Research Administration Brown Bag Series

September 12, 2023

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Agenda

- Welcome Back!
- NU-RES Admin Updates
- Data/Systems Updates
- NU-RES Finance Updates
- NU-RES Compliance Updates
- Upcoming Events

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NU-RES Admin Updates

<u>Staff Updates:</u>

- Grant and Contract Officer: Bridget Carney
  - Comes to us from University of Vermont

NU-RES Admin Updates

NIH Updates:

- NOT-OD-23-133: NIH Updated Policy Guidance for Subaward/Consortium Written Agreements
    - Updates to Section 15.2 Administrative and Other Requirements are effective October 1, 2023 and will be incorporated into the GPS in FY24 publication.
    - Imposes a requirement that foreign subrecipients turn over all records to the primary recipient at an agreed upon frequency (no less than once every three months).
    - If a subrecipient is unwilling to accept the requirements outlined in section 15.2.1, by signing a written agreement, then an agreement cannot be issued.
    - NIH will not support any contract agreement between parties that does not meet this minimum requirement and reserves the right to request copies of the agreement and relevant supporting documentation as needed, as part of its oversight responsibilities. Failure to provide requested documentation may lead to remedies for noncompliance and potential enforcement actions.

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NU-RES Admin Updates

NIH Updates, Cont'd:

- NOT-OD-23-161: NIH Application Instruction Updates – Data Management and Sharing (DMS) Costs
  - Rescinds the requirement of requesting costs to support Data Management and Sharing (DMS) Plan activities as a single line item titled "Data Management and Sharing Costs" for due dates on or after October 5, 2023.
  - For due dates on or after October 5, 2023, DMS costs must be included with other costs in the appropriate cost categories (e.g., personnel, equipment, supplies, other expenses), following standard form instructions.
    - Example: personnel costs associated with DMS activities, must be entered in section A. Senior/Key person or section B. Other Personnel. Supporting details, including a breakdown of any personnel effort, and the estimated associated total direct costs must be included in the budget justification.
  - The application form instructions on the How to Apply – Application Guide page and the Budget/Costs FAQs on the Scientific Data Sharing site updated to reflect this change.

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NIH Updates, Cont'd:

- NOAs being issued with a new reminder:

7. Unobligated Balances: As indicated in Section III of this Notice of Award, an unobligated balance may be carried over into the next budget period without Grants Management Officer prior approval. In accordance with section 8.1.1.1 of the NIH GPS, NIGMS staff reserve the right to make budgetary reductions to award commitments in cases where recipients have accrued excessively large unobligated balances.

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NU-RES Admin Updates

NSF Updates:

- NSF Project Report Enhancements for Datasets and Research Materials
    - Effective July 24, 2023.
    - Enhancements to Project Reporting System in Research.gov:
        - Enables datasets and research materials to be entered as distinct product types that are managed and reviewed separately.
        - Improved system messaging and an updated user interface to provide a more seamless look
    - There are no changes to NSF's Public Access policy or project reporting requirements.
    - Updated guides on Research.gov **About Public Access** page.
        - **How to Add Datasets to the NSF-PAR and NSF In-progress Project Reports**
        - **How to Remove Datasets from the NSF-PAR and In-progress Project Reports**

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NU-RES Admin Updates

Other Funder Updates:

- NIFA released a <u>revised application guide</u> on July 5, 2023
  - Summary of Recent Changes
    - Section V.110: Added additional instructions for Project/Performance Site Addresses.
    - Section V.120: Updated instructions for Project Summary/Abstracts.
    - Section V.200: Updated form instructions for AFRI Project Type Form V2.0.
    - Section V.210: Updated SBIR/STTR form instructions.
    - Section V.310: Added Matching Source Document information and description.
    - Throughout Guide: Updated RFA citations; guide references to STTR program; formatting and colors in accordance with NIFA Style Guide.
    - Table of Contents: Updated page number references.

