Research Administration Brown Bag Series

October 8, 2024

Agenda

- NU-RES Admin Updates
- Data/Systems Updates
- NU-RES Finance Updates
- NU-RES Compliance Updates
- Upcoming Events
- Collaborative Research Services with Andrew Henson and Peter Fan

NU-RES Admin Updates

NIH Graduate Student Compensation

When budgeting for graduate student support on NIH research grants and cooperative agreements, please keep the following in mind:

- The maximum amount awarded by the NIH for graduate student support on a research grant or cooperative agreement is linked to the zero-level postdoctoral National Research Service Award (NRSA) stipend in effect at the time the grant is awarded.
- The compensation amount includes salary or wages, fringe benefits, and tuition remission.

For the full notice, please visit: NOT-OD-02-017: Graduate Student Compensation
For current NRSA stipend information, see: NOT-OD-24-104: Ruth L. Kirschstein National Research Service Award (NRSA) Stipends, Tuition/Fees and Other Budgetary Levels Effective for Fiscal Year 2024
For the NIH Policy Statement, refer to: NIH Policy Statement – Section: 2.3.7.9 Graduate Student Compensation

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NU-RES Admin Updates

Changes to Data Management and Sharing (DMS) Plan Progress Reporting and the Submission of Revised DMS Plans instituted on October 1

- NIH is including several new questions about DMS activities in RPPRs submitted on or after October 1, 2024 (See Guide Notice **NOT-OD-24-175**). For awards for which the NIH DMS Policy applies, recipients will now be asked:
  - Whether data has been generated or shared to date
  - What repositories any data was shared to and under what unique digital identifier
  - If data has not been generated and/or shared per the award's DMS Plan, why and what corrective actions have or will be taken to comply with the plan
  - If significant changes to the DMS Plan are anticipated in the coming year, recipients will be asked to explain them and provide a revised DMS Plan for approval.
- NIH is updating the processes for submitting requests to revise a DMS Plan through the **Just in Time (JIT) Module**, the **Prior Approval Module**, and the **RPPR Module** in eRA Commons (See Guide Notice **NOT-OD-24-176**).
- Updated NIH RPPR Instruction Guide posted to the **Research Performance Progress Report (RPPR)** page

NU-RES Admin Updates

Guidance on Internal Deadlines: Institutional Review, Approval and Submission of Proposals

- **Complete Proposal Submission (at least 5 Business Days Prior to Funding Agency Deadline, see additional considerations below for proposals that may require additional time to review and approve)**
  - NU-RES warrants a validated submission if the final, complete proposal is routed and received in ePAWS at least 5 full business days before the agency's deadline.
  - A **Complete Proposal** includes:
    - All required technical and administrative components in their final format, consistent with the funding announcement. If submitting via agency portal, a printout from the portal should be attached to the ePAWS record.
    - No empty fields, placeholders, or draft documents.
    - Funding announcement number/instructions.
    - All necessary subaward documents, department and institutional approvals, including cost share/indirect cost waiver approvals.
    - Ready for submission without further confirmation from the Principal Investigator (PI).
    - Only forms that require NU-RES completion/signature may be in draft format.

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NU-RES Admin Updates

Guidance on Internal Deadlines: Institutional Review, Approval and Submission of Proposals

Complete Proposal - Submission and Review Timeline					
Day 1	Day 2	Day 3	Day 4	Day 5	Funding Agency Deadline
Proposal routed		GO review comments provided. Comments and corrections addressed; proposal submitted.			

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Guidance on Internal Deadlines: Institutional Review, Approval and Submission of Proposals

- **Late Proposals**
  - Any proposal routed in ePAWS less than 5 full business days before the deadline are subject to the following conditions:
    - Investigators assume the risk that their proposals may **_not_** be successfully submitted by the funding agency's deadline, may be rejected by the agency, and are also subject to administrative withdrawal by NU-RES if, after submission and upon full institutional review, there are commitments that cannot be met or issues that cannot be resolved.
    - NU-RES will conduct a review based on best efforts and the documentation attached to ePAWS. The depth of this review will depend on when the proposal is routed, the number of proposals submitted in advance of this proposal, and other deadline-driven priorities. These proposals will be reviewed on a first-come, first-served basis.
    - NU-RES reserves the right to submit without review and to conduct a full post-submission review.

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Guidance on Internal Deadlines: Institutional Review, Approval and Submission of Proposals

Late Proposals (cont'd)

- o **Limited Review:** For proposals that are not fully complete, NU-RES can perform a partial limited review focused on **budget** related issues (allowability, level of commitment, cost sharing, etc.) if, at minimum, the following are provided **3 full business days** before the funding agency's deadline:
    - ▪ Final budget and budget justification (including subaward budgets). In addition to the standard excel budget, budget(s) should also be provided in funding agency format as applicable.
    - ▪ Funding announcement/instructions
    - ▪ Abstract/project summary
- o Please note failure to provide the Funding Announcement/Instructions, abstract/project summary and final budget and justification limits NU-RES' ability to review, comment or address issues and may require the proposal to be administratively withdrawn.

