Quarterly Research Administration Meeting

May 19, 2021
Welcome and Housekeeping

• This is our 2nd virtual!
• We will be “spotlighting” our speakers
• All participants are on mute
• Please enter any questions and feedback into the chat
  – Or, send directly to Jonathan Lew in the chat
  – We will be facilitating questions at relevant times during presentations and in between topics
KEEP CALM AND TAKE A BREATHER
Agenda

- **General Updates**
  - Exempt Self Determination – Recently Expanded & UROP
  - ERA Updates
    - KR Protocols – Project Update
    - KR Protocols – Planned IRB Submission Pause
  - NIH Biosketch and Other Support Changes
  - Fiscal Close – Closing Steps for Contracts & Grants
  - Conflict of Interest: Updated/New Forms and New Best Practices Procedure
New Employee Introductions

Krystene Carpenter, Contract and Grant Officer
Madison Friend, Office of Research
Agenda

• General Updates
• *Exempt Self Determination – Recently Expanded & UROP*
• ERA Updates
  • KR Protocols – Project Update
  • KR Protocols – Planned IRB Submission Pause
• NIH Biosketch and Other Support Changes
• Fiscal Close – Closing Steps for Contracts & Grants
• Conflict of Interest: Updated/New Forms and New Best Practices Procedure
Exempt Self Determination – Recently Expanded & UROP

Beverley Alberola
Director, Human Research Protections
Program Update: UROP & Expanding the Exempt Self Determination Tool

• University policy requires that an Institutional Review Board (IRB) must review human research projects prior to the start of the research. Undergraduate students who wish to engage in faculty mentored exempt research through the Undergraduate Research Opportunities Program (UROP) may now use the Exempt Self-Determination Tool.

• In addition, for all UCI researchers, the Exempt Self-Determination Tool has now been expanded to allow Exempt category # 4.  

(cont.)
Program Update: UROP & Expanding the Exempt Self Determination Tool

(cont.)

Exempt research may be confirmed as Exempt via use of the [Exempt Self-Determination Tool](#) for the following Exempt categories:

<table>
<thead>
<tr>
<th>Exempt Category</th>
<th>Abbreviated Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Established or commonly accepted educational settings that specifically involves normal educational practices</td>
</tr>
<tr>
<td>2</td>
<td>Interactions involving educational tests, survey, interview procedures, or observation of public behavior (including visual or auditory recording)</td>
</tr>
<tr>
<td>3</td>
<td>Benign behavioral interventions with the collection of information from an adult subject through verbal or written responses (including data entry) or audiovisual recording</td>
</tr>
<tr>
<td>4</td>
<td>Secondary research uses of identifiable private information or identifiable biospecimens that are publicly available, for which consent is not required</td>
</tr>
</tbody>
</table>
Questions?
Agenda

• **General Updates**
• Exempt Self Determination – Recently Expanded & UROP
• **ERA Updates**
  • KR Protocols – Project Update
  • KR Protocols – Planned IRB Submission Pause
• NIH Biosketch and Other Support Changes
• Fiscal Close – Closing Steps for Contracts & Grants
• Conflict of Interest: Updated/New Forms and New Best Practices Procedure
ERA Updates

Barbara Inderwiesche
Director, ERA
KR Protocols – Project Update

- Non-Human Subject Research Determination module
  – Now Live! Launched 05/03/2021
  - Access via Zot!Portal or from IRB website


https://portal.uci.edu/
KR Protocols – Project Update (cont.)

• KR Protocols – **Full Launch 09/07/2021**
  – *Includes:*
    • All IRB and hSCRO transactions
  – *Major Highlights:*
    • A shared single point-of-entry for protocol submission/management for human subject and human stem cell researchers
    • A shared single point-of-entry for protocol tracking, processing, review and auditing for UCI IRB and hSCRO administrative staff
    • Full transparency for researchers on initial protocol submissions, protocol review and documentation of approved protocols
• **July 17, 2021 – September 6, 2021**
  – August 18th: data migration begins

• The pause allows for:
  – HRP Staff to clear the IRB review queue from old system
  – Existing data to merge to the new system
  – HRP staff to be trained on use and function of the new system

• What will be on pause:
  – All department funded protocols of any type unless required for a UCI dissertation or thesis
  – All modifications not necessary for the safety of human subjects
Questions?
KEEP CALM AND TAKE A BREATHER
Agenda

- **General Updates**
- Exempt Self Determination – Recently Expanded & UROP
- ERA Updates
  - KR Protocols – Project Update
  - KR Protocols – Planned IRB Submission Pause
- **NIH Biosketch and Other Support Changes**
- Fiscal Close – Closing Steps for Contracts & Grants
- Conflict of Interest: Updated/New Forms and New Best Practices Procedure
NIH Biosketch and Other Support Changes

Nancy Lewis
Executive Director, SPA
Other Support

• NIH Other Support Defined
• NOT-OD-19-114

• “other support includes all resources made available to a researcher in support of and/or related to all of their research endeavors, regardless of whether or not they have monetary value and regardless of whether they are based at the institution the researcher identifies for the current grant.

