# HS SPPO Contacts Meeting

January 8, 2020

# Agenda

- Kuali Research Implementation & HyperCare (Nicole Joyce)

- UC San Diego & NIH Updates & Reminders (*Rachel Cook*)

- RAFFLE!!! (*Rachel Cook*)

# OCGA Updates

*- with Nicole Joyce, Assistant Director, Educational Initiatives and Client Services*

**ESR** Enterprise Systems Renewal

# Kuali Implementation

*What you need to know*

UC San Diego

# Kuali HyperCare

# HyperCare Overview

## What is HyperCare?

- A heightened level of support immediately post go-live
- Help the campus to transition to Kuali Research, Kuali COI and Kuali IRB
- Delivered through ServiceNow (SNOW)

## What is the goal?

- Seamless and timely support to end users of Kuali Research, Kuali COI and Kuali IRB and meet customer expectations with the goal toward full adoption

## How long will Kuali HyperCare last?

- As long as needed, anticipated 6 months post go-live (effective Jan) with periodic assessments against set criteria for transition to steady state

# Research Support Services

## Service Offerings

### Kuali Research
- Bug
- Configuration Request
- Enhancements
- Access Request
- General Question/Training
- Business Process Question

### Kuali COI
- Bug
- Configuration Request
- Enhancements
- Access Request
- General Question/Training
- Business Process Question

### Kuali IRB
- Bug
- Configuration Request
- Enhancements
- Access Request
- General Question/Training
- Business Process Question

## Tier 1

**Kuali Research**
- Pam Tallarida
- Francisco Mejia
- Andrea Martin
- Nancy Peritz
- Nicole Joyce
- Ross Dammann
- Sunny Kochhar

- Fernan Balsalubre
- Ernest Donate
- Rachel Cook
- Nicole Foshey
- William Park III
- Gloria O'Connor

**Kuali COI**
- Jennifer Ford
- Jennifer Patterson
- Xuemei Wang
- Christina Continelli
- Albert Carazolez
- Lilian Chang

**Kuali IRB**
- TBD

## Tier 2
- OCGA (5)
- HSSPPO (9)
- SIO-OCGA (5)
- OCTA (3)

## Tier 3
- ITS (2)

# How do users get help?

**DIRECT CONTACT**
With Train-the-Trainers and/or SMEs
(Tier 0)

**WEB PORTAL**
Can search the knowledgebase for answers **or**
Enter a ticket directly in SNOW
(Will also be accessible through WalkMe integration)

