Agenda

• Staffing Updates
• Cost Sharing Approval Process for MSOM
• F&A Rates
• Upcoming Changes
• Departments Responsibilities Relating to Departing PI’s and/or Changes of PI
• Submission Deadlines for Final Reports and Invoices
• FY 2021 Single Audit Issues
• Managing Payroll
  • Submitting PAAs
  • Faculty Account and Effort/Pay Review
  • Certifying Effort Cards
  • Payroll Stipends
• T32 NIH Data Tables Initiative Update
• COI Project Update
• IRB Training Update
• Quick System Updates
  • RedCap Changes (ability for PI to manage team should be ready and good to advertise)
  • Complion (would like to provide utilization update/reminder)
  • IRB System Reimplementation (since we have approval to proceed would like to announce this)
• Training Update
Cost Sharing Approval Process for MSOM

Laura Kozma
Associate Vice President for Research Administration
Cost Sharing

Reminder

Ancillary Review

- Gables/RSMAS – route to Laura Kozma
- MSOM – route to Patricia Wahl

What to Include

- A clear description of what is being cost shared and who is paying for the cost share with approvals
- Cost sharing form
- Documentation of third-party cost sharing (e.g., letter)
- It’s better to provide more than not enough

Don’t forget to submit ancillary reviews timely to ensure time for review and approval!!
F&A Rates
Laura Kozma
Associate Vice President for Research Administration
F&A rate agreement now available

- FY 22 fringe rates
- Signed 10/28/21

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty and Post Docs</td>
<td>27.4%</td>
</tr>
<tr>
<td>Clinical Faculty</td>
<td>17.6%</td>
</tr>
<tr>
<td>Staff</td>
<td>37.5%</td>
</tr>
<tr>
<td>Part-Time</td>
<td>10.6%</td>
</tr>
</tbody>
</table>

The ORA website has been updated!
Visit **ORA.miami.edu** to check the latest rates.
Biographical Sketch and Other Support Changes
Brandon Strickland
Executive Director, Office of Research Administration
Changes to NIH Biosketch & Other Support (NOT-OD-21-073)

- Updated forms and instructions will be required for use with applications and RPPRS
- Effective with all submissions or after January 25, 2022
- Failure to use appropriate biosketch format will result in NIH withdrawing the application
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 UM or elsewhere.

Effective May 25, 2021 NIH requires:

- Supporting documentation (copies of contracts, grants and any other agreement specific to senior/key personnel foreign appointments and/or employment with foreign institutions

- If not in English, recipients must provide translated copies
## Upcoming Changes

<table>
<thead>
<tr>
<th>Format Page</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biographical Sketch Format Page</td>
<td>Section B ‘Positions and Honors’ has been renamed ‘Positions, Scientific Appointments, and Honors’.</td>
</tr>
<tr>
<td></td>
<td>For the non-Fellowship Biosketch, Section D. has been removed. For the Fellowship Biosketch, Section D has been updated to remove ‘Research Support.’ As applicable, all applicants may include details on ongoing and completed research projects from the past three years that they want to draw attention to within the personal statement, Section A.</td>
</tr>
<tr>
<td>Other Support Format Page</td>
<td>The format page has been re-organized to separate funded projects from in-kind contributions.</td>
</tr>
<tr>
<td></td>
<td>Signature block added, for Program Director/Principal Investigator or Other Senior/Key Personnel to certify the accuracy of the information submitted. Each PD/PI or senior/key personnel must electronically sign their respective Other Support form as a PDF prior to submission.</td>
</tr>
</tbody>
</table>
Department Responsibilities Relating to Departing PI’s and/or Change of PI

