OFFICE OF THE VICE CHANCELLOR FOR RESEARCH

Research Administrators Monthly Meeting September 2018

Beth Zinda, Assistant Director (Proposals)
Office of Research Services

Agenda

- Announcements
- JIT Presentation
- Sponsor Updates
- Questions/Discussion

Announcements

- Joanna Groden, PhD joined OVCR as the new Vice Chancellor for Research effective 09/17/2018

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Announcements
AY18 Effort Reporting

❖ Take advantage of data preview period!

❖ Data preview period will close on <u>9/20/18 (Thursday) at 5:00PM</u>

❖ Final labor redistributions that impact AY18 effort certifications must be completed by 5:00 pm, Friday 10/5/18

❖ System will reopen mid-October for final reporting and certification

❖ Your assistance is needed for 100% completion rate as years before!

Just-In-Time (JIT) Requests

JIT features and submission process at UIC

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What is Just-In-Time?

- In an effort to focus the review on the science and save the applicant time and effort, some sponsors utilize a "just-in-time" (JIT) process to collect time-sensitive information that was not included in the application

Prepare to Apply and Register → Submit, Track, and View Applications → View Summary Statement, Scores → Submit Just-in-Time → View Notice of Award

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NIH JIT Notifications (Two Types)

1. Any application with an overall impact score below 30 automatically receives an email requesting JIT information through eRA Commons

   – *NOT an indicator that the application is likely to be funded*

2. For applications that are likely to be funded, the PI and ORS will receive an additional email directly from the specific Grants Management Specialist in the NIH Institute or Center

   – *This indicates that the NIH Institute/Center is considering the application for funding*

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When to Submit JIT Information

- Wait to submit the JIT response until a specific request from NIH grants management has been received by the PI or ORS.

- The JIT request will include a specific due date. The JIT response should be prepared and submitted to ORS a **minimum of five full business days** prior to the NIH due date.

Don't Send JIT Information If…

- The application scores well outside of the institutes published paylines or, if they're not yet established, well outside of the previous fiscal year's final published paylines.

- The Scientific Review Officer (SRO) or Program Officer informs the PI that they're not likely to receive funding.

- If you have any questions about the competitiveness of the proposal, contact the assigned SRO for input on whether to file the JIT documentation.

What will a JIT Request Include?

- **Current Other Support for <u>all Key Personnel</u>**

- **Certifications**

  - **Institutional Animal Care and Use Committee (IACUC) Approval** (if the proposed project involves research with live vertebrate animals)

  - **Institutional Review Board (IRB) Approval** (if the proposal project involves human subjects research)

  - **Human Subjects Education** (if the proposal project involves human subjects research you must submit certification that any person identified as senior/key personnel has completed an education program in the protection of human subjects (CITI)

  - **Human Embryonic Stem Cells (hESCs)** (if the proposed project involves hESCs you may be asked to identify the hESC line)

- **Other Information (as applicable)**

  - Revised budgets, changes to human subjects or vertebrate animal sections, copies of current F&A rate agreement, and other statements or assurances

10

Other Support

- Listing of all active AND pending support for all key personnel
  - Support is defined as all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors
  - Other support is not required or accepted for other significant contributors since considerations of overlap do not apply to these individuals

11

OMB No. 0925-0001 (Rev. 09/17 Approved Through 03/31/2020)

For New and Renewal Applications – DO NOT SUBMIT UNLESS REQUESTED

PHS 398 OTHER SUPPORT

Samples

ANDERSON, R.R.
ACTIVE

2 R01 HL 00000-13 (Anderson)	3/1/2017 – 2/28/2022	3.60 calendar
NIH/NHLBI	$186,529	
Chloride and Sodium Transport in Airway Epithelial Cells		

The major goals of this project are to define the biochemistry of chloride and sodium transport in airway epithelial cells and clone the gene(s) involved in transport.

5 R01 HL 00000-07 (Baker)	4/1/2012 – 3/31/2017	1.20 calendar
NIH/NHLBI	$122,717	
Ion Transport in Lungs		

The major goal of this project is to study chloride and sodium transport in normal and diseased lungs.

