

Quarterly Research Administration Meeting

June 19, 2019

Table Topics

Sponsored Projects Administration

- Federal and Non-Federal Contracts and Grants
- Clinical Trial Contracting
- Conflict of Interest
- Export Control
- Subcontracting
- ...and more!

Research Protections

- Human Research Protections
- Animal Care and Use
- Human Stem Cell Research
- Single IRB / Reliances
- Education & Quality Assurance Program
- ...and more

Electronic Research Administration

- Kuali Research
- Research Management System
- Cayuse 424
- Award Data and Reports
- ...and more!

Contracts & Grants Accounting

- Post Award Administration
- Account Balance Overview (ABO) Tool
- Payroll Certification
- Policies and Regulations
- ...and more!

Agenda

- *Table Topics*
- IRB Fees
- IACUC Overview
- UCI Center for Statistical Consulting
- ORCID
- Federal Update
- Training Grant Website
- Contracts & Grants Accounting Update
- ERA Update
- DocuSign
- *Table Topics (3:00-3:30)*

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- **IRB Fees**
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IRB REVIEW FEES

Beverley Alberola, CIP
Interim Director, IRB Operations

IRB REVIEW FEES

- The Human Research Protections unit in the Office of Research charges Institutional Review Board (IRB) fees for reviewing new and continuing clinical research submissions that are partially or fully supported by industry sponsors.
- **IRB Review Fees apply to all clinical research** involving human subjects that are **funded in whole (including chart review studies) or in part by industry sponsors.**
- **DEFINITION OF CLINICAL RESEARCH:** Designed to assess the safety, efficacy, benefits, adverse reactions, and/or other outcomes of drugs, devices, diagnostics, treatments, procedures, medical evaluations, monitoring or preventive measures.

IRB REVIEW FEES

Are **NOT** charged for:

- Exempt research;
- Modifications/ amendments to approved studies;
- Unanticipated Problems

IRB REVIEW FEES

Human Subjects Research Budgets

- **Researchers need to account for applicable IRB Review Fees in their proposed budgets** for industry-sponsored projects, as well as budgets for all subcontracts they expect to receive from such industry sponsors.

IRB REVIEW FEES

IRB Review Fee Collections Process

- IRB fees are assessed once the research is approved by the IRB.
- Fees will be recharged to the study account.
- For recharges, e-mail notification is provided to the investigator and the department business office regarding the amount and date of each charge.

IRB REVIEW FEES

UCI IRB Fee Structure

IRB Applications received on or after July 1, 2019

will be charged these fees. Because IRB Fees may be increased or decreased by future rate adjustments, please escalate these rates by 3% per year for budgeting purposes.

Initial Review - Full Committee:	\$2700.00
Initial Review – Central IRB is IRB of Record:	\$1800.00
Initial Review - Expedited:	\$1000.00
Continuing Review - Full Committee:	\$1200.00
Continuing Review - Expedited:	\$500.00
Continuing Review - 7 Year De Novo - Full Committee:	\$1500.00

IRB REVIEW FEES

**IRB Applications received between April 1, 2012 – June 30, 2019
will be charged these fees for the life of the study.**

Initial Review - Full Committee:	\$2200.00
Initial Review – Central IRB is IRB of Record:	\$1000.00
Initial Review - Expedited:	\$1000.00
Continuing Review - Full Committee:	\$825.00
Continuing Review - Expedited:	\$500.00
Continuing Review - 7 Year De Novo - Full Committee:	\$1500.00

IRB REVIEW FEES

IRB Applications received prior to April 1, 2012
will be charged these fees for the life of the study.

Initial Review - Full Committee:	\$1500.00
Initial Review - Expedited:	\$500.00
Continuing Review - Full Committee:	\$500.00
Continuing Review - Expedited:	\$500.00
Continuing Review - 7 Year De Novo - Full Committee:	\$500.00

Questions?

Beverley Alberola

beverley.alberola@uci.edu

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IACUC Overview

Melanie Fabian

IACUC Overview

- Who we are
- What we do
- What you need to know

Who we are

- Chair, Dr. Nancy Burley
- Attending Veterinarian Dr. Claire Lindsell
 - Associate Veterinarian Dr. Roger Geertsema
 - Senior Veterinarian Dr. Stacey Kang
- Institutional Animal Care and Use Committee
 - UCI Faculty, mostly animal users themselves
 - Non-scientific member
 - Community members (unaffiliated with UC)

What We Do

- Review and approve activities involving live animals at UCI (protocol review)
- Review the entire animal program and inspect all facilities every 6 months
- Review concerns involving animal use
- Investigate possible issues of non-compliance
- Report to regulatory agencies
- Maintain AAALAC accreditation

Protocol Review

- Rationale for the use of animals
- Justification for the species and number of animals needed
- Assurance that the experiments are not unnecessarily duplicative
- Detailed description of experiments and procedures
- Appropriate anesthesia, analgesia, sedation, monitoring, humane endpoints
- Adequate training of personnel

Animals at UCI

- More than 95% rodents
 - Transgenic mice
 - Rats
- Other species
 - Pigs – gastrointestinal and urological research and training
 - Sheep – heart valves
 - Frogs – cellular research
 - Zebrafish – genetics research
 - And yes, alligators!

Our Campus Partners

- University Laboratory Animal Resources (ULAR)
 - Coordinate animal procurement, billing, husbandry services
 - Assign space for animal-using faculty
 - Take daily care of animals
- Environmental Health and Safety (EH&S)
 - Review all animal-use protocols for human hazards
 - Conduct safety meetings and educate research staff

The IACUC Website

- <https://research.uci.edu/compliance/animalcare-use/index.html>
- Website includes:
 - Complete instructions for how to submit protocols
 - A detailed user guide for the Research Management System (RMS), our online protocol system
 - Links to ULAR and EH&S
 - Links to the Protocol Search Tool and Meeting Results
 - All sorts of other useful stuff

What you need to know

- The IACUC administrative staff is here to help you and your faculty
- We're also here to ensure that all live animals used in research, testing or teaching at UCI are treated humanely and ethically
- Questions? Contact us!
 - IACUC@uci.edu
- And remember...

Animal Research Matters!

Medical & Scientific Advances

- 1796-Smallpox Vaccine (cows)
- 1920s-Discovery of Insulin (dogs)
- 1930s-Development of Anesthesia (rats, rabbits)
- 1940s-Penicillin (mice)
- 1950s-Polio Vaccine (mice and primates)
- 20th century and beyond!
 - Disease diagnosis, prevention and treatment
 - Reproductive Technology
 - Premature newborn care



Questions?

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Statistical Resources for UCI Researchers

Joni Ricks-Oddie, PhD MPH

Director, UCI Center for Statistical Consulting | Department of Statistics
Director, Biostatistics, Epidemiology & Research Design Unit | ICTS

Why are we here?

- To help!
- Our goals with the UCI community:
 - Promote High Quality Research and competitive proposal development
 - Provide High Quality Statistical Support
 - Partner with researchers and research groups

Our services provide a holistic approach

- Provide assistance at all stages of project development from study design through final publication.
- Grant proposal preparation
- Study design
- Planning and conducting statistical analysis,
- Power and sample size calculations
- Interpretation of results
- Manuscript/poster/abstract review and preparation
- Response to reviewers
- IRB applications,
- Training in the use of statistical software
- Research database design

FREE

- 1st hour of consultation on any new project
- Drop-In Consulting Sessions
- Grant Submission Support
 - CSC and/or ICTS/BERD staff including in grant as budget or sub-award (% FTE)
 - Study Design
 - Power Analysis/Sample Size
 - Statistical Methods Planning and write-up

FEE

- Consultation beyond the first hour on any project outside of Grant Submission Support
 - Study design to reviewer response
- Grant preparation if we are not included in the grant

How we work?



