Quarterly Research Administration Meeting

December 10, 2025

Agenda

- Zot!Portal Decommission
- IACUC Update
- Updates to NSF Research Security Policies
- Sponsored Projects Updates
- Open Forum

Office of Research Holiday Closure Dates

Winter Administrative Recess
December 24, 2025 – January 1, 2026

- Be mindful when planning proposal submissions, or submissions to UCI regulatory committees.
- Check the various committee calendars at the following links:
  - IRB Calendar
  - IACUC Calendar
  - HSCRO Calendar
  - The COIOC meets on the third Thursday of each month, with submission deadlines due on the first business day of that month.
- For questions regarding funding opportunities with proposal submission deadlines that fall during the above closures, please contact the Contract and Grant Officer(s) assigned to your unit as soon as possible.
- Submit proposals to SPA in accordance with our standard Lead Times for Submitting Proposals to Sponsored Projects Administration
- Forward awards to awards@exchange.uci.edu. Sponsored Projects will initiate the award acceptance process for all awards it receives on or before December 10, 2025.
- ERA will not be responding to support requests during the above closure.

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Reminder about Use of Drugs/Agents in Animals:

Drug Expiration Dates

https://news.research.uci.edu/iacuc/drug-expiration-dates-reminder-about-use-of-drugs-agents-in-animals/

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Updates to NSF ResearchSecurity Policies

Grace Park

Updates to NSF Research Security Policies

- Update issued on November 24, 2025
  - Grace period for enforcement for proposals submitted between December 2, 2025 and December 31, 2025
  - Proposals submitted after December 31, 2025 must be fully compliant

Updates to NSF Research Security Policies

- The notice introduces key policy changes aimed at safeguarding the integrity of NSF-supported research:
  - Research Security Assessment
  - Required Recipient Documentation

Research Security Assessment

- NSF reserves the right to perform risk assessments of proposals and awards
  - Assess nondisclosures of required information from senior/key personnel
  - Establish policies and procedures for identifying, communication, and addressing security risks that may threaten the integrity of NSF supported research and development

Required Recipient Documentation

NSF proposers and recipients are required to maintain supporting documentation for all senior/key personnel and make available to NSF upon request including:

- Copies of contracts, grants, or any other agreements specific to foreign appointments
- Employment agreements with foreign institutions
- Participation in foreign talent recruitment programs
- Other information reported as current and pending support

Proposers and recipients are expected to review requested supporting documentation for compliance with NSF award terms and conditions

Questions?

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- ***Sponsored Projects Updates***
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UC Irvine

Quarterly Research Administration Meeting

Sponsored Projects Administration
December 10, 2025

Recent NIH Notices

NOT-OD-26-019: Updated Application Policies: NIH Administrative Burden Reduction Effort

- **Effective immediately,** NIH will no longer request or accept Letters of Intent (LOIs) as part of the application process.

- **Effective immediately,** NIH has eliminated the requirement for applicants requesting $500,000 or more in direct costs (excluding consortium F&A costs) in any single budget period to contact the funding Institute or Center (IC) prior to application submission.

Recent NIH Notices

NOT-OD-26-007: Reminder of Compliance Requirements

Scope Changes Become Binding

- All scope changes agreed upon between NIH and Authorized Organizational Representatives (AOR) automatically become new award terms and conditions, including changes aligned with agency priorities.

Compliance Requirements

- Recipients **must** comply with new terms and conditions, except when:
  - Explicitly exempted in the Notice of Award, **or**
  - A court order prevents NIH from enforcing such terms