• Includes resources and/or financial support from all foreign and domestic entities, including but not limited to, financial support for laboratory personnel, and provision of high-value materials that are not freely available (e.g., biologics, chemical, model systems, technology, etc.).”
Other Support

- Other Support does not include:
  - Training awards
  - Prizes
  - Gifts: Resources provided where there is no expectation of anything (e.g. time, services, specific research activities, money, etc.) in return

An item or service given with the expectation of an associated time commitment is not a gift and is instead an in-kind contribution and must be reported as Other Support.
Other Support

• When do we submit Other Support?
  – Just In Time (JIT)
  – Research Performance Progress Report (RPPR)
  – Change of PI (new PI) and adding key personnel
  – Some proposal applications, when specified in RFA
  – When Other Support was submitted without disclosing All required information
Reminder: Why Other Support Reviewed?

- NIH scientific program and grants management staff review Other Support to ensure that:
  - **All** resources, domestic or foreign, directly supporting the individual’s research endeavors have been reported
    - Sufficient levels of effort are committed to the project
    - There is **no scientific, budgetary, or commitment overlap**
    - Only funds necessary to the approved project are included in the award (example is subawards or multi-project awards)
  - Any foreign resources that meet the definition of a foreign component have received appropriate prior approval
Other Support Changes

NOT-OD-21-073

Applications due On or After January 25, 2022

• To promote full transparency and disclosure of all research activities, foreign and domestic……………
  – Applicable to PI, Other Senior Key Personnel

• Format
  – Revised Other Support reorganized to separate funded projects from in-kind contributions
  – Word Format page should be converted to PDF and electronically signed
  – Revised SciENcv template will be available the beginning of FY 2022
Other Support Changes

• Signature block added
  – Principal Investigator (PI) and Other Senior/Key Personnel must electronically sign the other support form to certify its accuracy

• Supporting documentation
  – If Other Support includes foreign activities or resources, the following must be submitted:
    • copies of contracts, grants, or any other agreement specific to:
      – foreign appointments and/or employment with a foreign institution
      – all foreign activities and resources reported must be submitted with Other Support
    • For documents that are not in English, translated copies must be provided
Other Support Changes

• Immediate notification of undisclosed Other Support
  – As soon as it becomes known to UCI that a PI/PD or Other Senior/Key personnel on an active NIH grant failed to disclose Other Support information, UCI must submit updated Other Support to NIH.

Even accidental oversight may have individual and/or institutional reputational consequences. Therefore, PIs/PDs and Other Senior/Key Personnel should take great care to ensure that Other Support is properly and completely disclosed.
Other Support Resources

- Other Support Information
- Updated Other Support format page
- Updated Other Support Instructions
- Other Support FAQs

Questions? Please contact your Contract and Grant Officer in Sponsored Projects Administration
NIH Biographical Sketch  NOT-OD-21-073

Applicability: Applications due On or After January 25, 2022

Reminders:

◦ Sections
  ◦ A - Personal Statement
  ◦ B – Positions, Scientific Appointments and Honors
  ◦ C – Contributions to Science
  ◦ D – Scholastic Performance

◦ Five Page Limit
◦ Five Contributions to Science
◦ 4 citations per contribution

NIH Biosketch Instructions
NIH Biosketch Template
NIH Fellowship Biosketch Template
NIH Biographical Sketch

Notable Changes

- **Section A**- “Personal Statement”- updated to add that applicants may include details on ongoing and completed research projects from the past 3 years that they want to draw attention to (previously known as Research Support)

- **Section B** – ‘Positions and Honors’ -> Renamed ‘Positions, Scientific Appointments, and Honors’

  - Scientific Appointments

    “List in reverse chronological order **all positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary)”

Revised Biographical Sketch format is required for proposals submitted on or after January 25, 2022.
NIH Biographical Sketch

Notable Changes

- **Section D**—‘Research Support’ -> Removed & Replaced with ‘Scholastic Performance’
  - Only required for the specific applications
    - applicants for predoctoral and postdoctoral fellowships
    - applicants to dissertation research grants (e.g., R36)
    - candidates for research supplements to promote diversity in health-related research from the undergraduate through postdoctoral levels
Biographical Sketch Resources

- Updated Biosketch Instructions
- Non-fellowship Biosketch template
- Fellowship Biosketch template
- SciENcv
- Biosketch FAQs

Questions? Please contact your Contract and Grant Officer in Sponsored Projects Administration
Office of Research’s Efforts

• Outreach to keep the campus updated
• Workgroup of campus administrators to provide feedback and help develop resources and new procedures to address these changes
• Evaluating DocuSign for electronic signature requirement
• Developing a new reporting tool to help researchers
• Developing a new website on International Research Activities and Engagement
Questions?
This specific form is mandatory to use as it provides information on ALL domestic & foreign active, pending, and recently completed (w/in the last three years) funded & unfunded support for personnel on NIH funded projects as well as in-kind contributions.