FAQ

- Do you have a set of Standard Operating Procedures?
- We have groups interested in getting trained to use statistical software is that something you could help with?
- A research group need to learn how to do a specific type of analysis. Could you teach researchers to do that?
- We need a statistician(s) to be part of a grant? Do you have someone who could help?



Biostatistics, Epidemiology & Research Design (BERD)

UCI

Donald Bren School of
Information & Computer Sciences

Center for Statistical Consulting (CSC)

The UCI established the **ICTS BERD Unit** and the **CSC** to assist UCI investigators (faculty, staff, postdoc, student) to conduct and communicate rigorous, reproducible, high quality research.

Primary activities of BERD/CSC

- Statistical support for grant submissions
- Statistical and design issues for new studies
- Statistical analysis planning, implementation, and interpretation
- Study Design
- Development of research protocols
- Manuscript writing and revisions assistance

Contact BERD Unit

- Website: icts.uci.edu/services/berd1.php
- Joni Ricks-Oddie, Director (BERD & CSC)
jricksod@uci.edu 949-824-0513
- Erika Whitton, Administrative Coordinator
ewhitton@uci.edu 949-824-3350

Services

- Weekly drop-in consultation (BERD Only)
 - Tuesdays 12-2pm, by appointment
 - Brief statistical consultation FREE of charge
- Extended study design / data analysis (BERD/CSC)
 - Hourly fee (\$80/hr)
- Long-term collaboration
- %FTE statistical support for project (BERD/CSC)

Contact CSC

- Website: <http://statconsulting.uci.edu/>
- Joni Ricks-Oddie, Director (BERD & CSC)
jricksod@uci.edu 949-824-0513
- Jodi MacGregor, Business Manager
jmacgreg@uci.edu 949-824-9908

Questions

Joni Ricks-Oddie, PhD MPH

jricksod@uci.edu

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ORCID for the UCI Community



June 19, 2019

Mitchell Brown

UCI Libraries and University of California Irvine
Student Center, Emerald Bay B.

What is ORCID?

- ORCID is an open, not-for-profit organization run by and for the research community
- We provide researchers with a unique identifier, an ORCID iD, that reliably and clearly connects them with their research contributions and affiliations
- Hundreds of systems have now integrated ORCID iDs – from grant application and manuscript submission to CRIS to repositories, and more!
- By pooling the know-how and influence of the international research community, we can deliver a huge step forward for the openness and reliability of research information.

Why ORCiD? Researchers

1. Spend more time doing research, less time managing it
2. Improve recognition and discoverability for yourself and your research activities
3. Benefit from having a trusted, self-managed record of your research activities and affiliations that you can share with organizations and individuals you trust

Why ORCID? Organizations

1. Ownership of your organization's name and validation of connections with it
2. Maintain links with your researchers - past, present, and future
3. Benefit from faster, automated information-sharing through cross-system interoperability

DISTINGUISH YOURSELF IN THREE EASY STEPS

30 Seconds to Register

<https://orcid.org/>

1

REGISTER

Get your unique ORCID identifier [Register now!](#)
Registration takes 30 seconds.

2

ADD YOUR INFO

Enhance your ORCID record with your professional information and link to your other identifiers (such as Scopus or ResearcherID or LinkedIn).

3


USE YOUR ORCID ID

Include your ORCID identifier on your Webpage, when you submit publications, apply for grants, and in any research workflow to ensure you get credit for your work.

 <https://orcid.org/0000-0002-3366-1281>

 **Mitchell C. Brown**

ORCID iD


 <https://orcid.org/0000-0002-3366-1281>

[View public version](#)

 [Display your iD on other sites?](#)

 [Public record print view?](#)

 [Get a QR Code for your iD ?](#)

 **Also known as**

MC Brown, Mitchell C. Brown

 **Country**

United States

 **Keywords**

librarian, scholarly communications,
research librarian, chemistry,
physics, earth system science

Biography



I am a librarian at the University of California Irvine. My title is Scholarly Communications Coordinator and Research Librarian for Chemistry, Earth System Science and Russian Studies. My education background includes a B.S. Physics (Carnegie-Mellon, 1988) and M.L.I.S. (University of Texas, Austin, 1994). I have worked at LSU-Baton Rouge and Princeton University prior to UC Irvine.

▼ Employment (4)

[+ Add employment](#)

[↕ Sort](#)

University of California Irvine: Irvine, CA, US



2005-07-17 to present | Research Librarian for Chemistry, earth System Science,
Pharmaceutical Science, and Russian Studies; Scholarly Communications
Coordinator (Library)
Employment

Source: Mitchell C. Brown

★ Preferred source



Princeton University: Princeton, NJ, US



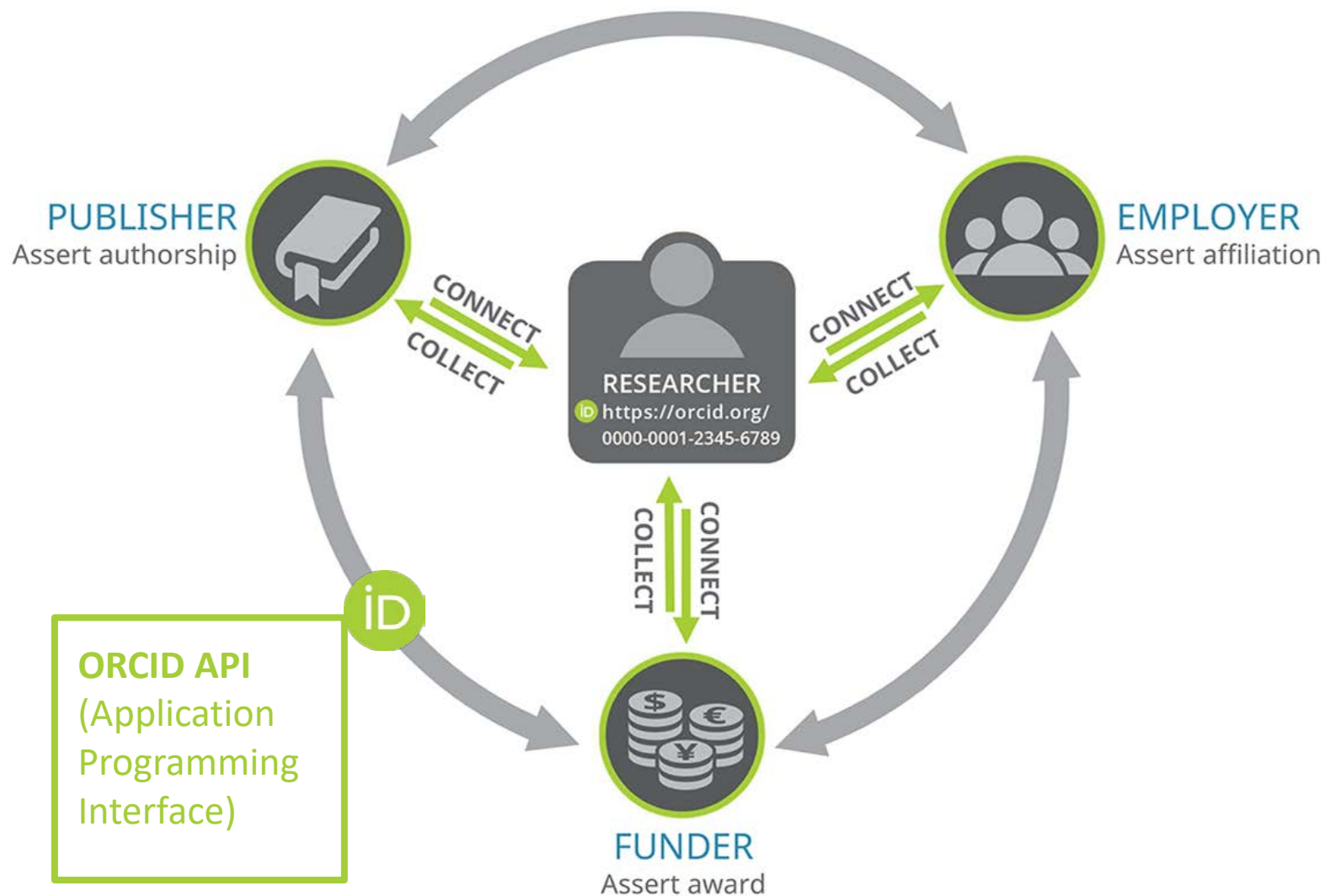
2000-05-28 to 2005-06-30 | Mathematics and Physics Librarian (Library)
Employment