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Guidance on Internal Deadlines: Institutional Review, Approval and Submission of Proposals

Limited Review – Submission and Review Timeline			
Day 1	Day 2	Day 3	Funding Agency Deadline
Proposal routed	GO comments provided. Comments and corrections addressed; proposal submitted.		

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Guidance on Internal Deadlines: Institutional Review, Approval and Submission of Proposals

- **ePAWs v1.0 Submission Deadlines:**
  - Deadline dates in ePAWS must align with:
    - The listed deadline date and time within the Funding Opportunity Announcement.
    - Email notifications from the funding agency specifying a submission deadline; or
    - If no firm deadline is imposed by funding agency (ex: proposal is accepted anytime), the proposal will be reviewed and submitted within 5 full business days from when the final complete application is routed to NU-RES. Deadline date in ePAWS should be set to 5 full business days from the date the record is routed.

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Guidance on Internal Deadlines: Institutional Review, Approval and Submission of Proposals

- **<u>Additional Considerations:</u>**
  - For submissions requiring registration in a new sponsor portal, hard copies, notarized signatures, insurance certificates or proof of insurance, non-standard administrative forms, review of contractual terms and conditions and/or letters of exception, please notify the Proposal Grant Officer **at least 10 business days** before the deadline to ensure enough time for proper review, completion of documents and/or portal registration.
  - If the funding agency requires hard copies, the department and PI are responsible for mailing them. NU-RES will mail hard copies only if the proposal requires a hard copy of an authorized institutional official's signature and proposal is route with sufficient time ahead of the deadline.
  - Internal approvals for items such as cost share and indirect cost rate waivers should be provide upon routing the ePAWS records. If not included, approvers should be aware that by approving an ePAWS record, they endorse the submission, and all commitments made within it. The University reserves the right to withdraw an application or refuse to accept an award if commitments contained in the proposal cannot be met.

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eCLAWS Process Changes

- eCLAWs related records will no longer be tracked on the Sharepoint tracking log.
  - ECLAWs and departmental tableau dashboard to be used to track eCLAWs transactions.
- NU-RES central mailbox should no longer be included on communications related to eCLAWs transactions
- Use of the eCLAWs function "Information Request" will be used to track correspondence between NU-RES and the colleges/PI relative to eCLAWs records.
  - Notifications from eCLAWs will contain a link to the information request that the recipient(s) can select to respond to the inquiry in eCLAWs directly

Action Required: eCLAWs record 25-C-00006 [Re-routed from: Cyr, Joan <j.cyr@northeastern.edu>;AYDIN, DZIYANA <d.aydin...

ET eclaws-test@neu.edu
To ○ Palina Budzemka; ○ ePAWS-Test

↩ Reply   ↩ Reply All   → Forward   ⋯

Mon 9/30/2024 2:32 PM

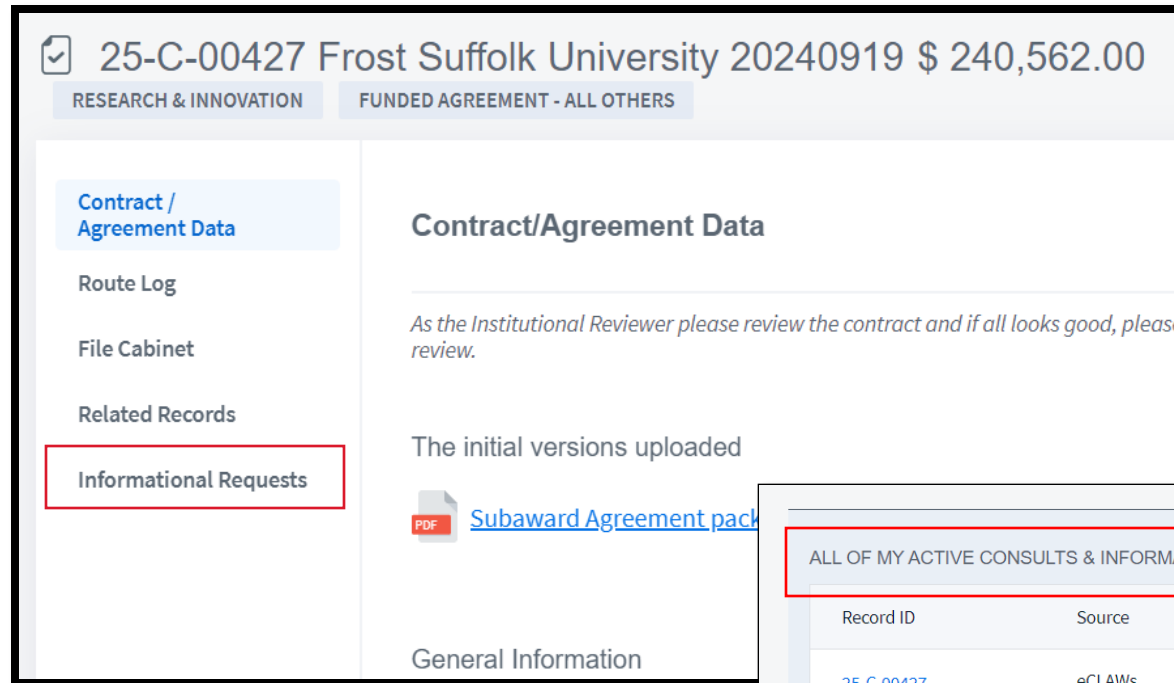**Cyr, Joan M.** sent a new message requiring action for the following record:

