USF UNIVERSITY OF SOUTH FLORIDA

College Research Administrators Network
IDR Building, Oak View Rooms I & II   October 15, 2015, 10:00 – 11:30am
Meeting Agenda*

TRAIN at USF
The Research Administration Improvement Network

Topic	Speaker	Time Frame
Welcome & Introductions - Anyone who is attending CRAN for the first time or is now working in a different position, is invited to introduce themselves **In the Spotlight** - Recognize USF research administrators who have gone above and beyond	**CRAN Members**	**10:00-10:15**
University Controller's Office - Payroll Error Process	Robin Davis, Payroll Director robindavis@usf.edu, 813.974.8062 Rozelia Kennedy, Payroll Manager rozeliak@usf.edu, 813.974.4912	**10:15-10:45**
- Contract Management System	Michael Abernethy, Dir. Purchasing Services abernethy@usf.edu, 813.974.3305	
University Controller's Office and Office of Decision Support - Banner Workflow & Third Party Payments	Nikel Morancie, Senior ERP Analyst nmoranci@usf.edu, 813.974.3999 Pedro Nina, ERP Analyst pnina@usf.edu, 813.974.6085	
USF Information Technology - Right Now Service to Service Now	Patrick McClain, Associate Director pmcclain@usf.edu, 813.974.1984	
USF Research and Innovation - Uniform Guidance - Huron Report - Research Advisory Committee - Responsible Centered Management - Research Strategic Plan Committee	Rebecca Puig, Associate Vice President rpuig@usf.edu, 813.974.4054	**10:45-11:15**
- Pre-Award & Post-Award updates/announcements	Keith Anderson, Associate Director kanderson@usf.edu, 813.974.6329 Chanda Haywood, Assistant Director chaywood@usf.edu, 813.974.7009	
- Proposed new regulations for human subjects research	Cheryl Byers, Assistant Vice President for Research Compliance cbyers1@usf.edu, 813.974.9343	
- New guidelines on travel to Cuba	Marsha Pesch, Export Control Officer mpesch@usf.edu, 813.974.6368	
Open Discussion **Topics for Future CRAN Meetings**	**CRAN Members**	**11:15-11:30**

*Meeting agenda is subject to change without notice. Every effort is made to conduct the meeting within the scheduled timeframes, and in keeping with the scheduled topics and speakers. Your understanding is appreciated when circumstances necessitate last minute, or on-the-spot changes. *NOTE: 11:30 – 12:00 CRAN members are invited to continue the discussion on any agenda items. The Oak View Room will remain available until Noon for those who wish to stay after the meeting for the purposes of discussing CRAN-related topics in a smaller group setting.*

Date: October 12, 2015

RE: Payroll Processing and Posting Changes

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The UCO Payroll Department is enhancing the Payroll Processing and Posting Schedule. This will allow departments to plan and schedule around the new deadlines and afford additional time to make and adjust payroll distributions on the non-posting week.

This new schedule will go into effect with the processing of payroll #1609.

During Week One - (Payroll certification / non-posting week)

Departments:
Request distributions
Check budgets
Submit combo code change requests
Post budget
Change department defaults (as necessary)

During Week Two – (Payday week)

Tuesday at 9:00am, UCO Payroll confirms and notifies departments

Departments by Wednesday at 2pm:
Check RSA
Update pay distributions in Department Budget Table

Wednesday at 2:15pm, UCO Payroll will run PPFUND job to distribute payroll to actuals

Thursday at 12:00pm, UCO will run GEMS Budget Check #1 and send the results to FAST

Thursday afternoon, budget errors will be sent by UCO to:
- VP budget contacts for ORG ledger errors
- RFM for Sponsored Research Project errors
- UCO-RCM for DRG errors

At this point, three options are available to address the errors as follows:
- Post budget
- Override (DRG or Sponsored Research projects budget errors only)
- Change the payroll distribution to the payroll default

Friday at 12:00pm, UCO will run GEMS Budget Check #2 and send the results to FAST

Friday afternoon, UCO Payroll will:
Default any remaining errors in actuals and
Change the distribution for these errors to the default in the department budget table for future pay periods

Friday (Pay Day) or no later than the following Monday, actuals will be posted in FAST

Please contact rozeliak@usf.edu or robindavis@usf.edu with questions or concerns.

