SOMRA Spring 2019 Update Meeting
April 11th, 10:00 AM – MMEC 3-101

1. **Recent Proposal Stats, SOM Office of Research Administration updates**
2. **New SOM Office of Research Administration website – under construction, but getting there..**
3. **View all past SOMRA Update Presentations! Download here:** https://wiki.vcu.edu/x/YgeQBQ
4. **SOM Research Administration Standard Operating Procedures**
    a. First set of SOM Research Administration SOPs finalized and distributed in December 2018
    b. Draft SOPs circulating for review in the next week:
        i. SOP 309: School-wide Use of Standard Operating Procedures
        ii. SOP 310: Monitoring of Deficits by the School of Medicine
    c. All finalized SOPs posted online: https://wiki.vcu.edu/x/6RkQB
    d. Beginning in FY20, SOM Office of Research Administration will initiate monitoring process to ensure departments, centers, and institutes are following all finalized SOPs
5. **Grant Relinquishments to Other Universities**
    a. Don't forgot to estimate any not-yet-received invoices that you may get from **subawardees** before the transfer date. Other important things to consider:
    b. Will work still be done at VCU? If so, who will be VCU PI?
    c. When do you expect the last subawardee invoices to be received and how much will they be?
    d. Has the PI completed any equipment transfer approval letters, disposition of data agreements, or any material transfer agreements that are required?
    e. How will any remaining uncertified ECRT Effort Reports or Dashboard Monthly Expense Reports be handled?
6. **Acquiring SOM Dean's Office signature on research-related documents**
    a. New link: https://wiki.vcu.edu/x/7ApoBQ
    b. VCUHS Employee Approval Form – *it's not just for VCUHS employees!*
        i. VCUHS employees – send to Mary Harmon for signature
        ii. VCUHS residents/fellows – send to Brian Aboff for signature
        iii. MCVP employees – email SOMPROPOSALS@vcuhealth.org for guidance
    c. TIP: VCUHS has indicated they are not signing VCUHS Employee Approval Forms where the employee is TBD – SOM recommends completing the form, getting PI signature, and uploading to the SPOT FP record so that it is available when the VCUHS employee is no longer TBD.
    d. PI Eligibility Exception Form and F&A Exemption Request Form – always send these to SOMPROPOSALS@vcuhealth.org **well** in advance of any sponsor submission deadline
    e. For any of the documents on this list, please do not take them to the SOM Dean's Office in MMEC.
7. **Reminder on using SPOT to notify OSP of Grant Status**
    a. When using the button "Notify OSP of Grant Status" on a FP record in RAMS-SPOT, please double check that OSP is changing the state of the FP in RAMS-SPOT as applicable (for example, good idea to review and make sure they have changed to "Not Funded" if it was not selected for funding)
    b. We have noticed instances where this button was used to notify OSP but the FP state was not updated
8. **Reminders on Department of Defense Proposals and eBRAP**
    a. Letters of Intent in eBRAP – both INITIATING and PARTNERING PIs: **MUST** select VCU as the "contracting and performance location" and Annie Publow as the "business official."

b. Letters of Intent in eBRAP MUST have the same PI e-mail address as the e-mail address on the Full Application
c. eBRAP username ≠ eRA NIH Commons username: make sure each PI puts their specific eBRAP username on the SF-424 application forms.

9. **Updating the Financial Interest Report (FIR) in Activity and Interest Reporting System (AIRS)**
   a. Starting 5/10/19, 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 5/10/19.
   b. Answers to FAQs:
      i. Faculty will receive an email ON 5/10/19 asking them to update their FIR.
      ii. Do Not advise your faculty to update their FIR BEFORE 5/10/19 – if they do, they will just have to do it over again after 5/10
      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.

10. **New Internal Subaccount Request Form**
    a. Joint creation from G&C, OSP, and RAs. Meant to aid in requesting internal subaccount indexes
    b. Cathy Short in Office of Research working on guidance documents, will be sent to listserv once ready
    c. After receiving the Home index, use this Internal Subaccount Request Form to request indexes, get sign-off from both departments (FA or RA can sign), and send budget load request to G&C all at once
    d. Download it here: https://drive.google.com/file/d/1jjRDQTbZrhKrVHThnKNm0YkcNUqkGCBu/view?usp=sharing
    e. RAs in SOMRA will be testing the use of this report over the next few weeks – thanks for your help, if you get one to review/sign!

11. **Highlights from Recent FA Newsletters**
    a. New Controller's Office website: https://controller.vcu.edu/
    b. Upcoming G&C Accounting initiatives:
       i. March/April 2019 Banner and G&C Classification of Awards (Completed)
       ii. April/May 2019 Advance Index Requests
    c. Reminder – Post Doc and Graduate Trainee Stipend Payments
    d. RealSource Go Live – **May 13th!**

12. **Highlights from March 2019 Committee on Administration of Research (CAR) Meeting**
    a. Ongoing discussion on records management rules
    b. Updates from Presepine Fleming in G&C Accounting
    c. Stipends for post doc and pre doc trainees on F and T type fellowships
    d. NIH inquiries into foreign research support
    e. One VCU Clinical Research Progress and Priorities: see website https://research.vcu.edu/vpr/onevcu.htm
    f. New RA training tool: Research Pathway

13. **Upcoming RA Professional Development Opportunities**
    a. RAMS Spring Forum – May 17th https://research.vcu.edu/forum/index.htm
    b. SRA Virginia Chapter Meeting – June 15th https://www.srainternational.org/meeting/chapter/2019-virginia-chapter-meeting
    c. NCURA Sponsored Programs Administration Level II Workshop – September 18th-20th https://research.vcu.edu/osp/NCURA_level2.pdf