Recent NIH Notices

NOT-OD-26-007: Reminder of Compliance Requirements

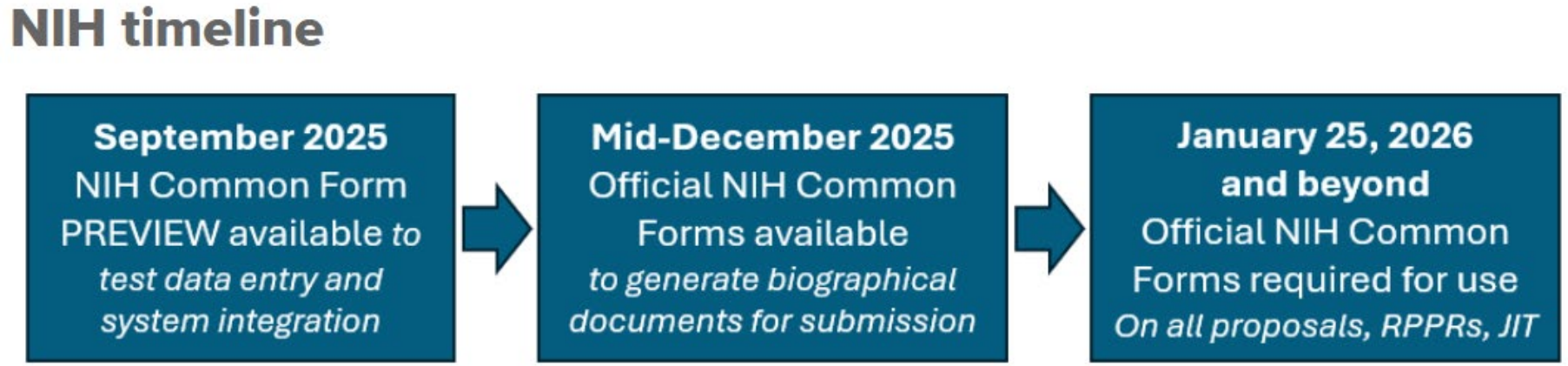
Action Required Before Fund Drawdown

1. **Have questions?** → Contact your Contracts and Grants Officer for clarification
2. **Drawing down funds** → Constitutes acceptance and agreement to all terms and conditions
3. **Post-drawdown** → Full compliance is mandatory

Recent NIH Notices

NOT-OD-26-018: NIH's Implementation of Common Forms for Biographical Sketch and Current and Pending (Other) Support

- **This week, NIH announced that for all submissions due January 25 and after, all personnel documents must be completed using the Common Form in SciENcv (NOT-OD-26-018). This affects proposals, RPPRs and JIT submissions.**



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Recent NIH Notices

NOT-OD-26-018: NIH's Implementation of Common Forms for Biographical Sketch and Current and Pending (Other) Support

- **Key Take-aways**
  - All key personnel must **obtain an ORCiD ID** and **log-in to SciENcv** in order to generate new electronically certified forms for the biosketch Common Form, the NIH biosketch supplement, and Current and Pending Support.
  - **One can assign delegates in both ORCiD and SciENcv** to help you populate your forms. The delegator (i.e., PI) must still log in to SciENcv to certify each document created for them by a delegate.
  - **Documents not created in SciENcv,** or that lack the certification, will generate an error in the NIH submission systems (Cayuse424, ASSIST) and **will prevent submission**.

Recent NIH Notices

NOT-OD-26-018: NIH's Implementation of Common Forms for Biographical Sketch and Current and Pending (Other) Support

- **Key Take-aways**
  - **Text submitted in SciENcv** for the *Personal Statement* and *Contributions to Science* **cannot be formatted** (no bold, italics, special characters, or paragraph breaks). Any text entered into a SciENcv form field generates an unformatted, single paragraph in the final biosketch.
  - A **maximum of ten citations may be listed in the biosketch** in one section of *Products*. You may NOT include any citations in the *Personal Statement* and *Contributions to Science* although you may refer to the citations listed in the *Products* section.
  - **A link to MyBibliography will no longer be allowed in the biosketch**. The only active link in your biosketch will be your ORCiD id public profile.

Recent NIH Notices

NOT-OD-26-018: NIH's Implementation of Common Forms for Biographical Sketch and Current and Pending (Other) Support

Submission scenario	You must use
Application submission: • For due dates on or before January 24, 2026	The NIH Biosketch and Other Support format pages.
Application submission: • For due dates on or after January 25, 2026 • All other applications submitted on or after January 25, 2026 under the "NIH Policy on Late Submission of Grant Applications" 2-week window of consideration, and NIH applications submitted under the NIH Continuous Submission Policy.	The Common Forms for Biographical Sketch and Current and Pending (Other) Support and NIH Biographical Sketch Supplement.
RPPR submission on or before January 24, 2026.	The NIH Biosketch and Other Support format pages.
RPPR submission on or after January 25, 2026.	The Common Forms for Biographical Sketch and Current and Pending (Other) Support and NIH Biographical Sketch Supplement.
JIT submission on or before January 24, 2026.	The NIH Biosketch and Other Support format pages.
JIT submission on or after January 25, 2026.	The Common Forms for Biographical Sketch and Current and Pending (Other) Support and NIH Biographical Sketch Supplement.
Prior approval request submission on or before January 24, 2026.	The NIH Biosketch and Other Support format pages.
Prior approval request submission on or after January 25, 2026.	The Common Forms for Biographical Sketch and Current and Pending (Other) Support and NIH Biographical Sketch Supplement.