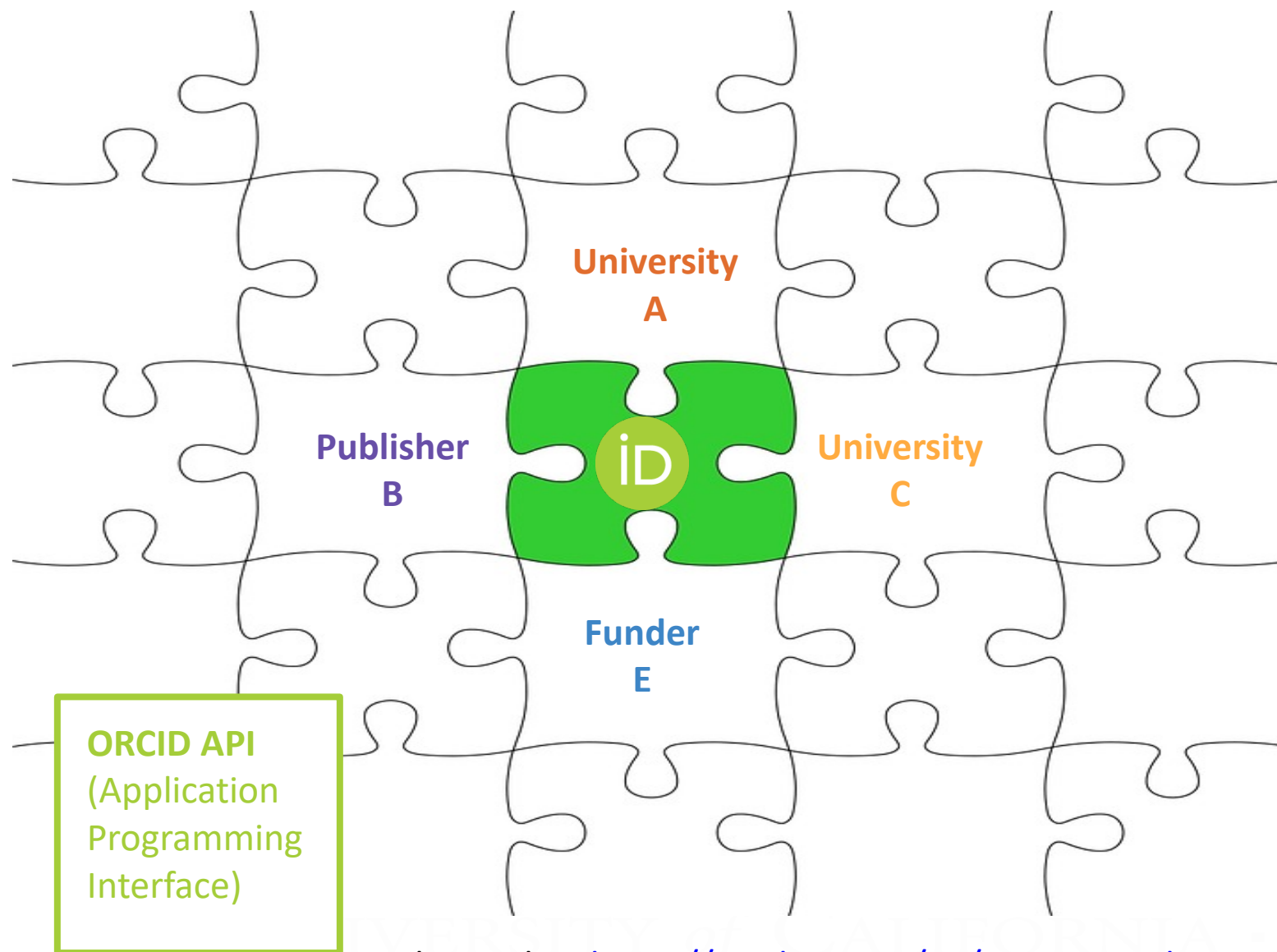
Source: Mitchell C. Brown

★ Preferred source



INTEROPERABILITY ENTER ONCE REUSE OFTEN





Contact Information

Help with ORCiD Registration



Mitchell Brown

UCI Libraries

Scholarly Communications Coordinator

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(949) 824-9732

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Federal Update

Summer QRAM

June 19, 2019

NIH-Notice of Special Interest NOT-OD-19-17

- Expanding the use of Notices of Special Interest (NOSI) posted in the NIH Guide for Grants and Contracts in lieu of non parent program announcements
 - NOSI's highlight a specific area of research or program
 - Direct applicants to one or more active FOA's for submission of applications for the initiative described in the notice
- NOSI's require applicants to include the notice number in the Agency Routing Identifier field (4b) in the SF 424 (R&R)
 - **Failure to include the information in field (4b) will result in the application being removed from consideration for the initiative**

NIH – Update to Policy on ESI Application Status NOT-OD-19-072

- NIH will automatically update the ESI (early stage investigator) status of an application within eRA Commons as follows:
 - If a PD/PI updates his/her degree or residency information after submission of an R01 or R01-equivalent application, or if an investigator requests and/or receives an extension of ESI status after submitting an R01 or R01-equivalent application, the application will be reviewed with the designation assigned at the time of submission.
- Within eRA Commons, the status of the pending application will be updated after release of the Summary Statement to acknowledge ESI-application eligibility.

NIH – Update to Policy on ESI Application Status (cont.) NOT-OD-19-072

- If an ESI-eligible application is awarded and the same PD/PI has an R01 or R01- equivalent application pending review, the pending application will be reviewed as an ESI-eligible application. However, the status of the pending application will be updated after release of the Summary Statement to acknowledge the application is no longer ESI-eligible.
- This will minimize the need for manual changes while allowing consideration of ESI status at the time of funding decision.

Update to NIH/AHRQ Policy on Post-Submission Materials NOT-OD-19-083

Applicable to applications submitted to due dates on or after
May 25, 2019

- Applications for Training Grants (T series), a list of publications up to three pages in length will be accepted as post submission materials.
 - Replaces the current on page limitation for post submission publications list
- Clarifies that Preprints and Other Interim Research Products (NOT-OD-17-050) are not accepted as post submission materials because they do not represent unforeseen events.

