

UC San Diego Health

# HS SPPO Contacts Meeting

March 15, 2023



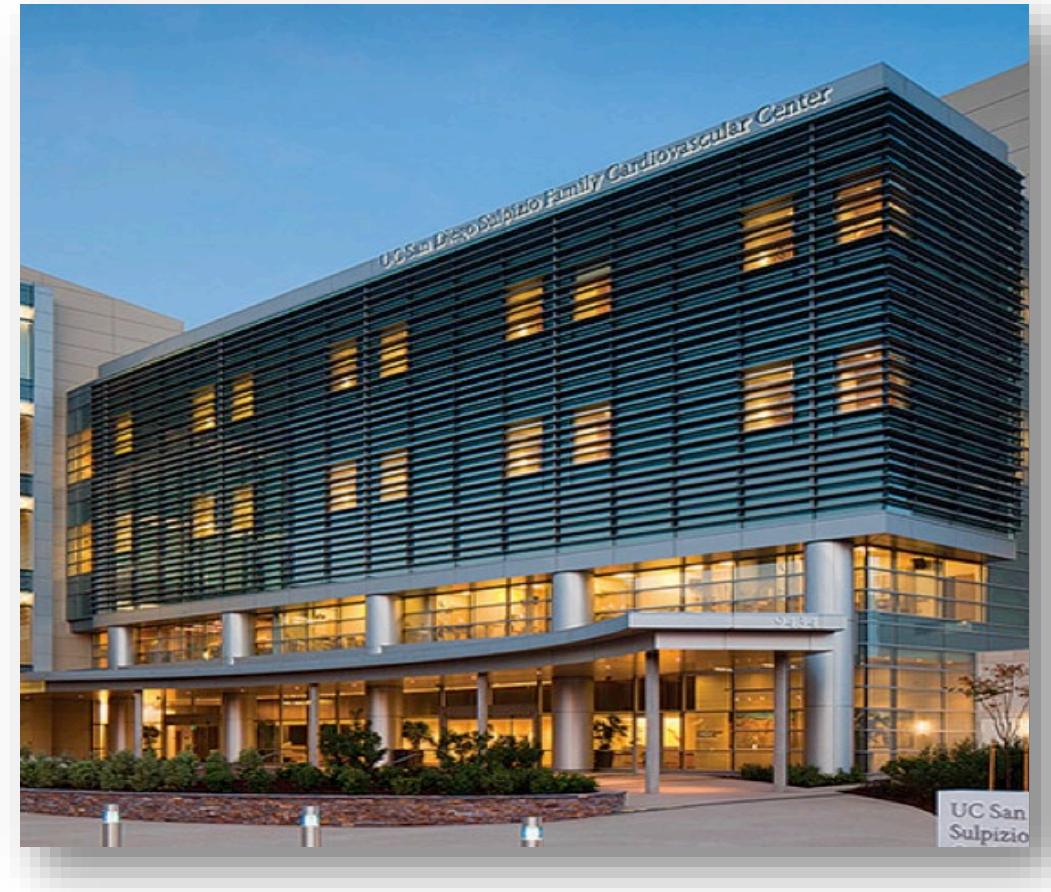
# Agenda

## UC San Diego Updates & Reminders

- Incoming Faculty & PI Exceptions
- Kuali Research Proposal Development (PD) New Keyword
- Updated Congressional District
- Reminder: What We Need From Subs in Our Applications/RPPR
- Reminder: Who is Who
- Additional Reminders

## NIH Updates & Reminders

- Federal Debt Flag Emails from NIH
- Submitting Applications & the Two-Day Viewing Window in eRA Commons
- Reminders & Updates: NIH Data Management and Sharing
- Update: FDP Data Management and Sharing Pilot



