



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

School of Medicine

Research Administration

Quarterly Meeting

March 2015

Today's Topics

- Post Doc Stipends
- Research Dashboard
- NIH Salary Cap Compliance Monitoring
- RAMS-SPOT
- VCU/VA Joint Appointment MOUs
- PI Eligibility
- CRS Pricing structure for CRSU, Budget, and Regulatory services
- NIH Updates & Reminders
- SOM Research Administration Website: Highlighting resources
- Wrap-up / Questions

SOM Post Doctoral Stipends

Highlights from memo distributed 2/24/15:

- NIH has raised the minimum Ruth L. Kirschstein NRSA stipend level for a postdoctoral scholar to \$42,840
- Beginning immediately SOM will require that all proposal submissions include the new minimum stipend of \$42,840 for postdoctoral scholars.
- This new minimum is required for all post docs regardless of their source of funding. The previous required minimum was \$42,000.
- SOM will be reviewing all current postdoctoral stipend levels and will follow up with departments as necessary to ensure all post docs are compensated at least at this minimum level effective July 1, 2015.

VCU Postdoctoral Salary Guidelines:

<http://www.research.vcu.edu/postdoc/salary.htm>

NIH NRSA Trainee stipend levels for Federal FY 2015:

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-048.html>

Research Dashboard

School of Medicine to hold Research Dashboard training and information sessions this spring.

- Look for announcements for these opportunities via the SOM Research Administration list serv.
- Content will be relevant for both administrators and investigators.
- Content overview will include both the PI and RA Dashboards.

PI Dashboard dates/times have been set. Please share with your faculty!

training.vcu.edu

Sponsor: Medicine

- 4/16/15 9:00-10:00 in Sanger 1-038
- 5/13/15 9:00-10:00 in Sanger 1-038

If your area would like a customized Research Dashboard session, either for faculty PI users or administrative users, please contact:

SOMRESADMIN@vcu.edu to schedule.

Salary Cap Cost Share Monitoring

SOM Research Administration to begin distributing quarterly reports to aid in monitoring and management of NIH Salary Cap Cost Share.

- Reports will be sent to the Department Administrator and the primary contact for research administration SOM RA has on record (if different than department FA).
- Departments are expected to distribute (as needed) and review this information and make any necessary updates to labor distributions in order to ensure salary cap compliance.
- This report is adapted directly from the RA Dashboard NIH over-the-cap portlet.
- Primary areas of focus:
 - Report will identify investigators whose salary is over the NIH Salary Cap and are actively being charged to an NIH award.
 - Calculated effort (per payroll allocations) reasonably aligns with sponsor commitment on record for key personnel
 - The proportion of salary funded from the federal sponsor and cost share accounts is compliant with salary cap limitations.

For more information about salary cap management including the salary cap calculators go to:

<http://www.medschool.vcu.edu/about/finance/researchadmin/administrators/bestpractice/salarycapcostshare/>

RAMS-SPOT Implementation Update

- RAMS-SPOT production system will “go live” March 25, 2015.
- OSP has asked SOM (and other schools/centers) for pilot studies to test during March 30th – April 15th time frame.
- SOM RA will grant access to all SOM department and division users. This will be done based on responses we received from each department late in 2014.
- This week administrative user summaries will be sent to each department FA and chair to confirm authorized view/edit access for their departments.

RAMS-SPOT Implementation Update

- As previously noted: there will be no department level “hard” approval in the RAMS-SPOT system.
- Proposals routed for approval will come directly to the school/center for review and approval.
- All those in a department with view/edit access will receive system notifications for activity in their assigned department.
- Note: There is no “Department Chair” profile to allow for chairs or designees to be notified a proposal has been routed. If a chair wishes to be added to view/edit access they will receive ALL system notifications.

RAMS-SPOT Implementation Update

- Departments should establish internal processes to ensure proposals are reviewed and approved at the department level prior to routing for institutional approval.
 - No different from current practice where IAF and electronic submissions do not require Chair signature.
- SOM Research Administration will communicate further guidance related to RAMS-SPOT implementation and any subsequent process or practice changes as we move forward.
- Please know SOM RA has not had access to this system yet either, so we will all be learning as we go!
- Please send feedback to: SOMPROPOSALS@vcu.edu

VCU/VA Joint Appointment MOUs

Purpose: MOUs clearly outline the total professional activity of a faculty member holding joint appointments. The MOU clearly summarizes the amount of time dedicated for research at both VCU and the VAMC. MOUs are meant to certify that there is no possibility of dual compensation for the same work or no actual or apparent conflict of interest.

- Beginning in April, departments will be contacted to begin the annual process of updating joint appointment MOUs for all faculty holding joint appointments who actively conduct sponsored research.
- SOM RA will utilize a new calculator and MOU format this year.
- Timeline: all fully executed MOUs on file by the beginning of FY16.
- More Info:
<http://www.medschool.vcu.edu/about/finance/researchadmin/administrators/bestpractice/jointappointmentguide/>

PI Eligibility

The university policy on PI Eligibility has been BOV approved

Policy: <http://www.assurance.vcu.edu/Policy%20Library/Principal%20Investigator%20Eligibility.pdf>

Exception form: http://www.research.vcu.edu/forms/pi_eligibility_exception.docx

- Full-time faculty (or those with offer letter) are eligible to serve as Principal Investigators: T&R Faculty, Administrative & Professional Faculty, Term (non-tenure track) Faculty
- Full-time status for SOM faculty:
 - Primary Employer: VCU
 - Work Status: Full-time
 - Portion of salary is currently paid by VCU
- Exceptions must be requested when SOM faculty do not fall within the criteria above (P-14, MCVP or VA primary employer, Part-time, etc.)
- Exceptions must be approved on a case by case (each proposal) basis and approved by the department, school, and VPR.
- Submit exception requests to: SOMPROPOSALS@vcu.edu as soon as intent to submit a proposal is confirmed to allow sufficient time for review.
- In addition to exception form, include: Biosketch/CV, Abstract/Specific Aims, Program Announcement, % effort anticipated for PI requesting eligibility.