Update to NIH/AHRQ Policy on Post-Submission Materials NOT-OD-19-083 (cont.)

- Missing or corrected materials cannot be submitted after the application due date unless submission of that material is specifically listed in NOT-OD-19-083 as allowable post-submission material(s).
- Materials resulting from change of institution, or change of PD/PI, that occurs between application submission and peer review must be sent to the Scientific Review Officer (SRO) managing the review with a cc: to the Division of Receipt and Referral (csrdrr@mail.nih.gov); after review materials should be sent to the Grants Management Specialist (GMS) listed in eRA Commons for the application.

NIH/AHRQ-Required Use of xTRACT System to Prepare Data Tables
for Training Grants Research Performance Progress Reports (RPPR) in
FY 2020
NOT-OD-19-108

- xTRACT **must be** used to create the required training data tables for submission of RPPR's for NIH and AHRQ T15, T32, T90/R90 and TL1 awards
 - RPPR will validate the uploaded data table pdfs to ensure they were created in xTRACT
 - Guidance on using xTRACT and this guide notice can be found on the UCI Training Grant website: <https://research.uci.edu/research-development/training-grants/index.html>
- xTRACT use will continue to be voluntary for new and renewal training grant applications as well as awards for career level training, education and career development awards.

USDA-National Institute of Food and Agriculture (NIFA) Indirect Cost Rate Change

2018 Farm Bill

– Except as provided in law, indirect costs against any grant may not exceed 30% of TFFA (Total Federal Fund Awarded)

- Chart - <https://nifa.usda.gov/resource/indirect-cost-chart>

– Now includes FAQs

Total Federal Funds Awarded (TFFA) = Field K., Total Costs and Fee, on SF-424 R&R Budget



For overall award, not to exceed 30 percent of TFFA; see <https://nifa.usda.gov/resource/2018-farm-bill-indirect-cost-provision> for calculation information.

USDA-National Institute of Food and Agriculture (NIFA) Indirect Cost Rate Change (cont.)

- Prime: Lesser of negotiated rate or 30% TFFA*
- Subs: Lesser of negotiated rate or 30% TFFA
- Add IDC for Prime plus Subs – if the amount exceeds 30% TFFA of Prime's budget, then adjustments must be made
- *may be split between the Federal and any required match

UCOP is developing a systemwide approach to assessing this IDC limitation on USDA-NIFA proposals when subs are involved

Notify SPA or AI in advance if you have proposals or awards from USDA-NIFA that are subject to this IDC limitation

Update on Foreign Influence on Research

Reminder on concerns

1. Failure by some researchers to disclose substantial contributions of resources from other organizations, including foreign governments;
2. Diversion of intellectual property in grant applications or produced by NIH-supported research to other entities, including other countries; and
3. Sharing of confidential information by peer reviewers with others, including with foreign entities, or otherwise attempting to influence funding decisions.

NIH: Other Support

NIH has noted failure to disclose substantial foreign research support:

- Talents awards, employment, foreign grants
- Hidden transfer of information, know-how, data and person time

When in doubt, disclose everything.

NSF: Current and Pending Support

- Include all financial resources and commitments of time even if no salary support is received.
- All current and pending support, including this project, for ongoing projects, and for any proposals currently under consideration from whatever source, irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.
- All projects and activities, current or proposed that require a time commitment from the individual must be reported, even if the support received is only in-kind (such as office/laboratory space, equipment, supplies, employees, students).

NSF: Current and Pending Support (cont.)

- The total award amount for the entire award period covered (including indirect costs) must be provided, as well as the number of person-months (or partial person-months) per year to be devoted to the project by the senior personnel involved.
- Concurrent submission of a proposal to other organizations will not prejudice its review by NSF, if disclosed.
- If the project (or any part of the project) now being submitted has been funded previously by a source other than NSF, provide the required information describing the last period of funding. For example, Federal, State, local, foreign, public or private foundations, non-profits, industrial or other commercial organizations, consulting, or internal funds allocated toward specific projects.

NSF: New Bio Sketch format

Designated the National Institutes of Health's SciENCv (Science Experts Network Curriculum Vitae) as an NSF-approved bio sketch format and is encouraging its use.

Beginning with the next PAPPG (anticipated effective date, January 2020), NSF will only accept PDFs for bio sketches generated through an NSF-approved format. A description of NSF-approved format(s) will be posted on the NSF website when the PAPPG is issued:

https://www.nsf.gov/pubs/policydocs/pappg19_1/pappg_2.jsp#IIC2f

Multiple training resources are available on the SciENCv website:

<https://www.ncbi.nlm.nih.gov/sciencv/>

- SciENCv Background
- YouTube Video: SciENCv Tutorial
- YouTube Video: Integrating with ORCID
- SciENCv Help

DOE internal memo published June 7, 2019

[DOE Order 486.1 – Department of Energy Foreign
Government Talent Recruitment Programs.](#)

Applies to internal DOE elements and Management & Operations (M&O) contractors.

No external guidance provided yet.

Guidance on Foreign Relationships/Affiliations

Official communication and guidance is posted to our website and will be updated as we receive specific information from the federal government regarding policies and procedures.

<https://research.uci.edu/ref/export-controls/basics/foreigninfluences.html>

Questions??

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Training Grants Website

<https://www.research.uci.edu/research-development/training-grants/index.html>

Training Grants

This guide is specifically for applications for **T32 Ruth L. Kirschstein Institutional National Research Service Awards (NRSA)**.



Institutional NRSA programs allow the Training Program Director/Principal Investigator (Training PD/PI) to select the trainees and develop a program of coursework, research experiences, and technical and/or professional skills development appropriate for the selected trainees. Each program should provide high-quality research training and offer opportunities in addition to conducting mentored research. The grant offsets the cost of stipends, tuition and fees, and training related expenses, including health insurance, for the appointed trainees in accordance with the approved NIH support levels.

Please read the [NIH Parent T32 Guide/ Announcement](#) thoroughly to be sure that your PI's project would be appropriate and competitive for this type of grant.

Announcements

Refer to the most current [parent guide/announcement](#). Advise the Principal Investigator (PI) to reach out to the program officer of the specific NIH agency or institute that most closely relates to their area of research. If the PI is unsure, the program officer should work with the PI to hone in on the training grant that best fits them.