UC San Diego Health

# UC San Diego Updates/Reminders



# Incoming Faculty & PI Exceptions

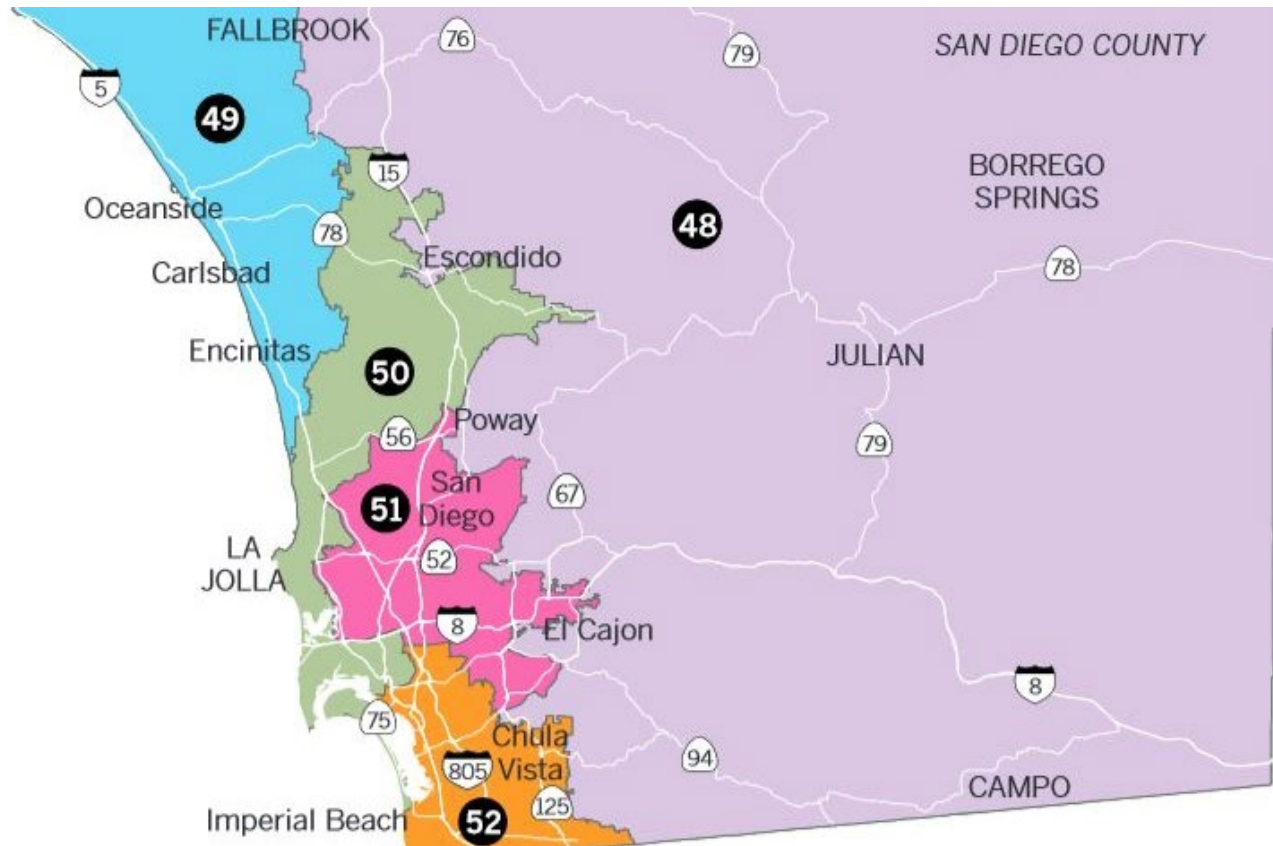
- For Incoming Faculty not yet PI Eligible yet at UC San Diego, please request a Blanket PI Exception instead of multiple Normal PI Exceptions. If you have any questions, please contact your Central SPO Analyst.
  - NIH/AHRQ & NIH/AHRQ Federal Flow Through: HS SPPO
  - All Other Sponsors: OCGA

## Kuali Research Proposal Development (PD) New Keyword

A new option has been added to the **Keywords** field located in the *Basics: Proposal Details Screen*, **Response to UAW**.

If you are submitting a proposal to request additional funding to cover the costs of the new UAW rate agreement, please select '**Response to UAW**' from the dropdown menu. This new requirement will allow your SPO officer to easily identify a proposal as UAW related, as well as track and report on such requests.

# Updated Congressional District



After the 2020 census, the congressional districts were updated.

