OSP TO ROLL OUT NEW LABOR VERIFICATION SYSTEM

Researchers, department grant managers and staff who work on sponsored research are aware that Dartmouth is required to conduct an annual "labor verification process." The process is required under OMB Circular A-21 and the new Omni Circular (see other article). Many institutions refer to this process as "effort reporting" although it may interest you to know that nowhere in the Circular is that term used.

OSP is pleased to announce that the next cycle which will occur in the Fall will be paperless! I think that we can agree that the past process has been cumbersome. For many years, OSP staff printed off close to two thousand pieces of paper containing salary information. Tracking the approvals was manual.

The new process will be managed through a tool called On-base which will allow secure workflow, quick and easy approval and accurate and timely tracking. In the new system, department grant managers will assist OSP in identifying individuals who are no longer at Dartmouth or unavailable and re-route approvals to a Chair or other designee.

The government requirements mandate that someone with suitable knowledge of research activities perform the certification. All faculty (PI and non-PI) will certify their own labor distribution for the fiscal year 2014. In addition, Principal Investigators will also review and certify staff and non-faculty paid on their projects. The system will accommodate individuals who work for more than one PI.

The new system will include robust security and faculty will not be able to view other faculty member’s salary information. Note that DHMC paid faculty have been using an on-line system and this system will not duplicate that process.

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More to come soon. Look for future communications and outreach.

US Government Releases Grant Policy Changes

You will be hearing a lot over the coming months about federal grants management policy changes. All federal grant-making agencies were required to submit new policies by June 26th to the Office of Management and Budget in order to implement the sweeping OMB changes to grants management rules.

The new Uniform Guidance seeks to enhance accountability and transparency through the consolidation of eight circulars into one. The 759 page “Omni Circular” includes a number of changes in how agencies and institutions will manage grants. Some of the changes are small wording changes, while other changes may have more impact.

Continued on page 2

Office news:
OSP will be closed the afternoon of Friday August 1 for an office outing.

Congratulations to Gene Rozyla on his retirement from Dartmouth at the end of August.

Congratulations to Shelagh Eastridge on her new position in post-award as a Sponsored Research Manager.

Next OSP Administrators Roundtable:
9/17/14 10 am -12 pm DHMC Fuller Board Room
Institutions and professional research administration groups have been scrambling to understand and plan for the changes that will be implemented under the voluminous document. Of particular concern are new procurement requirements that lower the threshold for collecting competing cost documents. Under the current circular, the threshold is $25,000. Under the Omni-Circular the threshold will decrease to $3,000.

In addition to procurement changes, the Circular will impose more rigid standards for financial reporting and closeout of grants. Coupled with other changes being made in the arena of financial reporting, government agencies will have greater transparency into slow spending patterns and underutilized grants. The impact of this change is unknown but could translate into more instances of “use it or lose it.”

The new circular also enhances accountability around internal controls, subrecipient monitoring, and requires that the government take additional measures to assure that recipients have the necessary infrastructure to manage grants.

Again, more to come. Stay tuned.

Chh..chhanges:
OSP Staff Transitions and Workload Management

Summer can be a time of change in academia and OSP is no different. Currently, we have two vacant positions and a new staff member will join pre-award in August as part of the RAPPORT backfill. (Welcome Kayla Carroll).

As we work to fill vacancies and transition staff to new positions, we ask for your patience and communication. What can you do to help?

Understand that there will be shifts in portfolio assignments. You may have a new Grants Officer or SRM.

Understand that for a given proposal or transaction someone other than your assigned GO or SRM may need to assist you. Communicate with OSP managers. For pre-award concerns, please contact Christine Bothe and for post-award concerns, please contact Aarron Clough. For any concern, please contact Jill Mortali.

"As we work to fill vacancies and transition staff to new positions, we ask for your patience and communication."

OSP Sets Dates for New Faculty Orientation

For well over a decade, the Office of Sponsored Projects has coordinated an annual orientation event for faculty who are new to Dartmouth. The program is designed to provide faculty with an opportunity to hear from offices that provide services that could be useful in their future research endeavors. The program includes a presentation by a Dartmouth faculty member who will discuss how to work with the various offices including (but not limited to) Technology Transfer, OSP, Committee for the Protection of Human Subjects, and computing services.

OSP will be sending out invitations to new faculty soon. Please encourage your colleagues to attend.

New Faculty Orientation Dates
10/1/2014 Fuller Room DHMC, 11:30-1:00pm
Lunch provided

10/8/2014, Occom Commons, 3:00 – 5:00 pm
Refreshments available
Data Management Plans: New Resource Available

Writing a complete data management plan to fulfill funding agency requirements can be daunting, but there are tools and services available to you to make the process easier and the results more effective.

- Use the Data Management Plan Tool (DMPTool) Dartmouth site for an outline of your plan customized to the granting agency, with context sensitive help on such questions as appropriate data archives.
- Select Get Started, Dartmouth, login using WebAuth, and start creating a plan using the outline that matches your funding agency.
- See current model plans at the DMPTool site
- Follow the Checklist for developing a Data Management Plan
- See the Samples of Dartmouth specific data management plans
- Email a group from OSP, the Library and ITS for assistance.