**EMAIL**
researchadmin@ucsd.edu
Will create SNOW ticket automatically

**CALL MAINLINE**
858-534-9979
Will ring to HyperCare agents

**Hours of Operation:**
Monday – Friday 8:00AM – 4:30PM (excluding weekends and university holidays)

# Kuali Research and Kuali COI
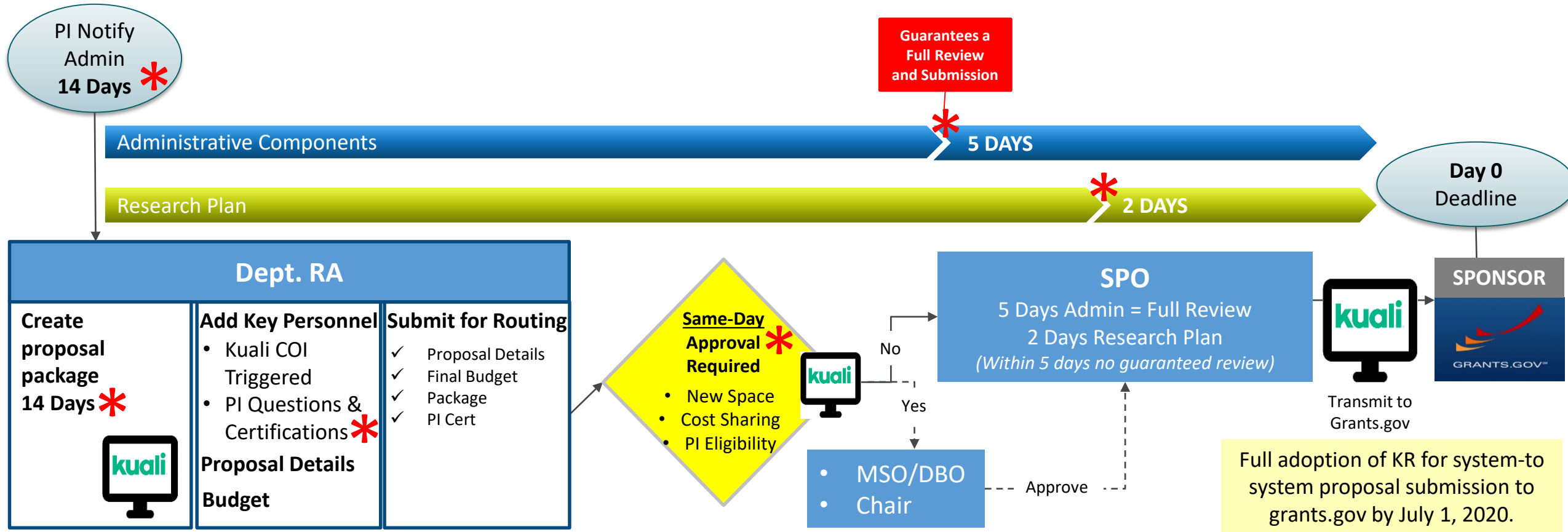
Launch of new systems January 21, 2020

New Proposal Timelines

# New Contract and Grant Enterprise System - January 21, 2020 Kuali Research (KR) and Kuali Conflict of Interest (Kuali COI)

- **KR is new C&G Proposal and Award System**

  - Integrated with grants.gov; state of the art; process efficiency gains; improves institutional compliance

  - Intuitive online guidance; system and subject matter expertise via Hyper-Care.

  - Campus wide communications and targeted presentations to Deans, Chairs, Faculty and research administrators

- **Kuali COI is new paperless COI system, integrated with Kuali Research**

  - PHS, non-PHS and 700U

  - Annual Portfolio saves faculty time for disclosure reporting

  - Shared customer support with KR

# NEW PROPOSAL TIMELINES: 14/5/2

**PI Notify Admin 14 Days** ✱

**Guarantees a Full Review and Submission**

✱ **5 DAYS** — Administrative Components

✱ **2 DAYS** — Research Plan

**Day 0 Deadline**

## Dept. RA

**Create proposal package 14 Days** ✱

kuali

**Add Key Personnel**
- Kuali COI Triggered
- PI Questions & Certifications ✱

**Proposal Details**

**Budget**

**Submit for Routing**
- ✓ Proposal Details
- ✓ Final Budget
- ✓ Package
- ✓ PI Cert

**Same-Day Approval Required** ✱
- New Space
- Cost Sharing
- PI Eligibility

kuali

No → 

Yes ↓

- MSO/DBO
- Chair

Approve - - - >

## SPO
5 Days Admin = Full Review
2 Days Research Plan
*(Within 5 days no guaranteed review)*

kuali

**SPONSOR**

GRANTS.GOV™

Transmit to Grants.gov

Full adoption of KR for system-to-system proposal submission to grants.gov by July 1, 2020.