For OS submitted in ASSIST, the PDF must be flattened after it has been signed electronically to avoid submission errors.
Other Support Format Page Example

For New and Renewal Applications – DO NOT SUBMIT UNLESS REQUESTED
PHS 398 OTHER SUPPORT

There is no "form page" for reporting Other Support Information on Other Support should be provided in the format shown below.

*Name of Individual: Anderson, R.R.
Commons ID: AndersonRR

**Title:** Chloride and Sodium Transport in Airway Epithelial Cells

Major Goals: The major goals of this project are to define the biochemistry of chloride and sodium transport in airway epithelial cells and clone the gene(s) involved in transport.

*Status of Support: Active
Project Number: 2 R01 HL 00000 - 13
Name of PD/FI: Anderson, R.R.
*Source of Support: NHLBI

*Primary Place of Performance: University of California, Los Angeles
Project/Proposal Start and End Date (MM/YYYY) (if available): 3/1/2021 – 2/28/2026

* Total Award Amount (including Indirect Costs): $1,462,232
* Person Months (Calendar/Academic/Summer) per budget period:

<table>
<thead>
<tr>
<th>Year (YYYY)</th>
<th>Person Months (W#,W)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2021</td>
<td>3.6 calendar</td>
</tr>
<tr>
<td>2, 2022</td>
<td>3.6 calendar</td>
</tr>
<tr>
<td>3, 2023</td>
<td>3.6 calendar</td>
</tr>
<tr>
<td>4, 2024</td>
<td>3.6 calendar</td>
</tr>
<tr>
<td>5, 2025</td>
<td>3.6 calendar</td>
</tr>
</tbody>
</table>

**Title:** Liposome Membrane Composition and Function

Major Goals: The major goals of this project are to define biochemical properties of liposome membrane components and maximize liposome uptake into cells.

*Status of Support: Pending
Project Number: DCE #00000
Name of PD/FI: Anderson, R.R.
*Source of Support: National Science Foundation

*Primary Place of Performance: University of California, Los Angeles
Project/Proposal Start and End Date (MM/YYYY) (if available): 10/1/2021 – 9/30/2023

* Total Award Amount (including Indirect Costs): $382,021
* Person Months (Calendar/Academic/Summer) per budget period:

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<tr>
<th>Year (YYYY)</th>
<th>Person Months (W#,W)</th>
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<tr>
<td>1, 2021</td>
<td>3.4 calendar</td>
</tr>
<tr>
<td>2, 2022</td>
<td>2.4 calendar</td>
</tr>
</tbody>
</table>

**Title:** Ion Transport in Lungs

Major Goals: The major goal of this project is to study chloride and sodium transport in normal and diseased lungs.

*Status of Support: Active
Project Number: 5 R01 HL 00000-07
Name of PD/FI: Baker, J.B.
*Source of Support: NHLBI

*Primary Place of Performance: University of California, Los Angeles
Project/Proposal Start and End Date (MM/YYYY) (if available): 4/1/2017 – 3/31/2022

* Total Award Amount (including Indirect Costs): $1,472,232
* Person Months (Calendar/Academic/Summer) per budget period:

<table>
<thead>
<tr>
<th>Year (YYYY)</th>
<th>Person Months (W#,W)</th>
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</thead>
<tbody>
<tr>
<td>1, 2021</td>
<td>3.4 calendar</td>
</tr>
<tr>
<td>2, 2022</td>
<td>2.4 calendar</td>
</tr>
</tbody>
</table>

**Title:** Gene Transfer of CFTR to the Airway Epithelium

Major Goals: The major goals of this project are to identify and isolate airway epithelium progenitor cells and express human CFTR in airway epithelial cells.

*Status of Support: Completed
Project Number: R000
Name of PD/FI: Anderson, R.R.
*Source of Support: Cystic Fibrosis Foundation

*Primary Place of Performance: University of California, Los Angeles
Project/Proposal Start and End Date (MM/YYYY) (if available): 8/1/17 – 8/31/2022

* Total Award Amount (including Indirect Costs): $382,021
* Person Months (Calendar/Academic/Summer) per budget period:

<table>
<thead>
<tr>
<th>Year (YYYY)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1, 2021</td>
<td>2.4 calendar</td>
</tr>
</tbody>
</table>
Other Support Format Page Example (continued)

Name of Individual:
Commons ID:

**Summary of In-Kind Contribution:** Post-doctoral fellow, Dr. John Smith, who conducts research activities in the Anderson lab. Salary supported by Oxford University.