Application: eCLAWs

Record: 25-C-00006

For more information, log into My Consults, Information Requests and select the Title link on the above record to view the conversation.

Questions regarding the eCD/eCLAWs/ePAWs applications should be directed to the NU-RES Help Center.

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NU-RES Admin Updates

eCLAWS Process Changes (how to find Information Requests)
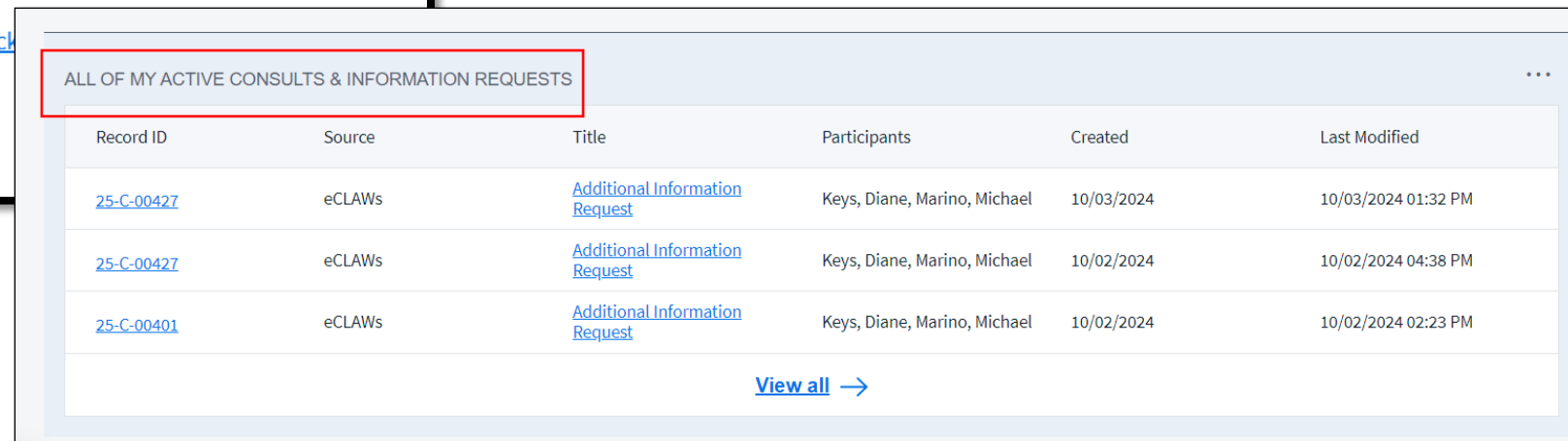
Side menu within the record

Bottom of eCLAWS home page

NU-RES Admin Updates

- Please submit all new agreement requests to eCLAWs directly
- Recruiting for CO, closing in on wrapping up
- New email address for outgoing sub requests: NURES_contracts@northeastern.edu
- MTA and DUA intake forms to come

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Data/Systems Team

- Welcome new students!
  - Nazar Mammedov (n.mammedov@northeastern.edu), Web Specialist
    - Nazar will assume the student Web Specialist role currently held by Geetha (who is graduating from NU in December) and Giles (whose co-op ends in December)

  - Saurabh Chavan (sa.chavan@northeastern.edu), Data Analyst
    - Saurabh will assume the student Data Analyst role currently held by Mandar (who is graduating from NU in December)

- Report requests
  - All report requests (new/changes) … please submit your requests to the NU-RES Help Center, and not directly to me/Shruti/Laura/Mandar/Saurabh
    - Helps us track the work/set priorities

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FY24 Space Survey

- Space training was conducted earlier in September and space packets have been sent out. If your department did not receive a packet, that means your department is not required to perform a space survey
- Please note only **research-intensive** lab spaces will be surveyed
- In the Space Survey packets, PI, Accounts, and Employee tabs are for reference only. If you see any discrepancies, please adjust the data as needed to ensure the first tab for the space review is as accurate as possible.
- Space Survey packets are due by Friday **10/18/2024.** Contact me with any questions.
- Once the data has been received, we will review and set up individual meetings with each group to discuss the data in detail.