General deadlines are Jan 25, May 25, and Sept 25. May 25 is the most common. AIDS-related applications follow unique application due dates: January 7, May 7 and/or September 7. When submitting a 5-year renewal be cognizant of the earliest projected start date to avoid a break in funding

Required Use of the xTRACT System to Prepare Data Tables for Training Grant Research Performance Progress Reports in FY 2020

Guidelines & Resources

- ▶ [How to Apply – Application Guide](#)
- ▶ [Supplemental instructions to the SF424 \(R&R\)](#)
- ▶ [NIH Parent T32 Guide/ Announcement \(through 1/8/21\)](#)
- ▶ [FAQs](#)
- ▶ [Overview of all Data Tables](#)
- ▶ [xTRACT information](#)
- ▶ [Webinar from NIGMS \(1 hr 23 min\)](#)
- ▶ [xTRACT info from FDP conference](#)
- ▶ [NIH Institutional Training Grants Overview](#)

Listserves

- ▶ [Sign up for the CG News listserv by sending a blank email to: \[cg-news-join@uci.edu\]\(mailto:cg-news-join@uci.edu\).](#)
- ▶ [Sign up for NIH listserv \[here\]\(#\).](#)

Starting point

- NIH T32 grants
- Document the intricacies and nuances of training grants – pre & post-award
- Point of reference – updates/SOP's
- Broader goal – improve these various processes
- Landing page has
 - General overview
 - Links/resources
 - Announcements

Budget Categories

Jump to: Stipends | Tuition & Fees | Trainee Travel | Training Related Expenses (TRE)

Stipends

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Post Award

Quick Facts

- At UCI, training grants receive a new fund number every year.
- Using UCI's Kuali Financial System (KFS), at least two expense accounts are established for each training grant:
 - Accounts starting with 44 are used for trainee travel and training related expenses
 - Accounts starting with 78 are used for pre-doc stipends, and tuition and fees
- Four accounts should be linked to the fund if the prior year has an unliquidated balance. If there is no unliquidated balance from prior year, two accounts are sufficient.
- Per the Notice of Award (NOA), "Carryover of an unobligated balance into the next budget period requires Grants Management Officer prior approval."
- An Annual Federal Financial Report (FFR) is required for all training grants.
- No-cost time extensions are granted to allow continuation of trainees currently appointed. A new trainee may not be appointed during this period.
- The F&A rate for NIH Training Grants is 8% of Modified Total Direct Cost (MTDC), and at UCI the base code "E" is assigned to the expense account. Student tuitions and fees are excluded from MTDC. More information on UCI's indirect costs can be obtained from [here](#).
- Make sure to include the entire tuition amount on your applications, not the percentage to be paid by the sponsor in order to avoid a double-reduction in award amount.



Questions? Contact Judy Mach (judy@uci.edu) or Alice Han (bahan@uci.edu).

POST-AWARD

- Highlighted by Beata at last QRAM
- Post award sections
 - Quick Facts
 - Budget Categories
 - Reporting & Close-Out
 - Re-budgeting

Collecting Data and Preparing Tables

Preparation

Data Management

Ask those who have submitted training grants how they organize their data.

A popular method is saving a version of the document or spreadsheet each time edits are made with the date in the file name. This reduces the risk of losing a version that a person may have wanted to keep and ensures the correct version is worked on.

Consistently backing up the data on more than one machine is something else to keep in mind as well.

Another method is color coding your spreadsheet cells: one color when the item has been received from the department, one color when the item has been reviewed, formatted and edited, and one color when it is ready to submit.

When preparing the tables, utilize the resources from the NIH website and keep the samples and instructions on hand [CLOSELY](#).

Brush up on your Excel skills!

Give yourself ample time

This portion of the submission process will, by far, take up the bulk of your time. Be sure to plan accordingly. Go through the [data table overview](#) on NIH and make sure you thoroughly understand what NIH is looking for in each table. Keep collected data organized, and develop a system so that you are aware what data still needs to be gathered. Make sure to take a look at the [data table samples](#) that NIH provides. Keep organized what sort of information you need to ask from each individual to prevent redundancy and unnecessary back and forth.



Resources

- ▶ All Data Tables (.pdf)
- ▶ All Data Tables (.docx)
- ▶ Blank Data Tables (.docx)
- ▶ Reports & Data
- ▶ FAQ from NIGMS
- ▶ Data Tables overview (when newly revised in 2016)
- ▶ Some Excel formulas

Data tables – prep

- Main driver for creating this resource
- Starts with overview, links, and general advice from seasoned administrators

Data Requests

Grad Division: Predoc data

See [this link](#) for more info on the data request process.

You must also be aware that these data requests are integral to obtain early because when faculty write up their research strategies, NIH wants them to reference specific data tables and integrate the data.

Office of Institutional Research: Postdoc data

If you need information regarding current Post Doc or other employees (e.g., numbers, demographics, time as post doc) please contact the Office of Institutional Research (oir@uci.edu). *At minimum*, please include with your request the following and please be specific: The purpose of the request; the population of the request (e.g., post-docs, faculty, etc.), department(s) if applicable, dates or time window needed, by when you need the data, the format needed for the finished product, and anything else that you think would help us complete your request. Also please understand that requests take time so the earlier the request is submitted, the more likely we are to be able to complete it within your given timeframe.

TG Liaisons

Please refer to these individuals if you are within their school to receive guidance and assistance during this process.

- **School of Medicine:** Lauren Nguyen (lnsoto@uci.edu)
- **Biological Sciences:** Yergalem Meharenn (ymeharen@uci.edu)

Individual Departments

You will reach out to the home departments of each faculty member. Make them aware that the faculty member will be listed on a training grant submission. It may be helpful to reach out to other administrators who have completed training grants to obtain a list of departmental administrative contacts who are familiar with providing information for these data tables.

Data tables - requests

- Processes for requesting data from various groups on campus

Guidance + Tips & Tricks

Why Are Data Tables Required?

These tables help present a deeper look into your Training Program. It's important to aim to complete these data tables early so that the findings can be incorporated into the body of the grant application.

Click [here](#) for the NIH Data Tables Guide, which includes more detailed information.

See below for guidance on who to reach out to and tips/tricks that are unique to our campus.

Do you have some of your own tips/tricks and knowledge to share that isn't shown below? Please email Kristine Thai (kthai2@uci.edu). The more robust this resource is the better. Thank you!

Table 1: Census of Participating Departments and Interdepartmental Programs

Table 2: Participating Faculty Members

Table 3: Federal Institutional Research Training Grants and Related Support Available to Participating Faculty Members

Table 4: Research Support of Participating Faculty Members

Table 5: Publications of Those in Trainings

Table 6: Applicants, Entrants, and their Characteristics for the Past Five Years

Table 7: Appointments to the Training Grant for Each Year of the Current Project Period (Renewals/Revisions only)

Table 8: Program Outcomes

Data tables – guidance/tips + tricks

- Goes into each data table
- Campuses processes
- Tips/tricks from seasoned submitters
- Work in progress – please contribute

Reports & Data

Compiled Resource

[Here](#)* is a compiled resource of the below data points, in an effort to have this information in a one-stop shop.

*To view this, you need to sign in to G-Suite with your UCI account. If you do not currently use G-Suite (available to all UCI staff), please go ahead and sign up. For more information on how to do so, see [here](#).

Corrections or Updates? Please contact Kristine Thai (kthai2@uci.edu). Thanks!

> **All currently active, federal institutional training** (e.g., [NIH T32](#), [T35](#), [AHRQ T32](#)), **career development, and research education** (e.g., [NIH R25](#), [K12/KL2](#), [TL1](#)) **support available** - Table 3 (first sheet)

> **List of faculty on current training grants** - Table 3 (second sheet; filter by faculty/PD/PI)

> **Number of predoc/postdoc positions awarded on current training grants** - Table 3 (first sheet)

> **Training Grant Trainees by Department** (second sheet; filter by predoc/postdoc, sort by department)

> **Contacts for these grants** (first sheet)

Campus Tools

> [E-Synopsis look-up](#)

> [Award Balance Overview \(ABO\) report](#)

Reports/data

- Going along with the data tables...
- Compiled resource
 - Info from different sources in one place
 - Housed on Google Sheets
- Just one example... open to more ideas!
- Applicable campus tools

Program Plan

Throughout this process, you should also be tracking the documentation that the faculty members and the PI need to submit. Be aware that each faculty member has to write a personal statement which is more detailed in training grant submissions versus other grants. Be sure to review the guidelines on the specific center/institute that you are submitting for.

