

Research Operations Council
February 19, 2009
Mentor Graphics Conference Room – 1st Floor
Research Park Building I
8:30 a.m. – 9:45 a.m.

Attendees: Roster on Page 4.

The meeting was called to order by Mr. Reggie Taylor, Associate Director, Technology Transfer, as host of the meeting.

Dr. Russ Lea, Vice President for Research, welcomed the members present and thanked them for their participation, reminding the group that these meetings will continue to be informal and agendas will be set by the membership.

Ben Tipton, Associate Controller, provided information on Contracts and Grants Management issues, and HHS and OIG information regarding charging F&A type items as direct charges to grants. The focus on this issue has been renewed. The exceptions are: 1) Major program, and 2) Unlike Circumstances. Mr. Tipton reminded the Council of the importance of documentation when charging F&A type expenses directly to grants. Duke University was offered as an example. Regarding administrative charges – F&A, there should be no charges to grants without a pre-visit to Research Administration; and, substantial verification and documentation will be required. The creation of a verification form was suggested that could be attached to direct pay requests or to personnel action forms as appropriate. Mr. Tipton advised that any new form developed for this purpose would be distributed to ROC. The importance of addressing issues on the front end, with consistency (following the established approval process), was also stressed.

Reggie Taylor, Associate Director, Office of Technology Transfer, provided information on the new Material Transfer Agreements; and pointed out changes to the Pre-Review Questionnaires. Mr. Taylor informed that the added language is noted on the form and that the new form is on the website.

Dusty Layton, Director, Research Compliance and Assurance, explained new NIH enhanced review criteria relating to the protections of human subjects and vertebrate animals, changes to the peer review process, and IRB Regulations dealing with protection of human subjects [Exhibit 1]. Ms. Layton suggested that the Council members access the Research Compliance Newsletter article on this issue from the Research Compliance website. She also mentioned that 15% of grants are flagged over Human Subjects issues, adding that there is a need for closer interactions between PIs and Compliance Officers. Ms. Layton added that there will be new NSF requirements in April, and referred the Council members to the Compliance website for assistance regarding monitoring accounts.

Judy Burnham, Director, Biomedical Library, provided the Council with information on CRISP (Computer Retrieval of Information on Scientific Projects) [Exhibit 2], and provided a demonstration on how to use the CRISP website when searching for information on other PIs, abstracts, etc. Ms. Burnham added that the system is not very user friendly but, it was agreed that CRISP remains a good resource tool. It was noted that full proposal information could be

accessed through ERA Commons. Dr. Pyle informed that Mr. Steve Croft or Ms. Ashley Turberville can set up individuals and provide log-ins to members who may want to access that system. The Biomedical Library Newsletter, *Bio-feedback*, can be viewed at <http://southmed.usouthal.edu/library/bf/bf75/bf75.pdf>.

Ms. Penny Cook, Department Manager, COM, Physiology, provided information on USA College of Medicine Policies relating to Postdoctoral Fellows [Exhibit 3]. She noted that these policies may be accessed from the College of Medicine website and that there are plans to link to Compliance website so that individuals may access forms, documents, policies, etc. Council members may contact Dr. Townsley for additional information. Ms. Cook informed the Council that an RCR brochure is currently in development.

Mr. Taylor added that postdocs are sometimes listed as Co-inventors which would call for separate agreements: ownership, confidentiality agreements, third party agreements, etc. noting the importance of tracking postdocs for future patent applications when additional information may be needed.