R000 (Anderson)	9/1/2017 – 8/31/2020	1.20 calendar
Cystic Fibrosis Foundation	$43,123	
Gene Transfer of CFTR to the Airway Epithelium		

The major goals of this project are to identify and isolate airway epithelium progenitor cells and express human CFTR in airway epithelial cells.

PENDING

DCB 950000 (Anderson)	12/1/2017 – 11/30/2019	2.40 calendar
National Science Foundation	$82,163	
Liposome Membrane Composition and Function		

The major goals of this project are to define biochemical properties of liposome membrane components and maximize liposome uptake into cells.

OVERLAP

There is scientific overlap between aim 2 of NSF DCB 950000 and aim 4 of the application under consideration. If both are funded, the budgets will be adjusted appropriately in conjunction with agency staff.

RICHARDS, L.
NONE

HERNANDEZ, M.
ACTIVE

5 R01 CA 00000-07 (Hernandez)	4/1/2012 – 3/31/2019	3.60 academic
NIH/NCI	$110,532	
Gene Therapy for Small Cell Lung Carcinoma		

The major goals of this project are to use viral strategies to express the normal p53 gene in human SCLC cell lines and to study the effect on growth and invasiveness of the lines.

5 P01 CA 00000-03 (Chen)	7/1/2016 – 6/30/2018	1.80 academic

Page ____   Other Support Format Page

Other Support

- Information on active and pending Other Support is required for all key personnel. For individuals with no current or pending support, indicate "None"

- Provide details on how any budgetary, scientific or effort overlap will be resolved if the proposal is funded. Commitment of an individual's effort greater than 100% is prohibited

- Support provided under a consortium/contractual arrangement or as part of a multi-project award needs to indicate the project number, PD/PI and source of the overall project and provide all other information for the subproject only

- Verify that Peron Months (effort) is current and correct

12

Certifications

- **IRB Approval Date**
  - If the proposed project involves human subjects research
  - Pending or out-of-date approvals are not acceptable
- **IACUC Approval Date**
  - If the proposed project involves research using live vertebrate animals, the verification date of IACUC approval must be submitted
  - Pending or out-of-date approvals are not acceptable

Certifications

- If IACUC or IRB approvals are pending, upload a memo explaining this and provide the review date if known. Upload this document to "Other Upload" within the JIT module.

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Certifications

- **Human Subjects Education**
  - For grants involving Human Subjects, each of the listed key personnel involved in human subjects research must complete an educational program in the protection of human subjects
  - ORS must verify this training has occurred. Proof of training is kept on file at the Office of the Protection of Research Subjects (OPRS)
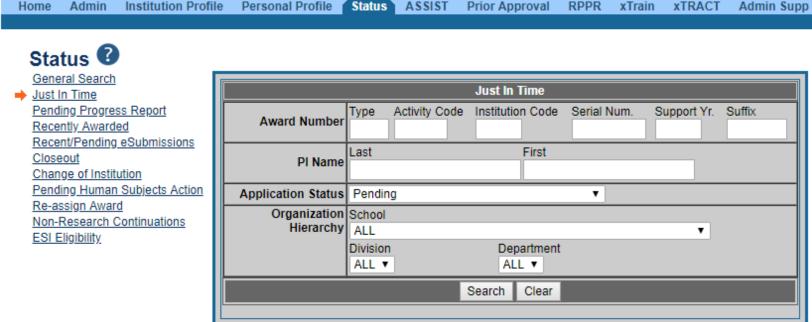
Certifications

- **Human Subjects Education**
  - Use the training letter on the ORS website to report the training dates (not the certificates)
  - Report **original courses** taken, not refresher courses, and only the Investigator 101 and CITI 101 course satisfies NIH's requirement
  - Subcontract personnel should provide the PI with their own certificates or letters of certification

Procedures for Submitting a JIT

- JIT information must be submitted via eRA Commons (unless the sponsor specifies otherwise)

- See step-by-step process here: http://research.uic.edu/sponsored-programs/preparing-proposal/post-submission-actions/just-time-submission-procedures

Procedures for Submitting a JIT

- Log into eRA Commons
- Click on "Status" at the top and select "Just-In-Time" from the left menu

Procedures for Submitting a JIT

- Once you locate the correct PI Name and Grant Number, click on the JIT link under the "Action" column.

