ORSS News

IMPORTANT INFORMATION IN THIS ISSUE

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Happy Spring!

As another fiscal year comes to an end, it should also be a time for each of you to look back and reflect on all that you do. Thank you all for your commitment, dedication, and invaluable contributions to Penn Medicine and to your respective departments. Your hard work is integral to our progress and success.

At the central level, we certainly have seen an increase in many research administration activities which are a direct result of the work you all do in support of your faculty. I know too, there have been many new faculty recruits bringing in their research portfolios that add to your already heavy workload. Please know ORSS is here to help so reach out for any assistance and we'll always try and do our best to support and assist you.

While there never seems to be a shortage of new and/or changing policies and processes in research administration, by working together we all manage to find a way to meet the challenge which is in large part due to the collegiality and professionalism of you all!

I wish you all a very happy, fun-filled spring and summer. I hope you are able to find time to unwind with family and friends.

Sincerely,

Professional Development

Academy learning sessions are now open for registration!

To read class descriptions, view the schedule, and register for sessions, go to Workday Learning and search "ORSS."

We currently have sessions scheduled through October:

Research Administration at PSOM
Debunking the Mystery of F&A at PSOM
PSOM PI Compliance
How to Get Your F Grant PD Record Approved
How to Get Your K Grant PD Record Approved
How to Get Your R Grant PD Record Approved
How to Get Your Foundation PD Record Approved
How to Get Your Coporate PD Record Approved

Deadlines

NIH:
- P Series: May 25
- T Series: May 25
- R01 (new): June 5
- U01 (new): June 5
- K Series (new): June 12
- R21 (new): June 16
- R01 (Renewal, resubmission, revision): July 5
- K Series (Renewal, resubmission, revision): July 12
- F Series: August 8

Click <u>here</u> to search NIH opportunities by activity code (located on the left of the page).

Click <u>here</u> to see all NIH dues dates.

Other Federal:
- National Science Foundation: July 26
  - <u>Faculty Early Career Development (CAREER) Program</u>

Foundations:
- <u>Burroughs Wellcome Fund: June</u>
- <u>Damon Runton Cancer Research Foundation: Summer</u>

ENSURE YOUR SUBMISSION GETS A THOROUGH REVIEW!

With the number of submissions rising every month, it is imperative that you inform your PIs of when proposals are due to ORSS for review:

All submissions need to be submitted to ORSS five business days before the deadline.

We cannot guarantee a full and thorough review of proposals sent beyond the deadline.

Pre-Award News

PENN ERA REMINDERS

When new faculty transfers a grant to PSOM, you need to create a PennERA record

In order for us to create an advance fund, we must have a PennERA institution number which requires creating a PD record. When entering the PD record, use the S2S template for federal funders and the generic template for all non-federal funders – just as you would a new submission. Once the record is approved through our normal review process and PHS-FITS clears, ORSS will be able to set up a fund. For more information on NIH Change of Institution Requests, click here. For Parent Type 7 requests click here.

When receiving an additional funding amendment for an SRA that was initiated through PCI, select "supplement" as the proposal type in PennERA

Yeah...we realize this doesn't make a lot of sense but PD records coded as "CTA/SRA" do not go to the Data Warehouse which means it won't come up on our pipeline report and we won't know you need it approved.

POLICY AND PROCESS CHANGES

NIH DATA MANAGEMENT & SHARING POLICY

NIH's new Data Management and Sharing (DMS) Policy's FAQ's have been updated click here to view them.

It is important to know that the DMSP did not replace the resource sharing plan in its entirety, The "Resource Sharing Plan" field remains under the "Research Plan" tab to be used for "Shared Model Organisms", if relevant.

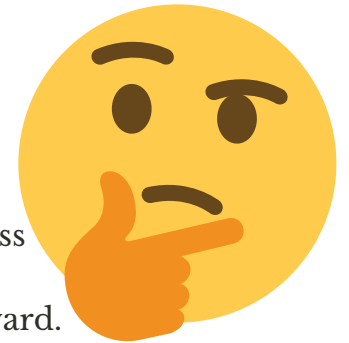### CLINICAL TRIAL RESIDUAL POLICY

Clinical Trial Residual Policy has been updated. Of particular note is a clarification of funds distribution among Departments, Centers, and Institutes. Click here to read more.

Post-award

Have you ever wondered....

What is needed when Penn is a sub award recipient to a federal award? If the answer is yes, you are not alone.

There should always be a noncompeting child record for annual progress reports. We often hear from departments that the Prime recipients of Federal awards do not need anything from us to fund the next year's award. This is not accurate as our standard subaward agreement always indicates otherwise. The language we attest to in our agreement typically has the following:

Annual technical/progress reports will be submitted within 60 days prior to the end of each budget period to the Pass-Through Entity's Administrative Contact. Such report shall also include a detailed budget for the next budget period, updated other support for key personnel, certification of appropriate education in the conduct of human subject research of any new key personnel, and annual IRB or IACUC approval, if applicable.

We certainly understand there often may be preliminary discussions from departments to the Prime entity conveying information, however, the information should only be considered official if attested to by a Signing Official of the Institution. The PHS 2590 are the forms we utilize when reporting to Prime recipients as a subawardee. ORSS Post-award can always generate the face page to be signed and we will provide that upon approving the child noncompete record.

We also understand that you may not always have the budget figures yet to use from the Prime for the next year. This should not matter because we should be able to supply our estimated budget that was approved from our original proposal and additionally the Prime needs the official information (change to Other Support, Participant's effort) to report on their RPPR submission.

If you think about it, what we do when we are the Prime institution with subawardees (i.e gathering institutionally signed progress reports to support our RPPR reporting) should remind us we have the same obligation as a subawardee to the Prime institution.

Staff Updates

Grants Management Specialist, ORSS

Dawn Sabella

Dawn comes from Penn's School of Arts and Sciences with over 7 years of experience. As she gains experience with PSOM processes, we will transition all the depts who currently work with Louis over to her.

Welcome Dawn!

Grants Coordinators, Department of Neurology

Patrick Haggarty & Kelly McCafferty

Academy graduates Patrick and Kelly have accepted positions within Neurology as grant coordinators. Kelly will be dedicated to pre-award whereas Patrick will be carrying out both pre and post activities.
Congratulations to you both!

Financial Administrative Coordinator, Department of Neurology

Sheneka Bradley

Academy graduate Sheneka Bradley has taken a position within Neurology. Sheneka will be handling purchasing, eShip, and ProCard purchasing.

Congratulations Sheneka!

Grants Coordinator, Medical Ethics and Health Policy

Jul Lamb

Academy graduate Jul will join the MEHP team as a grants coordinator handling many post-award tasks.

Congratulations Jul!

For more info on all topics, go to: https://www.med.upenn.edu/orss/