**Status of Support:** Active

**Primary Place of Performance:** University of California, Los Angeles

Project/Proposal Start and End Date (MM/YYYY) (if available):

**Person Months (Calendar/Academic/Summer)** per budget period: N/A

*Estimated Dollar Value of In-Kind Information: $60,000

**Summary of In-Kind Contribution:** Cell line XYZ provided by Dr. Jennifer Smith at Cornell University.

**Status of Support:** Active

**Primary Place of Performance:** University of California, Los Angeles

Project/Proposal Start and End Date (MM/YYYY) (if available):

**Person Months (Calendar/Academic/Summer)** per budget period: N/A

*Estimated Dollar Value of In-Kind Information: estimate $1,000

**Summary of In-Kind Contribution:** C57BL/6-ABC11[*w*] mice provided by Dr. Joseph Jones at the University of Texas at Austin.

**Status of Support:** Active

**Primary Place of Performance:** University of California, Los Angeles

Project/Proposal Start and End Date (MM/YYYY) (if available):

**Person Months (Calendar/Academic/Summer)** per budget period: N/A

*Estimated Dollar Value of In-Kind Information: estimate $4,000

*Overlap (summarized for each individual):

There is scientific overlap between aim 2 of NSF DGE 0500000 and aim 4 of the application under consideration. If both are funded, the budgets will be adjusted appropriately in conjunction with agency staff.

**Signature:** [Signature]

Name of Individual: Anderson, R.R.

Date: [Date] March 25, 2021
Biographical Sketch Sample Pages
**CURRENT FORMAT (as of July 2020)**

**BIOGRAPHICAL SKETCH**
Provide the following information for the Senior/Postdoc and other significant contributors. Follow this format for each period. DO NOT EXCEED FIVE PAGES.

**NAME:**
eRA COMMONS USER NAME (credential, e.g., agency login):

**POSITION TITLE:**

**EDUCATION/TRAINING** (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE (if applicable)</th>
<th>Completion Date (MM/YYYY)</th>
<th>FIELD OF STUDY</th>
</tr>
</thead>
</table>

**A. Personal Statement**

**B. Positions, Scientific Appointments, and Honors**

**C. Contributions to Science**

**D. Additional Information: Research Support and/or Scholarly Performance**

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**Changes, effective on or after May 25, 2021 (in red)**

Updated Section B to capture ALL scientific positions and appointments, other foreign and domestic as well as both paid and not-paid.
Biographical Sketch Non-Fellowship Example

B. List in reverse chronological order all positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

Positions and Scientific Appointments

<table>
<thead>
<tr>
<th>Year</th>
<th>Position</th>
<th>Institution/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023 – Present</td>
<td>Assistant Professor</td>
<td>University of California, Berkeley</td>
</tr>
<tr>
<td>2020 – Present</td>
<td>Adjunct Professor</td>
<td>McGill University</td>
</tr>
<tr>
<td>2018 – 2017</td>
<td>NIH Risk, Adult Addictions Study Section</td>
<td>San Francisco, CA</td>
</tr>
<tr>
<td>2014 – 2015</td>
<td>NIH Peer Review Committee</td>
<td>Washington, DC</td>
</tr>
<tr>
<td>2013 – 2014</td>
<td>Board of Advisors</td>
<td>Birmingham, AL</td>
</tr>
<tr>
<td>2011 – Present</td>
<td>Associate Editor, Psychologist</td>
<td>University of California, Berkeley</td>
</tr>
<tr>
<td>2009 – Present</td>
<td>Member, American Geriatrics Society</td>
<td>Washington, DC</td>
</tr>
<tr>
<td>2006 – Present</td>
<td>Associate Professor, Psychology</td>
<td>Washington, DC</td>
</tr>
<tr>
<td>2003 – Present</td>
<td>Research Assistant, Psychology</td>
<td>University of California, Berkeley</td>
</tr>
</tbody>
</table>

Hons

- Award for Best in Interdisciplinary Ethnography, International Ethnographic Society
- Excellence in Teaching, Washington State University
- Outstanding Young Faculty Award, Washington University

C. Contributions to Science

1. My early publications directly addressed the fact that substance abuse is often overlooked in older adults. However, because many older adults were raised during an era of increased drug and alcohol use, there are reasons to believe that this will become an increasing issue as the population ages. These publications focused on older adults where the quality of care is low, and health professionals need to be aware of and engage with the problem. These publications documented the need for increased medical and psychological intervention to recognize and address the problem.
Biographical Sketch Non-Fellowship Example (continued)

2. In addition to the contributions described above, with a team of collaborators, I directly documented the effectiveness of various intervention models for older substance abusers and demonstrated the importance of social support networks. These studies emphasized controllable factors in the etiology and maintenance of addictive disorders and the disruptive potential of networks in substance abuse treatment. This body of work also discusses the prevalence of alcohol, amphetamine, and opioid abuse in older adults and how networking approaches can be used to mitigate the effects of these disorders.

