Department Research Office (DRO) Training Materials:

Working hours: 8:00 am – 4:30 pm (with flexible hours)

# Training Plan

The training plan incorporates various training methods including online, supervisor-led, on-the-job, and cross training on clinical trial budget review:

Pre-Award Grant submission process step-by-step:

1. Principal investigator (PI) informs us that they will be submitting a grant (either prime, being that UMMC is the prime submitting institution or subaward, in that UMMC is a subrecipient to the prime institution on a grant and not the submitting institution)
2. We request that our [Notice of Intent to Apply (NIA)](https://www.umc.edu/som/Departments%20and%20Offices/SOM%20Departments/Medicine/Research/Notice-of-Intent-to-Apply.html) form be filled out and submitted.
3. We request any and all draft documents that pertain to the grant (opportunity announcement, Scope of Work (SOW)/Research Strategy (Plan), budget, budget justification, biosketch, etc. (many times, we are drafting a few of these documents for them, so they won’t be available)
4. Use SOW to begin drafting the budget using correct salaries and fringe benefit rate.
5. Draft justification using budget figures and allow PI or other contact person (typically a project manager) to define project roles on justification. We may need to add details for these roles, once we have the roles defined by the PI or project manager.
6. If prime submission, create application in ASSIST or other grant submission portal (does not apply to subaward proposals)
7. Create a proposal for routing in Cayuse ([Cayuse login](https://login.microsoftonline.com/78a0681e-f0be-47e2-8049-8616858818a5/saml2?SAMLRequest=jZJRa8IwEMe%2FSsl7bNraGoMKTgcTHIqtg%2B1lpPHUQJt0uXRs335VN%2BZeZHAPd7n7hf%2F%2FuBHKumrEtPVHs4G3FtAHH3VlUJwbY9I6I6xEjcLIGlB4JfLp41LEPSYaZ71VtiJXyG1CIoLz2hoSLOZjMps%2Bb%2FP7V64gKZN9RvkuSmm%2FZENawi6iEMcDJROm0pKR4AkcduSYdB91OGILC4NeGt89sTimLKMsKaJU9E%2FxQoJ550Yb6c%2FU0fsGRRhW9qBNr9bKWbR7b02lDfSUrcMBlyzjEdA9K4H2BxBTzvpDyrMo4ynnEZdpePIYk2D9bf1Om502h9uuy8sQioeiWNP1Ki9IMP3ZxMwabGtwObh3rWC7Wf5qRX0wnVjZND0lP1u86DxJCPN8RSajUyrOq3CTf0A1eLmTXo7Ca%2FBS%2FT2CyRc%3D&RelayState=29gdvt4gc8ytwhphjdoxfcjppy5vez3fivw7jm1s2oz7qn7i80) (internal routing of proposals for UMMC approval).
8. Submit all final documents to Office of Research and Sponsored Programs (ORSP) office for review.
9. Once ORSP reviews and approves, submit application in ASSIST or by email to prime institution. This last step may differ depending on each proposal. We may have everything in ASSIST already for review, and ORSP reviews the entire ASSIST proposal and approves.

Review this next: <https://grants.nih.gov/grants/pre-award-process.htm>

\*Allowability of Costs (review each of these and add bookmark):

<https://grants.nih.gov/grants/policy/nihgps/HTML5/section_7/7.9_allowability_of_costs_activities.htm#Pre-Award_(Pre-Agreement)_Costs>

Reminder:

1. The Four Cost Principles – Allowability, Allocability, Necessary and Reasonable and Consistently Applied

Understanding a Notice of Award (NOA):

<https://researchadmin.asu.edu/understanding-your-notice-award-noa>

Read over grant mechanisms to understand purpose behind them (**R series and other research grant mechanisms**, the **K series** and the **P series**): <https://grants.nih.gov/grants/funding/funding_program.htm>

\*Interpreting NIH Award Numbers: <https://artsci.case.edu/funding/understanding-nih-grant-numbers/>

\*After reviewing interpreting NIH Award Numbers, review this:

<https://www.era.nih.gov/files/Deciphering_NIH_Application.pdf>

Read over the parent R01 grant mechanism: [PA-20-185](https://grants.nih.gov/grants/guide/pa-files/PA-20-185.html)

\*Post-Award Process:

<https://grants.nih.gov/grants/post-award-monitoring-and-reporting.htm>

\*Read this document under Research/ORS\_DRO/1\_PostAward/ Titled **“1\_PostAwardProcesses\_111423”**

Post-Award topics video: <https://www.youtube.com/watch?v=j3l1aOVRdPM>

Add bookmarks in your Internet browser, if you don’t have these already:

[Workday login](https://login.microsoftonline.com/78a0681e-f0be-47e2-8049-8616858818a5/saml2?sso_reload=true)

[Notice of Intent to Apply (NIA)](https://www.umc.edu/som/Departments%20and%20Offices/SOM%20Departments/Medicine/Research/Notice-of-Intent-to-Apply.html) form

[Cayuse login](https://login.microsoftonline.com/78a0681e-f0be-47e2-8049-8616858818a5/saml2?SAMLRequest=jZJRa8IwEMe%2FSsl7bNraGoMKTgcTHIqtg%2B1lpPHUQJt0uXRs335VN%2BZeZHAPd7n7hf%2F%2FuBHKumrEtPVHs4G3FtAHH3VlUJwbY9I6I6xEjcLIGlB4JfLp41LEPSYaZ71VtiJXyG1CIoLz2hoSLOZjMps%2Bb%2FP7V64gKZN9RvkuSmm%2FZENawi6iEMcDJROm0pKR4AkcduSYdB91OGILC4NeGt89sTimLKMsKaJU9E%2FxQoJ550Yb6c%2FU0fsGRRhW9qBNr9bKWbR7b02lDfSUrcMBlyzjEdA9K4H2BxBTzvpDyrMo4ynnEZdpePIYk2D9bf1Om502h9uuy8sQioeiWNP1Ki9IMP3ZxMwabGtwObh3rWC7Wf5qRX0wnVjZND0lP1u86DxJCPN8RSajUyrOq3CTf0A1eLmTXo7Ca%2FBS%2FT2CyRc%3D&RelayState=29gdvt4gc8ytwhphjdoxfcjppy5vez3fivw7jm1s2oz7qn7i80) (internal routing of proposals for UMMC approval)

[eRA Commons](https://public.era.nih.gov/commonsplus/public/login.era?TARGET=https%3A%2F%2Fpublic.era.nih.gov%3A443%2Fcommonsplus%2Fhome.era%3Fmenu_itemPath%3D600) login (for grant submissions in ASSIST and progress reports; you can also access NCBI through this login)

[Velos login](https://ufs.umc.edu/adfs/ls/?wfresh=0&wauth=http%3a%2f%2fschemas.microsoft.com%2fws%2f2008%2f06%2fidentity%2fauthenticationmethod%2fpassword&client-request-id=2e23589c-8eb7-4875-b13d-f3295bb0a406&wa=wsignin1.0&wtrealm=urn%3afederation%3aMicrosoftOnline&wctx=LoginOptions%3D3%26estsredirect%3d2%26estsrequest%3drQIIAaWQPWgUQRiGZ-4v8cjBIRYWFvGnsdjdmdnZ2ZmFgwRJIpicpyt4nIXMznyXvXB7e9zeGuysxEqsg5VYaaM2go2ijaQxdcDGSlIJglh6lbVg9xbP-xRPE0VuOp9Pi8jzyiwz01lu3XswzguYQQF6ZlLX5JlXpKMkyccwT2enm-2n_Yvu28fl1dedn5fvvHreeIE7_yKJ_0rcosi9eH1nm3m96_Gtj_j8XSJ9JZiyjDLQVFiqDPcZN4EEG6pEHmH8HeMHFXxcqcc6G7OTSn2c744mB9WtoogyyCKqlFrggSAKFCQ-Mf5iKsOMb4AzIQNqJWhN_JATqqw2PEhCKRRJkuEQ1JvqpVBqIiQFZ0gScHgIzJGEK0cKurhLSaUOvlVbxpaTyVqZGRdseVRbOamtkGq0vNxso7NoFf2u4Wf1RafBp4dfPr8_t_OyfYH_2vuKDutePN2SZb6-u9G7vR0O7OhGykV_8-bGle5Id-_Pc5pONq_t9Xtdud8REX3SaB020I8GfrSEDpbQu1P_F_q4eYYRRh0iHcZXqYx8FRF_8KGF_gA1&cbcxt=&username=cdunn%40umc.edu&mkt=&lc=) (use this for referring to clinical trials at UMMC)

