

# SOMRA Spring 2018 Update Meeting

May 31, 2018 – 10:00 AM – MMEC 3-101

- 1. Change to OSP's review of question "G.10.a" relating to unobligated balances on RPPR Progress Report submissions to NIH and other agencies**
  - a. Change stems from OSP receiving negative feedback from agency Grants Management Specialists when the agency discovers this question was answered incorrectly
  - b. OSP will be checking the PI Dashboard – reviewing the current unobligated balance displayed for the award - when they get a RPPR to review/submit and will upload this information to RAMS-SPOT
  - c. Recommendation: have ready a document or spreadsheet that outlines how the department calculated the amount of unobligated budget available at the end of the budget period – what went into that projection? Are you including expenses that aren't yet encumbered in Banner/PI Dashboard? Are you including direct + indirect costs (you should be)?
  - d. Be ready to provide this breakdown to OSP when they are reviewing your RPPR prior to submitting it to the agency.
- 2. New 60 day past due MERs alert in PI Dashboard**
  - a. Please encourage PIs to look for this alert and use it as a tool to ensure they certify their review of all Monthly Expense Reports!
- 3. Updating the Financial Interest Report (FIR) in Activity and Interest Reporting System (AIRS)**
  - a. Effective immediately, OSP will not accept an award or submit a proposal UNLESS all personnel identified as "COI Investigators" have a FIR with a "last updated" date later than 5/10/18.
  - b. If you have not already, please make sure every faculty in your department that...
    - i. Submits proposals as a PI;
    - ii. Participates in research as Co-Investigator/key personnel on proposals;
    - iii. Thinks they may, one day, someday, participate in research on a proposal as Co-Investigator/key personnel;...updates their Financial Interest Report (FIR) in the Activity and Interest Reporting System (AIRS).
  - c. Answers to FAQs:
    - i. No, SOM (or departments) cannot log in to AIRS and check to see who has and has not updated their FIR, unfortunately!
    - ii. Faculty were required to make this update any time after 5/10/18.
    - iii. OSP will notice if you switch everyone who would normally be a "COI" investigator to "non-COI" to avoid this requirement – try not to do that.
- 4. Recent administrative penalties imposed by NIH on a peer research institution**
  - a. Read more about the ongoing fraudulent data case identified by a whistleblower:  
<http://science.sciencemag.org/content/353/6303/977>
  - b. Read more about the Anil Potti research misconduct case:  
<http://www.sciencemag.org/news/2015/11/potti-found-guilty-research-misconduct>
- 5. Acquiring SOM Dean's Office signature on research-related documents**
  - a. Recent change –new VCUHS Employee Approval Form on OSP's website
    - i. VCUHS employees – send to Mary Harmon for signature
    - ii. VCUHS residents – send to Brian Aboff of signature
    - iii. MCVP employees – email [SOMPROPOSALS@vcuhealth.org](mailto:SOMPROPOSALS@vcuhealth.org) for guidance
  - b. PI Eligibility Exception Form and F&A Exemption Request Form – always send these to [SOMPROPOSALS@vcuhealth.org](mailto:SOMPROPOSALS@vcuhealth.org) well in advance of any sponsor submission deadline
  - c. For any of the documents on this list, please do not take them to the SOM Dean's Office in MMEC.
  - d. Please let us know if you have any questions or concerns about a signature on a document!  
<https://medschool.vcu.edu/media/medschool/documents/ReviewandsignatureinResearchAdminoffice5.16.18.pdf>

## 6. New Kirschstein-NRSA trainee stipend rates issued by NIH for Federal FY18

- a. New rates apply only to Kirschstein-NRSA awards made with FY18 (Federal Fiscal Year, 10/1/17 – 9/30/18) funds.
- b. Was your Kirschstein-NRSA award issued on a date prior to 10/1/18? If so, these new rates do **NOT** apply.
- c. If your Kirschstein-NRSA award was issued AFTER 10/1/18, NIH will be adjusting your award to reflect the increased costs of these new stipend rates. Then, departments will need to amend their appointments in xTrain to reflect the new stipend rates and ensure trainees are paid according to those new rates.
- d. For all outgoing proposal submissions, SOM will check to make sure that postdocs are being budgeted at the Level 0 annual rate (\$48,432).

## 7. Two new reports from G&C in the SAS Reporting Center

- a. Meant to aid in filling out the Advance Banner Index Request form
- b. Find them in the “Finance” folder
  - i. Subdepartment Report  
*Make sure you know the right Banner subdepartment org to use for your department or a given award/division/PI! Most departments may have multiple Banner subdepartment orgs.*
  - ii. Active Grant List with Program-FACR-IDC Codes Report  
*Use this to make sure indirect costs are being calculated and distributed correctly for each award in your department.*
- c. Also helpful – the **Controller Office’s Fiscal Administrator (FA) Listing**  
*Again, please make sure you know the right FA to use for your department.*  
<https://controller.vcu.edu/media/controller-office/excel/FAlisting.xls>

## 8. New Reports portlet in RA Dashboard tab – coming soon

- a. It will include:
  - i. A report that lists all active grants appearing in each PIs “Active Award Summary” portlet at that moment in time along with (most of) the data elements feeding from Banner and RAMS-SPOT into the Dashboard.
  - ii. A report that lists all active Grant IDs for your department and all of the cost share indexes that are set up under each Grant ID.

## 9. G&C reminders from the FA Newsletters March-April-May

- a. Reminder: on Advance Banner Index Requests – please fill out all require fields! Including: FP number, V number of PI, FA number, etc.
- b. Reminder: review awards that are closing out to make sure all encumbrances have been reviewed AND all closeout documents (FER, 90 day notice, maybe FPC) have been signed and sent to G&C.
- c. Reminder: alert G&C and OSP if a PI is leaving VCU or coming to VCU and transferring in/out awards, if a PI receives an award notification, if a PI is told by a subawardee that more funding is needed to complete the project, etc...
- d. Reminder: FY18 Year end – June 22<sup>nd</sup>, last day G&C can create new funds/orgs for FY18.

## 10. Highlights from CAR Meeting

- a. OSP Certificate Program will be BACK in October 2018, take it at any time, and uses a new training software that is more interactive.
- b. Reporting Subcommittee updating the reports available in the RAMS REPORTS module.
- c. OSP to G&C Handoff Subcommittee is working on two products – Advance Banner Index Request form pre-populated with RAMS-SPOT data and a new internal subaccount request form/process.
- d. PI Eligibility Policy update and new form:  
<https://policy.vcu.edu/sites/default/files/Principal%20Investigator%20Eligibility%20for%20Sponsored%20Programs.pdf>  
[https://research.vcu.edu/forms/pi\\_eligibility\\_exception.pdf](https://research.vcu.edu/forms/pi_eligibility_exception.pdf)