- Upload or enter the required information:
  – Upload Other Support PDF
  – Enter IACUC or IRB approval date if applicable
  – Upload Human Subjects Education Letter PDF
  – Save

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Procedures for Submitting a JIT

- ORS will review the information for compliance and works with the PI and business manager to revise the documents as needed
- When JIT documentation is fully compliant, an Authorized Organizational Representative (AOR) within ORS will submit the JIT to NIH for review

JIT Resources

- ORS Just-In-Time Submission Procedures

http://research.uic.edu/sponsored-programs/preparing-proposal/post-submission-actions/just-time-submission-procedures

- UIC Human Subjects Training Letter

http://research.uic.edu/sponsored-programs/forms-contract-templates

- IRB Education & Training Information

http://research.uic.edu/compliance/irb/education-training

- NIH eRA Commons JIT Guide

https://era.nih.gov/Commons/Commons/status/jit.htm

- NIH Notice OD-12-101

https://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-101.html

Sponsor Updates

- ## NSF Changes
  - New PAPPG will be implemented in January 2019
  - More directorates are removing due dates for proposals
    - Must wait 6-12 months to resubmit a declined proposal
  - Submitting proposals in Research.gov
    - If the instructions in Research.gov differ from the solicitation or PAPPG follow the Research.gov instructions
  - International campuses
    - New checkbox on cover page
    - Project description must contain rationale for why work can't be done in the US
    - If missing, award will not be made

Sponsor Updates

- **NSF Changes**
  - Biosketch Synergistic Activities
    - 5 discreet activities, NOT 5 activities with 10 examples of each
    - Adhere to instructions
    - Proposal may be rejected for non-compliance per NSF Policy Office

Sponsor Updates

- ## NIH Biosketches

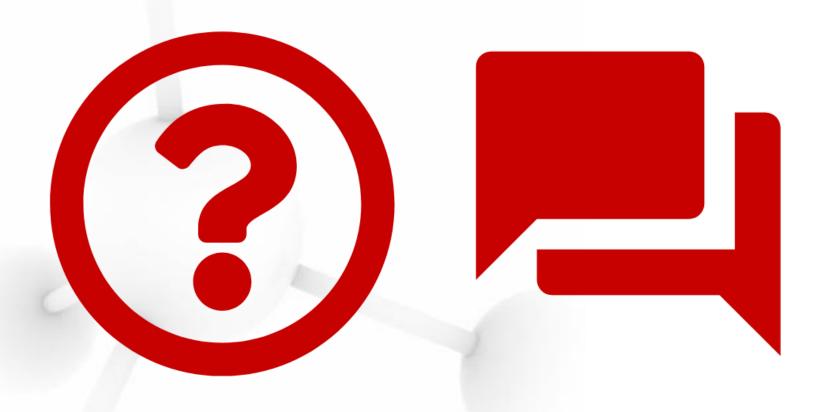 - ### NIH is enforcing Biosketch requirements

    During the review of your application entitled "XXXXX", NIH staff and/or reviewers noted that one or more of the biosketches included in the application did not comply with the new biosketch format requirements (NOT-OD-15-032; http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-032.html). Applications with biosketches that do not follow the current guidelines for format and content are non-compliant. You should be mindful that non-compliance can have serious consequences. NIH may withdraw any application identified during the receipt, referral and review process that is not compliant with the instructions in the SF424 (R&R) Application Guide, the Funding Opportunity Announcement, and relevant NIH Guide Notices (see http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-095.html). Instructions for preparing a compliant biosketch can be found at http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-032.html.

Sponsor Updates

- ## NIH Biosketches

  - Be aware of requirements:

    - **Personal Statement**

      - You may cite up to four publications

    - **Contributions to Sciences – up to five significant contributions**

      - For each contribution, you may cite up to four publications or research products

      - Note that while you may mention manuscripts that have not yet been accepted for publication as part of your contribution, you may cute only published papers

https://grants.nih.gov/grants/forms/biosketch.htm

Questions/Discussion

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Next Meeting

Wednesday, October 18 from 1-2pm

Topic:

Clinical Trial Budgeting

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