University Controller's Office and Office of Decision Support
Banner Workflow & Third Party Payments

Nikel Morancie, Senior ERP Analyst nmoranci@usf.edu, 813.974.3999
Pedro Nina, ERP Analyst pnina@usf.edu, 813.974.6085

- To enhance efficiency of the process, initiators and approvers should:
  - Make sure they're access to the Banner Workflow system is requested and operable
  - Confirm that they're workflow is setup correctly in FAST for the given Chartfield string they're going to use
    - The navigation below can be used to confirm the approvers setup in FAST:
      - Main Menu è USF Menu Items è Search Sig Auth By Chartfield
- For non-grant related requests, the billing invoice delay is expected to be addressed for Spring
- Additional email notifications will be added at specific steps during the process to alert initiators (i.e. when requests are sent back for revision)
- At this time, the Banner Workflow system will remain open for the remaining of the term to allow users to complete their submissions
- When availability is confirmed, additional training sessions will be setup
- A retrospective meeting is in the works to allow users to share suggestions on how the system can be improved from their perspective

Below is the address to the page within the UCO website that's dedicated to the Banner Workflow for Department Third Party Payments process:

http://usfweb2.usf.edu/uco/studentaccounting/bannerworkflow.asp

Contract Management System

1) We will be scheduling a Contract Management System Users Group. It was originally scheduled for 10/29 but we ran into some facility problems; therefore, we will be rescheduling in the very near future.
2) I Thanks to everyone as the Contracts Management System usage has increased. Over 1,894 contracts have been submitted and processed since we began using the system.
3) Purchasing's objective is to review contracts within 3 business days of receiving them in the system for our action.
4) For contracts $5,000 or greater we need to have sourcing information, i.e., copies of competing quotes or a single source justification as attachments
5) If a person attaches a document to a contract the system does not send a notice to anyone that an additional attachment is out there. Some departments had submitted renewals in the system by only attaching a renewal document to the old contract and that doesn't resend it through the workflow. Please "Submit Amendment" button in the system. When you use that it resends the amendment through the same work flow as the initial document.
6) Lastly, thanks to everyone for their patience. We have had an incredible volume of contracts go through the system in a short time and Purchasing Services is pretty current on contract reviews.

ServiceNow

- The transition from RNS to ServiceNow was completed on Sept 1st of this year and we thank you for your patience during the process.
- There are five individuals in USF that still have read only access in RNS.
- IT is working with Oracle on getting all of the USF data out of the RNS system and once that is finished we will be notifying the group.
- A separate meeting will be established between Research and USF IT, concerning the ServiceNow system.

Huron Report: http://www.usf.edu/research-innovation/researchers/huron-report.aspx

Subawards

- In response to stakeholders' request for clarification on the subaward process, there are three phases that all subawards go through—
  o Review of institutional data and project-specific documentation
  o Concurrence on the terms and conditions of the subaward and execution of the subagreement
  o Financial and programmatic monitoring of the subrecipient based on the sponsor's requirements and the results of the risk analysis
- A recent review by the University's Audit and Compliance department requires that Sponsored Research augment its processes for establishing and monitoring subawards. Once the new process and procedures have been vetted by General Counsel and Audit and Compliance, the information will be disseminated to the research community and will be posted on Sponsored Research's website.
- The time that it takes to issue a subaward is dependent on several factors—some of which, are beyond USF's control.

Post-Award Transactions Update

CRAN Meeting 10/15/2015

Processing Time Update

Transaction processing includes: Initial Setups, Continuations, Modifications, No Cost Extensions, Budget Transfers, Subagreement Establishment and Modifications, Underwrites, Closures, etc.

	Last CRAN Meeting August 20, 2015	Today October 15, 2015
Outstanding Volume	208 items	98 items
Oldest Unresolved Transaction*	20 days	10 days
Average Processing Time	14-16 days	6-8 business days

*does not include items pending correction or resolution.

