Date	Type of Expense	Covid related expenses?	Activity Code	Business Purpose
73026 Travel-Auto/Van Rents	02/15/2023				research

Other visible fields include Vendor, City of Purchase, Payment Type, Amount, Reviewed, and Approved Amount. A red arrow points to the Business Purpose field.



# Internal Consulting Training: Banner Finance Approval Queues

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Have you ever found yourself wondering where a Banner Finance document went for approval or why it got routed to a particular queue? If so, you'll be pleased to know that Central Finance is leading an initiative **to help finance division leads better understand Banner Approval Queues**. As you know, this is an essential functionality of our Banner ERP System, and we have over 420 approval queues across the university that support critical financial processes, including Requisitions, Budget Transfers, and Invoices. To provide more visibility into these approval queues and help you learn how they work, we are planning a 60-minute training meeting. During this session, we will cover the following topics:

- An overview of how approval queues work.
- A tool to search and see configurations from your queues.
- The process to request changes to your queues.

Training will be valuable for anyone who interacts with Banner Approval Queues. **If you would like to participate or know someone who would benefit from attending, email Fabio Yeboles Chen ([f.chen@northeastern.edu](mailto:f.chen@northeastern.edu)) with the names and email addresses of the individuals you would like to invite.** IC team is planning to schedule the meeting within the next few weeks.

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# NU-RES Compliance Updates

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## Call for volunteers for new working group!

- Purpose: developing uniform faculty onboarding/offboarding checklists
- Co-Managers: Amanda Humphrey and Jeff Seo
- Seeking: College/department volunteers
- First meeting target date: April 2023

# NU-RES Compliance Updates

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## NCURA Live Webinar: "A Boat-Builder's Guide: Budgeting Salaries for Sea-Worthy Research"

When:

- March 23, 2023, from 2:00 PM – 3:30PM EST

Overview:

- The session will analyze a broad spectrum of concerns, including but not limited to salary on academic vs. calendar vs. summer calendars. Material will explore the intersection of effort and payroll, budgeting for non-faculty personnel, conflicts of interest, and other auditing concerns. NCURA will address the budget lifecycle, exploring how the pre-award stage lays groundwork for the post-award journey. Further, discuss budgeting considerations that can set the path for project success or lead to unintended consequences and challenges that last even after closeout.

Learning Objectives:

- Understand how the budgeting of salaries helps to operationalize a project and set it for ‘smooth sailing.’
- Get a better understanding of the details needed in successful personnel budgets.
- Understand how to address key issues with faculty members when discussing salaries.
- Receive concrete takeaways that will be useful for any research administrator working with budgeted salaries.

# Upcoming Events

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- **Virtual Satellite Office Hours**, Thursdays 1:30-2:30pm
- **SAVE THE DATE:**
  - **What:** NU-RES Summer 2023 Workshop: "Adapting to Changes in the 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:** Link to Qualtrics survey [Workshop Registration](#)
  - **Possible Subject Matter:** SciENCv, NSF Safe and Inclusive Work Environments, OARS, IRB, IACUC, human subjects and contracts, NIH DMSP associated costs and financial monitoring, faculty reporting best practices
- **RCR Training Calendar:**
  - **Animal Care and the Division of Laboratory Animal Medicine | Wednesday, March 15 from 12:00PM – 2:00PM**
    - Presented by Sean Sullivan
  - **IRB and Human Subject Protections | Wednesday, April 12 from 12:00PM – 2:00PM**
    - Presented by Anita Balgopal, et. al.

NU-RES and You!

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Thank You!

See you in April!