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Other Funder Updates:

- NASA Grant Information Circular (GIC) 23-07 to inform recipients of forthcoming conflict of interest (COI) disclosure requirements.
  - Effects grants and cooperative agreements
  - New term and condition, "D39: Conflict of Interest Policy Requirements".
    - Collection of financial interest information
    - Management of COI
    - Disclosure of certain COI to NASA.
  - The term and condition will apply to new and amended awards starting December 1, 2023.

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NU-RES Admin Updates

ePAWS Records:

- Proposal submission deadlines in ePAWS must be based on one of the following:
  - Listed deadline date and time within the funding announcement.
    - Note that NU-RES offices close at 5pm est. so any deadline time after 5pm will be treated as a 5pm deadline.
  - Email notification from sponsor/other party indicating a specific deadline date for submission.
- If no deadline date is indicated/required then the proposal will be reviewed and submitted within 5 business days of when the final, complete application is routed to NU-RES in accordance with the institutional review guidelines below:

> **Institutional Review**
>
> **Internal Deadlines: Institutional Review, Approval and Submission of Proposals**
>
> NU-RES's grant officers review all proposals for compliance with the funding agency's rules and regulations as well as Northeastern's policies.
>
> **Full Review:** NU-RES will guarantee an error-free submission if we receive the final, complete application for review <u>5 business days</u> prior to the agency's deadline.
>
> **Streamline Review:** <u>3 business days</u> prior to the funding agency's deadline please provide the abstract, budget and budget justification. Then, <u>noon the day prior</u> to the agency deadline **the final, complete application** (e-submission via agency's system or .pdf in ePAWS).
>
> Please be sure to notify your grants officer as soon as you know that you'll be responding to an FOA/RFP.

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eCLAWS Records:

- Reminder: all fields in the contracts' wizard such as "other party contact" info must be completed.
  - Incomplete records will be returned for the additional info.
- Confidential Record checkbox:
  - _Do not use_, as the indicator is not reflective of the research, but of the record
    - No Research & Innovation eCLAWs records are confidential
  - Systems team investigating hiding this checkbox when Research & Innovation is the purpose
- Related Records:
  - Submitters - please indicate previous/related eCLAWs agreements in the wizard by indicating a previous contract with the other party

  - For a related ePAWs 1.0 record, list the record# in "Brief Explanation" field (ePAWs 1.0 is not linked to eCLAWs)

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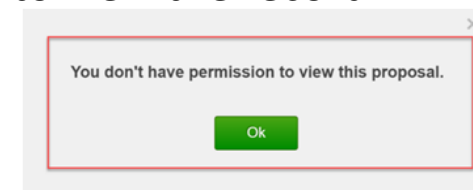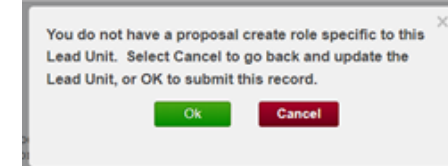
Data/Systems Updates

Team Updates:
- Welcome new Sr. Data Analyst Shruti Walawalker - started June 2023

- EPAWs 1.0 updates:
  - Fixed an issue where completed records were appearing on "My Proposals" tab - Completed records now only appear on the "Completed" tab
  - Incorporated ability for separate applicant org to use ePAWs while keeping the access to records and data separate; introduced new warning based on role

  - Similar to eCLAWs, for any search result that displays records where you don't have a specific proposal creator role and which you did not create, attempting to access the record will result in an error message alerting you that you do not have permission to view the record:

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Data/Systems Updates

- Requests for additions to Research Admin Team, NU-RES News distribution list, NIH eraCommons registration form, etc. should be directed to NU-RESHC@northeastern.edu
- Though many thought this day would never come (*Eva Pasadas*!)....
  - **Friday, September 29, 2023** (5:00 PM submitter's local time) is the last day to **submit** proposal file updates and budget revisions in FastLane, **withdraw** FastLane submitted proposals, and **withdraw** supplemental funding requests submitted in FastLane. Please see the FastLane System Decommissioning page for additional information.
  - **Friday, September 29, 2023** (11:00 PM Eastern Time) is the last day to **access** FastLane submitted and in-progress letters of intent, proposals, and supplemental funding requests in FastLane.
- *REMINDER:* **SciENcv** – required to be used for NSF Biosketch and Current and Pending (Other) Support by **October 23, 2023**

WELL, GOOD-BYE.

