To reflect recent changes in the pre-award and set-up process, a new version of the Award Setup Process Overview flowchart has been posted to the Sponsored Projects Administration (SPA) website: http://www.ohsu.edu/research/rda/spa/docs/applic1.pdf

Those involved in the management of sponsored projects are encouraged to review this new flowchart and familiarize themselves with the new procedures.

**Three Sources**

There are now three sources of pre-award information that flow into SPA’s account setup:

- Research Grants and Contracts (RGC)—responsible for federal grants and contracts, federal clinical trials, foundation grants, private and industry sponsored solicited (Request for Proposal, or RFP) projects, and subcontracts “in” to OHSU
- Clinical Research Program (CRP)—responsible for industry sponsored and initiated clinical drug/device investigations (“clinical trials”)
- Technology and Research Collaborations (TRC)—responsible for non-clinical industry sponsored research agreements

**Review**

Each of these pre-award units, RGC, CRP, and TRC, will submit completed setup packets to SPA for the establishment of awards and projects to be set up in Oracle Grants Accounting (OGA). Prior to submitting a packet to SPA, each pre-award unit...
The generic One-Time Payment (OTP) earning element has been replaced with three payment types—OTPCI, OTPNE, and OTPE—that will provide more detailed information for effort reporting. (See italics above.)

*Note that One-Time Payment Work/Effort Performed (OTPE) is the only one-time payment earning element that will be pulled into Effort Certification Statements. If the one-time payment is effort (work) related, it is important to use this element type.

One-Time Payment (OTP) Earning Elements

The drop-down menu of payment types on the One-Time Payment (OTP) personnel action form has been revised. Effective Monday, March 7, 2005, a selection must be made from the following payment types:

- One-Time Bonus (non-AFSCME) (OTB)
- One-Time Bonus (AFSCME, bonus amount may not exceed 10% of base pay) (OTB)
- One-Time Payment Clinical Income (OTPCI)
- One-Time Payment Non-Work/Effort Performed (OTPNE)
- One-Time Payment Work/Effort Performed (OTPE)*
- Overload Payment (Academic appointees only) (OVL)
- Hire, One-Half Year and ONA Pediatric Intensive Care Unit (BPI PICA – One Time Bonus)
- Referral Bonus (ORB – Referral Bonus)
- Other (explain justification)

Research Grants & Contracts Topics

Procedures for calculating F&A on grant applications, incorporating annual rate changes, are available on the RGC Budget Development website at http://www.ohsu.edu/research/rda/rgc/budgetdev.shtml. Also included is a sample PHS 398 Checklist Page, with a standard format for showing F&A rate changes each year. RGC is also developing an F&A calculating tool that will be placed on the RGC website within the next month. An announcement will be made as soon as it is available. In the meantime, department administrative staff with F&A questions should contact RGC directly at 503-494-7784.

Northwest Health Foundation has agreed to increase their F&A rate for OHSU from 8% of total direct costs to 10% on projects they sponsor. Please remember to apply this new rate on all future applications.

In the interest of saving paper and copying costs, RGC is now requesting only one (1) final copy of approved applications, not two (2) as has previously been the practice. Second copies for SPA will be produced in RGC at the time applications are funded.
Policy Reminder and Clarification: IRB Fees - Industry Sponsored Research

Institutional Review Board (IRB) review fees are charged for review of industry sponsored clinical trials (drug/device research, mission code 54). The fees are for real expenses incurred and paid by the IRB in the process of reviewing these protocols.

When Fees Apply
Currently (as of March, 2005), fees are charged for initial, continuing, and Project Revision/Amendment Form (PRAF) reviews. These fees are assessed at the time the IRB completes the action - i.e., this is a fee-for-service system.

IRB Bills Sponsor
As a courtesy, the IRB directly bills the study sponsor for these fees and then returns 30% of the collected fee to the principal investigator's department for administrative overhead. Most sponsors pay promptly. However, if the sponsor has not paid the assessed fee(s) within 90 days of the billing, the IRB will directly charge the principal investigator's department for the IRB's 70% portion of the fee and advise the department that this has been done. The department may then wish to pursue reimbursement of the full amount directly from the sponsor.

