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Research and Scholarship Administrative Update

November 5, 2021

Agenda

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- 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

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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!!

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F&A Rates

Laura Kozma

*Associate Vice President for
Research Administration*

F&A Rates

F&A rate agreement now available

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

Type	Rate
Faculty and Post Docs	27.4%
Clinical Faculty	17.6%
Staff	37.5%
Part-Time	10.6%

The ORA website has been updated!
Visit **ORA.miami.edu** to check the latest rates.

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Biographical Sketch and Other Support Changes Brandon Strickland

Executive Director, Office of Research Administration

Changes to NIH Biosketch & Other Support

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 Changes

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

Format Page	Changes
Biographical Sketch Format Page	Section B 'Positions and Honors' has been renamed 'Positions, Scientific Appointments, and Honors'.
	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.
Other Support Format Page	The format page has been re-organized to separate funded projects from in-kind contributions.
	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.

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Department Responsibilities Relating to Departing PI's and/or Change of PI

Edwin Bemmell

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 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

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Submission Deadlines for Final Reports and Invoices

Edwin Bemmell

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):

Financial Reporting and Invoice Due Date:	Department close out:	ORA submission deadline date:
120 days after award/budget end date	60 days after award	90 days after award/budget end date

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

<u>Financial Reporting and Invoice Due Date:</u>	Department close out:	ORA submission deadline date:
>60 days after award/budget end date	30 days after award/budget date	60 days after award/budget end date
60 days after award/budget end date	30 days after award/budget date	45 days after award/budget end date
45 days after award/budget end date	15 days after award/budget date	30 days after award/budget end date
30 days after award/budget end date	15 days after award/budget date	21 days after award/budget end date

For Post Award procedures, visit our website at

<https://www.ora.miami.edu/about-ora/Post-Award/procedures/index.html>

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FY 2021 Single Audit Issues

Edwin Bemmell

Executive Director, Office of Research Administration

FY 2021 Audit

- 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



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Managing Payroll

Edwin Bemmell

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

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Payroll Stipends

Edwin Bemmell

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



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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

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COI Project Update

Allen Mora

Executive Director, Research Intelligence & Capacity

COI Project

IBIS -			IBIS 10.0 Upgrade									IBIS/COI Integrated	IBIS 10.X Upgrade
ECC -													
COI -	Pre Work & Discovery		Process Analysis & Transformation <i>*UM only*</i>		Onboarding		Iteration				Testing/ Training	Deploy	Support
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
	2021											2022	

Targeted to go-live January 2022

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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

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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

Complion

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 -	IBIS 9.2 Upgrade						IBIS 10.0 Upgrade								IBIS/COI Integrated	IBIS 10.X Upgrade					
ECC -			ECC Upgrade																		
COI -				Pre Work & Discovery		Process Analysis & Transformation <i>*UM only*</i>		Onboarding		Iteration				Testing/ Training	Deploy	Support				CPIP Restored	
IRB -				Discovery		Draft/Review Deliverables		Steering Decision					HRPP Toolkit		Onboarding (CPIP Broken)		Iteration		Testing	Deploy/ Train	Support
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
	2020							2021									2022				

IRB System Reimplementation

IBIS -			IBIS/COI Integrated	IBIS 10.X Upgrade					
ECC -									
COI -	Iteration	Testing/ Training	Deploy	Support				CPIP Restored	
IRB -	HRPP Toolkit		Onboarding (CPIP Broken)		Iteration		Testing	Deploy/ Train	Support
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
	2021					2022			

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OVP RS 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



Target Audience

The ORA Training Curriculum is targeted to staff involved in sponsored projects.

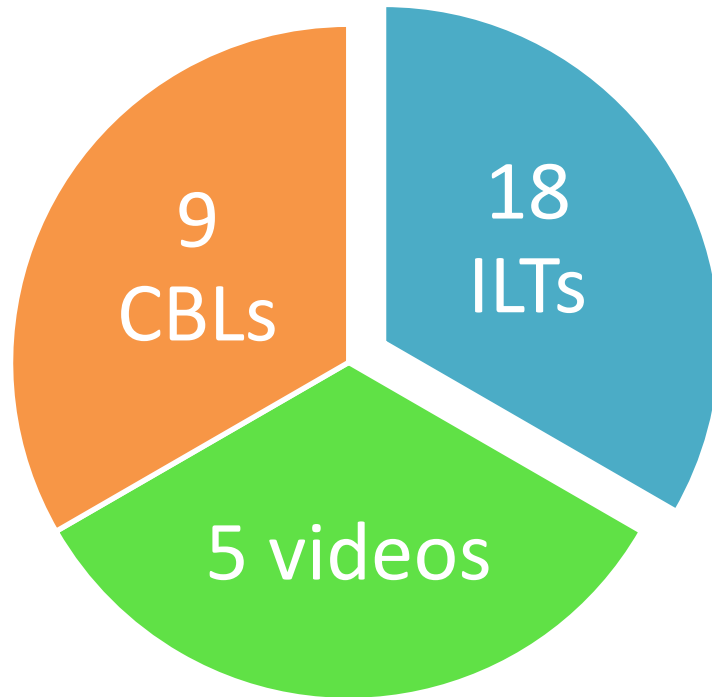
Mandatory training courses will be required to maintain/gain access to various research systems at UM.