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FY24 Research Annual Certification Reports

- NURES Finance will be generating FY24 certs later this week, following the September monthly close (scheduled for 10/10/24).
- We are expecting to distribute all certs to department key contacts the week of October 14th.
- Completed/signed certifications will be due November 1st.
- Past due reports will be escalated the week of November 11th.

October Learn More Session
Annual Research Payroll Certification Process
Thursday, October 10, 2024
12:00 PM-12:45 PM
See Teams link in "Upcoming Events" slides

Please contact Fred Cromp f.cromp@northeastern.edu with any questions.

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30/60-Day Project Closeout Notifications

- Reminder: The timeline for project closeout activities begins 60-90 days **prior** to the end date.

- Expenses posted to the projects after the end date, will be heavily scrutinized and should include only those expenses that fall within the project period of performance

- Please be sure to communicate this to PI/Department contacts. See link to Closeout-SOP.

Dear Professor ▮▮▮▮

This notification is to provide you with information on your project(s) that are nearing their end date. **Emails will be sent out every 30 days automatically. You may receive a notice at 30 days and 60 days even if you are receiving an NCE or new increment. These are automated and depend on whether or not this has been applied in Banner.** Based on our records, the following grant(s) will end in the next 60 days:

Grant Code	Fund Code	Bill Format	ITD Adjusted Budget	PIFullName	Grant External Sponsor Name	Sponsor ID Number	Grant Project End Date	Fund Budget End Date
G000060▮							09/30/2024	09/30/2024
G000073▮							09/30/2024	09/30/2024
G000078▮							09/30/2024	09/30/2024

As a grant recipient, the organization must meet several requirements before closing out a grant in the final budget period of the project. Preparation for closeout should begin **now, prior to the end date of the grant** in order to accurately forecast expenses and complete any adjusting entries that need to be made. The Grant Closeout Checklist will assist you with the process and addresses many items that will facilitate in the successful closeout of your project(s).

If you believe you received this email in error or anticipate an extension or renewal of the award, please notify your NU-RES Grant Officer (cc'd).

Thank you for your cooperation.

Giovanni Ortiz
Research Finance Coordinator
Research Enterprise Services | Northeastern University

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NU-RES Compliance Updates

- **RCR and Professional Development for the Responsible and Ethical Research Program**
  - 3 Different Tracks to satisfy RCR requirements
    - CITI Training
    - In-Person Workshop
    - Virtual Sessions: Advanced RCR Topics
  - Program can also be used for Researcher Professional Development
  - Revamped NU-RES Compliance RCR Webpage
    - PIs, Faculty, Postdocs, Grad/Undergrad Students can learn more about the updated RCR program and the different tracks on the updated webpage
    - Links to register for various workshops are also made available on the webpage as well as the NU-RES Event Calendar Link

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Upcoming Events

- **<u>Track 2 – In-Person RCR Workshop</u>**
  - Wednesday, October 16, 2024, on Boston Main Campus in Curry Student Center Room #435
    - Topics Covered: Research Misconduct, Grant Stewardship, Grant Financial Management, Conflicts of Interest, Research Data Management and Stewardship, Safe and Inclusive Work Environments
    - Lunch will be provided for those who attend the workshop
  - Agenda and Registration

- **<u>Track 3 – Virtual RCR Workshops</u>**
  - 6 Workshops will occur between October 2024 and March 2025
    - <u>Authorship:</u> Monday, October 21, 2024, from 12:00 PM – 1:30 PM EST via Teams,
    - <u>Publications:</u> Monday, November 18, 2024, from 12:00 PM – 1:30 PM EST via Teams
    - <u>Managing Professional Relationships in Research:</u> Wednesday, December 11, 2024, from 12:00 PM – 1:00 PM EST via Teams
    - <u>Copyright for Academics:</u> Monday, February 17, 2025, from 12:00 PM – 1:30PM EST via Teams
    - <u>Peer Review:</u> Monday, March 10, 2025, from 12:00 PM – 1:30 PM EST via Teams
    - <u>Wellness and Self-Care for the Researcher:</u> Wednesday, March 26, 2025, from 12:00 PM – 1:00 PM EST via Teams
  - Registration
  - Workshop Descriptions

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Upcoming Events

- Please Use and Share the NU-RES Events Calendar

- Virtual Satellite Office Hours, Thursdays 1:30 - 2:30 PM EST

- NYU's Research Administration Demonstration series (RAD) registration
  - NYU RAD Website

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Upcoming Events

- **<u>NCURA Live Webinar: "Culture of Compliance: What is it and How to Develop One"</u>**
  - Tuesday, October 8, 2024, from 2:00 PM – 4:30 PM EST via Zoom
    - Extra Login Link: https://onlinelearning.ncura.edu/p/241008CultureXL