Edwin Bemmel

Executive Director, Office of Research Administration
Change of PI

- Awards are issued to UM, and the university is ultimately responsible for submission of all reports.
- The Uniform Guidance now requires for federal agencies to report noncompliance with reporting to the Federal Awardee Performance and Integrity Information System (FAPIIS).
- Agencies are indicating that they will start complying.
- Impact of being reported will be significant.
- Important that departments review all outstanding reporting requirements with departing PI’s and ensure that requirements are met.
- Above includes providing copies to ORA.
Submission Deadlines for Final Reports and Invoices

Edwin Bemmel

Executive Director, Office of Research Administration
Final Reports and Invoices

- New ORA submission deadline procedures for closeout documents
- Closeout does not end with the submission of a final invoice or financial report
- Proper closeout includes all of the following prior to the agency provided deadline:
  - Final award reconciliation
  - Payment of all supplier invoices and other commitments
  - Submission of all required reports/deliverables
  - Final billing/draw down
# Final Reports and Invoices

## Deadline Timeline

Direct federal (includes all awards where the funding is provided from the federal agency to the University):

<table>
<thead>
<tr>
<th>Financial Reporting and Invoice Due Date:</th>
<th>Department close out:</th>
<th>ORA submission deadline date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 days after award/budget end date</td>
<td>60 days after award</td>
<td>90 days after award/budget end date</td>
</tr>
</tbody>
</table>

All non federal, and federal funding provided to the University through a subaward:

<table>
<thead>
<tr>
<th>Financial Reporting and Invoice Due Date:</th>
<th>Department close out:</th>
<th>ORA submission deadline date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;60 days after award/budget end date</td>
<td>30 days after award/budget date</td>
<td>60 days after award/budget end date</td>
</tr>
<tr>
<td>60 days after award/budget end date</td>
<td>30 days after award/budget date</td>
<td>45 days after award/budget end date</td>
</tr>
<tr>
<td>45 days after award/budget end date</td>
<td>15 days after award/budget date</td>
<td>30 days after award/budget end date</td>
</tr>
<tr>
<td>30 days after award/budget end date</td>
<td>15 days after award/budget date</td>
<td>21 days after award/budget end date</td>
</tr>
</tbody>
</table>

For Post Award procedures, visit our website at [https://www.ora.miami.edu/about-ora/Post-Award/procedures/index.html](https://www.ora.miami.edu/about-ora/Post-Award/procedures/index.html)
FY 2021 Single Audit Issues
Edwin Bemmel
Executive Director, Office of Research Administration
The single audit is expected to get wrapped up soon

New audit firm: KPMG

Audit findings:
- Procurement methods used/sole sourcing
- State award not included in Schedule of Expenditures for State Awards
Managing Payroll

Edwin Bemmel
Executive Director, Office of Research Administration
&
Kimberly Kroft
Executive Director, Office of Research Administration
Managing Payroll

- Award reconciliations must be done timely.
- This should be done monthly, but at a minimum semi-monthly
- Reconciliations must cover effort and salary charges
- Based on reconciliations and review with PI’s, process costing allocations and PAA’s (as applicable) immediately
Managing Payroll

- Effort certification must be done timely and within the given certification period.
- Any effort not certified by the deadline is considered non-compliant and related salary cost will be considered unallowable.
- Once effort has been certified, any change (increase or decrease) to the certified effort requires a reasonable justification for the change.
- In most cases, the effort will be charged a departmental account.
Payroll Stipends

Edwin Bemmel

Executive Director, Office of Research Administration
Payroll Stipends

Payroll stipends (cell phone and work from home)

- UM is paying certain stipends including for cell phone to some employees
- These stipends cannot be easily allocated and are therefore not allowable on sponsored awards
T32 NIH Data Tables Initiative Update
Sheela Dominguez
Executive Director, Clinical and Translational Science Institute
T32 Project

- New Training Grants Mailbox: TrainingGrants@miami.edu
  - For questions and/or data requests

- T32 Proposal Development Guideline document
  - Launching in November, as planned

- Technical teams in the process of finalizing the compilation and validation of data

- Intake form for data requests in development, will be launched in November

- What data can be requested? We will be able to provide existing T32 grant information, demographic, and publications list for participating faculty, predocs, and postdocs.
  
