

SOM RAM

21 October 2021



REMINDERS, Notices, & Updates

- NIH transition to FORMS G application packages as of January 25, 2022
 - All parent funding opportunity announcements (R01, R21, R03, etc) will be re-issued for the new forms. We'll alert you when they are announced.
 - Be sure to use the correct FOAs for your Cycle I submissions.
- Hyperlinks in NIH document attachments
 - Most Adobe programs recognize the URL/web address and create a hyperlink even if the link functionality is removed in Word. We have found no way to circumvent this.
 - Bottom line advice: just don't include links or URLs/web addresses at all. The reviewers can't visit outside links/sites, so there's no benefit to using them.
- Senior/Key Personnel roles in NIH applications
 - Stick to the commonly accepted roles as often as possible.
 - If you must use "Other", be sure that the role is clearly defined in the budget justification.
 - Definitions of common roles are here: <https://www.niaid.nih.gov/grants-contracts/team-roles-agreements>
 - Do not confuse/conflate Collaborator/Co-Investigator, Consultant, Other Significant Contributor
 - NIH does not recognize the role Co-PI despite the fact that it is included in the list of available roles in ASSIST
 - Multiple PI applications – all PIs have the role PD/PI
 - Co-PI ≠ Co-Investigator ≠ PD/PI

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- ePRF approvals from collaborating schools
 - Please be sure to secure collaborator approvals before submitting the ePRF to SOMOGC.
 - Other schools often have budgeting idiosyncrasies that we might not be familiar with in SOM (9/10 month faculty, etc). If budgets need to be revised, that significantly slows down the SOMOGC review.
 - Points of Contact for other schools are available on our website under our “SOM Internal Forms Approvals Matrix”. <https://med.virginia.edu/grants-and-contracts/site-menu/training-resources/checklists-guides/>
 - When in doubt, please contact your SOMOGC admin and we can direct you to the correct person.
- Compliance notices within ePRF/eSPAR
 - Yellow highlights denote requirements that are expired. Please follow up with your investigators before sending ePRFs/eSPARs to SOMOGC.

Last Disclosure Date: 07/28/20
 Disclosed Interest: No
 Last CITI Training: 10/01/18

	Significant Financial Interest Disclosure	CIT COI Training	Patent Policy	*NEW* Foreign Activities Disclosure
Due	Before proposal submission	Before award setup/transaction	Before award setup/transaction	Before award setup/transaction
Frequency	Annually	Every four years	One time	Annually

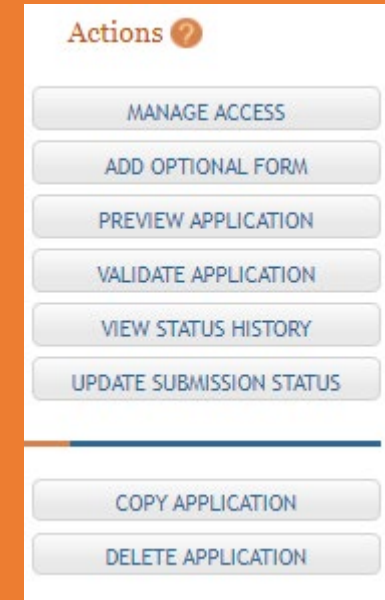
- Links to all compliance requirements are on our website: <https://med.virginia.edu/grants-and-contracts/site-menu/compliance/>
- UBI/RAD reporting allows you to view these requirements by department and be proactive with investigators.
 - UBI – “Research Conflict of Interest” sheet
 - RAD – “Compliance” sheet

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- Clinical Trial account expenses
 - Allocable expenses should always be charged directly to clinical trial/study accounts throughout the life of the project, even if this runs the account in deficit.
 - It is easier to track expenses directly allocable to a project throughout the life of the award and move deficits off at the end of the project period than to sort expenses from a local/holding PTAO onto clinical trial accounts after the fact.
- Agreement to Terms and Conditions (at time of proposal or when creating online accounts in sponsor systems)
 - Review solicitations, online portals, application forms for any reference to terms and conditions to which we're agreeing to just by submitting a proposal or creating an account in an online system.
 - Pay particular attention to IP and/or publication terms.
 - Alert SOMOGC as soon as possible to vet these terms. Do not wait until the ePRF is submitted! We often need to involve OSP and our Contract Negotiators, so the sooner the better.
- Change of org request
 - eSPARs may now be used to request an org change for grant PTAOs. Include: date of change, new org, new org's fiscal contact
 - SOM requires a "clean break" between orgs, so existing PTAOs will need to be shut down and new PTAOs created
 - Expenses will have to be moved from existing PTAO to new PTAO if they pre-date the org change

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- ASSIST menu buttons
 - Validate
 - Run a validation before submitting to SOMOGC to see all system errors
 - Preview
 - Print/save a preview of the assembled application so that your PI can review the application as NIH will receive it
 - Update Submission Status
 - Change from Work in Progress to Ready for Submission (and vice versa)
 - When working with Human Subjects reporting in RPPRs, the record usually needs to be changed from Submitted to Work in Progress status before edits can be made
 - Copy
 - Copy a previous application (with or without attachments)
 - Very handy for resubmissions/renewals or if changing from one FOA to another
- RAPTR Office Hours – cancelled for October 27
- November 2nd is a University holiday. **Build in an extra day to your November 5th internal grant submission deadlines!**



HAPPY HALLOWEEN!