3. Methadone maintenance has been used to treat narcotics addicts for many years, but I led research that has shown that over the long term, those in methadone treatment view themselves negatively and they gradually begin to view treatment as an intrusion into normal life. Elderly narcotics users were shown in carefully conducted ethnographic studies to be especially responsive to tailored social support networks that allow them to eventually reduce their maintenance doses and move into other forms of therapy. These studies also demonstrate the policy and commercial implications associated with these findings.

Complete List of Published Work in My Bibliography:

D. ‘Research Support’ has been removed. Section D is solely present on the fellowship version of the Biosketch, and no longer includes research support due to duplication of effort with Other Support & to harmonize format with NSF.
CURRENT FORMAT (as of July 2020)

**BIографical Sketch**

Provide the following information for the Department personnel and other significant contributors. Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

**NAME:**

eRA COMMONS USER NAME (credential, e.g., agency login):

**POSITION TITLE:**

**EDUCATION/TRAINING**

(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
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A. Personal Statement

B. Positions and Honors

C. Contributions to Science

D. Additional Information: Research Support and/or Scholastic Performance

<table>
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<tr>
<th>YEAR</th>
<th>COURSE TITLE</th>
<th>GRADE</th>
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</table>

**Changes, effective on or after May 25, 2021 (in red)**

**BIographical Sketch**

Provide the following information for the Department personnel and other significant contributors. Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

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(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

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A. Personal Statement

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C. Contributions to Science

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<table>
<thead>
<tr>
<th>YEAR</th>
<th>COURSE TITLE</th>
<th>GRADE</th>
</tr>
</thead>
</table>
A. Personal Statement

I first became interested in human health and disease in high school when I was awarded an NIH Diversity Supplement to work as a research assistant for two summers at Dr. Michelle Liebman’s lab at the University of Wisconsin. I continued to pursue this interest as an undergraduate at the University of Kansas, where I conducted research with Dr. Daniel Robinson on the mechanisms of action of a novel class of small molecules for cancer treatment. This resulted in a co-authored publication, as well as an invitation to present at the annual Oncology meeting in Denver, Colorado. By the end of my undergraduate career, I knew that I wanted to pursue a long-term career in research. For my graduate training at UC San Diego, I have moved into the fields of genomics and biochemistry by studying the signaling and mobility mechanisms of cancer cells under the mentorship of Dr. Nuri Green. Dr. Green is an internationally recognized leader in the field of cancer genetics, and has an extensive record for training productive next-generation fellows. Along with giving me new conceptual and technical training, the proposed training plan outlines a comprehensive set of career development activities and workshops. I will have opportunities to engage in public speaking, conduct literature analysis, consider biostatistical and ethical considerations, and learn about the latest research. For my initial project, I am currently developing a novel protocol for the identification of transcription complexes involved in cancer signaling pathways, which I hope to submit as a first author publication in the next few months. As a native Texan, I was the first in my family to graduate from college, and I am excited to continue making great strides with my education. Overall, I believe that my current research setting in collaboration with my proposed training plan will provide a solid foundation for my long-term goal to become an academic researcher.

B. List in reverse chronological order all positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

**INSTITUTION AND LOCATION**
**DEGREE (if applicable)**
**START DATE**
**COMPLETION DATE**
**FIELD OF STUDY**

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE (if applicable)</th>
<th>START DATE</th>
<th>COMPLETION DATE</th>
<th>FIELD OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purdue University</strong></td>
<td>BA</td>
<td>09/2016</td>
<td>05/2018</td>
<td>Biomedical Chemistry</td>
</tr>
<tr>
<td><strong>UC San Diego</strong></td>
<td>PhD</td>
<td>08/2018</td>
<td>05/2023 (Expected)</td>
<td>Molecular Biology</td>
</tr>
</tbody>
</table>

C. Contributions to Science

1. High School Research: I spent two summers doing research in the laboratory of Dr. Indra Creativa at the University of Hawaii. Under her guidance, I worked on the development of a new therapeutic agent for treating a rare form of cancer. Our findings were published in the *Journal of Natural Products*.

2. Undergraduate Research: I was part of a team studying the mechanism of action of a small molecule for cancer treatment. During this time, I was involved in the design and execution of experiments that led to the identification of a new target for drug development. My contributions to this work were published in a high-impact journal.

3. Graduate Research: My ongoing research is focused on understanding the role of epigenetic modifications in cancer development. I have identified several new targets that could be potential drug candidates for treating patients with cancer. My work has been presented at several national and international conferences.