[NCBI](https://www.ncbi.nlm.nih.gov/account/?back_url=https%3A%2F%2Fwww.ncbi.nlm.nih.gov%2Fsites%2Fmyncbi%2F) login (this is where investigators and our office both manage biosketches and publications listings)

[Email quarantine](https://login.microsoftonline.com/common/oauth2/authorize?client_id=80ccca67-54bd-44ab-8625-4b79c4dc7775&response_type=code%20id_token&scope=openid%20profile&state=OpenIdConnect.AuthenticationProperties%3DQPhaVCTIJ5N1bfMhQUxJf_ecbxedXQqzE9BPA-UoUq21gGxst4wf29umPca4bp_itUWmz5fIzmbkEoOjQCkKSPPw1-SCXup325Ee_8ZNujeFqKLD7yKDMVBapmyPNyM4FQeleX73JLchx6aA9ynwTw&response_mode=form_post&nonce=637898686699943873.NWExYjZkYTUtZmNhNy00ZDYyLWJmZjMtZTJjMDE1ZGZiM2IxMDk5M2VjMTMtNjc5Yy00ZmRhLThlODMtYjI5MzBjMGEyMzg5&client-request-id=e6375766-9469-4acb-9064-d22d04849ce3&redirect_uri=https%3A%2F%2Fprotection.office.com%2F&x-client-SKU=ID_NET461&x-client-ver=6.16.0.0) (in case you don’t already have this)

\* Notice of Intent to Apply (NIA) – add bookmark: <https://www.umc.edu/som/Departments%20and%20Offices/SOM%20Departments/Medicine/Research/Notice-of-Intent-to-Apply.html>

OMB Part 200 (add bookmark for reference):

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>

Part 200 - SubPart E (add bookmark for reference):

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>

Federal Websites:

\*Read NIH Expanded Authorities Policy: Research/ORS\_DRO/Training/NIH\_ExpandedAuthoritiesPolicy

\*Public Access Policy (Read NIH Policy from the Public Access Compliance toolkit and \*focus on quick facts Powerpoint)

<http://publicaccess.nih.gov/communications.htm>

Grants Process Overview

<http://grants.nih.gov/grants/grants_process.htm>

Peer Review Process – just read (1 webpage)

<http://grants.nih.gov/grants/peer_review_process.htm>

**Workday Reports:**

**\*Discuss with me:** Costing allocations and Payroll accounting adjustments (PAAs)

\*Use Grant Manager Dashboard in Workday. It contains most of the reports below, which is helpful.

Pay Analysis (type “Pay analysis” into search bar: ***UMC RPT GR Pay Analysis by Budget Date by Grant, by Grant, by Grant v2, by Cost Center***, etc.) – each report shows a different view of personnel paid on individual grants

Summary of Award (“***Award Budget to Actuals (Departmental)”***) – this shows a summary of the initial budget funding plus amendments minus the expenses over the life of the grant period (can be for 1 budget period or more)

Costing allocations reports (Type “costing allocations”: ***All Workers Costing Allocations; Grant Costing Allocations Expiring within the next 30 days and no subsequent allocation***)

Clinical Trials (***UMC RPT GR Clinical Trials Financial Summary v1***) – shows summary of clinical trial funding and expenses