- > See [here](#) for the application guide
- > See [here](#) for information on page limits

Biosketches

When accepting biosketches, be sure to review for accuracy and consistency. Although there is a personal statement within the biosketch, the PI and each faculty member also has to submit a research statement describing their research and how it relates to the training grant.

Responsible Conduct of Research (RCR)

Typically, the administrator is not responsible for writing the Responsible Conduct of Research (RCR), but you may be tasked to look it over.

Sometimes, syllabi and course schedules are appropriate to insert here.

See [here](#) for more information.

Letters of Support

When approaching letters of support, make sure that the departments are aware that the letter must provide concrete and specific examples on how the success of this training grant will benefit them.

One letter of support should be at the institutional level. For example, Graduate Studies has a similar program where Dean Leslie will provide the equivalent of an [extra trainee slot](#). ICS and Physical Sciences do not have a matching incentive. BioSci fully supplements fees that aren't covered by the training grant. To inquire about training grant incentives for the UCI School of Medicine, please contact Tara Massimino and Lauren Nguyen.

Another thing to note is that if you fund a trainee on the matching funds from Grad Div, for example, the trainee cannot put on their CV that they were funded on a training grant. This type of position will probably be classified as a Fellowship. You cannot include these trainees on a Progress Report.

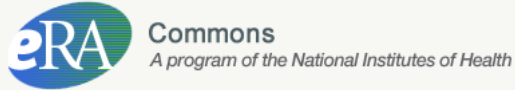
xTrain will be creating another section: those closely related (e.g. those funded by these incentive programs) for a way to track these trainees.



Program plan

- Things to note for the rest of the application
- Campus processes
 - Biosketches
 - Responsible Conduct of Research
 - Letters of Support

ERA Roles & xTRACT



Create eRA Roles

NIH institutional grants require access to a variety of systems, account and assigned roles. The roles may assign the roles are:

Principal Investigator (PI)

- The Program Director manages the program and for the eRA Commons, this role is responsible for selecting and appointing PIs.
- A Multi-PI can perform the role of PI.
- Only a department administrator can create a PI account. Email: era@research.uci.edu

Assistant to a PI (ASST)

- An ASST user is a grantee with a training appointment.
- Receives delegated authority from the PI.
- Prepares training grant applications.
- Views grant status.
- This is your role if you are a grantee.

Resources

- ▶ See more about our own eRA team!
- ▶ Visit the NIH eRA site [here](#).
- ▶ More info from eRA Commons on

xTRACT

Extramural Trainee Reporting and Career Tracking (xTRACT) is a module in eRA Commons used by applicants, grantees, and assistants to create research training tables for inclusion in progress reports and institutional training grant applications. Because xTRACT is integrated with Commons it is able to pre-populate some training data for training tables and reports by using xTrain appointment and related data. This includes trainee names, selected characteristics, institutions, grant numbers, and subsequent NIH and other HHS awards. xTRACT also allows the manual entry of data, for information not found in Commons or xTrain. This manually entered information is stored in xTRACT and can be re-used when preparing subsequent training table submissions. If you are a Signing Official (SO), Administrative Official (AO), Business Official (BO), Principal Investigator (PI), or assistant (ASST) in Commons, you have access to the xTRACT module. Tables created here must be attached to and submitted with the appropriate progress reports or application.

Note: NIH made this [announcement](#) on May 2019:

Beginning with RPPRs due on or after October 1, 2019 (FY 2020), recipients must create the required training data tables for submission with NIH and AHRQ T15, T32, T90/R90, and TL1 progress reports via the xTRACT system.

The use of xTRACT to prepare the data tables for new and renewal applications for the specified types of training grants (i.e., T15, T32, T90/R90, and TL1) will not be mandatory in FY 2020 but may be required in future years. Applicants for new or renewal training grant awards are encouraged to take steps now to gain experience with the system prior to its required use. New users may wish to explore the [xTRACT resources](#) available on the eRA website, including instructional videos and FAQs.

[Here](#) is a helpful presentation from the recent [FDP](#) conference

ERA & xTRACT

- ERA roles and who that person is at UCI
- xTRACT and the upcoming transition

Questions?

Kristine Thai - kthai2@uci.edu

Agenda

- *Table Topics*
- IRB Fees
- IACUC Overview
- UCI Center for Statistical Consulting
- ORCID
- Federal Update
- Training Grant Website
- ***Contracts & Grants Accounting Update***
- ERA Update
- DocuSign
- *Table Topics (3:00-3:30)*

Contracts & Grants Accounting Update

Beata Najman

KFS Decision Support

Options▼

[Expand All](#) | [Collapse All](#)

- Cognos Analytics (Cognos 11) <#>
- DWQuery <#>
- +DWQuery
- +Accounts Receivable
- +Capital Asset
- +Chart of Accounts - Lookups
- +Chart of Accounts - Crosswalk (KFS/LegacyFS)
- +Chart of Accounts - KFS Tables - Field Attribute Listings
- General Ledger - Campus Reports
 - Account Summary and Transactions <#>
 - Account Summary Report (FS0100/200) <#>
 - Account Transaction - Income and Expense (FS0100-Detail General Ledger) <#>
 - Award Balance Overview <#>
 - Contracts & Grants Overdrafts <#>**
 - Encumbrance Report <#>

UCIRVINE
DECISION SUPPORT

Contracts & Grants Overdrafts

Run Date/Time: 05/20/2019 9:46:42 PM
Page #: 1 of ?
Run by: Kevin B Chung

Award Org or Org Rollup
Code:

Primary Project Director
UCINetID:

Calculate Encumbrances for
Overdraft

Yes



Run

Please Input Org, Org Rollup, or Primary Project Director.

Current Overview

Projections

UCIRVINE

DECISION SUPPORT

- PI Report Projections are linked to ABO

Project Director:	<input type="text"/>
Fiscal Year:	<input type="text" value="2019"/>
Accounting Period:	<input type="text" value="12 - JUN19PER12"/>
Org:	<input type="text"/>
Fund:	<input type="text"/>
Account:	<input type="text"/>
Fiscal Officer:	<input type="text"/>
Account Manager:	<input type="text"/>
Account Closed Flag:	<input type="text" value="Show Open Accounts"/>
Balance:	<input type="text" value="Balance W/ Encumbrance"/>
Expired Funds:	<input type="text" value="Filter Out Expired Funds"/>

<u>EFFECTIVE PERIOD</u>					
<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2016	06/30/2018	54.50	On-Campus	Organized Research
PRED.	07/01/2018	06/30/2019	55.00	On-Campus	Organized Research
PRED.	07/01/2019	06/30/2020	56.00	On-Campus	Organized Research
PRED.	07/01/2020	06/30/2021	57.00	On-Campus	Organized Research
PRED.	07/01/2016	06/30/2021	26.00	Off-Campus	Organized Research
PRED.	07/01/2016	06/30/2018	46.00	On-Campus	Instruction
PRED.	07/01/2018	06/30/2021	47.50	On-Campus	Instruction
PRED.	07/01/2016	06/30/2021	26.00	Off-Campus	Instruction
PRED.	07/01/2016	06/30/2018	37.50	On-Campus	Other Sponsored Activities
PRED.	07/01/2018	06/30/2021	43.50	On-Campus	Other Sponsored Activities
PRED.	07/01/2016	06/30/2021	26.00	Off-Campus	Other Sponsored Activities
PRED.	07/01/2016	06/30/2021	10.00	Off-Campus	Intergovernmental Personnel Act
PROV.	07/01/2021	Until Amended	Use same rates and conditions as those cited for fiscal year ending June 30, 2021.		