  *Faculty and mentee names, along with additional proposal information, must be provided in order to fulfill requests*

- Plan: To expand this resource and the dataset incrementally and include primary and secondary faculty and mentee data, to be determined based on availability and reliability of data sources

- This resource will be available in a phased approach for calendar year 2022 NIH deadlines
COI Project Update

Allen Mora

Executive Director, Research Intelligence & Capacity
Targeted to go-live January 2022
IRB Training Update

Allen Mora

Executive Director, Research Intelligence & Capacity
IRB Training

- Advised all eProst users of required training Sept 7
  - Included Faculty, Staff, Jackson Residents, etc.
- October 31 Deadline
- As of Nov 3, approximately 50% complete
- Final call sent November 3
- November 10 – Begin deactivating accounts
System Updates

Allen Mora

Executive Director, Research Intelligence & Capacity
RedCap Changes

- Personnel administration on projects
  - Faculty and Staff will be able to manage adding, removing and revising users
  - Applies to new projects or as requested
- Development to Production promotion
  - Faculty and Staff will be able to promote projects
- External modules
  - Faculty and Staff will be able to enable approved external modules

For more info: redcapadmin@med.miami.edu
Here is the latest breakdown of the study binders in the Complion enterprise instance:

1. Number of binders purchased this year prior to the June 1st policy to use Complion for FDA studies:
   a. 70 binders purchased
2. Number of binders purchased this year June 1st onward:
   a. 17 binders
3. Total number of binders activated in Complion:
   a. 36
4. Total of FDA studies submitted to the HSRO June 1st onward - https://miami.app.box.com/folder/148954906292:
   a. 65 total:
      i. 44 have been approved
      ii. 21 in flux
IRB System Reimplementation

- IBIS
- ECC
- COI
- IRB

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>IBIS -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>IBIS/COI</td>
<td>IBIS 10.X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECC -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>IBIS/COI</td>
<td>IBIS 10.X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COI -</td>
<td>Iteration</td>
<td>Testing/ Training</td>
<td>Deploy</td>
<td>Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IRB -</td>
<td>HRPP Toolkit</td>
<td>Onboarding (CPIP Broken)</td>
<td>Iteration</td>
<td></td>
<td>Testing</td>
<td>Deploy/ Train</td>
<td>Support</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
- COIP Restored
- CPIP Broken
OVPRS Training Update
Maria Valero Martinez
Manager, Research Intelligence & Capacity
Goals of the Training

• Maintain skilled cadre of research administration professionals

• Promote a culture of facilitation, compliance and integrity

• Provide resources to research administration professionals to successfully manage research portfolio
The ORA Training Curriculum is targeted to staff involved in sponsored projects.

Mandatory training courses will be required to maintain/gain access to various research systems at UM.

- IBISResearch: staff with create, edit and/or approval roles
- Workday: staff with access to Workday grant-related roles
Training Advisory Committee

- Paco Castellon, Office of Executive Dean for Research
- Xonia Cerro, SCCC
- Sheela Dominguez, CTSI
- Sandy Dostaler, Department of Medicine
- Tracy Ehrlich, College of Arts and Sciences
- Marcos Garza, Medical Finance
- Tony Izquierdo, ISCI
- Kelly Padgett, Hussman Institute
- Monica Polk, SCCC
- Belinda Quinta, Ophthalmology
- Patricia Wahl, Office of the Executive Dean for Research
Educational Approach

- Instructor-Led Training (ILT)
- Computer-Based Learning (CBL)
- Videos

- 9 CBLs
- 18 ILTs
- 5 videos
Mandatory Curriculum

ILT
- 21 Hours

CBL
- 3 hours (approx.)
Open Forum - Questions
Thank you for attending and a special thanks to our panel.