RNS / ServiceNow

- Unresolved Incidents in RNS
  - * Worked to completion within RNS
  - * The RNS system's ability to send messages has been disabled; compliance/payroll representatives will communicate with you outside of RNS (e-mail).
  - * If you need to update or communicate regarding an incident in RNS please send an e-mail to RFMCompliance@usf.edu, and reference the RNS incident number.

- Please do not reply to old RNS system messages, or forward RNS incidents to ServiceNow
  - * This creates a duplicate incident in ServiceNow.

Cost Transfers: RETs / ETRs

* ## Review and Approval: Audit/Compliance
  * Dena-Rose Wilson, Brad Carmichael, April Schenck
  * RFMCompliance@usf.edu

* ## Entry and Posting: Controllers Office (Payroll)
  * DeeLores Everett (GEMS entry)   deelores@usf.edu
  * Ruby Nichols   ronichols@usf.edu
  * Rozelia Kennedy   rozeliak@usf.edu

Reminder!
Use the New RET form

* As of October 1, 2015; the old RET form will no longer be accepted.

* The new form can be found in the Forms Library of the Human Resources webpage under "R" for RET.

* The new query can be found in GEMS Query Manager by searching for U_RET_REQUESTS.

* Questions about the new form or new query, please contact:
  * Ruby Nichols (ronichols@usf.edu), Julie Jia (jia2@usf.edu) or DeeLores Everett (deelores@usf.edu).

GFA Reassignment

* Transactions and Invoicing and Reporting
  * GFA's will be reassigned.
  * Effective November 1.

* Find My GFA query and Website will be updated.

* Further communication will be forthcoming.

Updates from Research Integrity & Compliance

Cheryl L. Byers, MHA, CIP

October 14, 2015 CRAN Meeting

USF RESEARCH & INNOVATION
UNIVERSITY OF SOUTH FLORIDA

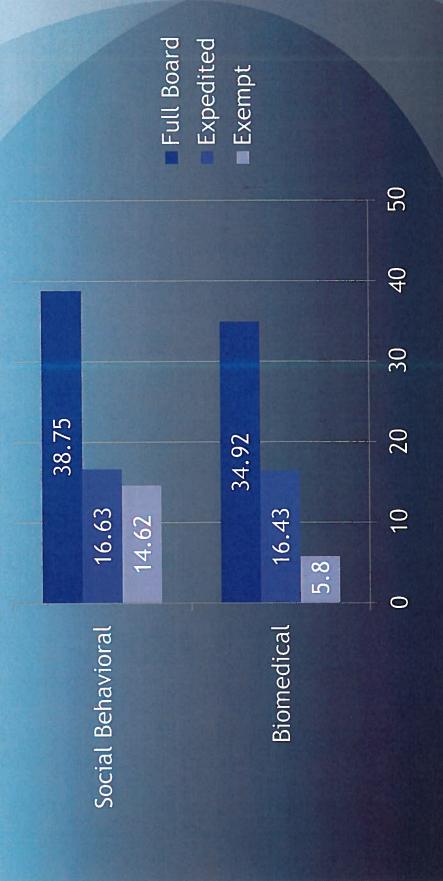# AAHRPP Update

- Step 1 submitted June 15, 2015

- Step 2 submitted August 21, 2015

- Site Visit: Monday, February 29 and Tuesday, March 1, 2016

  - Interviews with IRB chairs and members, IRB/HRPP Administration, Legal, Institutional Official, QA/QI Program, COI Program, Researchers and their staff

  - AAHRPP's expectation is that all who are asked will participate

  - If identified to be interviewed, we will prep you!

FY 2014-2015 Average Work Days from Received to Approved

Introduction to the NPRM

A Notice of Proposed Rulemaking (NPRM) was placed on display on September 2, 2015, for public comment. The ANPRM was released July 26, 2011.

First changes to the Common Rule since adopted in 1991.

Result of an ever-changing landscape and volume of research being conducted.