Recent NIH Notices

- **Post-Submission Materials**
  - **Jan 2026 Council:** Materials allowed per NOT-OD-19-083, up to 1 week before peer review.
  - **May 2026 Council:** One page of preliminary data (if NOFO allowed) due 30 days before study section.

- **RPPRs During Shutdown**
  - RPPRs due Oct 1–Nov 13 need not be resubmitted unless requested by Institute/Center.

Recent NIH Notices

NOT-OD-26-012: Updated Guidance on Reopening of NIH Extramural Activities Following the October 1, 2025

- **Peer Review Changes**
  - NIH cancelled 370+ meetings affecting 24,000+ applications. To manage backlog:
    - Only 30–35% discussed (down from ~50%)
    - Middle-scoring apps labeled "competitive but not discussed"
    - Streamlined summary statements with brief consensus, bullet points, and reviewer critiques

Recent NIH Notices

NOT-OD-26-012: Updated Guidance on Reopening of NIH Extramural Activities Following the October 1, 2025

ESI & K99 Updates

- ESI status will be automatically adjusted for applicants impacted by shutdown delays.
- K99/R00 timeline guidance will be issued separately.

Loan Repayment Program

- New deadline: December 4, 2025 (NOT-OD-26-010).

DoE Implementation of SciENcv Common Forms

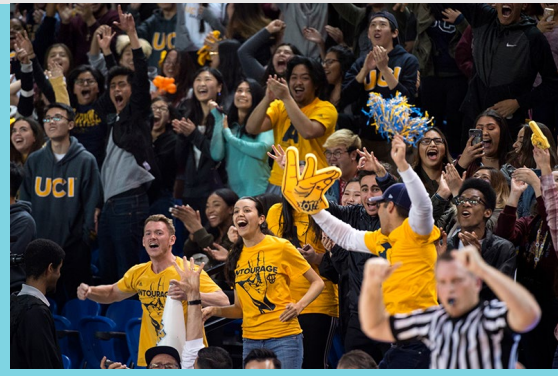
Biosketches and Current and Pending (Other) Support

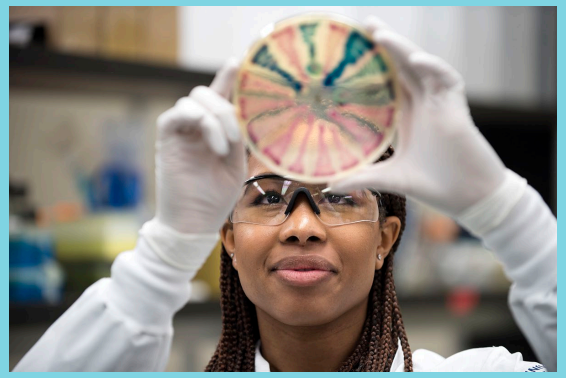
- On **December 3, 2025, the Department of Energy (DoE) released Financial Assistance Letter FAL 2026-02** that announced its implementation of the Common Forms for Biographical Sketches and Current and Pending (Other) Support.
- The forms are exclusively available in SciENcv and required for all DoE notice of funding opportunities (NOFOs) **issued on or after December 3, 2025**.

Budget Escalations in Proposals

Escalation Factors

- Use inflationary or escalation factors **as appropriate and allowable**.
- The current escalation rate for non-personnel cost categories is 3%.
- Personnel costs should be escalated in accordance with guidance provided on the Salary and Wages page.





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Institutional Review of Proposals

Required Documents for Institutional Review

- **A complete proposal includes the proposal information and documents listed below:**
  - A complete KR proposal document with all applicable approvals.
  - The Extramural Sponsor's Funding Opportunity Announcement (FOA) or the URL (web address) for the FOA.
  - All proposal documents and information required by the Extramural Sponsor’s FOA, which may be submitted in draft form – except for the following, which should be submitted to SPA in final form:
    - Application face page (sometimes referred to as the cover sheet)
    - Budget and budget justification

Institutional Review of Proposals

Required Documents for Institutional Review

- Complete subrecipient proposal package (if applicable), which consists of:
  - Subrecipient Commitment Form
  - Subrecipient v. Contractor Determination Form
  - Scope of work specific to the subrecipient site
  - Budget and budget justification specific to the subrecipient site; and
  - Other subrecipient documents as required by the Extramural Sponsor's FOA (for example, certifications, assurances and/or representations from the subrecipient)

Institutional Review of Proposals

Overview of Institutional Review

- SPA officers verify proposal compliance with:
  - Request for Proposal (RFP) requirements
  - Sponsor guidelines and policies
  - University policy

- **Goal: Identify and mitigate financial, audit, and policy risks for the University**

Institutional Review of Proposals

What information is reviewed?

