



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

School of Medicine

Research Administration

Quarterly Meeting

September 2015

Today's Topics

- Grad Student / Post Doc info
- F&A Waiver Requests
- Proposal Submission reminders
 - » SOM Review
 - » Clinical Research documentation
 - » VA Joint Appointment requirements
- SOM Research Administration web updates
- Research Dashboard updates

Stipend Updates

- Effective 8/25/2015, SOM increased the base student stipend to \$27,000
- Those in the post-candidacy phase are eligible for an additional \$1,000 to bring their base stipend to \$28,000
- NIH NRSA Pre-doctoral stipend rate: \$22,920
 - Remember, grad student research assistant costs budgeted to NIH research grants should not be in excess of post doc level 0 (sum of salary/wages/fringe/tuition remission)
- NIH Post Doc Stipend Levels for T's & F's or other sources specifying NRSA Stipend Levels:

• Post – 0 = \$42,840	• Post – 4 = \$50,112
• Post – 1 = \$44,556	• Post – 5 = \$52,116
• Post – 2 = \$46,344	• Post – 6 = \$54,216
• Post – 3 = \$48,192	• Post – 7+ = \$56,376
- **SOM Post doc minimum for all other funding sources is \$42,840**

Tuition Updates

- Students who have achieved doctoral candidacy will receive SOM funding to offset tuition costs as follows:
 - Five credit hours in the *Fall* semester, 3 of which will be paid by the Office of Graduate Studies and 2 of which will be paid by SOM
 - Five credit hours in the *Spring* semester, 3 of which will be paid by the Office of Graduate Studies and 2 of which will be paid by SOM
 - Three credit hours in the *Summer* semester, 1 of which will be paid by the Office of Graduate Studies and 2 of which will be paid by SOM
- Verify tuition costs to budget based on program/school
- SOM 2015/16 PhD tuition & fee cost: \$21,449

Fellowships

Upcoming training for the new graduate student:

**** Where to find and how to submit NIH Fellowships in SPOT****

- SOM RA is developing in coordination with Graduate Medical Education Office
- Goals:
 - Increase student submission of fellowship applications
 - Increase student awareness of the process & access to resources
- December 2nd 10am – 11am / December 8th 2pm – 3pm
- More details will coming in November!

F&A Waiver Requests

- Under the new Uniform Guidance VCU is allowed to request the applicable negotiated F&A rate
- OSP has created a letter that investigators can submit to the sponsor explaining the policy
- We should be requesting our full applicable F&A rate when there is no published limit.
 - OSP is expecting to see documentation that an attempt was made to recover our full F&A, even for programs we have historically waived F&A.
 - The response from the sponsor should be used as part of your F&A Waiver request sent to the Dean's office and OSP for review/approval.

http://www.research.vcu.edu/forms/IDC_letter_sponsor.pdf

F&A Waiver Requests

http://www.research.vcu.edu/forms/f&a_exemption_request.pdf

Tips:

- At minimum, budget and budget narrative must be attached.
- Justify academic merit of the program
- Check the calculations and be sure you are using the correct applicable rate: research/instruction/other

SPOT & SOM Reminders

- In advance of the October submission deadlines here are a few items to consider:
 - SOM requires 2 business in advance of the OSP deadline in order to review proposals.
 - SPOT access should be requested by your Department Administrator. Submit requests to: SOMPROPOSALS@vcuhealth.org



Avoid delays – check SPOT data for accuracy, ensure all required documents are attached, and all collaborating areas have view access.

Remember to hit “Submit Changes” in RAMS-SPOT when making requested changes while under School Review.

SOM Proposal Reviews

- **PI Eligibility** – PI will be employed by VCU at the time of award and eligible to serve as PI per Office or Research guidelines.
- **SOM Human Resources** – Human resources described in the proposal can and will be provided.
- **Space** – Lab resources and other space needs as described in the proposal are available within the SOM.
- **Project Budget & Justification** – Salaries & stipends are correct and the budget is reasonable for the work to be performed per the SOW.
- **Compliance Document Review** – for clinical research/trials
- **VAMC Joint Appointments** – SOM will verify there is a current MOU on file and ensure joint appointment is disclosed in the budget narrative.

SOM Proposal Reviews

Review the SOM Review of Sponsored Program Applications Guidance:

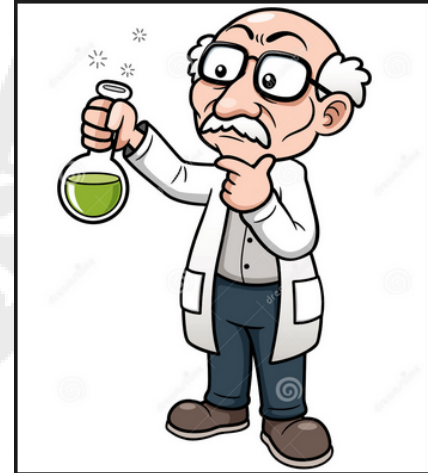
<http://www.medschool.vcu.edu/media/medschool/SOMDeansOfficeProposalReview8-11-15.pdf>

Review the SOM RA Proposal Submission Process:

<http://www.medschool.vcu.edu/about/finance/researchadmin/submission/>

We need to see:

- Draft Science
- Budget, budget narrative
- Compliance documentation (clinical research)



SOM Proposal Reviews

Clinical Research Compliance Documentation

- We will be reviewing whether a study is identified appropriately in RAMS-SPOT
 - Research vs. Clinical Research vs. Clinical Trial – document requirements vary & could cause delay if the right selection is not made by PI / Department and correct documentation is not attached.
- Industry clinical studies – full and final ancillary pricing and compliance documentation required
- Non-industry proposals – At minimum, Coverage Analysis Screening form

Clinical Research Proposal Budgeting

- For studies involving clinical tests, procedures, or services, sufficient time in advance of sponsor deadlines must be allowed to be able to obtain appropriate cost estimates for clinical studies.
- Financial analysis at the proposal stage should be conducted to ensure the study can be conducted within the maximum allowable budget limit of any given sponsor.
- **Proposals that do not include appropriate documentation to support how patient care or procedural costs were determined may result in review delays or disapproval, with a request to add such supporting documentation.**

<http://www.medschool.vcu.edu/about/finance/researchadmin/clinicaladministration/budget/>

Clinical Research Proposals: What is Required and When?

- **During Proposal Preparation contact SOMCT for:**
 - Assistance with Coverage Analysis Screening Form, review/sign-off on form
 - Assistance with budget cost analysis – efforts should be made to obtain quotes, pricing agreements, etc. to the extent possible at proposal stage.
- **Once notified of pending award: Initiate Submission & Planning Process**
 - Finalize/Complete – Coverage Analysis, Ancillary quotes, etc.

Required at RAMS-SPOT Submission	Documents to be Finalized at JIT
✓ Coverage Analysis Screening Form	✓ Coverage Analysis forms & Billing Plan (signed)
✓ Compliance Documentation Checklist	✓ Compliance Documentation Checklist
✓ Ancillary/CRS pre-study cost estimates	✓ VCUHS Billing Set-up Form (signed)
✓ Internal Budget	✓ Ancillary & CRS service agreements (signed)
✓ Sponsor Budget	✓ Internal Budget (correspond with award)
✓ Protocol / Research Plan	✓ Protocol / Research Plan / Consent

SOM Proposal Reviews

Faculty with Joint VAMC Appointments

If you work with faculty who have a joint appointment and plan to submit for sponsored funding please refer to our website:

<http://www.medschool.vcu.edu/about/finance/researchadmin/investigators/jointappts/>

- SOM must verify a MOU is on file at the proposal stage
- SOM will be reviewing budget justifications to ensure the joint appointment is disclosed
- If an MOU is not yet in place for a faculty member you know will be submitting grants, contact SOMRESADMIN@vcuhealth.org

Recent Website Updates!

- [Grant Transfers between institutions](#)
- [The SOM Research Administrator Onboarding Checklist](#)
- [Updated Guide to Reviews and Signatures in the SOM Research Admin office](#)
- [SOM Research Dashboard Guidance and Procedures document](#)
- [New emails on Contact page](#)
- *COMING SOON!* [NIH K Award Guidance](#)



Some Recent Dashboard STATS!

Already this month, **34%** of SOM investigators have reviewed and certified their Monthly Expense Reports for August 2015 in the PI Dashboard!*

The MER review/certification process varies from department to department – some PI's wait for the “green light” from their administrator before certifying, so more PI's will certify as the end of the month approaches.

* as of 9/14/15



Some Recent Dashboard STATS!

Over the period from July 2013 – June 2015, over **31,000** monthly expense reports were generated by the PI Dashboard.

97% of those expense reports have been reviewed and certified by investigators in the PI Dashboard!

WOOHOO!!!



THANK YOU to all the administrators who have helped our investigators review and certify their expense reports these past two years.

Keep up the great work!

Other Dashboard News...

The University Controller's Office is ramping up their efforts to roll out updates and fixes for the Dashboard!! We will notify everyone when these changes are live.

RamsVPN MUST be used when accessing the Dashboard from a non-VCU or off-campus computer.

Please contact SOMRESADMIN@vcuhealth.org if you have terminated employees that are still getting Monthly Expense Report notifications.

Two upcoming training sessions (geared towards PI's, but administrators are welcome) offer an introduction to the **"PI Dashboard Monthly Expense Report Review and Certification Process."** PLEASE encourage all new investigators to attend one of these two trainings!

- **Wednesday, September 16 – Sanger 1-038 – 9:00 AM**
 - **Thursday, October 1 – Sanger 1-038 – 2:00 PM**
- Sign up at training.vcu.edu (search keyword "Medicine")*



Wrap-Up



For pre-award questions:
SOMPROPOSALS@vcuhealth.org

For all other Research
Administration questions:
SOMRESADMIN@vcuhealth.org

For assistance with Clinical Studies:
SOMCT@vcuhealth.org

SOM Research Administration:

<http://www.medschool.vcu.edu/about/finance/researchadmin/index.html>

SOM Clinical Research Administration:

<http://www.medschool.vcu.edu/about/finance/researchadmin/clinicaladministration/>