- **<u>Learn More Session: "Annual Effort Reporting"</u>**
  - Thursday, October 10, 2024, from 12:00 PM – 12:45 PM EST via Teams
    - Presenter: Fred Cromp, Sr. Research Compliance Specialist, NU-RES Finance
    - NU-RES Event Calendar Link

- **<u>Learn More Session: "Understanding Northeastern's Role in NSF SECURE and the Latest in Research Security"</u>**
  - Tuesday, October 22, 2024, from 12:00 PM – 12:45 PM EST via Teams
    - Presenters: Robin Cyr, Vice Provost Research Administration – NU-RES; Amanda Humphrey, Chief Research Operations Officer – NU-RES; and Tessa Seales, Research Security Analyst – NU-RES
    - Event will be added to NU-RES calendar

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Upcoming Events

- **<u>Learn More Session: "Concur/Expense Reimbursements"</u>**
  - Thursday, October 24, 2024, from 12:00 PM – 12:45 PM EST Via Teams
    - Presenter(s): NU-RES Finance
    - [NU-RES Event Calendar Link](#)

- **<u>Learn More Session: "Uniform Guidance 2024 Revisions and Their Impacts"</u>**
  - Thursday, November 7, 2024, from 12:00 PM – 12:45 PM EST via Teams
    - Presenters: Amanda Humphrey, Chief Research Operations Officer, NU-RES; and Alex Hui, Executive Director – Research Finance, NU-RES
    - Event will be added to NU-RES calendar

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Upcoming Events

- **Professional Development Learn More Series – Part 1:**

- NU-RES Event Calendar Link

  o **When:** Thursday, November 21, 2024, from 1:00 PM – 2:00 PM EST via Zoom
  o **Title:** Having a ~~Difficult~~ Conversation
  o **Workshop Duration:** 50 minutes
  o **Presenter:** Rich Trombetta, HR Learning & Engagement
  o **Workshop Description:** Today's world and work environments have become flooded with texts, Teams' messages, and emails. One thing that seems to be going out of style is actually having a conversation with someone. This session will help participants learn how to have a great conversation, even if it might be perceived as one that will be difficult.
  o **Goals/Objectives of Workshop:** Participants will leave the workshop being aware of their communication style, appreciating the power of listening, and learning a process to prepare for and deliver what might seem like a difficult conversation.
  o **Target Audience:** Anyone
  o ***Disclaimer*:** Each participant should complete and bring the results of this free assessment with them to the session (DISC Assessment)

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Upcoming Events

- **Professional Development Learn More Series – Part 2:**

- [NU-RES Event Calendar Link](#)

  o **When:** Thursday, December 12, 2024, from 1:00 PM – 2:00 PM EST via Zoom
  o **Title:** Writing Emails That Get Read and Acted On
  o **Workshop Duration:** 50 minutes
  o **Presenter:** Rich Trombetta, HR Learning & Engagement
  o **Workshop Description:** A recent report showed that today's office workers receive an average of 121 emails per day and send over 40 as well. Add in texts, Teams' messages, and social media and the average person is on information overload. However, there are simple ways to write emails that get read and acted on.
  o **Goals/Objectives of Workshop:** Participants will leave this workshop with an understanding of what is known as Smart Brevity, an approach that helps people produce emails (or almost any other type of written communication) that enable readers to quickly and easily focus on the most important information in the least amount of time.
  o **Target Audience:** Anyone

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Upcoming Events

- **ReXPO (Research Services Expo)**
  - The date of the event is Wednesday November 13th on the BostonCampus in the Library from 9:00 AM – 2:00 PM.
  - The library analyzed new ways of supporting research teams. Based on feedback, one initiatives being launched is an event to showcase services available at Northeastern University. In partnership with NU-RES and ITS, the event: "ReXPO" (Research Services Expo) will aim to connect research teams with resources available as well as expose researchers to other like-minded researchers.

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Collaborative Research Services

Onboarding Services

Andrew Henson and Pete Fan

Northeastern University Library

Our Purpose

With funding from the Alfred P. Sloan Foundation, the Library has analyzed new ways of supporting research teams. Based on feedback, we are launching a new service aimed at onboarding staff and faculty as they stand-up centers, labs, and institutes.

Our new **Collaborative Research Service** will leverage technology that strengthens the connection among these researchers to effectively onboard new research teams and enhance interdisciplinary and remote research collaborations.

Phase 1
What we learned:

Communications Takeaways:

- Operations/ PM level staff can benefit from a meeting to share and connect with each other…

- There is a need for the Library to assist research teams with onboarding by providing connections to other departments and resources.

- "…having a 'menu' with a few different options for team communication… showing the advantages, disadvantages, and somebody helping to train the team… that that would be very, very helpful."