Social and Behavioral Research is more thoroughly addressed.

Important elements of the debate have centered on the appropriate level of transparency in government and medicine and how patient and research participant's expectations should be incorporated.

Public Comment

1. Decrease the administrative burden, delay and ambiguity for investigators, institutions and IRBs

2. Strengthen, modernizing, and making the regulations more effective in protecting research subjects

- Public comment on changes must be submitted by midnight, December 7, 2015.

- Institutions will have one year to comply with most of the requirements; some can be implemented in 90 days.

Most Significant Changes

1. Improve informed consent by increasing transparency and by imposing stricter new requirements regarding the information that must be given to prospective subjects, and the manner in which it is given to them, to better assure that subjects are appropriately informed before they decide to enroll in a research study.

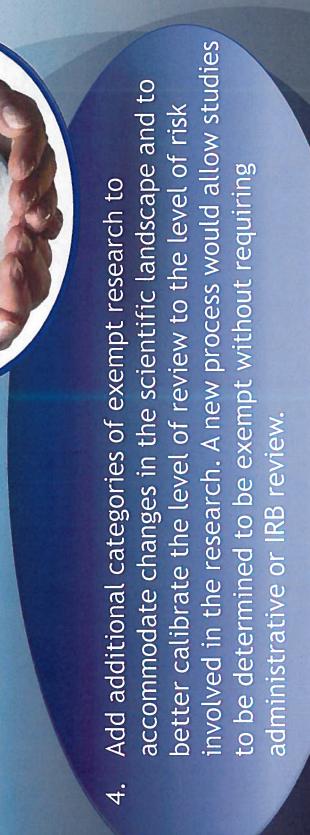*One time posting requirement for the consent forms for clinical trials conducted or supported by a Common Rule department or agency

Most Significant Changes

2. Generally require informed consent for the use of stored biospecimens in secondary research (for example, part of a blood sample that is left over after being drawn for clinical purposes), even if the investigator is not being given information that would enable him or her to identify whose biospecimen it is.

This consent would generally be obtained by means of broad consent (i.e., consent for future, unspecified research studies) to the storage and eventual research use of biospecimens.
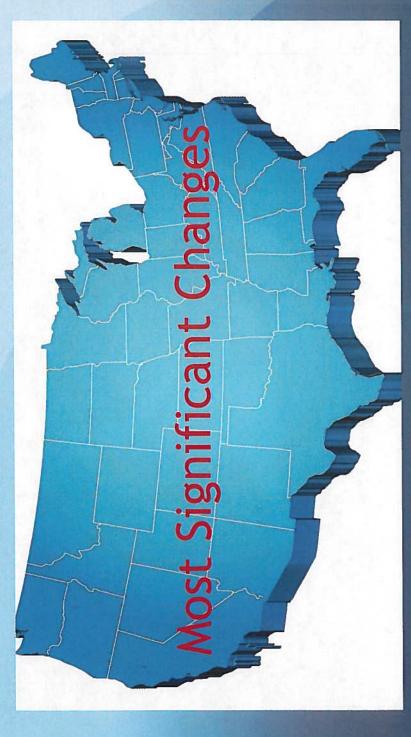
Most Significant Changes

3. Exclude from coverage under the Common Rule certain categories of activities that should be deemed not to be research (exclusions), are inherently low risk, or where protections similar to those usually provided by IRB review are separately mandated.

Most Significant Changes

4. Add additional categories of exempt research to accommodate changes in the scientific landscape and to better calibrate the level of review to the level of risk involved in the research. A new process would allow studies to be determined to be exempt without requiring administrative or IRB review.