- **Key Review Areas:**
  - **Research Compliance**
    - Human subject protections
    - Animal subject protocols
    - Export control issues
  - **Financial Compliance**
    - F&A rate verification and correct application
    - Cost allowability and allocability
  - **Subcontract Review**
    - Subcontractor/subrecipient packages
- *Note: This is a review focused on institutional issues*

Institutional Review of Proposals

Lead Times for Submitting Proposals to SPA

- To ensure the timely submission of proposals for Sponsor Deadlines, they should be submitted to SPA in accordance with the following:

  - **Standard Proposals** (see definition here) should be submitted to SPA no later than **five (5) business days prior to a Sponsor Deadline**.

  - **Non-standard Proposals** (see definition here) should be submitted to SPA no later than **seven (7) business days prior to a Sponsor Deadline.**

Proposal Details – Activity Type

Activity Type - The university functional area for this proposal.

- **Basic Research**
  - Research that is directed toward increase of knowledge in science wherein the primary aim of the investigator is a fuller knowledge or understanding of the subject under study, rather than a clear or direct practical application thereof.
- **Applied Research**
  - Consists of the effort that:

    1) normally follows basic research, but may not be severable from the related basic research;

    2) attempts to determine and expand the potentialities of new scientific discoveries or improvements in technology, materials, processes, methods, devices, and techniques; and

    3) attempts to "advance the state of the art".

Proposal Details – Activity Type

Activity Type - The university functional area for this proposal.

- **Developmental Research**
  - The systematic use and practical application of investigative findings and theories of a scientific or technical nature toward the production of, or improvements in, useful products to meet specific performance requirements, but exclusive of manufacturing and production engineering.

- **Clinical Trial Research**
  - The controlled, clinical testing in human subjects of investigational new drugs, devices, treatments or diagnostics, or comparisons of approved drugs, devices, treatments or diagnostics, to assess their safety, efficacy, benefits, costs, adverse reactions, and/or outcomes.

Proposal Details – Activity Type

Activity Type - The university functional area for this proposal.

- **Clinical Research**
  - Clinical research is any research involving human subjects, even if Institutional Review Board (IRB) approval is not required, which fits into any of the three following categories:
    - **Observational study**. A type of study in which people are observed or certain outcomes are measured. No attempt is made by the researcher to affect the outcome — for example, no treatment is given by the researcher. (non-CT)
    - **Medical records research**. Medical records research involves the use of information collected from medical records, including imaging data, and blood and tissue repositories. (non-CT)
    - **Other**
      To be used only if a project can not be classified by one of the above categories.

Proposal Details – Activity Type

Activity Type - The university functional area for this proposal.

- **Other Research**
  - Used only if a research project cannot be classified as basic, applied, developmental, or clinical trial research.

- **Non-Research Activity Types**
  - **Training**
  - **Other Sponsored Activity**
  - **Equipment**
  - **Public Service**
  - **Fellowship**

PI Responsibilities and Departmental Oversight

Roles and Responsibilities for Sponsored Projects

- **Principal Investigator Responsibilities**
  - The Principal Investigator serves as the primary individual responsible for sponsored project management and must ensure compliance with all applicable requirements.
    - **Scientific and Project Management**
      - Scientific integrity and management of the sponsored project
      - Design and ethical conduct of all research activities
      - Ensuring project execution aligns with approved scope and objectives

PI Responsibilities and Departmental Oversight

Roles and Responsibilities for Sponsored Projects

- **Principal Investigator Responsibilities**
  - **Financial and Administrative Oversight**
    - Financial management of project funds in accordance with University Policy 6-440
    - Administrative management including proper documentation, record-keeping, and personnel oversight
    - Identification of appropriate funding sources for project costs not covered by sponsor funds
  - **Compliance and Reporting**
    - Adherence to all internal University policies governing research conduct and administration
    - Compliance with externally imposed sponsor terms and conditions as specified in award documents
    - Timely submission of all required reports including technical, financial, and compliance reports

PI Responsibilities and Departmental Oversight

Roles and Responsibilities for Sponsored Projects

- **The Principal Investigator maintains primary responsibility for all project aspects.** This responsibility cannot be delegated or transferred without formal procedures.
- In circumstances where a Principal Investigator cannot fulfill these obligations, the following protocol applies.
    - **Immediate Notification**: The PI must promptly notify the Department Chair of any inability to meet project responsibilities.
    - **University of California Academic Personnel Manual, section 245**, states that a Chair is responsible for reporting a faculty member's inability to carry out responsibilities and to recommend appropriate action.