Core Data Takeaways:

- Data issues and communication challenges are often connected, or have parallels, and can share the same root cause

- Institutional knowledge – understanding the university infrastructure and how to navigate it appropriately is key

- Learned helplessness is a common experience amongst groups that don't have institutional knowledge

Goals

1 Provide a service to help new research teams with onboarding

2 Cut down on the time it takes to understand and navigate a large and rapidly evolving research environment

3 Understand and help find solutions to challenging situations involving data management
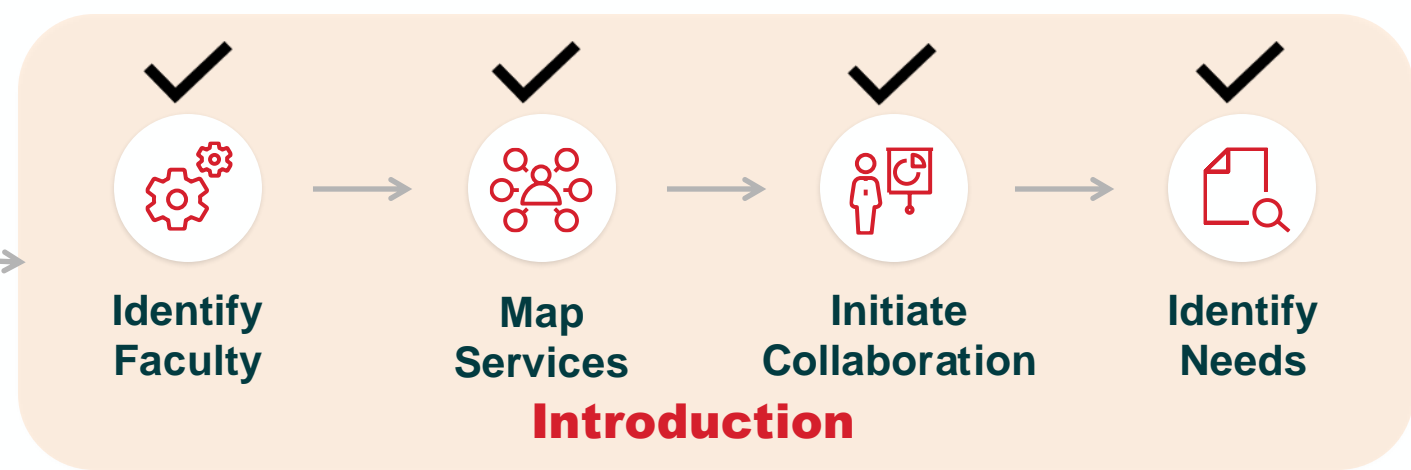
4 Execute support and connections in partnership with the Library, ITS, NU-RES, and other university resources

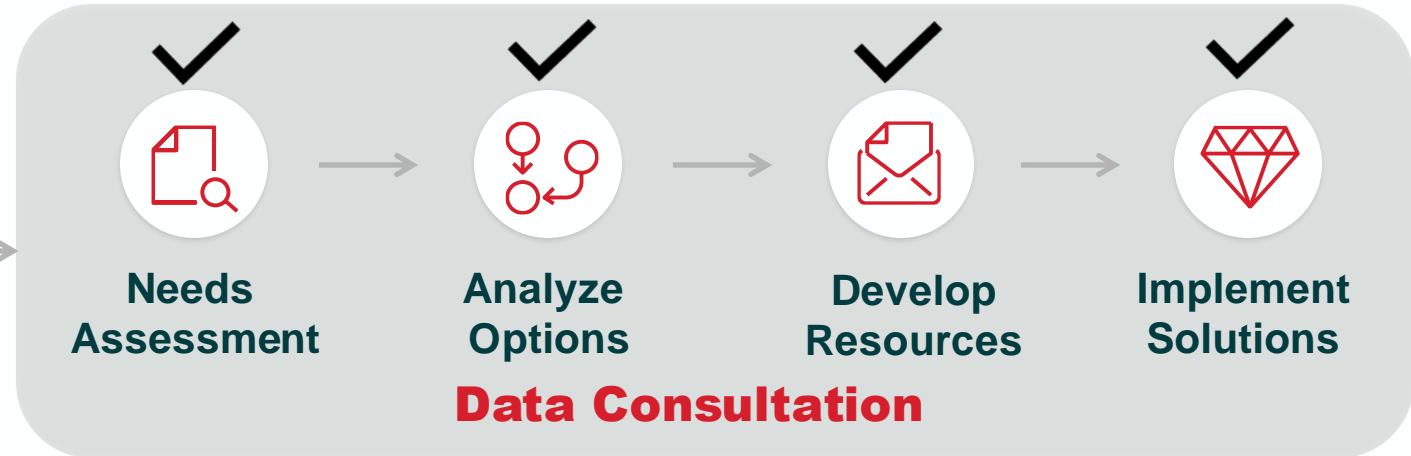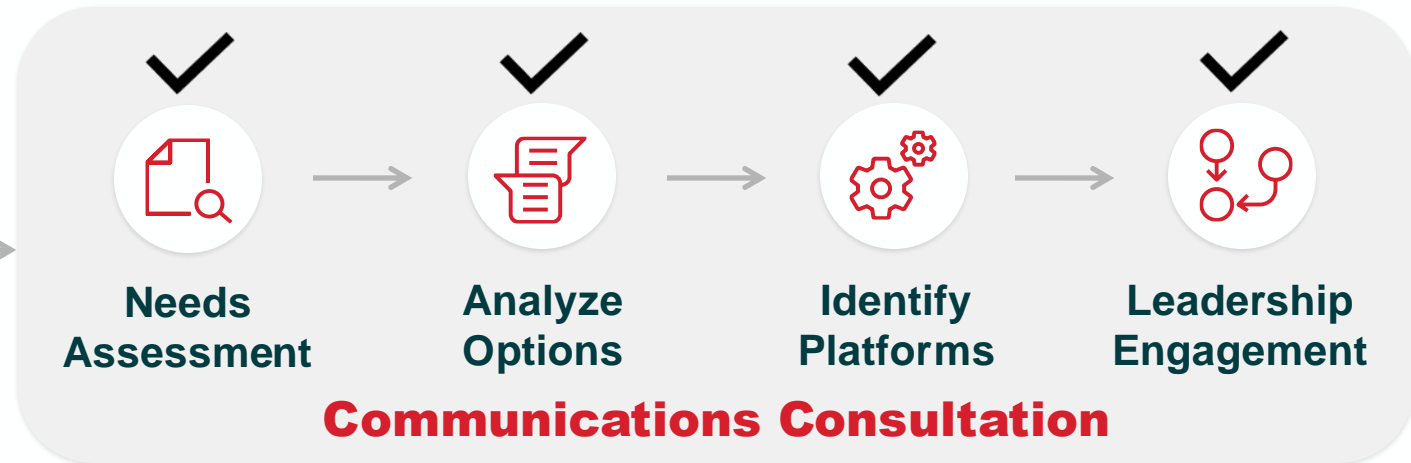**5** Provide a pathway to connect with other like research teams