Questions?

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ERA Update

Barbara Inderwiesche

Enter User Feedback and Submit Incident Reports!

Incident Report

Incident Feedback

This information will be forwarded to our support team. Please describe what action you were taking when the problem occurred

Document Id:	
View Id:	
Error Message:	The system has encountered an error and is unable to complete your request at this time. Please provide more information regarding this error by completing this Incident Report.
User Feedback:	<div>Enter user feedback here...</div>
<div>Submit Report Retry Cancel</div>	

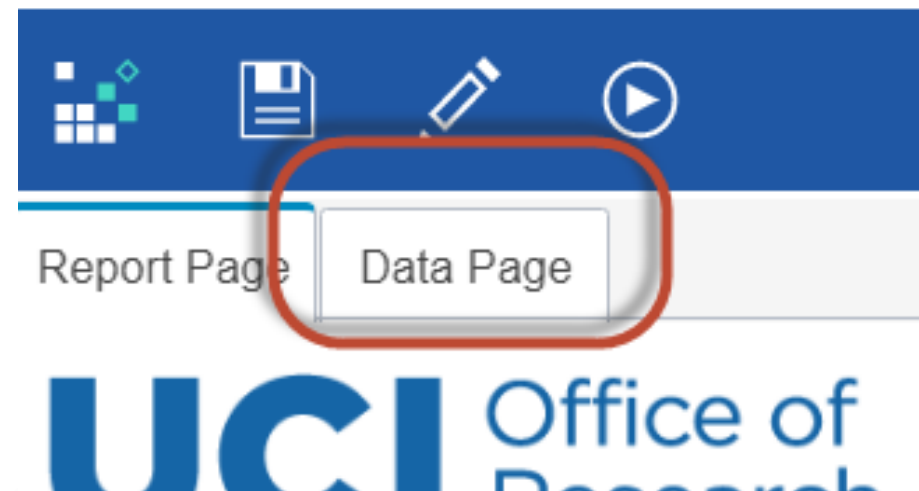
Stacktrace (only in dev mode)

```
org.springframework.web.bind.UnsatisfiedServletRequestParameterException: Parameter conditions "methodToCall=prepareDataOverride" OR "methodToCall=createOverride" OR "methodToCall=sendOverrideNotification" OR "methodToCall=refresh, refreshCaller=S2sOpportunity-LookupView" OR "methodToCall=addNewS2sOverride" OR "methodToCall=removeExistingS2sOverride" OR "methodToCall=syncCurrentGrantInformation" OR "methodToCall=pushCurrentToOverride" OR "methodToCall=retrieveApplicationXml" OR "methodToCall=save, pageId=PropDev-OpportunityPage" OR "methodToCall=replaceS2sOverrideApplication" OR "methodToCall=updateHashS2sOverrideApplication" OR "methodToCall=updateHashFileUploadLine" OR "methodToCall=printFormsXml" OR "methodToCall=retrieveGrantApplicationXml" OR "methodToCall=addUserAttachedForm" OR "methodToCall=viewUserAttachedFormXML" OR "methodToCall=viewUserAttachedFormPDF" OR "methodToCall=deleteUserAttachedForm" OR "methodToCall=refreshSubmissionDetails" OR "methodToCall=saveUserAttachedForm" OR "methodToCall=printForms" OR "methodToCall=clearOpportunity" OR "methodToCall=navigate, actionParameters[navigateToPageId]=PropDev-SupplementalPage" OR "methodToCall=performPermissionSearch" OR "methodToCall=prepareAddPermission" OR "methodToCall=savePermission" OR "methodToCall=addPermission" OR "methodToCall=copyBudget" OR "methodToCall=openBudget" OR "methodToCall=populateBudgetSummary" OR "methodToCall=populatePrintForms" OR "methodToCall=printBudgetForms" OR "methodToCall=markBudgetVersionComplete" OR "methodToCall=markBudgetVersionIncomplete" OR "methodToCall=markForSubmission" OR "methodToCall=removeFromSubmission" OR "methodToCall=addBudget" OR "methodToCall=validateData" OR "methodToCall=toggleValidation" OR "methodToCall=navigateToError" OR "methodToCall=preparePrintDialog" OR "methodToCall=printSponsorForms" OR "methodToCall=generateReport" OR "methodToCall=printReport" OR "methodToCall=populateAdHocs" OR "methodToCall=saveAdHocChanges" OR "methodToCall=internalSubmit" OR "methodToCall=cancelProposal" OR "methodToCall=disapproveProposal" OR "methodToCall=submitToS2s" OR "methodToCall=approveCheck" OR "methodToCall=confirmApproval" OR "methodToCall=cancelReject" OR "methodToCall=cancelApprove" OR "methodToCall=submitToSponsor" OR "methodToCall=navigate, actionParameters[navigateToPageId]=PropDev-SubmitPage" OR "methodToCall=reject" OR "methodToCall=deleteProposal" OR "methodToCall=addRecipients" OR "methodToCall=proceed" OR "methodToCall=sendAdHocRequests" OR "methodToCall=approve" OR "methodToCall=recall" OR "methodToCall=blanketApprove" OR "methodToCall=deleteLineNotificationRecipient" OR "methodToCall=submitForReview" OR
```

- The Fiscal Year – end, that is.
- Zot!Portal > Decision Support > OR Decision Support > Awards by Campus Area
- Updates on July 1, 2019
- Data Page

OR Decision Support

- Office of Research Homepage
- Award Activity
 - Awards by Campus Area**
 - PI/Co-PI Awards Credit by Role
- Negotiations Activity
 - Material Transfer Agreement Count



Questions?

Come talk to ERA at the tables!

Or, email era@research.uci.edu

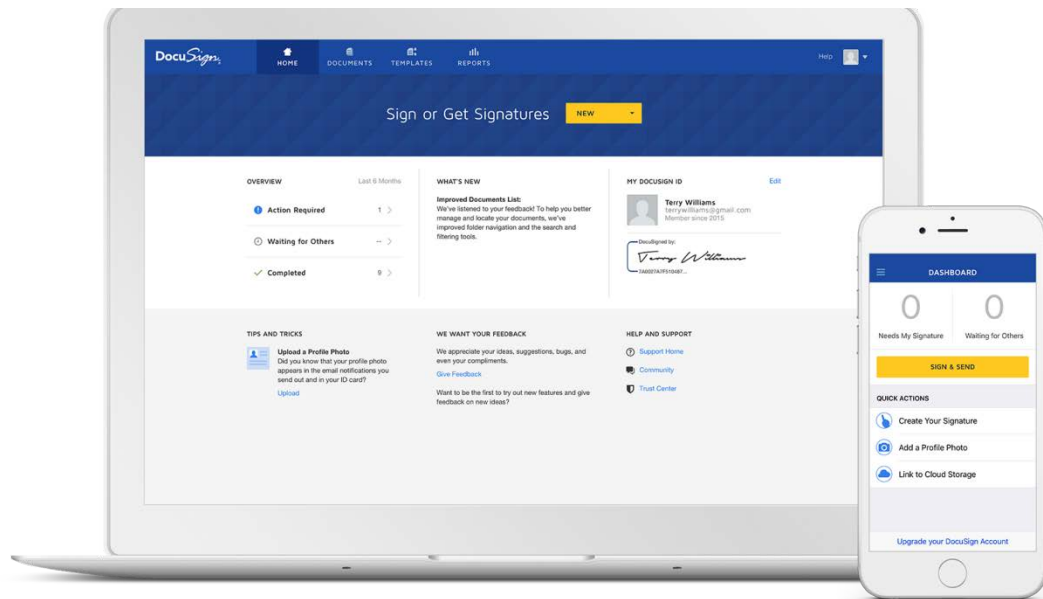
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DocuSign