1. PI to **notify** department grant administrator **14 business days** in advance of sponsor deadline
2. Dept. grant administrator to **create** KR proposal **14 business days** in advance of sponsor deadline
3. PI to **complete** Research Questionnaire and Certification
4. Unit Head/DBO to **approve proposals same day**, to avoid delays in routing (only those with critical criteria)
5. OCGA, SIO-OCGA, HS SPPO **receive completed** and **approved** KR record **5 days** before sponsor deadline
6. **Final Draft of PI Research Plan** to be routed to OCGA, SIO-OCGA, HS SPPO **2 business days** prior to sponsor deadline.
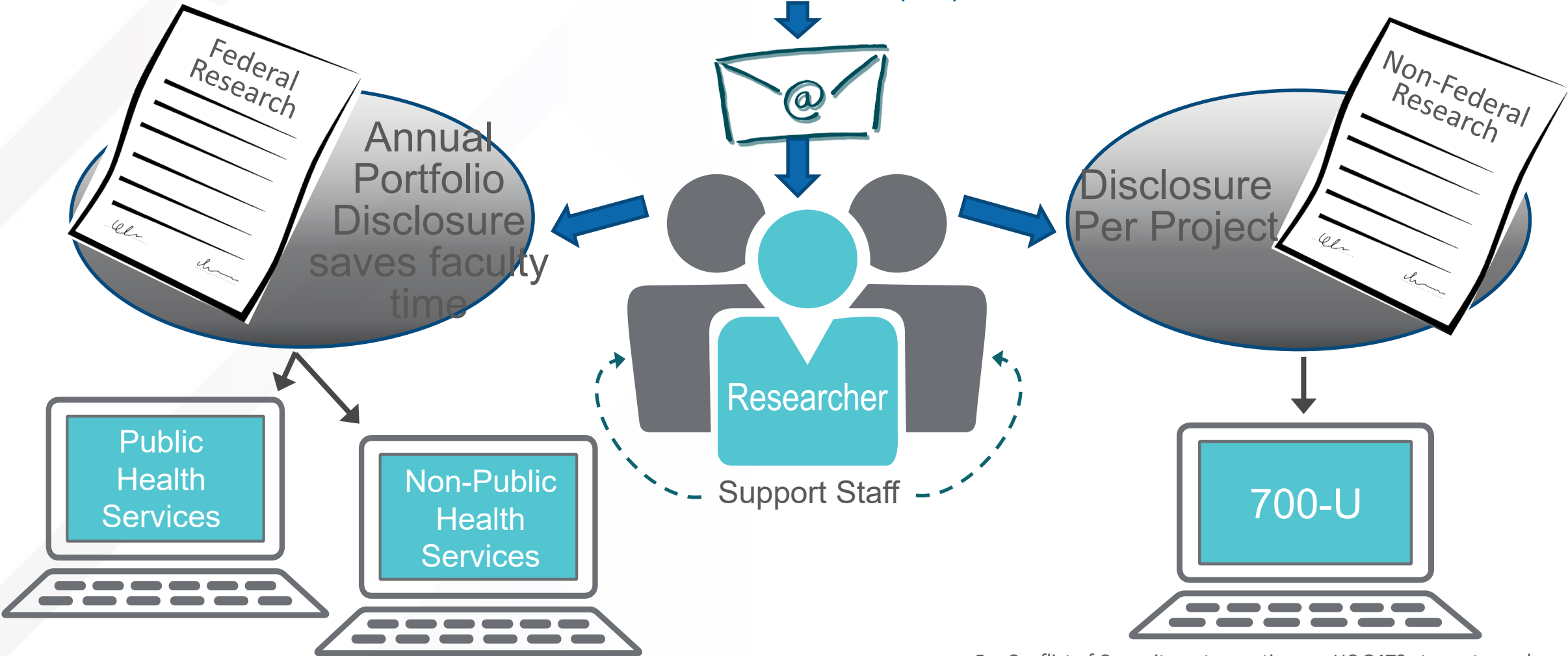
**ESR** Enterprise Systems Renewal

esr.ucsd.edu

Questions?

UC San Diego

# UC San Diego Updates & Reminders

*- with Rachel Cook, Senior Grant Analyst, Supervisor, HS SPPO*

# ePD → KR Transition & HS SPPO

## ePD

Off-line: 1/14/2020 (12:00 PM)

Please upload into ePD or provide your HS SPPO Analyst with any and all missing documents for the ePD Records.

Please approve your ePD records so we can finalize them prior to the system going off-line.

## In-Between

Email Intent to Submit to Nicole Foshey @ nfoshey@health.ucsd.edu + cc your HS SPPO Analyst, with the following information:

- PI's First and Last Name
- FOA #
- Due Date
- Sponsor's Name
- ASSIST #
- ePD # (if applicable)
- If a sub, sub details (contact person, email, etc.)

## KR

Go-Live: 1/21/2020 (7:00 AM)

6-month grace period for use of ASSIST

What about Internal Budgets?

