

Research Operations Council
July 16, 2009
College of Education (UCOM 3212)
9 a.m. – 10:15 a.m.

Attendees: See attached roster.

Russ Lea, Vice President for Research, Office of Research Administration

Dr. Lea called the meeting to order at 9:05 a.m., welcoming and thanking everyone for their continuing participation. He assured the Council that these meetings would continue on a regular basis and that the members would be kept informed as new issues arise. Dr. Lea reminded the members that this council is a group of peers and, as such, the members should assist and support each other.

Dr. Lea reviewed the criteria for eligibility to participate in USA's VPIP Faculty Incentive Plan and provided a check list that included eligibility requirements for proposal submission and proposal award (Exhibit 1).

Gina Hedberg, Director, Office of Grants Administration

Ms. Hedberg provided the Council with an update of ARRA Reporting Requirements (Exhibit 2). It was noted that reporting on both primary awards and subawards is required. On June 22, 2009 the Office of Management and Budget (OMB) released Memorandum M-09-21 which provided detailed guidelines on ARRA reporting requirements. It was noted that reporting is to be done in a cumulative fashion and that segregation of funds must be maintained.

Ms. Hedberg and her staff remain available to anyone having questions about the process, and she said that, as always, all inquiries to her office are welcome.

Ashley Turbeville, Director, Health Systems Grant Administration

NIH Budgets

Ms. Turbeville provided the Council with copies of the NIH Detailed Budget Form for Direct Costs, Form PHS 398 (Rev. 11/07), and provided an overview of the reporting process (Exhibit 3). Examples of three means of reporting instruction-based salaries were provided on the form. Example 1 will no longer be used. In the future, Examples 2 and 3 should be used.

Effort Certification

Ms. Turbeville provided the Council with instructions on effort certification. It was noted that voluntary work on grants must be certified and a letter should be provided for the file.

Contracts

Ms. Turbeville provided the Council with samples of University contracts for discussion. Scope of work was addressed and explored. It was noted that College of Medicine grant-related contracts go through MSB, and that all contracts are processed through the Attorney's Office. A copy of Andrea Lowry's March 12, 2009 memo regarding the new contract checklist was also provided for the Council's review and discussion. It was noted that the contract review process in the attorney's office was rather time-consuming and involved so the members were advised, when submitting contracts to the attorney's office, to allow plenty of time.

Material Transfer Agreements Pre-Questionnaire Form and Export Control

Compliance issues for material transfers, nationally and to other countries were discussed as well as prohibitive materials, requirements to transfer technology and materials, licensing requirements (export licenses—not intellectual property licenses).

NIH – Research Portfolio Online Reporting Tool (RePORT)

Ms. Turbeville provided the Council with copies of NIH RePORT Overview. The Research Portfolio Online Reporting Tool provides access to reports, data, and analyses of NIH research activities, including information on NIH expenditures and the results of NIH-supported research. With this tool we can compare USA's activities to those of other institutions. It is a valuable tool for benchmarking and comparison. Members may access the NIH RePORT through http://report.nih.gov/report_overview.aspx.

Ms. Turbeville advised that she remains available to the members to assist them and answer any questions they may have.

Dr. Russ Lea

RAMP

Dr. Lea congratulated Ms. Turbeville on completion of RAMP training offered by Huron Corporation. This training took a great deal of time, effort, and dedication. Dr. Lea recommended RAMP to the Council as a valuable career training opportunity. Ms. Turbeville advised that she will inform the Council of future opportunities as they arise.

Conflict of Interest and Commitment

Dr. Lea reminded the Council of the upcoming Conflict of Commitment/Conflict of Interest Workshops for faculty and administrators, noting that these sessions are not provided to interpret policy. They are not for the training of "trainers." They are discussions of real-life situations, of cultures, and changing cultures, and are very important. They are focused on what's right for USA.

Dr. Lea asked that Ms. Alison Henry, Assistant Director, Research Compliance and Assurance, keep the Council informed of faculty and administrator training sessions so that they may keep their faculty and administrators informed.

Responsible Conduct of Research

Dr. Lea informed the Council that, in the future, there will be somewhat of a merging of workshops on Responsible Conduct of Research.

There will also be ongoing discussions of RCR issues throughout the year. Dr. Lea reminded the members that there are nine (9) elements to Responsible Conduct of Research. However, as conflict of interest remains one of the hottest national research issues and topics, a focus on conflict of interest will continue to be a part of this training.

Dr. Lea advised the Council that he would be attending a Budget Council Meeting later in the day and that it is anticipated that all Units will experience budget cuts during the next fiscal year.

Dr. Lea solicited a volunteer to host the next ROC meeting, and Ms. Julie Scott from the College of Nursing – Administration volunteered. It was suggested that a tour of the new facility be conducted immediately following that meeting which is expected to be held in late September.

With there being no further business before the Council, the meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Sandra S. Corry
Recorder

Research Operations Council

July 16, 2009 - 9 a.m.

Attendance Roster

Jennifer	Averitt	Financial Operations Specialist, College of Engineering
Rachel	Backlin	Grants Administration Specialist, Neurology/Stroke Ctr - UMC
Debra	Broadus	Secretary V, MCI
Amy	Brown	Graduate Assistant, Research Administration
Judy	Burnham	Director, Biomedical Library
Anna	Butler	Grants Administration Specialist, Microbiology
Amy	Clay	Accountant II, Health Services Business Office
Penny	Cook	Manager, COM, Physiology
Kathy	Cunningham	Grants Administration Specialist, Grants Administration
Patricia	Couling	Management Operations Specialist, Microbiology
Renay	Drinkard	Clinical Nurse Practitioner, Neurology
Betty	Fairley	Grants Administration Specialist, Biochemistry
Gina	Hedberg	Director, Grants Administration
Bonnie	Hoffman	Grants Administration Specialist, Ctr for Strategic Health Innovation
LeeAnn	Kendrick	Project Dir, Community Health, Ctr for Healthy Communities
Anita	Kirkland	Secretary V, Grants Administration
Charlene	Lamonte	Financial Operations Specialist, Ctr for Lung Biopsy
Dusty	Layton	Director, Research Compliance & Assurance
Russ	Lea	Vice President for Research
Reginald	McCreary	Financial Operations Specialist, Education
Kathy	McKelvey	Temporary, Computer and Information Sciences (Grants)
Angie	McKinnell	Grants Operations Specialist, Marine Sciences
Deborah	Musgrove	Grants Coordinator, Research Administration
Judi	Naylor	Financial Operations Specialist, Pharmacology
Robin	Nicholas	Secretary V, Center for Healthy Communities
Laura	O'Connor	Dir, Program Admin OEHT, Ctr for Strategic Health Innovation
Maggie	Pyle	Director, Sponsored Programs
Jan	Sauls	Secretary V, Pharmacology
Julie	Scott	Financial Operations Specialist, College of Nursing
Tammy	Silcox	Manager, Grants & Contracts Accounting
Reggie	Taylor	Associate Director, Technology Transfer
Cathy	Thompson	Secretary V, Neurology
Ben	Tipton	Associate Controller, Grants and Contracts Accounting
Jerilyn	Trujillo	Clinical LPN, Neurology
Ashley	Turbeville	Director, Health Systems Grant Administration
Judy	Watson	Secretary IV, Mitchell Cancer Institute
Kelly	Wood	Assistant Business Manager, Health Sciences Business Office
Sandy	Worley	Secretary V, Physiology