PI Responsibilities and Departmental Oversight

Roles and Responsibilities for Sponsored Projects

- **Resolution Options**: The Department Chair will work with appropriate offices to:
  - Identify and approve a qualified replacement Principal Investigator
  - Coordinate with Sponsored Projects Administration for project termination if no suitable replacement is available.

Award Triaging

Non-Industry Extramurally Sponsored Agreements

- Please send non-industry extramurally sponsored agreements to any of the following inboxes promptly upon receipt from the sponsor:
  - or-awards@research.uci.edu;
  - OR-ORAMailbox@exchange.uci.edu;
  - or-awards@exchange.uci.edu.

- Awards sent to or-awards@uci.edu **will not** be received as the email address is inactive.

- Please send each award in a separate email to help with triaging.

Award Triaging

Industry Sponsored Clinical Trial Research and Clinical Research

- Please direct any KR notification emails and agreements for **industry sponsored Clinical Trial Research or Clinical Research to our central email inbox: or-ctcontracts@uci.edu**.

- Once a KR notification email and agreement are received at this email address, the transaction will be assigned to the appropriate Contract Officer and agreement review will begin.

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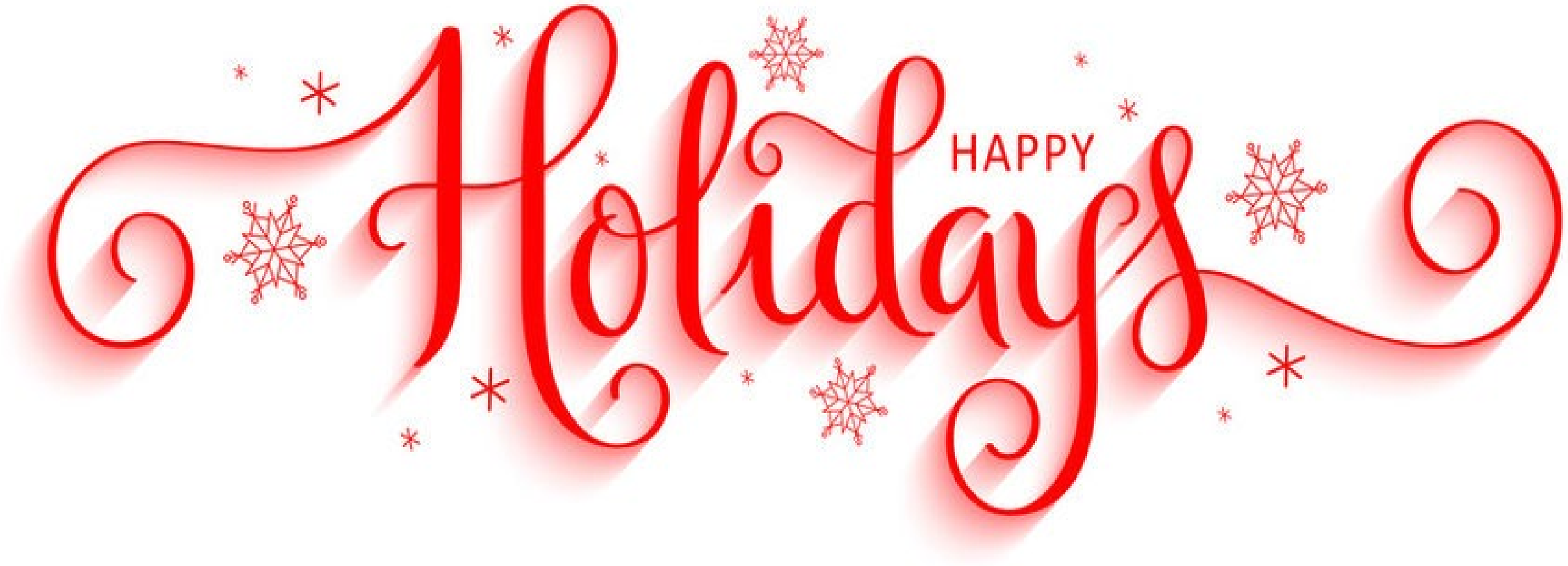
HAPPY
Holidays