Reminder: CRS Pricing Structure Changes

Follow up to Memo from CCTR leadership:

February 19, 2015

To all Investigators Planning on Utilizing Any CRS Services for
Conduct of Clinical Research

National Center for Advancing Translational Sciences [NCATS]/NIH has mandated that the CRS Unit and CRS Financial and Regulatory Services are no longer able to perform any services without recovery of costs.

The CRS (for ALL services) is now considered an Ancillary Service, and as such, requires submission of an intake form to access any CRS services being requested as well as inclusion of appropriate costs in the budgets of planned grant submissions.

For ancillary service requests: <http://go.vcu.edu/ancillaryrequest>

For more information visit the CCRA wiki: go.vcu.edu/ccra

NIH Updates & Reminders

New Biosketch Format is REQUIRED for applications submitted for due dates on or after May 25, 2015

See: NOT-OD-15-032

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-032.html>

- New format extends the page limit for the biosketch from four to five pages.
- Allows researchers to describe up to five of their most significant contributions to science, along with the historical background that framed their research.
- Researchers will be allowed to include a link to a full list of their published work as found in a publicly available digital database such as MyBibliography or SciENcv.
- SciENcv was recently updated to support NIH's new biosketch format. The latest release includes formatting adjustments to ensure the documents generated from the tool consistently conform to NIH requirements. See:
http://www.nlm.nih.gov/pubs/techbull/jf15/jf15_biosketch.html

NIH Updates & Reminders

New RPPR Error Message for Inclusion Enrollment Data

NIH release: March 13, 2015

- When submitting a Research Performance Progress Report (RPPR) that includes Inclusion Enrollment data, grantees may encounter a new error message. The new error message reads:

Section G. Special Reporting Requirements: (ID: 201320)

G.4.b Inclusion enrollment data must be provided in the IMS format and saved for record(s) # <IDR number>.

Please navigate to G.4.b of the RPPR, click the Inclusion link, select the appropriate IDR, click “Edit Cumulative” and update the enrollment data in that format. Click save and update the next IDR or return to the RPPR if done.

(ID: 206731)

- This error occurs when data in the RPPR has come from the **OLD** NIH inclusion data system
- The new Inclusion Management System (IMS) format must be used.
- Please see [Release Notes](#) on the steps to manually convert the data to IMS.
- Please see [Guide Notice NOT-OD-15-078](#) for more information.

SOM Research Administration Website: Highlighting Resources

Please remember there is a lot of valuable information on the SOM Research Administration website to aid you in effectively managing your areas award portfolio:

- Managing your units research portfolio:
<http://www.medschool.vcu.edu/about/finance/researchadmin/administrators/portfolio/>
- Critical Compliance Areas:
<http://www.medschool.vcu.edu/about/finance/researchadmin/administrators/compliance/>
- Award Close-Out:
<http://www.medschool.vcu.edu/about/finance/researchadmin/resources/management/>

As always, contact SOMRESADMIN@vcu.edu with any specific questions or assistance needed in award management.

Reminder: VA SRA Annual Meeting

2015 Annual Meeting of the Virginia Chapter of the Society of Research Administrators

“VA-SRA 20th Anniversary: Honoring Tradition and Embracing Change”

May 20th, 2015 : Boar’s Head Inn in Charlottesville, VA! Hosted by the University of Virginia

Keynote speakers: Gilbert Tran from OMB Office of Federal Financial Management and Anne Williams, Mgr. of Organizational Development and Learning, UVA Health System

Breakout sessions:

- Establishing a Community of Practice to Facilitate Research Administration
- Records and Information Management for Research
- Applied Research for Defense and Intelligence: Opportunities, Challenges, and Cultural Differences
- Working Together: Export Compliance and Research Administration
- Sponsored Research & Development: Lessons Learned Outside Academia
- Playing for “TEAM SCIENCE”

Visit the Chapter website to register today!

<http://srainternational.org/meeting/chapter/2015-virginia-chapter-meeting>

Wrap-Up / Questions?

Next Week:

Clinical Research Administration & Operations Updates Meeting

When & Where? Pick either date that works for you:

March 24th, 9-10am, Sanger 1-038

March 25th, 9-10am, Sanger 1-038

Please register at: training.vcu.edu Sponsor: "Medicine"

Please encourage coordinators and administrators in your areas that are involved in conduct or administrative management of clinical research to attend.

Contact SOM Research Administration for Assistance:

Proposal Submissions: SOMPROPOSALS@vcu.edu

Post Award: SOMRESADMIN@vcu.edu

Clinical Research/Trials: SOMCT@vcu.edu