

Research Operations Council
October 14, 2009
Hahn 1013 - Auditorium
9:00 a.m.

Attendees: See Attendance Roster on Page 4.

Dr. Lea called the meeting to order at 9 a.m., welcoming everyone present and thanking them for their continuing participation.

Dr. Russ Lea, Vice President for Research

Dr. Lea also thanked Ms. Julie Scott, Financial Operations Specialist, College of Nursing; Ms. Kathy McKelvey, Grants Administration Specialist, College of Nursing; and Ms. Joanna Bowen, Financial Operations Specialist, College of Allied Health; for hosting the meeting and thanked Dr. Rick Talbot, Dean, College of Allied Health, and Dr. Mike Jacobs, Chair, Adult Health Nursing, for their willingness to provide council members with a tour of their new facilities and a demonstration of the human simulators. Dr. Lea then introduced Dr. Jacobs and invited his remarks.

Dr. Mike Jacobs, Chair, Adult Health Nursing

Dr. Jacobs provided information to the council on the human simulators that are being used as teaching tools in the College of Nursing. These simulators have heart and breathing sounds, veins, blinking eyes, etc. Nursing students are practicing and perfecting their skills on human simulators before ever touching a real person. Dr. Jacobs advised that a demonstration of a human simulator would be provided at the conclusion of the meeting in conjunction with a tour of the new Health Sciences Building.

Maggie Pyle, Director, Sponsored Programs

Dr. Pyle provided information on the OSP Reports noting that they are posted on the Sponsored Programs website. She asked that the members take a look at the reports and advise of any changes that may be recommended.

The *Internal Proposal Review* and *Institutional Data Sheet*—both, new sample FastGrant forms, were also presented and discussed. It was noted that New Faculty Report information could be pulled from the *Hire Date* fields on the *Internal Proposal Review* form. Copies of these forms are attached herein as Exhibits 1 and 2. The *Institutional Data Sheet* includes project totals and budget match totals. Feedback was requested of the members. Model standards from now on will work with the FastGrant System. It was noted that FastGrant will capture resubmissions as revisions. Members were advised to explain system changes, as they occur, to their faculty.

Changes to the *Transmittal Form* were also noted. The revised form was presented for review and discussion and can be accessed at http://www.southalabama.edu/osp/pdf/usa_tran.pdf.

It was noted that a new Sponsored Programs FAQ page is under construction which should be of assistance to faculty and to grants administrators.

Dr. Pyle provided additional information on efforts relating to ERA FastGrant. Implementation teams have been meeting regularly and will be the FastGrant trainers. The Sand Box is up and functional. ERA is currently working on a draft model, collecting data, user profiles, and loading six years of data.

Regarding CRA Training, five or six training sessions were provided to a small focus group over the past year. There will be a certification test given in December. In September of 2009, a CRA workshop was provided on campus. This training spoke to the body of knowledge. Dr. Pyle asked for members to provide input regarding their interest in the possibility of offering monthly CRA study sessions.

Regarding the ROC Listserv, members were advised to contact Chris Heath with any questions. Dr. Pyle informed that, when using Listserv, only text can be sent, no attachments. Dr. Pyle solicited input from the members.

Gina Hedberg, Director, Office of Grants Administration

Ms. Hedberg provided information on current ARRA reporting and advised that Ms. Kathy Cunningham is the Coordinator of this effort.

Ms. Hedberg informed that the Office of Grants Administration is currently working with the Offices of Human Resources and Academic Affairs to formulate a departure processes that would address situations where faculty members leave the University's employ while having active grants in place. Ms. Hedberg will provide information to the council as a process is developed. It was noted that, currently, the question of grants is addressed on COM departure forms but not on Academic Affairs forms. After completing check lists, the signing of the Personnel Action Form indicates the signers are certifying all responsibilities have been met. The Office of Grants Administration will continue working toward coming up with a workable plan and keep the council informed of any developments.