Introduction Stage

Onboarding Service

Identify Faculty → **Map Services** → **Initiate Collaboration** → **Identify Needs**

Introduction

Identify Faculty- CRS will find newly funded research teams through ePAWS. Once a newly forming group is identified, the CRS team will reach out with an introductory communication.
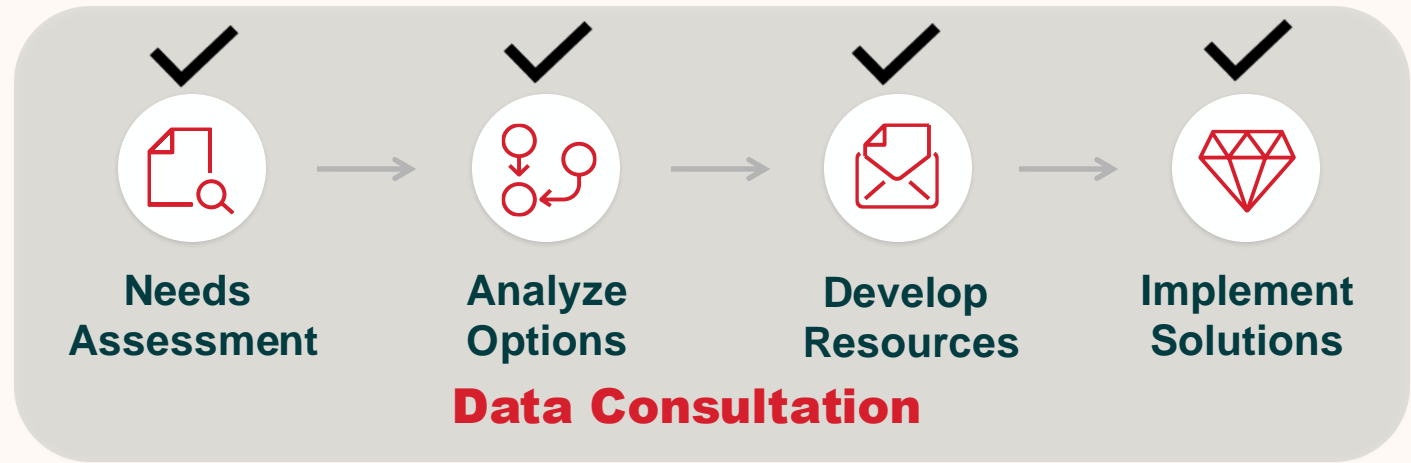
Map Services- The CRS team will narrow down the appropriate connections to your discipline's specific needs and function.

Initiate Collaboration- CRS will attempt to engage a meeting with the newly formed research team for an introductory meeting.

Identify Needs- The CRS team can assist new teams to recognize necessities by consulting on data and communications needs.