Dartmouth Guidance for Payments to Research Subjects: Recently Revised

Have a question about how to pay or reimburse a research subject? If you need to pay or reimburse subjects through a Dartmouth College funding source, please check out the recently developed guidance that outlines various payment methods and best practices. The guidance has been “tweaked” since first released in May and we appreciate your feedback and comments. As with most things in the world of research, nothing is black and white. Please always reach out if your situation is unique. The staff in the Controller’s Office, OSP and CPHS are always happy to assist you. The revised guidance can be found at the link below.

http://www.dartmouth.edu/~control/docs/controllers/research-subject-fees-06192014.pdf

Facilities and Administrative Cost Rate News:

As you may be aware, OSP has begun the process of negotiating our next F&A rate. As part of this process, departments recently completed a survey of research space utilization. We would like to thank you for your assistance in this process that helps to sustain and grow research facilities at Dartmouth. The rate process will be completed in calendar year 2015
More Perspectives From NIAID's Experiences With Open Data Sharing, (NIAID Funding Newsletter, 7/3/2014)

You're likely aware that several major journals, scientific organizations, foundations, and government agencies, including NIH, are working on new policies designed to improve data sharing. But you may be surprised to learn that in many cases NIAID already provides research data openly through several Web sites.

In Perspectives From NIAID's Experiences With Open Data Sharing, we shared our experience with two of those Web sites: ImmPort and TrialShare®. Here, we talk about Web sites supported by NIAID's Bioinformatics Resource Centers (BRCs) for Infectious Diseases.

Read more at http://www.niaid.nih.gov/researchfunding/newsletter/2014/Pages/0703.aspx#a01

Tips for Writing a Strong Multiple PI Leadership Plan
(NIAID Funding Newsletter 7/30/14) As you prepare to write your multiple PI application, give time and attention to the required Leadership Plan.

Reviewers judge its scientific merit and whether it promotes enough coordination and communication among PIs. They consider the appropriateness and quality of the plan in their evaluation and scoring of the investigators as well as the overall impact of the application.

Given all this, your plan needs to be as sound as possible, but how do you fill such a tall order? The following pointers may help.

Address What's Required

Before discussing your plan, much less writing it, you and your fellow PIs must know what items you should cover. They include:

- Rationale and justification for choosing the multiple PI approach.
- Governance and organizational structure of the team.
- Procedures for resolving conflicts.
- Process for making decisions on scientific direction and allocating resources and funds.

For the rest of the list, go to Multiple PI Facts, linked below.

We expand on a few of the required items in the section Know What Reviewers Want, Like, and Expect.

As Sunshine Act Deadlines Approach Physicians and Hospitals Should Prepare for Transparency in Their Financial Relationships with

On September 30, 2014, in accordance with the Federal Sunshine Act (the Sunshine Act), the Centers for Medicare and Medicaid Services (CMS) will publically disclose payments and "other transfers of value" by pharmaceutical, device, biotech, and medical supply companies to physicians and teaching hospitals. Disclosure will cover payments for consulting, speaking engagements, advisory board service, travel and clinical research as well as physician ownership and investment interests in manufacturers and group purchasing organizations. With the date for Sunshine Act disclosure rapidly approaching, teaching hospitals and physicians must grapple with review of the information reported about them and prepare for unprecedented public transparency in their financial relationships with life science companies and manufacturers.

To continue reading this Information Memo, please click here.

Research Administration Discussion Groups (RADGs)

Wednesday September 17, 2014
Working with Industry? Don't Despair

NCURA Region I session for research administrators to key perspectives "the PI/researcher, the industry partner, the university negotiator and YOU, the finance/research administration professional"

Registration information at www.ncuraregioni/radg-meetings.html
NIH: RPPR Required for Non-SNAP Progress Reports Beginning October 17, 2014

From Extramural News, June 30, 2014

NIH currently requires use of the fed-wide progress reporting format — known as the RPPR (Research Performance Progress Report) — to submit progress reports for Streamlined Non-competing Award Process (SNAP), fellowship, and multi-year funded awards. In April we opened the RPPR for use for all Type 5 Non-SNAP progress reports in anticipation of an October 2014 requirement for RPPR use.

Now, it’s official — all type 5 non-SNAP progress reports submitted on or after October 17, 2014 need to be submitted through the RPPR module of eRA Commons. This announcement is part of NIH’s ongoing transition to requiring the use of the federal government-wide RPPR format for all progress reporting.

NIH’s website on the RPPR provides information on the why, what, and when of the RPPR, with a handy table that lets you know for which types of grants the RPPR is now required, and for which it is still optional.

- See more at: http://nexus.od.nih.gov/all/2014/06/30/rppr-required-for-non-snap-progress-reports-beginning-october-17-2014/#sthash.TSACAd9M.dpuf

RAPPORT UPDATES

Portal Upgrade:
Over the weekend of Sept 20-21, Click Portal 6 will go live in Production. This will not result in dramatic changes to most users, but sets the stage for the implementation of full grants at the end of the year and does improve some user interface behavior. We will send out release notes immediately following the go live detailing any changes you are likely to notice.

Full Grants is slated to be released at the end of December, signaling the end of the ePRF (Routing Form) and Coeus. Stay tuned for more details on this development in the coming months.

Reminders
If there are any personnel changes (DRAs, FOs, Deans, & Chairs) coming up, please let OSP-IS know about these so that RAPPORT can be updated accordingly.

RAPPORT base training or refresher sessions are available upon request to OSP-IS (Kevin Grady).

For any information or attachments originating in the Funding Proposal, make changes to such in the Funding Proposal and not in the SF-424.

To stay up to date on what’s happening in RAPPORT, visit the OSP RAPPORT web page, especially the Hot Topics and FAQ.