UC San Diego
HEALTH SCIENCES

# Kuali COI Disclosure Transition

| For all projects entered in Coeus (sponsored research): | For Non-Coeus projects, i.e. Gifts, MTAs, all Service Agreements and Unfunded Agreements: |
|---|---|
| Between 1/14/2020 (7:00 AM) through 1/21/2020 (7:00 AM): paper PDF COI disclosures (PHS, PHS Supplement, 700U, 9510 and Addendum) will NOT be accepted by the COI Office. | Paper COI disclosures (700U and Addendum) will still be accepted during the migration until 1/17/2020 (5:00 PM). |
| • To avoid the delay in release of funds, please submit required COI disclosures prior to the start of EPD/Coeus to Kuali Research migration. | Any paper COI disclosures received between 1/17/2020 (5:00 PM) through 1/21/2020 (7:00 AM), will NOT be accepted by the COI Office and will need to be completed in the Kuali COI System. |
| Beginning 1/21/2020 (7:00 AM): the completion of COI disclosures will be required in the Kuali COI System. This includes "In Process" proposals that have transferred from Coeus to KR, even if a paper disclosure has already been provided to the COI Office. | Beginning on 1/21/2020 (7:00 AM), the completion of COI disclosures will be required in the Kuali COI System. |
| Note: if the COI Office is in receipt of a paper PHS, 700U and/or 9510 that is positive and has not received the PHS Supplement and/or Addendum by 1/14/2020 (7:00 AM) , the PHS, 700U and/or 9510 disclosure will need to be re-entered in the Kuali COI System in addition to completing the Supplement and/or Addendum questions. | |

▪ Please watch this informational video to learn more about Kuali COI, posted at: https://mediaspace.ucsd.edu/media/Kuali+COI+Informational+Session/0_kmyonx95.

▪ Please contact the COI Office info-coi@ucsd.edu, if you have additional questions or require assistance during the EPD/Coeus to KR migration and implementation.

**UC San Diego**
HEALTH SCIENCES

# PI Exception Process & OnBase

| PHASE 1 | PHASE 2 |
|---|---|
| Continue with the current process: use the Paper PI Exception Form and upload it into KR as an Internal Attachment. | Utilize the interactive OnBase Form & electronic Approval Routing Feature. |
| Form: https://blink.ucsd.edu/_files/ocga/forms/PI%20Exception.pdf | Timeframe: Winter/Spring 2020 |
| Health Sciences Process: https://medschool.ucsd.edu/vchs/research-services/hsppo/review/Pages/PI-Eligibility.aspx | Let the RSC Enterprise Projects Team know if you are interested in testing this new process! They are looking for testers at the department level as well as PI and Chair level!  Contact Isabella @ ibryantparkinson@health.ucsd.edu today! |
| PI Eligibility & FAQs: https://blink.ucsd.edu/research/finding-funding/pi-eligibility.html | |

UC San Diego
HEALTH SCIENCES

# Fellowship Assurance Form has gone ELECTRONIC!

As of October 10, 2019, the NIH Fellowship Assurance Form was transitioned to an electronic form in OnBase.

If you're assisting with an NIH F30 or F32 that will be submitted through HS SPPO, please initiate the Fellowship Assurance Form in OnBase, here: https://obweb.ucsd.edu/AppNet/Login.aspx

- The form should be initiated by the Fund Manager/Department Contact, which will notify the HS SPPO Analyst (Anastasia Hendry) of the intent to submit, and will start the routing for electronic signatures.

- Instruction Manual: https://medschool.ucsd.edu/vchs/research-services/hssppo/fellows/process/Documents/FellowshipAssuranceFormEndUserInstructionManual.pdf.pdf

- Add'l questions: contact Alan Perez at alp043@health.ucsd.edu

# COMING SOON!!! CBR Table for Benefits Tool



- The RSC Enterprise Projects Team is finalizing a CBR Table for Benefits Tool for fund managers and departments to use.

- Once live, an email will be sent out to the HS Contact list with the guidelines and link to this helpful new tool!

UC San Diego
HEALTH SCIENCES

# Academic Researchers Have Unionized!

- Research Scientists (Professional Researchers), Project Scientists, and Specialists

  - Note: Junior Specialists are typically visiting graduate students. If this title code is given, then they are in the "unit."