Data Consultation Stage

Onboarding Service

Needs Assessment → **Analyze Options** → **Develop Resources** → **Implement Solutions**

Data Consultation

Needs Assessment- CRS will work with research groups to identify their unique situations and niche needs. The assessment will primarily be focused on needs related to data storage, sharing, and back-up/archival.
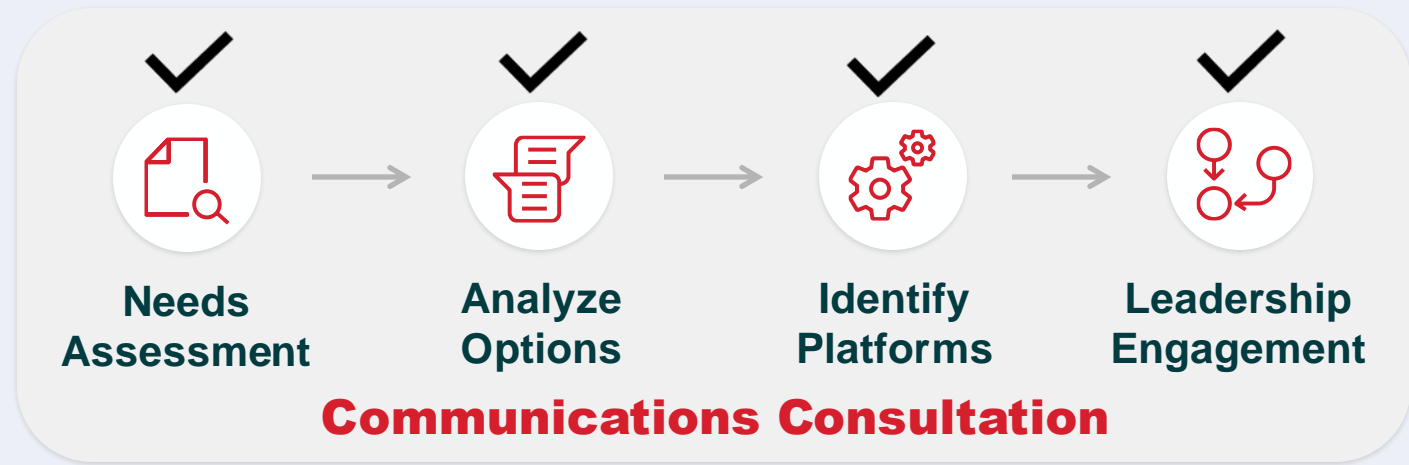
Analyze Options- The CRS team will probe the findings of the "Needs Assessment" to best chart an appropriate direction for the newly formed group.

Develop Resources- CRS will take the time to develop any resources (Ex. documentation, workshops, researching domain-specific data repositories etc.) that the group may need or connect with university resources that fit their needs.

Implement Solutions- The CRS team will connect the research group with university resources that may fit their needs or implement any resources or processes (Ex. demoing a data archival or backup solution) that they have developed.

Communications Consultation Stage

Onboarding Service

Needs Assessment- CRS will work with research groups to identify their unique situations and niche needs.

Analyze Options- The CRS team will probe the findings of the "Needs Assessment" to best chart an appropriate direction for the newly formed group.

Identify Platforms- CRS will recommend appropriate communications platforms and explain the benefits and drawbacks associated with said platforms.

Leadership Engagement- The CRS team can join the research team's leadership group as a resource for a set appropriate amount of time it takes to standup the new lab (est. 3 months).

Congratulations on your Funding

Dear Dr. X,

From time to time, we scan ePAWS for newly obtained grants by faculty, such as yourself. **Congratulations**, we are thrilled you have been awarded this new grant and we are excited that you will be standing up a distributed research group here at Northeastern University. We're contacting you because we understand the unique challenges onboarding a new group can bring and we would like to extend our resources to you through this process.

Collaborative Research Services (CRS), provided by the University Library, provides a free onboarding resource. My colleague, Peter Fan, and I (Andrew Henson) would like to begin working with you to help make that happen. We would be happy to set up a time with you, at **YOUR** convenience for a quick initial conversation. We'd love to treat you to a coffee, learn a bit more about your project.

Example

What will this look like:

Communications:

- **Need a Teams training for your new research group? A team member from CRS can set that up by working with ITS.**

- **Want a training in version control so your new team stays organized? We can organize a training session customized to your group's needs.**

- **Need help establishing an internal communications plan? We've got your back and can help establish best practices in line with other successful teams at Northeastern University.**

Data:

- **Having trouble identifying data storage options? We can help you navigate the options.**

- **Having challenges sharing your data effectively with collaborators? We can help you develop best practices for efficient data sharing.**

- **Want to back up your data? Let us work with you to automate data back-up protocols.**

- **Need to find a data repository to meet grant requirements? Our group can help you identify your options.**

Questions?

NU-RES and You!

Thank You!

See you in November!