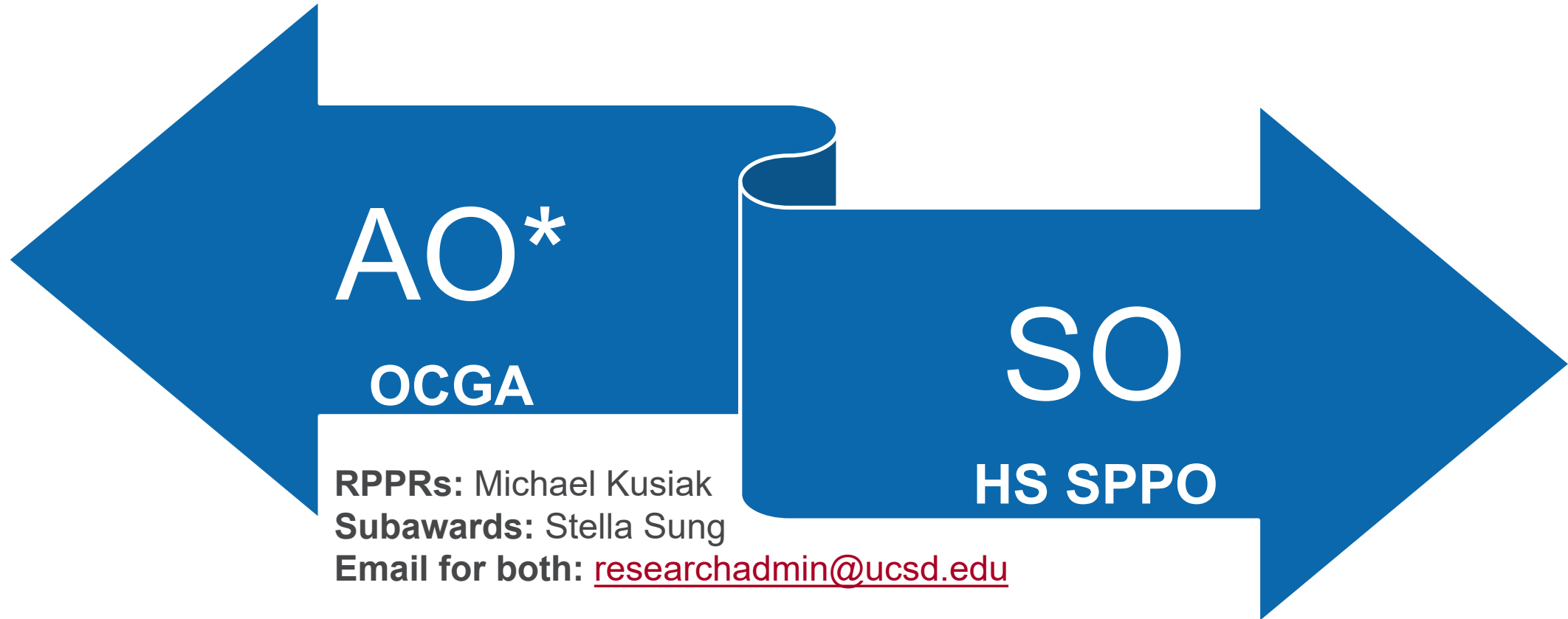
For all applications and progress reports, please start using our new Congressional District: **CA-050**.

# Reminder: What We Need From Subs in Our Applications/RPPR

Applications	Non-SNAP Progress Reports (RPPRs)
PHS 398 Face Page	PHS 2590 Face Page
Statement of Work (SOW)	Statement of Work (SOW)
SF424 Subaward Budget, w/ Budget Justification uploaded on page 3, under YR 1	SF424 Subaward Budget, w/ Budget Justification uploaded on page 3, under YR 1
	All Personnel Report

Pre-populated Face Page can be found on our website, under our [Resources Tab](#).

## Reminder: Who is Who



\*Exception: for F30 & F32 Fellowships, the AO is the same as the SO: both are your HS SPPO Analyst.



# Additional Reminders

## Application Stage

- On submission day, you must stay online and available till the application has fully gone through the submission process from ASSIST → Grants.Gov → ASSIST.
- HS SPPO Receives five emails. The first email gives us the submission time stamp and the fifth email lets us know if there are any errors or warnings that must be addressed prior to the 5:00 PM deadline.

## JIT Stage

- Please forward to HS SPPO as soon as possible the JIT Request from NIH that the PI receives. We do not always receive the JIT requests.
- Once the JIT docs have been uploaded into eRA Commons, please let your HS SPPO Analyst know so we can go into eRA Commons and review the JIT. We do not receive notifications in the system like we do when an RPPR is routed to us for review and submission.

## Road Shows

- HS SPPO is willing to come to you and your department/school/ORU and speak on the new DMS policy, processes, foreign collaboration, or any other topic you need assistance in learning more on!

# NIH Updates & Reminders



# Federal Debt Flag Emails from NIH

**Importance:** High

Greetings,

Our records indicate a status of delinquency. By **COB**, please answer the following:

- What is the nature and status of the “debt subject to offset” as reported in SAM.gov, and any associated repayment plan?
- Is there a judgement lien against the institution for that debt?

