



BUMC Administrators' Meeting

Office of Research
Administration Update

September 2008

BUMC

Office of Research Administration

- Streamlined Process for Awards and Subcontracts (eff. 10/1/08)
- Revised Transmittal Form (eff. 10/1/08)
- Reminders
- New Staff

Awards & Subawards: Enhancements for PIs & DAs

- Accelerate set-up of awards and subawards
 - ORA issues new or confirms existing source # within 15 business days after receiving NoA
 - ORA CO prepares & issues agreement to subawardee within 11 business days
- Eliminate department request for PO# to start/amend outgoing subcontracts
 - ORA Contract Officer will request PO# from Research Accounting and provide to PI/DA

Awards & Subawards: Alert

CONTINUATION AWARD

failure to provide requested budget/
assurance information to ORA will result in
account being turned off in BU financial
system

Award Set-up

Sequential Steps

- ORA sends NoA to PI/DA (wi/24 hours)
- ORA reviews information (wi/5 business days)
 - If budget not cut and all assurances in place
 - New/Renwal: ORA assigns and emails source # to PI/DA; Research Accounting initiates account in financial system
 - Continuation: ORA emails PI/DA that no additional information is needed; Research Accounting updates account in financial system
 - If award is cut from application and/or information is missing, ORA emails PI/DA requesting revised budget and/or missing information

Award Set-up

(cont'd)

- If revised budget not received from PI/DA, ORA will apply standard cuts (wi/5 business days):
 - If <5%, supplies cut
 - If >5%, all categories cut proportionally

Award Set-up: New/Renewal

(cont'd)

- ORA reviews all information and assigns a source # (wi/5 business days)
 - If all protocol approvals in place and no unresolved COI issues, ORA emails source # to PI/DA
 - If outstanding protocol approvals and/or unresolved COI issues, ORA emails source # to PI/DA after information has been received

Award Set-up: Continuation

(cont'd)

- ORA reviews information (wi/5 business days)
 - If all assurances in place and no unresolved COI issues, ORA emails PI/DA that no additional information is needed
 - If outstanding protocol approvals and/or unresolved COI issues, Research Accounting turns off account until ORA has received/reviewed all information

Award Set-up: Final Step

- Research Accounting updates account in financial system, wi/2 business days after ORA
 - assigns source # (NEW/RENEWAL)
 - has received all requested information (CONTINUATION)

Outgoing Subawards

Sequential Steps

- ORA CO asks PI/DA to confirm subaward information (1 bus. day after source # assigned)
- PI/DA confirms/modifies subaward information (wi/5 business days)
- ORA CO prepares/issues agreement to subawardee (wi/5 business days)
- Wait/follow-up
- ORA CO obtains PO# and emails it to PI/DA (wi/3 business days after receipt of signed agreement from subawardee)

Revised Transmittal Form for ALL Non-competing & Continuation Applications (eff. 10/1/08)

- Updated PI assurance section to include NIH Public Access and Clinicaltrials.gov requirements
- IRB/IACUC: if no changes from previous submission, provide protocol #s only
- Q: Is the unspent balance >25% of current year award?
- Added: MTDC, Awarded F&A rate, total subk

Reminder: Financial COI

- Who Must Submit a Project-specific COI Form?

The term "investigator" includes all principal investigators and co-investigators, and may include others (e.g., graduate students, post-doctoral fellows, and technicians) who are responsible for designing, conducting, or reporting covered research.

- NIH tutorial on COI

<http://grants.nih.gov/grants/policy/coi/index.htm>

Reminder: Process to Submit Applications to ORA

1. Submit a complete proposal at least 5 business days before sponsor deadline
2. Submit proposal in 2 stages:
 - Submit the budget & assurances package, with draft research plan, at least 8 business days before sponsor deadline
 - No changes to budget & assurances package unless requested by ORA
 - Submit complete proposal, with final research plan, at least 3 business days before deadline

Meet with ORA Staff

- Monthly brown-bag lunch meetings
 - First meeting: Oct. , 2008 in the Dean's conference room (R-122)
 - Questions/comments/suggestions/feedback

Web Update

E-updates

New ORA Staff

- Ingrid Persson
 - Research Administrator
- Jessica Riviuccio
 - Contract Attorney (subawards)
- Emily Campbell
 - Research Administrator (industry)
- Nabil Lamriben
 - Operations/eRA Commons Manager
- Meryl Hamilton
 - Operations/Sr Administrator



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