Most Significant Changes

5. Change the conditions and requirements for waiver or alteration of consent such that waiver of consent for research involving biospecimens (regardless of identifiability) will occur only in very rare circumstances.
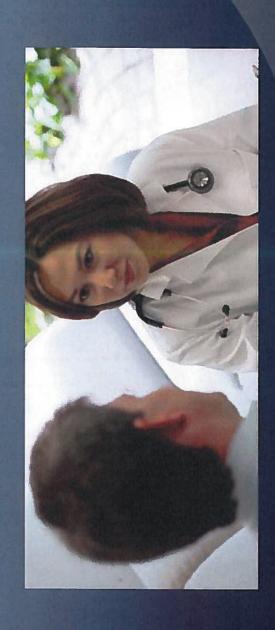
Most Significant Changes

6. Mandate that US institutions engaged in cooperative research rely on a single IRB for that portion of the research that takes place within the US, with certain exceptions.

NPRM also includes a proposal that would hold unaffiliated IRBs directly responsible for compliance with the Common Rule.

Most Significant Changes

7. Eliminate the continuing review requirement for studies that undergo expedited review and for studies that have completed study interventions and are merely analyzing data or involve only observational follow-up in conjunction with standard clinical care.

Most Significant Changes

8.

- Extend the scope of the policy to cover all clinical trials, regardless of funding source, conducted at a US institution that receives federal funding for non-exempt human subjects research.

- Clinical trials subject to FDA regulations and international clinical trials are not included.

- Definition of a clinical trial: a research study in which one or more subjects are prospectively assigned to one or more interventions to evaluate the effects of the interventions on biomedical or behavioral health related outcomes.

USF System Policy 0-004 "Sexual Misconduct/Sexual Harassment (Including Sexual Violence)"

"Sexual harassment, including sexual violence, is prohibited within the USF System, and complaints of such conduct are to be filed with one of two designated offices within the USF System: Office of Diversity, Inclusion & Equal Opportunity (DIEO) or Office of Student Rights & Responsibilities (OSRR)."

New Template Language for the ICF

"A federal law called Title IX protects your right to be free from sexual discrimination, including sexual harassment and sexual violence. USF's Title IX policy requires certain USF employees to report sexual harassment or sexual violence against any USF employee, student or group, but does not require researchers to report sexual harassment or sexual violence when they learn about it as part of conducting an IRB-approved study. If, as part of this study, you tell us about any sexual harassment or sexual violence that has happened to you, including rape or sexual assault, we are not required to report it to the University. If you have questions about Title IX or USF's Title IX policy, please call USF's Office of Diversity, Inclusion & Equal Opportunity at (813) 974-4373."

Request a Consult

When is a good time to request a QA/QI Administrator to come to your site to review a study?

⇒ PI New to research
⇒ Coordinator new to research
⇒ FDA audit notification
⇒ Getting a new study started

⇒ Staffing turn-over
⇒ Concern about data quality
⇒ Monitoring plan
⇒ TOMORROW

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QA/QI Research Compliance Administrator
USF Research Integrity & Compliance
wduncan3@usf.edu
Office Phone: 813-974-7454

https://arc.research.usf.edu

We have Investigator Resources

http://www.research.usf.edu/dric/quality-improvement/researcher-tools.asp
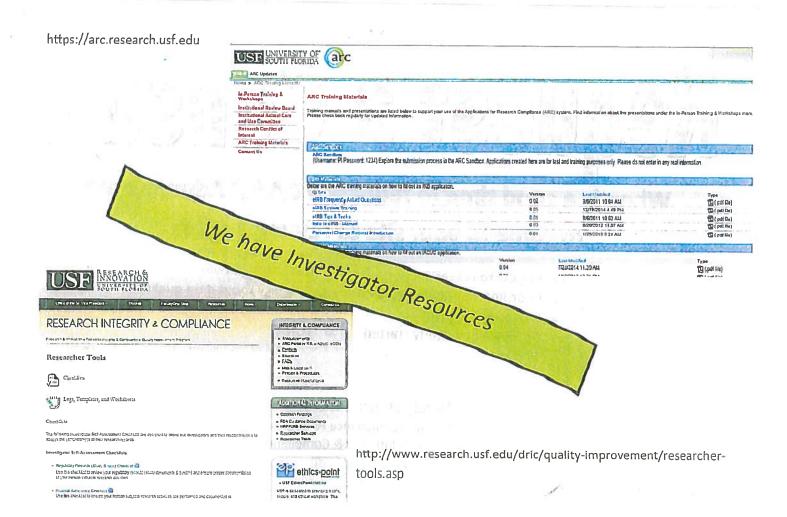
RESEARCH INTEGRITY & COMPLIANCE