- 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



Mandatory Curriculum

ILT



- 21 Hours

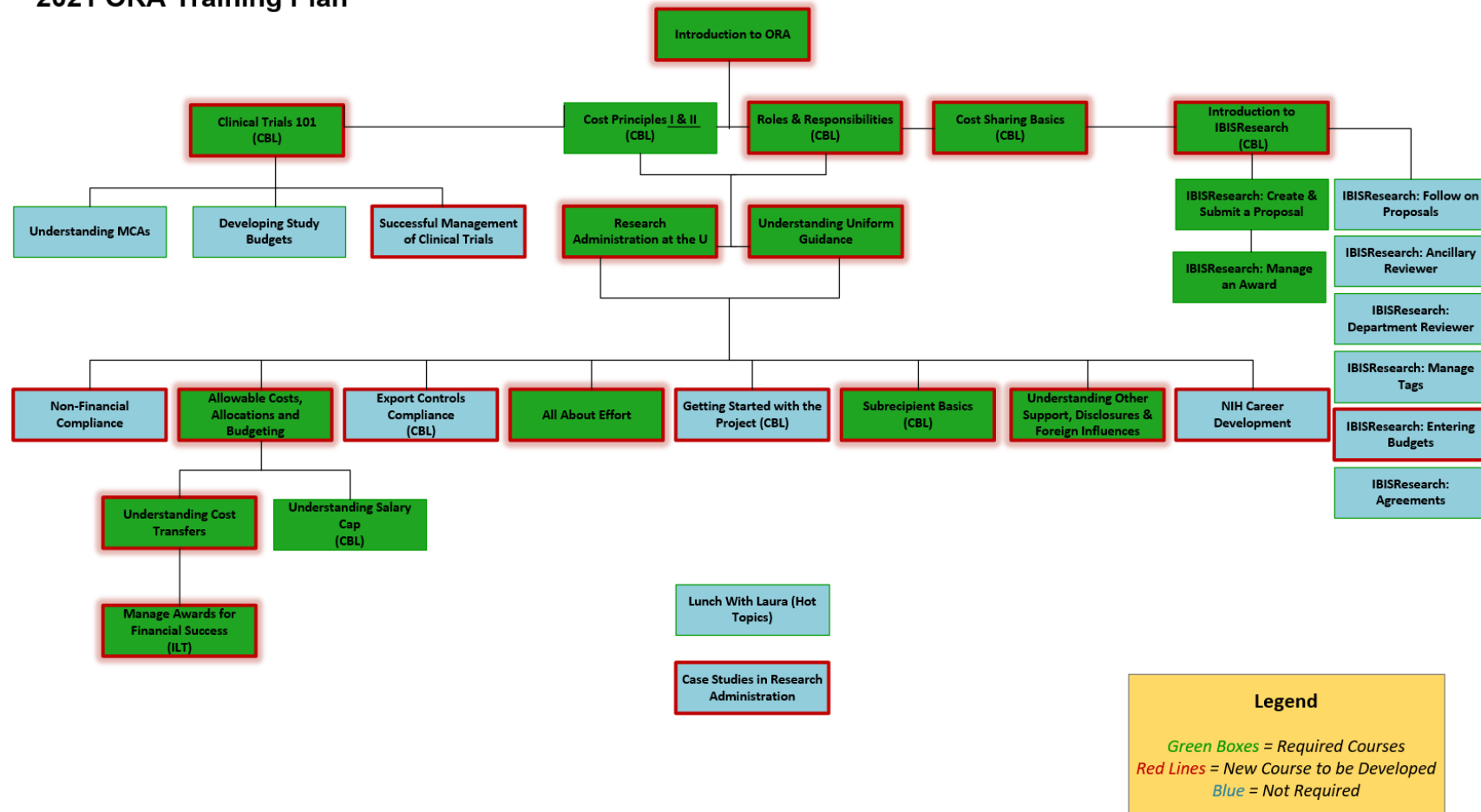
CBL



- 3 hours (approx.)

Training Curriculum

2021 ORA Training Plan



Open Forum - Questions



*Thank you for
attending and a special
thanks to our panel.*