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NU-RES Finance Updates

Staff Updates:

- Research Accounting Team:
  - Sami Reed – Cash Accountant

- Research Finance Team:
  - Shaquille Ebadi – Research Finance Analyst
  - Clarissa Fillis – Research Finance Analyst

- Sponsored Accounts Team:
  - Shawna Davis – Sponsored Award Data Specialist
  - Mai Nguyen – Sponsored Award Data Specialist

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Research Payroll Certification Reports FY23 – Important Dates

FY23 Payroll Certification Reports will be generated by Research Finance following the September close.

1. **Final Payroll Distribution Changes (PDCs) for FY23**
   - PDCs due to Research Finance by **Tuesday, September 19th**
   - PDCs due to Payroll Team for final processing by **Tuesday, September 26th**

   Department Administrators: be sure to coordinate with your DIV approvers so that PDCs reach RF <u>no later than 9/19/23</u>. PDCs that miss these deadlines will not post for the September close and will not be reflected in FY23 certs.

2. **September 2023 Financial Close**
   - Scheduled for **Tuesday, October 10th**

3. **Research Payroll Certification Reports FY23**
   - Reports will be distributed to department contacts starting **Wednesday, October 11th**
   - Signed certifications are due back to RF by **Wednesday, November 1st**
   - Learn More session coming soon!

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FIN0149 – Research Payroll Verification (RESFIN)

Reminder from May 2023 Cognos Demo…

FIN0149 – Research Payroll Verification (RESFIN):
This report provides a summary of the payments made to employees (employee position included) for a selectable time period, based on paycheck dates, grouped by grant. The report can be run for all grants the user has access to, or can be narrowed down by selecting one or more grant, fund, and/or grant PI. The report is formatted similarly to the Payroll Certification Report sent out by Research Finance every fall, to allow for on-demand verification both before and after the annual Payroll Certification process. This report is a great way to verify employees and salaries for specific funds through the life cycle.

https://research.northeastern.edu/nu-res/lifecycle-management/manage-project/financial-monitoring-reporting/

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Changes in Paid Leave Charges

- Starting FY24, the qualified leave charges that used to charge to research award portion are going to charge to the Fringe Benefit Index instead.
- Once the leave ends, the employee's pay reverts back to their regular earnings.
- This process is only applied to Full-Time, fully benefited employees who are charged to research (ledger 5).
- The full presentation for this process is posted here: https://research.northeastern.edu/nu-res/policies-guidelines/#facts
- Below are the scenarios that were introduced during the presentation:

COST ALLOCATION — Scenario 1 - Regular Leave Request

Pay Component	Prior to Leave	On Approved Leave	Return from Leave
	Regular Pay	Leave Pay	Regular Pay
	8/31/2023 and prior	9/1/2023 10/31/2023	11/1/2023 and after
FUNDS			
220123	30%	30%	30%
597123-ends 6/30/24	25%	0%	25%
500123-ends 9/30/23	45%	0%	**45%****
CENTRAL POOL	*N/A*	70%	*N/A*
Total	**100%**	**100%**	**100%**

**When Avery returns her salary is going to charge to an expired project. The admin should review the distribution prior to Avery's return and submit a PDC if changes are needed to change the costing allocation.

COST ALLOCATION — Scenario 2 - After the Fact Request

Pay Component	Prior to Leave	On Leave Before Approved	On Leave After Approved	Return from Leave
	Regular Pay	Regular Pay	Leave Pay	Regular Pay
	10/7/2023 and prior	10/8/2023-10/21/2023	10/22/2023 12/1/2023	12/4/2023 and after
FUNDS				
222123	40%	40%	40%	40%
555123-ends 9/30/24	60%	60%	0%	60%
CENTRAL POOL	*N/A*	*N/A*	60%	*N/A*
Total	**100%**	**100%**	**100%**	**100%**