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Cuba Updates

U.S. export control law and regulations related to Cuba require use of specific or general licenses for travel to Cuba and related export or transfer or items, even if temporary. The U.S. Department of Treasury manages embargoes and sanctions through its Office of Foreign Asset Controls (OFAC). The Cuban Asset Control Regulations (CACR) is managed by OFAC and restricts travel and imports without a license. Additionally, the U.S. Department of Commerce manages exports of items that are commercial in nature through the Bureau of Industry and Security (BIS). Current regulations, restrict the export of items listed on the Commerce Control List without a specific license or use of a license exception.

OFAC has issued general licenses within 12 categories of authorized travel for many travel-related transactions to, from, or within Cuba that previously required a specific license (i.e., an application and case-by-case determination).

Travel-related transactions are permitted by general license for certain travel related to the journalistic activity, professional research and professional meetings, humanitarian projects and activities of research or educational institutes. This general license does not authorize recreational or tourist travel to Cuba.

The OFAC general license does have some specific requirements that USF faculty must abide by when planning travel to Cuba, including proof of a schedule of activities that does not include free time or recreation in excess of that consistent with a full-time schedule. [1]

Per the current general license issued, travel to Cuba is allowable by vessel as long as all requirements are met. Be aware all related goods exported to Cuba via the vessel may require a license from BIS and may require additional authorizations by other U.S. government agencies.

A specific license may be required by the U.S. Department of Commerce for export, even temporarily of any items, samples, equipment or source-code governed by their regulations. This can include the export, re-export or transfer of GPS, many biological samples and toxins and some technical data stored on USF-owned laptops. Please contact the USF Export Control Officer to discuss licensing requirements for any items you are planning to take with you on your travel to Cuba.

Travelers may engage in transactions ordinarily incident to travel within Cuba, including payment of living expenses and the acquisition in Cuba of goods for personal consumption there (e.g., hotel costs, rental car, meals, etc.). In addition, travelers are authorized to acquire in Cuba and import as accompanied baggage into the United States merchandise with a value not to exceed $400 per person. However, import of samples, technology and items for commercial or research use may require a specific license.

Applying for a specific license or use of a general license and related recordkeeping requirements are managed by the USF Office of Export Controls. Please be aware that specific licensing by OFAC or BIS can take up to six months. It is best to contact the USF Office of Export Controls when you begin to plan your travel to Cuba to allow for a full export control review and if appropriate, application for a specific license.

Continued guidance will be issued as laws and regulations change regarding embargoes, sanctions and licensing for Cuba. For specific questions regarding regulations related to travel to Cuba, please contact the USF System Office of Export Controls at exportcontrol@usf.edu or 813-974-5638.
For additional guidance on Cuban embargoes and restrictions, please visit the following websites:

- OFAC Sanctions
- OFAC FAQs on Cuban Sanctions and General Licenses
- BIS Export Administration Regulations

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[1] 31 CFR § 515.564

October is National Biosafety Stewardship Month

National Institutes of Health (NIH) has designated this year, October as National Biosafety Stewardship Month for the NIH.

The month-long campaign serves as a reminder to all to be vigilant in ensuring constant attention to biosafety standards and gives researchers the opportunity to take steps to improve protocols and procedures, minimize the risk of potential exposures, and ensure personnel are properly trained in safe laboratory practices. Efforts should be made to highlight the proper ways to report accidents, injuries and other potential problems to supervisors and biosafety professionals.

Here at USF, we strongly encourage researchers to participate by:

- Fulfilling your annual Biosafety Training module - this can be completed online or live – information available at

  http://www.research.usf.edu/dric/biosafety/education.asp

- Reviewing and updating SOPs for use of work involving infectious agents and or rDNA to ensure that all personnel are familiar with them.

- Conducting inventories of their lab storage (i.e. refrigerators/freezers) for infectious agents and of communal spaces within buildings.