D. Scholastic Performance

Scholastic performance has been updated to remove 'Research Support'. Section D is solely present on the fellowship version of the Biosketch, and no longer includes research support.
<table>
<thead>
<tr>
<th>YEAR</th>
<th>COURSE TITLE</th>
<th>GRADE</th>
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</thead>
<tbody>
<tr>
<td>2014</td>
<td>Ethics, Religion, and Culture Today</td>
<td>A</td>
</tr>
<tr>
<td>2015</td>
<td>Organizational and Population Biology</td>
<td>B</td>
</tr>
<tr>
<td>2015</td>
<td>Orisha</td>
<td>B</td>
</tr>
<tr>
<td>2015</td>
<td>First Year Seminar: Nation and Migration</td>
<td>A</td>
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<tr>
<td>2015</td>
<td>Statistics, Probability, and Reliability</td>
<td>A</td>
</tr>
<tr>
<td>2015</td>
<td>Calculus I</td>
<td>B</td>
</tr>
<tr>
<td>2015</td>
<td>General Physics I</td>
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<td>2015</td>
<td>Population &amp; Genet. Genetics</td>
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<td>2016</td>
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<td>Self Defense</td>
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<td>Biological Chemistry</td>
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<td>2017</td>
<td>Anthropology of Childhood and the Family</td>
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<td>2017</td>
<td>Disease, Culture, and Society in the Modern World</td>
<td>A</td>
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<td>2017</td>
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<td>2018</td>
<td>Boating</td>
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<td>2018</td>
<td>Genomics and Systems Biology</td>
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<tr>
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<td>Senior Project</td>
<td>A</td>
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<td>UC SAN DIEGO</td>
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<tr>
<td>2018</td>
<td>Seminar in Genetics</td>
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<td>P</td>
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<td>2018</td>
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<td>2018</td>
<td>Seminar in Physiology and Behavior</td>
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<td>2018</td>
<td>Cancer Immunology</td>
<td>P</td>
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<td>2020</td>
<td>Mechanisms of Cell Mobility</td>
<td>P</td>
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<tr>
<td>2020</td>
<td>Biochemical Mechanisms of Cancer Cells</td>
<td>P</td>
</tr>
<tr>
<td>2020</td>
<td>Toxicology</td>
<td>P</td>
</tr>
<tr>
<td>2020</td>
<td>Physiology for the Molecular Biologist</td>
<td>P</td>
</tr>
</tbody>
</table>

Except for the scientific ethics course, UC San Diego graduate courses are graded P (pass) or F (fail). Passing is C or better. The scientific ethics course is graded CRE (credit) or NC (no credit). Students must attend at least seven of the eight presentation/discussion sessions for credit.
Biographical Sketch Post-Doctoral Fellowship Example

NAME: Hayes, Susan

EDUCATION/TRAINING (begin with bachelor’s or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add positions as necessary)

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE (If applicable)</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>FIELD OF STUDY</th>
</tr>
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<tbody>
<tr>
<td>Wake Forest University</td>
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<td>09/2000</td>
<td>05/2013</td>
<td>Engineering</td>
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<td>Georgetown University</td>
<td>PhD</td>
<td>09/2003</td>
<td>09/2010</td>
<td>Molecular Biology</td>
</tr>
<tr>
<td>Michigan State University</td>
<td>Postdoctoral</td>
<td>09/2016</td>
<td>Present</td>
<td>Bioinformatics Immunology</td>
</tr>
</tbody>
</table>

A. Personal Statement

My academic training and research experience have provided me with an excellent background in multiple biological disciplines including molecular biology, microbiology, biochemistry, and genetics. As an undergraduate, I conducted research with Dr. Xavier Factor on the mechanisms of action of a new class of antibiotics. As a postdoctoral student with Dr. Tariq Alghani, my research focused on the regulation of transcription in yeast and gained expertise in this isolation and biochemical characterization of transcription complexes. I developed a novel protocol for the purification of components from large transcription complexes. I was first author of the original paper in this area. My second publication challenged a key paradigm of transcription elongation and was featured in a major journal. During my undergraduate and graduate career, I received several academic and teaching awards. For my postdoctoral training, I will continue to build on my previous training in transcriptional controls by moving into a mammalian system that will allow me to address additional questions regarding the regulation of development and differentiation. My mentor Dr. J. Michael Groden is an internationally recognized leader in the transcription/replication field and has an extensive record of training postdoctoral fellows. The proposed research will provide me with new conceptual and technical training in developmental biology and whole genome analysis. In addition, the proposed training plan includes a set of career development activities and workshops that will include grant writing, public speaking, lab management, and mentoring students that will enhance my ability to become an independent investigator. My choice of sponsor, research project, and training will give me a solid foundation to reach my goals of studying developmental diseases in humans. During my second postdoctoral year in Dr. Creative's lab, my father had a severe stroke that eventually ended his life. I was out of the lab for six months dealing with my father's hospitalizations and his death. This hiatus in training reduced my scientific productivity. I am confident that the proposed research project and training plan will enhance my scientific portfolio and will help me to increase my scientific productivity. My long-term research goals involve becoming an independent investigator and developing a comprehensive understanding of key developmental pathways and how alterations in gene expression contribute to human disease.