Ashley Turbeville, Director, Health Systems Grant Administration, provided the Council with several grant related reminders: peer review changes effective January 25, 2009, NIH policy on resubmission, NIH Adobe form transition and Grants.gov (the importance of early submission), NIH Public Access Policy and Related NIH Monitoring Activities [Exhibit 4], and the new NIH salary cap increase to \$196,700, effective January 1, 2009. Ms. Turbeville then turned to eSNAP Reports and Budgets, reminding the members that reports and transmittal forms should always be routed to Dr. Pyle and Dr. Lea. The Council was then reminded of the new form and signatory requirements for Individual Fellowship Applications [Exhibit 5]. Ms. Turbeville informed the Council of the moves of the Health Systems Grants Administration and Development and the Health Sciences Business Office websites from the College of Medicine to the Health Services Division. An overview of the NIH Faculty Loan Repayment Program criteria [which can be accessed at <http://www.lrp.nih.gov>,] was also provided. And, finally, Ms. Turbeville reminded the group to keep their PIs informed of all changes and proposal and sub-proposal deadlines.

Gina Hedberg, Director, Office of Grants Administration, and Tammy Silcox, Manager, Grants and Contracts Accounting, provided the following information to the Council:

The Council was informed of the creation of an updated Contract Checklist [Exhibit 6], noting that the University Attorney's Office [Andrea Lowery] would be providing information on the new form within a week.

A draft copy of the revised *Preliminary Account Request* form used to set up funds was provided to the members of the Council [Exhibit 7]. Dusty Layton and Ashley Turbeville requested that, in the future, additional documentation of approvals (letters of approval) be attached to the account request forms. The inclusion of match account information was also requested. An e-mail message regarding this issue will be forthcoming.

Mr. Taylor announced that, with the business of the meeting covered and no further business before the council, the meeting would be concluded.

Dr. Lea requested volunteers to host the next meeting. MCI agreed to host the meeting and to come up with a date for the next quarterly meeting. As usual, it was noted that agenda items for the next meeting should be sent to Ms. Anita Kirkland in the Office of Grants Administration.

The meeting was adjourned at 9:50 a.m.

Respectfully Submitted,

Sandra S. Corry
Recorder

Research Operations Council**February 16, 2009****Attendance Roster**

Jennifer	Averett	Financial Operations Specialist, Engineering
Joanne	Bowen	Financial Operations Specialist, Allied Health
Debra	Broadus	Secretary V, Mitchell Cancer Institute
Amy	Brown	Graduate Assistant, Research
Judy	Burnham	Director, Biomedical Library
Kristy	Caradori	Director, Hospital Grant Programs
Amy	Clay	Accountant II, Health Services Business Office
Penny	Cook	Manager, COM, Physiology
Patricia	Couling	Management Operations Specialist, Microbiology
Kathy	Cunningham	Grants Administration Specialist
Traci	Gordon	Secretary IV, CHC - Export Center
Gina	Hedberg	Director, Grants Administration
Bonnie	Hoffman	Grants Operation Specialist, Ctr for Strategic Health Innovation
Charlene	Jordan	Financial Operations Specialist, Ctr for Lung Biopsy
Anita	Kirkland	Secretary V, Grants Administration
Dusty	Layton	Director, Research Compliance & Assurance
Russ	Lea	Vice President, Research
Terry	Lefeaux	Grants Administration Specialist, MCI - Administration
Reginald	McCreary	Financial Operations Specialist, Education
Kathy	McKelvey	Temporary - Computer and Information Sciences (Grants)
Deborah	Musgrove	Coordinator, Award Processing
Judi	Naylor	Financial Operations Specialist, Pharmacology
Robert	Phelps	Accountant II, College of Medicine Business Office
Maggie	Pyle	Director, Sponsored Programs
Beverly	Rossini	Instructor Librarian, Biomedical Library
Susan	Sansing	Director, Health Sciences Finance & Administration
Jan	Sauls	Secretary V, Pharmacology
Tammy	Silcox	Manager, Grants & Contracts Accounting
Reginald	Taylor	Associate Director, Technology Transfer
Ben	Tipton	Associate Controller
Ashley	Turbeville	Director, Health Systems Grant Administration
Judy	Watson	Secretary IV, Mitchell Cancer Institute
Kelly	Wood	Assistant Business Manager, Health Sciences Business Office