As we are working on a tight deadline for this grant, your immediate response is greatly appreciated!

Cheers,

Kalaya M. Goffigan  
Grants Management Specialist

**HS SPPO is responding to the emails today:**

The debt issue seems to be with an entity we work with and it revolves around a check that was issued to them but never received (lost in transit). The check has since been re-issued and mailed. As soon as they receive the check and the bill is closed, they will reach out to SAM.gov to correct the debt flag. This should take a couple of days.

# Submitting Applications & the Two-Business Day Viewing Window

NIH still allows for a two-business day viewing window when you submit your application. However, the length of the viewing window depends on when you submit your application.

- If you submit your application three business days before the deadline, then you have two days (48 hours) to review your application for any issues. If there are any, we can reject your application, fix it, then resubmit a changed/corrected application.
- If you submit your application one business day before the deadline, then you only have a one day (24 hours) to review your application for any issues.
- If you submit your application two hours before the 5:00 PM deadline, then you only have two hours to review your application for any issues.

You can look at a full two-business day viewing window as an incentive to submit early, so you and your PI can verify you're submitting an accurate application to NIH and the peer reviewers.

# Ability to Bypass 2-Business Day Viewing Window for Administrative Supplements

- Effective October 27, 2022, NIH implemented a new functionality that offers option to bypass the full standard 2-business day application viewing window through a new 'Verify' action in eRA Commons Status and will expedite processing of eligible electronic administrative supplement requests.
- If your PI has no issues with the version of this submitted application, please let your HS SPPO Analyst know. We can then by-pass these two days to move the application immediately to the appropriate grants management and program staff for consideration.
- For more information, see [NOT-OD-23-011](#).

# What is Coming on the Horizon? Common Form Development

National Science and Technology Council (NSTC) Research Security Subcommittee has been working on development of Common Forms for the Biographical Sketch and Current and Pending (Other Support) for over a year.

NIH **will adopt the Common Forms**, with a few NIH-specific instructions.

Updated forms and instructions will be **available in Fall 2023**.

Moreover, NIH is working with **SciENCv** to develop an **Other Support template**. Researchers will sign in using their eRA Commons ID and certify their forms in the system. **Use of SciENCv may be required in FY 2024**.

Be on the lookout for more information on these new forms!!!

# Reminder: Data Management and Sharing (DMS) Plan Required

As of January 25, 2023, the [DMS Plan](#) is now required in all research applications submitted to the NIH. If the application is awarded, then the final approved DMS Plan will become a term and condition in the Notice of Award and must be reported on in the interim (if applicable), annual, and the final RPPR.

- Researchers to prospectively plan for how scientific data will be preserved and shared through submission of a DMS Plan (replaces 2003 Data Sharing Policy).
- Submission of a DMS Plan outlining how scientific data and any accompanying metadata will be managed and shared, taking into account any potential restrictions or limitations.
- Compliance with the recipient's plan as approved by the NIH Institute and Center (IC).

To assist investigators in drafting their DMS Plan, NIH has recently published an optional [DMS Plan format page](#) and there are other options such as the [DMPTool](#) that can be used to generate the DMS Plan. In addition, UC San Diego has recently entered into the [Federal Demonstration Partnership \(FDP\) Pilot](#) with the NIH where we will have the opportunity to give constructive feedback to the NIH on their new DMS Policy.

# Reminder: Elements of the New NIH DMS Plan

Required Six Elements	Element Details
Data types	How much data, what kinds of data
Related tools, software, and/or code	Necessary software
Standards	Data collection, MIAME - microarray or CDE for clinical data, data taxonomies
Data preservation, access, and associated timelines	Where will you deposit the data and when
Access, distribution, or reuse considerations	Any restrictions? - more sensitive data might need a restricted access repository
Oversight of data management and sharing	Who will ensure this is carried out?

**Important Note: Do not include hypertext (e.g., hyperlinks and URLs) in the DMS Plan attachment.**



**DATA MANAGEMENT AND SHARING PLAN**

If any of the proposed research in the application involves the generation of scientific data, this application is subject to the NIH Policy for Data Management and Sharing and requires submission of a Data Management and Sharing Plan. If the proposed research in the application will generate large-scale genomic data, the Genomic Data Sharing Policy also applies and should be addressed in this Plan. Refer to the detailed instructions in the application guide for developing this plan as well as to additional guidance on [sharing.nih.gov](https://www.nih.gov/sharing). The Plan is recommended not to exceed two pages. Text in italics should be deleted. There is no "form page" for the Data Management and Sharing Plan. The DMS Plan may be provided in the *format* shown below.