B. Positions, Scientific Appointments, and Honors


B. List in reverse chronological order all positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

2010 – Present Postdoctoral Researcher, Michigan State University
2010 – 2016 Postdoctoral Fellow, Michigan State Foundation
2010 – 2013 Graduate Research Assistant, Georgetown University
2012 – Present Member, National Society for Informatics and Bioinformatics
2010 – Present Member, Association for Women in Science
2010 – Present Engineer, The Groden Group Program
2006 – Present Member, Sigma Xi

Honor:
2013 R.S. Awarded with high honors, Wake Forest University
2013 Purdue Leadership Award for best cancer project in the Department of Engineering, Wake Forest University
2012 STAR award for public service in engineering, The Groden Group
2010 – 2011 Scholarship, National Merit Scholarship
2006 – 2011 Scholarship, Daughter of the American Revolution

C. Contributions to Science

1. Early Career: My early career contributions were focused on applying my knowledge of structural engineering to improving the design and integrity of tissue scaffolds. More specifically, I worked with a team of engineers at the Groden Group to develop a stronger material that could be utilized in medical applications. My participation in the project was to identify candidate polymers, determine the ultimate tensile strength of these polymers, and make recommendations as to which polymer would afford the most structural integrity under various stresses.


2. Graduate Career: My graduate research contributions focused on transcriptional gene regulation in Saccharomyces cerevisiae. Results from my research were highly relevant as they provided new insights into the workings of complex biological systems and allowed for further extrapolations into the development of certain diseases and their progression. I originally developed a novel protocol for the purification of components of large protein complexes. A subsequent publication in which I isolated and characterized a long sought after transcription complex, characterized a key paradigm of transcription elongation and was featured in a major journal.


Biographical Sketch Post-Doctoral Fellowship Example (continued)


3. Postdoctoral Career: As a post-doctoral fellow, my research has provided a compelling link between mutations arising in stress response pathways and the development of various autoimmune diseases in humans. Previous studies have shown dysregulation in the innate immune response lead to autoimmune diseases in humans. A few homologues have now been identified in humans and appear to play a role in the regulation of genes in the innate immune response. My research is focused on the transcriptional regulator Bfn from Drosophila melanogaster:


Complete List of Published Work in My Bibliography: https://www.ncbi.nlm.nih.gov/m/pubmed/TV47Z1563/0/Nlist/bibliography/scholix/

D. Scholastic Performance updated to remove 'Research Support' has been removed. Section D is solely present on the fellowship version of the Biobiosketch, and no longer includes research support.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>COURSE TITLE</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>Seminar in Molecular Biology</td>
<td>P</td>
</tr>
<tr>
<td>2013</td>
<td>Basic Biomedical &amp; Biological Sciences</td>
<td>P</td>
</tr>
<tr>
<td>2014</td>
<td>Model Systems</td>
<td>P</td>
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<tr>
<td>2014</td>
<td>Statistics for the Life Sciences</td>
<td>P</td>
</tr>
<tr>
<td>2014</td>
<td>Current Topics in Molecular Genetics</td>
<td>P</td>
</tr>
<tr>
<td>2015</td>
<td>Ethics in Biological Research</td>
<td>CRE</td>
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<tr>
<td>2015</td>
<td>Biochemistry</td>
<td>P</td>
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<td>2015</td>
<td>Physiology</td>
<td>P</td>
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<tr>
<td>2018</td>
<td>Protein Chemistry</td>
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</table>

Except for the scientific ethics course, Georgetown University graduate courses are graded P (pass) or F (fail). Passing is C plus or better. The scientific ethics course is graded CRE (credit) or NC (no credit). Students must attend all seven of the eight presentation/discussion sessions for credit.
Questions?
Agenda

• General Updates
• Exempt Self Determination – Recently Expanded & UROP
• ERA Updates
  • KR Protocols – Project Update
  • KR Protocols – Planned IRB Submission Pause
• NIH Biosketch and Other Support Changes
• Fiscal Close – Closing Steps for Contracts & Grants
• Conflict of Interest: Updated/New Forms and New Best Practices Procedure
Fiscal Close – Closing Steps for Contracts & Grants

Beata Najman
Director, Extramural Funds Accounting
Fiscal Close - Closing Steps for Contracts & Grants

Departmental Responsibilities

– At least once a month, run C&G Overdrafts by Org ID report in Decision Support and review accounts in overdraft
– Clear all overdrafts in awards not expected to receive additional funds
– Email fund accountant at C&G Accounting and request closing awards with a zero balance
– Do not process any accruals and/or deferrals for C&G funds
Expense Accruals for C&G Funds

– Expense accruals for contracts and grants will be processed by C&G Accounting

– Starting with July 10 and no later than July 14, departments are required to email Griselda Duran griseld@uci.edu and request expense accruals for goods and services received by June 30, 2021, and not reflected on the ledger for Period 12, if these expenses fall into one of the two categories specified below:

  1) Equipment with a transaction value of $5,000 or more
  2) Goods and services with a transaction value of $10,000 or more
Expense Accruals for C&G Funds

Emails requesting expense accruals on C&G funds have to include the following:

- Fund Number
- PO #
- A brief explanation
- A copy of the invoice
Fiscal Close - Closing Steps for Contracts & Grants

- All GECs involving C&G funds and processed after 120 days from the expense posting date require C&G Compliance review and approval.
- **July 16** is the final date for all FY2021 GECs. If C&G review and approval is required, GECs need to be fully approved by 4 p.m. by the Account Supervisor listed on the Expense Account being charged.
- Late GECs processed without proper departmental approvals will not be finalized by C&G Compliance until these approvals are recorded in KFS, and may miss the fiscal close deadline.
Questions?
Agenda

• General Updates
• Exempt Self Determination – Recently Expanded & UROP
• ERA Updates
  • KR Protocols – Project Update
  • KR Protocols – Planned IRB Submission Pause
• NIH Biosketch and Other Support Changes
• Fiscal Close – Closing Steps for Contracts & Grants
• Conflict of Interest: Updated/New Forms and New Best Practices Procedure
KEEP CALM AND TAKE A BREATHER
Conflict of Interest: Updated/New Forms and New Best Practices Procedure

Nadia Wong
Research Compliance and Outreach Manager
Updated Forms

To eliminate unnecessary or confusing questions and clarify the key information necessary for committee review

- Annual Form 810- For PHS
- Financial Disclosure Addendum for PHS- Funded Research (Form 820)- For PHS
- Addendum to Investigator’s Disclosure of Economic Interests (Form COI-1)- For NSF and IRB
- Addendum to Investigator’s Disclosure of Economic Interests for Gift Funding (Form COI-2)- For Gift Form 700U
- Addendum for Non-UCI Personnel (Form COI-3)- For PHS, NSF, and IRB
- COI Expedited Review Form- For PHS and IRB
To also reduce collecting redundant information

**New Form**

**Paper Forms Untouched**

- Addendum to Investigator’s Disclosure of Economic Interests for Form 700U disclosures (Form COI-1CA)- For Sponsored Research Agreement Form 700U
- Statement of Economic Interests for Principal Investigators (Form 700U)
- Subrecipient/Non-UCI Investigator Disclosure for PHS-Funded Research (Form 800SR)
- Subrecipient/Non-UCI Investigator Disclosure for NSF Conflict of Interest Policy (Form 900SR)
Disclosure and Documentation- New Best Practices

Procedure

COI Point Person (required for new studies requiring COIOC review)

• In light of the renewed focus on COI and transparency from the federal government, the COI Oversight Committee will now require researchers (being reviewed) disclose their financial interests to the study team and identify an individual (non-conflicted, non-junior to the researcher with the financial interests) for them to contact with any COI questions or concerns- “COI Point Person”
  – Documentation: Submit a copy of the email notification to the study team members including the identification of the COI Point Person, along with the applicable COI Addendum

For more information about the new procedures and template email disclosures, visit: https://research.uci.edu/ref/conflict-of-interest/research-disclosures/research-safeguards.html
Disclosure and Documentation - New Best Practices Procedure

COI Liaison (as needed)

- In some higher risk cases, additional COI oversight from a non-conflicted, non-junior colleague to the researcher with the financial interest is required – "COI Liaison". The COI Liaison would undertake additional specific tasks and responsibilities to help mitigate the potential conflict of interest.
  - Documentation: If needed, submit a COI Liaison Acknowledgment Form describing those additional responsibilities signed by the Disclosing Individual and the COI Liaison along with the applicable COI Addendum

For more information about the new procedures and template email disclosures, visit: https://research.uci.edu/ref/conflict-of-interest/research-disclosures/research-safeguards.html
Implementation Date- June 1, 2021

• Starting June 1st, 2021, disclosures submitted will need to use the newest versions of the forms and new projects will also need to comply with the new Disclosure and Documentation Procedure. Changes to COI Forms were announced in April, which started the pilot phase.
  – COI Team will return incorrect versions of the forms if received on or after June 1st.

• For the current versions of the forms, please always refer to our [Forms page](#) online.
  – During this pilot phase, we have already made some additional revisions based on the responses received.
Questions?

COI Team Contact Information

• General: coioc@research.uci.edu
• Research Compliance Sr. Analyst: Kristine Thai, kthai2@uci.edu
• COI Administrator: Nadia Wong, nadiaw@uci.edu
Wrapping up

• Join us next time!
  – Wednesday, August 25, 2021, 10AM-11:30AM
  – Virtual

• Send us your feedback, request for content, questions!
  – era@research.uci.edu