- Ensuring all materials, even within communal storage spaces, are well-labeled.

- Updating IBC protocols to reflect all infectious agents and all use and storage locations.

- Reviewing the training of all laboratory members and ensuring correct documentation including General Biosafety and laboratory-specific training.

- Encouraging staff to report any incidents promptly to help provide lessons learned regarding optimal responses to incidents and identification of strategies to minimize risk.

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For more information contact Biosafety staff: biosafety@usf.edu

October 2015

USF Grant Writing Workshops

Fall workshops are (11am-3pm) in the CDDI Conference Room. Parking permits and lunch provided for all **registered** participants.

Register Today!

http://www.cas.usf.edu/research/form/workshop.aspx

NSF Grant Strategies Workshop, Friday, September 25, 2015. Workshop Leader: Professor Maria Womack in the Department of Physics. Previously, Dr. Womack was an NSF Program Director in the Division of Astronomical Sciences, and she helped create and develop a new NSF-NASA partnership. Her experience includes merit review and funding recommendations for more than 600 proposals! This workshop is designed to walk through the proposal building process from concept to submission. Outlined in the course are strategies for competitive applications and insight into peer review. The workshop topics include: (1) NSF, and where the money is. (Strategic initiatives vs. "core" programs). (2) Making your proposal competitive (hint: writing is only a small part). (3) NSF E-Business: tour of FastLane and Research.gov and the "rules" for proposals.

Culture of Collaboration: Strategies to Capitalize on Existing Strengths and Developing Synergies, Friday, October 9, 2015. Workshop Leader Chuck Connor, Professor in the School of Geosciences. This workshop covers techniques to facilitate team building, identifying the right collaborators for a large, complex proposal such as a T32 (Training Grant) or Center Proposal. The presentation will speak to the proposal building process, why collaboration strengthens the grant application, and how a culture of collaboration at your institution will pay off dividends and enrich research opportunities going forward. Learning objectives include: (1) Developing a culture of collaboration, identify areas of research promise at your institution, leveraging existing strengths for highly competitive grant proposals. (2) Build bridges and show the value of quality team building that will position large complex proposals for competitive funding.

Diversified Funding Portfolio: Strategies for funding success (federal, state, private foundation funding and cultivating research donors), Friday, October 16, 2015. Workshop Leader: Randy Larsen, ADR and Professor of Chemistry. This workshop is designed for the faculty at USF who are poised to apply for extramural research funding, promote research activity, support interdisciplinary grant applications, and ensure compliance in their area of responsibility. Topics to be addressed will include how to be a faculty mentor, leader, and steward of federally funded research. Dr. Randy Larsen will share from his experience as a PI, co-PI, peer reviewer, the ups and downs of building a robust funding portfolio – for a lab, department, school, college. There is a lot to share (learning lessons and best practices, and *'I wish I knew then what I know now'* anecdotes).

Advanced Grants Workshop – from the R01 to the Center proposal for all USF faculty, Friday, October 23, 2015. Workshop Leader Jeff Ryan, Professor in the School of Geosciences. Participants will get an interactive tour of FastLane and Research.gov, and hands on learning on the NSF proposal, including the impact of NSF's new GPG. From broader impacts to data management plans – how to ensure meaningful 'support letters' – sample biosketch and C&P – leverage nimble wording and cite-right strategies for your NSF proposal. Look at what has been funded, how to generate a report that shows funding trends in your research area, and what the reporting expectations will be for YOUR GRANT.

Expediting and Completing the Application, Friday, November 6, 2015. Workshop Leader: Dianne Donnelly, Assistant Dean for Research. This workshop covers techniques to facilitate the grant application process for preparation and submission of highly competitive research proposals. The goal is to understand what the reviewer wants and needs to evaluate a successful application. Faculty who write better applications have a higher probability of getting funded. The coordination of information placement within the grant application is important. If the information is not found in a particular spot, it must be missing. We will begin with sample application summaries and show how those summaries can be used in planning the layout of the grant application. We will also explore the writing of a letter application.