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0001 and 0925-0002). Do not return the completed form to this address.

**Element 1: Data Type****A. Types and amount of scientific data expected to be generated in the project:**

*Summarize the types and estimated amount of scientific data expected to be generated in the project.*

**B. Scientific data that will be preserved and shared, and the rationale for doing so:**

*Describe which scientific data from the project will be preserved and shared and provide the rationale for this decision.*

**C. Metadata, other relevant data, and associated documentation:**

*Briefly list the metadata, other relevant data, and any associated documentation (e.g., study protocols and data collection instruments) that will be made accessible to facilitate interpretation of the scientific data.*

**Element 2: Related Tools, Software and/or Code:**

*State whether specialized tools, software, and/or code are needed to access or manipulate shared scientific data, and if so, provide the name(s) of the needed tool(s) and software and specify how they can be accessed.*

**Element 3: Standards:**

*State what common data standards will be applied to the scientific data and associated metadata to enable interoperability of datasets and resources, and provide the name(s) of the data standards that will be applied and describe how these data standards will be applied to the scientific data generated by the research proposed in this project. If applicable, indicate that no consensus standards exist.*

**Element 4: Data Preservation, Access, and Associated Timelines****A. Repository where scientific data and metadata will be archived:**

*Provide the name of the repository(ies) where scientific data and metadata arising from the project will be archived; see [Selecting a Data Repository](#).*

**B. How scientific data will be findable and identifiable:**

*Describe how the scientific data will be findable and identifiable, i.e., via a persistent unique identifier or other standard indexing tools.*

# Optional NIH DMS Plan Format Page

OMB No. 0925-0001 and 0925-0002 (Rev. 07/2022 Approved Through 01/31/2026)

**C. When and how long the scientific data will be made available:**

*Describe when the scientific data will be made available to other users (i.e., no later than time of an associated publication or end of the performance period, whichever comes first) and for how long data will be available.*

**Element 5: Access, Distribution, or Reuse Considerations****A. Factors affecting subsequent access, distribution, or reuse of scientific data:**

*NIH expects that in drafting Plans, researchers maximize the appropriate sharing of scientific data. Describe and justify any applicable factors or data use limitations affecting subsequent access, distribution, or reuse of scientific data related to informed consent, privacy and confidentiality protections, and any other considerations that may limit the extent of data sharing. See [Frequently Asked Questions](#) for examples of justifiable reasons for limiting sharing of data.*

**B. Whether access to scientific data will be controlled:**

*State whether access to the scientific data will be controlled (i.e., made available by a data repository only after approval.)*

**C. Protections for privacy, rights, and confidentiality of human research participants:**

*If generating scientific data derived from humans, describe how the privacy, rights, and confidentiality of human research participants will be protected (e.g., through de-identification, Certificates of Confidentiality, and other protective measures).*

**Element 6: Oversight of Data Management and Sharing:**

*Describe how compliance with this Plan will be monitored and managed, frequency of oversight, and by whom at your institution (e.g., titles, roles).*

# Where Does the New NIH DMS Plan Go?

Research Plan Tab, Item #10 should now be used only for Sharing Model Organisms. Item #11. Genomic Data Sharing should be now provided as part of the DMS Plan. Recommended two-page limit and the PDF file name must be titled: Data Management and Sharing Plan.

<b>Other Research Plan Section</b>	<b>*An error will occur at time of validation/submission if this file is missing.</b>			
5. Vertebrate Animals	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
6. Select Agent Research	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
7. Multiple PD/PI Leadership Plan	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
8. Consortium/Contractual Arrangements	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
9. Letters of Support	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
10. Resource Sharing Plan(s)	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
<b>11. Other Plan(s)*</b>	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>

SF424 Forms H Guidelines: <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/general/g.400-phs-398-research-plan-form.htm#11>

# Detailed Budget in ASSIST

- There is just one line item for all DMS costs per year. This is a line item under F. Other Direct Costs. These costs include both personnel and non-personnel costs. See special instructions in the SF424 Forms H Guidelines for more information.
  - Costs to support these activities, including personnel costs (e.g., personnel who will be curating data for the project) must be noted as a single line item.
  - The line item must be titled "Data Management and Sharing Costs" (without quotation marks).
    - This line item can be used for DMS costs and cannot include or be combined with any "Other" direct costs. Note, if no cost will be incurred for that given year, then you must enter "\$0.00" in the "Funds Requested" column.