Once The Leave Got Approved on 10/23/2023

Pay Component	Regular Pay 10/8/2023-10/21/2023	Leave Pay 10/8/2023-10/21/2023
FUNDS		
222123	-40%	40%
555123-ends 9/30/24	-60%	0%
CENTRAL POOL	*N/A*	60%**
Total	**-100%**	**100%**

**Workday will retroactively remove the regular pay by crediting the salary and reprocess it as leave pay.

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NU-RES Compliance Updates

- We have had one full successful year of the Northeastern Research Allowability Advisory Panel!
  - A de-identified fact pattern for inquiries that were submitted can be found on the <u>Allowability Panel webpage</u>
  - Seeking a new cohort of Panel members for the next year. Please reach out if interested

- <u>Changes to Learn More sessions:</u>
  - Each NU-RES department will have an opportunity each semester to lead a Learn More session. These sessions will be held virtually.
  - Colleges and non-NU-RES departments are welcome to suggest and put forward ideas for a Learn More session, as well as lead or participate in sessions
  - Once each semester NU-RES will seek to hold a Professional Development workshop open to all in the research administration community in a hybrid setting. Colleges and departments are welcome to work with NU-RES to host or co-host professional development workshops

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NU-RES Compliance Updates

- New pilot for Fall 2023 from the Process Improvement Working Group
  - "Incoming Faculty – Proposal & Award Transfer Checklist"
  - Pilot version of the checklist will be disseminated through the listserv
  - Goal: simplifying part of the PI intake process
  - Process Improvement Working group will be looking through this more fully but wanted to initiate a test with the current version of the checklist
  - As is the nature of a pilot, once this is disseminated we would appreciate and look forward to feedback on the document

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NU-RES Compliance Updates

- Looking to bring back NU-RES orientations for new faculty
  - Targeted for early Winter/start of the Spring semester
    - Allows PIs to adjust, become oriented to Northeastern, and complete other orientations
  - Orientation will be between 45 minutes to 1 hour
  - Focus will be 1/3 award lifecycle/administration and 2/3 compliance and policy
  - We are also available to provide targeted orientations to specific colleges, departments, centers, and institutes. Please engage with us to set up a time and date, as well as the content of the targeted orientation
  - Direct communication/outreach will be made during the semester to gauge interest in a targeted orientation.
  - Facilitation of orientations is a two-way street and should be collaborative!

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Upcoming Events – June 2024 Conference

- A 2-day research administration conference in June 2024 has been confirmed:
  - Tentative dates:
    - Wednesday, June 12 and Thursday, June 13 or Monday, June 17 and Tuesday, June 18
  - In-person on the Boston main campus
  - 3 Tracks (Pre-Award, Post-Award, Other)
  - 18, 45-minute sessions
  - Several faculty and guest speakers, group activities, and professional development sessions
  - We are actively seeking out new volunteers to participate in either the curriculum or logistics planning aspects of the conference

- By completing this Qualtrics Survey you can:
  - Suggest topics for conference sessions
  - Indicate a preference for the conference date
  - Indicate if you would like to assist with the planning of the conference
  - Indicate if you would like to be a participant/presenter for a conference session
  - Survey will be left open through September, a reminder to complete it will be sent out each week

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Upcoming Events

- Upcoming NCURA Live Webinar:
  - Implementing and Managing International Proposal Development and International Subawards
  - Wednesday, September 13 from 2:00 PM – 3:30 PM and 3:35 PM – 4:30 PM after webinar talk
  - Additional information regarding the session can be found here
  - Free registration link: **https://onlinelearning.ncura.edu/p/230913XLPDIS**

- NSF RCR – Research Mentorship: A Shared Community Dialogue

  - **Full Workshop Information**

  - **Required for those on NSF awards, but open and highly encouraged for all the research community**

  - **Location**: John D. O'Bryant African American Institute / Cabral Center (and online via Teams)
    Date & Time: Wednesday, 13 September 2023 from 10:30am-12pm EST (refreshments available)
  - **Registration**:
    To register to attend in person, click here
    To register to attend online, click here

- RCR Workshop Calendar and Registration
  - The RCR Workshop Calendar has been updated for the Fall 2023 semester and is open for registration

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NU-RES and You!

Thank You!

See you in October!