Ashley Turbeville, Director, Health Systems Grant Administration

Ms. Turbeville provided information on several new NIH Notices dealing with the details of application changes. The changes are divided into two categories: shortened page limits, and alignment of the application with review criteria. In general, these changes apply to all research grant, cooperative agreement, career and fellowship applications, but not to training grant applications. Information was provided on the restructured application forms which relate to new the NIH applications that will be coming out with a reduced page limit for research plans; and the *All Personnel Report* which relates to Postdocs who are working on NIH grants and the new requirement to show them on the *All Personnel Report* if at least one person, per month, is working on a grant. See Exhibits 3 and 4.

Dusty Layton, Director, Research Compliance & Assurance

Ms. Layton provided information on the America COMPETES Act's RCR Training Requisite. Currently, Research Compliance Office is working with the Graduate School to develop a training plan. The Committee will formulate a plan for USA to be effective January 2010. The plan will be auditable. This will add an additional layer of RCR with the student population. The plan will be updated as new NIH requirements emerge, Exhibit 5.

Dr. Lea added that RCR training continues to be provided across campus on collaborative research, conflict of commitment and financial conflict of interest. Training will continue across campus on ethical issues and misconduct of science after the New Year (2010). Currently, Alison [Henry] is conducting faculty seminars on Export Controls. It is expected that this training will continue and more of the nine areas of RCR will be addressed as time goes on.

With there being no further business before the Council, the meeting was adjourned at 10:25 a.m. to be followed by the facilities tour and simulator demonstration.

Respectfully submitted,

Sandra S. Corry
Recorder

Attendance Roster

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| Jennifer | Averitt | Financial Operations Specialist, College of Engineering |
| Rachel | Backlin | Grants Administration Specialist, Neurology/Stroke Ctr – UMC |
| Joanna | Bowen | Financial Operations Specialist, Allied Health |
| Debra | Broadus | Secretary V, MCI |
| Amy | Brown | Graduate Assistant, Research Administration |
| Judy | Burnham | Director, Biomedical Library |
| Anna | Butler | Grants Administration Specialist, Microbiology |
| Kristi | Caradori | Director, Hospital Grant Programs |
| Marilyn | Chancellor | Secretary V, Sickle Cell Center |
| Penny | Cook | Manager, COM, Physiology |
| Sandy | Corry | Administrative Assistant II, Research |
| Patricia | Couling | Management Operations Specialist, Microbiology |
| Steve | Croft | Associate Director, Sponsored Programs |
| Kathy | Cunningham | Grants Administration Specialist, Grants Administration |
| Betty | Fairley | Grants Administration Specialist, Biochemistry |
| Gina | Hedberg | Director, Grants Administration |
| Alison | Henry | Assistant Director, Research Compliance & Assurance |
| Bonnie | Hoffman | Grants Administration Specialist, Ctr for Strategic Health Innovation |
| Charlene | Jordan | Financial Operations Specialist, Center for Lung Biology |
| 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 |
| Terri | Lefeau | Grants Administration Specialist, MCI |
| Reginald | McCreary | Financial Operations Specialist, Education |
| Kathy | McKelvey | Temporary, Computer and Information Sciences (Grants) |
| Deborah | Musgrove | Grants Coordinator, Research Administration |
| Deana | Neal | Temporary, Computer and Information Sciences (Grants) |
| 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 |
| Jeanette | Schwartz | Business Manager, COM/Basic Sciences |
| Julie | Scott | Financial Operations Specialist, College of Nursing |
| Amy | Sellers | Accountant II, Health Sciences Business Office |
| Reggie | Taylor | Associate Director, Technology Transfer |
| Cathy | Thompson | Secretary V, Neurology |
| Ben | Tipton | Associate Controller, Grants and Contracts Accounting |
| Ashley | Turbeville | Director, Health Systems Grant Administration |
| Judy | Watson | Secretary IV, Mitchell Cancer Institute |
| Cathy | Weiss | Accounting Data Specialist, Medicine |
| Kelly | Wood | Assistant Business Manager, Health Sciences Business Office |
| Sandy | Worley | Secretary V, Physiology |