<b>F. Other Direct Costs</b>		<b>Funds Requested (\$)</b>
1.	Materials and Supplies	
2.	Publication Costs	
3.	Consultant Services	
4.	ADP/Computer Services	
5.	Subawards/Consortium/Contractual Costs	
6.	Equipment or Facility Rental/User Fees	
7.	Alterations and Renovations	
8.	<b>Data Management and Sharing Costs</b>	
9.		
10.		

# Reminder: Allowable Costs in the Budget



1. Cost considerations should be part of DMS planning, in tandem with research planning.
2. All costs must be incurred during the performance period.

Allowable costs may be included in NIH budget requests, including costs associated with:

- Curating data and developing supporting documentation (including data de-identification)
- Local data management considerations (infrastructure needed for local preservation).
  - Identify and budget for secure technology services
- Preserving and sharing data through established repositories (data deposit fees)

Note that all allowable costs submitted in budget requests must be **incurred during the performance period**, even for scientific data and metadata preserved and shared beyond the award period.

For instance, if a DMS plan proposes preserving and sharing scientific data for 10 years in an established repository with a deposition fee, the cost for the entire 10-year period must be paid before the end of the period of performance.

# Reminder: Detailed Budget Justification

- Per the [SF424 Forms H Guidelines](#), include a brief justification of the proposed activities that will incur costs. For more information, see [Budgeting for Data Management & Sharing](#)
  - The DMS Costs must be clearly labeled as "Data Management and Sharing Justification" in the budget justification. The recommended length of the DMS justification should be no more than half a page.
  - Clearly separate personnel from non-personnel costs. Provide a brief summary of the type and amount of scientific data to be preserved and shared and the name of the established repository(ies) where they will be preserved and shared.
  - Indicate general cost categories such as curating data and developing supporting documentation, local data management activities, preserving and sharing data through established repositories, etc., including an amount for each category and a brief explanation.
  - Specify in the justification if no costs will be incurred for Data Management and Sharing, if applicable.

**L. Budget Justification**

(Only attach one file.)

# Reminder: Modular Additional Narrative (Budget Justification)

Additional Narrative Justification is required with DMS Plans when using modular budgets.

- Requirements for what should be included in the modular budget justification are the same as the requirements for the detailed budget justification, as listed on the previous slide. See the [SF424 Forms H Guidelines](#) for more information.

2. Budget Justifications			
Personnel Justification	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
Consortium Justification	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
Additional Narrative Justification	<input type="text"/>	Add Attachment	Delete Attachment View Attachment

# Updates: NIH Data Management and Sharing Plan (DMS)

NIH DMS FAQs have been updated!!! Go here to see the [FAQs](#).

- [Subaward DMS Costs](#) has been clarified in the new FAQs:
  - If one of your subawards has DMS costs, then they are to enter these costs on their own budget and it is not to be included in UC San Diego's DMS line item in our budget. They are to follow the guidelines, yet if only certain years have DMS costs, only list the DMS costs in those specific years. You do not need to still have a line item and state \$0.00 for years that do not have the costs like you have to in the UC San Diego budget line. Same goes for the Budget Justification.

# Update: FDP DMS Policy Pilot

- Though it is still not fully set to start on campus, the soft launch of the FDP DMS Pilot was March 1<sup>st</sup>, 2023. We expect it to fully launch at UC San Diego for the next submission cycle, starting on May 25<sup>th</sup> for those applications that will require a DMS Plan.
- The FDP Pilot will be in two phases:
  - Phase 1: DMS Plan
  - Phase 2: Costing
- What will be required to participate? The use of two\* NIH approved DMS Plan templates as well as to answer short surveys.
- Why participate? UC San Diego will be given a voice through these surveys and through discussions and NIH will be listening.
- What else is UC San Diego doing? We plan to do road shows on the FDP Pilot once we have more information. We have started a multi-department working group on DMS with the Library, SDSC, OCGA, SIO, HS SPPO, and other persons on campus, both in Health Sciences and Campus.

<sup>24</sup> *\*NIH is working with the DMPTool folks to bring this into the pilot in the near future.*





UC San Diego Health

**UC San Diego Health**

**Health Sciences Sponsored Project Pre-Award Office (HS SPPO)**

858.822.4109 (currently VM only)

[vchsgrants@health.ucsd.edu](mailto:vchsgrants@health.ucsd.edu)

[hssppo.ucsd.edu](http://hssppo.ucsd.edu)