Kelly Kadlec

DocuSign

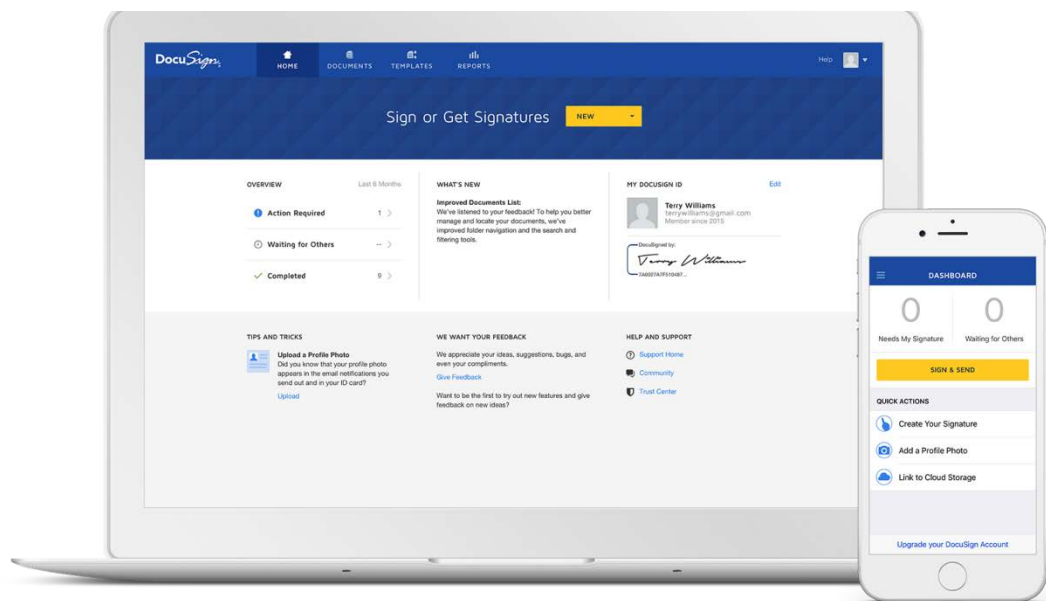


Have you ever DocuSigned anything?

- Fast, secure, trackable, paperless
- Number of departmental accounts increasing

DocuSign

UCI's Enterprise DocuSign Subscription



- DFA and OIT collaboration
- For campus and health sciences employees, excludes UCIMC
- Accounts available later this month
 - For departments, units, individuals—any group size
 - Convenience of Single Sign-On using UCInetID

from really simple...

Add Documents to the Envelope

UPLOAD

USE A TEMPLATE

GET FROM CLOUD ▾

Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

ADD FROM CONTACTS SIGNING ORDER

[Import a bulk list](#). Send copies of this envelope to many people at once. ⓘ

☐ Set signing order

Name *

Kelly Kadlec : kkadlec@uci.edu

NEEDS TO SIGN ▾ MORE ▾

ADD RECIPIENT

Message to All Recipients

☐ Custom email and language for each recipient

Email Subject*

Please DocuSign:

Characters remaining: 100

Email Message

Enter Message

Characters remaining: 10000

Advanced Options | Edit

- Recipients can sign on paper
- Recipients can change signing responsibility
- Incomplete envelopes expire 120 days after send date
- Recipients are warned 0 day(s) before request expires
- Comments are enabled
- Senders can use either quick send or advanced edit

[<](#) Upload a Document and Add Envelope Recipients

ACTIONS ▾

RECIPIENT PREVIEW

NEXT

Add Documents to the Envelope



UPLOAD

USE A TEMPLATE

GET FROM CLOUD ▾

Add Recipients to the Envelope

As the sender, you automatically receive a copy of this envelope. [Import a bulk list.](#) Send copies of this envelope to:

☐ Set signing order

Name *

Kelly Kadlec : kkadlec@uci.edu

+ ADD RECIPIENT

Signing Order Diagram

SENDER

1

2

3

4

COMPLETED



Message to All Recipients

☐ Custom email and language for each recipient

Email Subject*

Please DocuSign:

Characters remaining: 100

Email Message

Enter Message

Characters remaining: 10000

Advanced Options

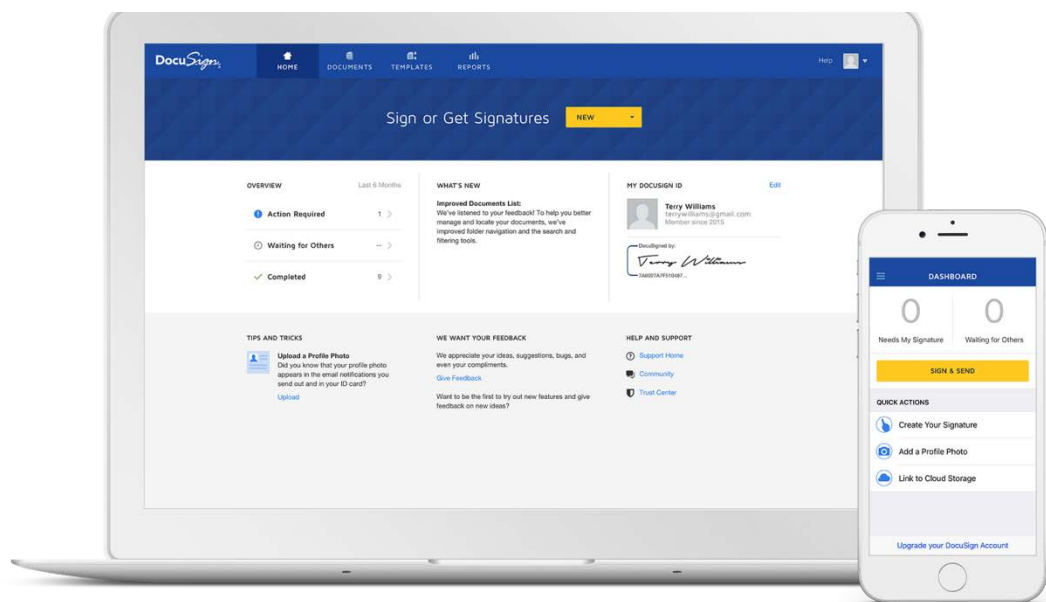
[Edit](#)

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- Incomplete envelopes expire 120 days after send date
- Recipients are warned 0 day(s) before request expires
- Comments are enabled
- Senders can use either quick send or advanced edit

...to very sophisticated

DocuSign

UCI's Enterprise DocuSign Subscription



- Guiding Principle: make DocuSign available as if departments had purchased it themselves
- Building a Community of Practice
 - Peers helping peers as we transform business processes at UCI
 - Office of Research, Human Resources, Student Affairs, OIT, DFA
 - DocuSign Momentum 2019 Conference

Questions?

Final Questions?

See you next time...

September 11, 2019

Moss Cove AB

1:30-3:30

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