- FYI: https://academicresearchersunited.org/ & https://ucnet.universityofcalifornia.edu/labor/bargaining-units/

- "Compensation Explainer:" https://academicresearchersunited.org/ar-compensation-explainer/

- Escalation note: this unit did not receive a salary increase on July 1, 2019. Thus, they will receive a 4% increase as of Jan 2020 (Professional Researchers will receive a 4.5% increase), and again on July 1, 2020 they will receive another increase. Then annually after this.

- Appointment Length: 2-3 year appointments, after an initial 1 year appointment.

- Initial Agreement: 3 years.

UC San Diego
HEALTH SCIENCES

# FY 2020 Budget Appropriations Act

- President Trump signed the H.R. 1865, the "Further Consolidated Appropriations Act, 2020" on 12/20/2019.

- NIH should release any day the new NIH Salary Cap - Executive Level.



**UC San Diego**
HEALTH SCIENCES

# More Change Is On The Way!

- NIH is updating their forms again!

- For due dates on or after May 25, 2020, Forms F will need to be completed.

  - KR will automatically update the forms in the system, but YOU and YOUR PI(s) still need to read the updated policy and guidelines to be prepared for the changes coming!

- Relevant NIH Notices:

  - New NIH "FORMS-F" Grant Application Forms and Instructions Coming for Due Dates on or after May 25, 2020: https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-026.html

  - Changes to Policies, Instructions and Forms for Research Training Grant, Fellowship, and Career Development Award Applications: https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-033.html

  - OMB Approval for Grant Application and Related Forms Underway – Continue to Use Current Forms (FORMS-E) through May 24, 2020: https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-047.html

UC San Diego
HEALTH SCIENCES

# Forms E? ←→ Forms F?

| If your intended due date is… | You must use… |
|---|---|
| On or before May 24, 2020, including:<br>• Applications submitted for due dates on or before May 24, 2020<br>• Applications submitted under NIH Late Policy 2-week window of consideration for intended due dates on or before May 24, 2020<br>• Applications submitted by June 7, 2020 under NIH Continuous Submission Policy for the May 7, 2020 AIDS intended due date | FORMS-E application package |
| On or after May 25, 2020, including:<br>• Applications submitted for due dates on or after May 25, 2020<br>• All application types (New, Resubmission, Renewal, Revision)<br>• Applications submitted early for intended due dates on or after May 25, 2020 | FORMS-F application package |

# NOT-OD-20-043: Publication of the Revised NIH Grants Policy Statement (Rev. December 2019) for FY 2020

- For budget periods that begin on or after October 1, 2019.

- This revision does not introduce any new material for the first time, it incorporates new and modified requirements, clarifies certain policies, and implements changes in statutes, regulations, and policies that have been implemented through appropriate legal and/or policy processes since the previous version of the NIHGPS dated October 2018.

- https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-043.html

# Recent Graphic (Images) Global Validation

- On 12/10/2019, eRA Commons issued a new Global Validation for a new attachment rule for NIH.

- System Validation:  ==Generate a warning if the files attached to the following attachment fields contain graphic files==: The "Other Project Information" form "Project Summary/Abstract" or  "Project Narrative", the "Research Plan" form "Specific Aims", the "Career Development Award Supplemental" form "Specific Aims", or the "Fellowship Supplemental" form "Specific Aims" attachment fields.

⚠ Warnings

| Component ID & Title | Form Name | Warning Message |
| --- | --- | --- |
| Overall | Global Validation | The file attached to Specific Aims on the Research Plan form contains graphic files. Please make sure the specified attachment does not contain any graphic files. (000.45) |

# RAFFLE!!!

*- with Rachel Cook, Senior Grant Analyst, Supervisor, HS SPPO*

# HS SPPO Newsletter Raffle (Vol 1, Issue 2)

Starbucks $10 Gift Card

# Raffle: Random Name Picker

1. Ariel Tam
2. Brianne Decker
3. Libby McCollum
4. <mark>Jessica Sun – WINNER!!!</mark>
5. Marianne Clark
6. Ashley Harlow
7. Chelsea Van Pelt

https://www.miniwebtool.com/random-name-picker/

UC San Diego
HEALTH SCIENCES