Caveat
Please note that IRB fees are charged even if subjects are never enrolled, the study terminates before milestones are met, expenditures exceed revenue, or a contract is never finalized. If there is uncertainty as to whether or not the contract will be finalized or the research will actually go forward, the investigator and department may wish to delay incurring these charges until all plans are final.

Questions
If you have questions about IRB fees, how they are charged, or wish to discuss these fees as they relate to a specific protocol, please contact Cindy Smith at smithci@ohsu.edu, 503-418-1767, mail code: L106 RI.

The amount of the initial, protocol amendments and continuing review fees may be reviewed at the link below.

http://ozone.ohsu.edu/research/irb/irbfees.shtml

Conflict of Interest in Research Disclosure Tracking System Change

The OHSU Research Integrity Office in conjunction with Research Information Services (RIS) office is currently in the process of implementing a new Conflict of Interest in Research (CoIR) disclosure tracking system. This new system is the first step toward the goal of implementing an online disclosure system.

ORIO and RIS are working to ensure that the new system functions properly, however, there may have been some errors in the transferring of data from the old system to the new system. This could mean that some e-mails alerting investigators of upcoming CoIR due dates may be sent erroneously.

Up to date information on due dates and status of CoIR disclosures will continue to be available at: http://ozone/research/rda/apps/eirbinfo/

Please contact the ORIO at (503) 494-7887 or e-mail the CoIR office at coir@ohsu.edu if you have any questions or concerns about this change.
New IBC project modification form and policy

The Institutional Biosafety Committee (IBC) has posted a new form that must be used to submit changes to any already approved project.

Please note that the IBC must review all changes to approved projects prior to the initiation of those revised recombinant DNA experiments.

The “Project Modification Form” can be found at: http://www.ohsu.edu/research/rda/forms.shtml#rdna.

Please also review the revision policy posted at: http://www.ohsu.edu/research/rda/ibc/ibcpolicies.shtml.

Contact the IBC at ibc@ohsu.edu or 503-494-7887 with questions.

Effort Certification Statements Past Due

Sponsored Projects Administration (SPA) again thanks those departments that have already submitted signed Effort Certification Statements for the last effort period, June 14, 2004 through December 12, 2004 (JUN-DEC04). Signed effort statements were due February 16, 2005.

If you have any outstanding Effort Certification Statements, we ask that you please make every effort to complete, sign, and return them as soon as possible.

OHSU’s biannual effort certification system was developed in response to federal requirements set forth in the Office of Management and Budget (OMB) Circular A-21. The policies and provisions in A-21 are required for all institutions that receive federal funds. According to A-21, institutions must be able to document the distribution of charges using an acceptable method. This means that effort charged to federally sponsored projects must be certified. Failure to timely comply with A-21 can have serious institutional consequences. We appreciate your work to keep OHSU compliant with the requirements of our federal sponsors.

If you have any questions or concerns about Effort Certification Statements, please contact Cynthia Moore-Woldridge, Systems & Compliance Supervisor, SPA, 503-494-1885 or moorecyn@ohsu.edu.

For more information on RDA, please visit the website at http://www.ohsu.edu/research/rda/

Please plan to attend the next Sponsored Projects Information Network (SPIN) Meeting:
Thursday, April 21, 2005
9:30am - 10:30am
UHS 8B-60

Miss the last SPIN Meeting? Presentations and handouts from previous meetings are available on our website: http://www.ohsu.edu/research/rda/spa/spin.shtml
Comparing Inquiries in OGA

For your convenience, a summarized version of an Oracle White Paper comparing and contrasting Award Status Inquiry, Project Status Inquiry, and Expenditure Inquiry in Oracle Grants Accounting (OGA) has been posted to the Sponsored Projects Administration (SPA) website: [http://www.ohsu.edu/research/rda/spa/docs/compinqrs.pdf](http://www.ohsu.edu/research/rda/spa/docs/compinqrs.pdf)

Award Status Inquiry (ASI) represents the highest level of information, allowing users to view actual and commitment transactions as well as financial data at the award level and to drill down to the project level. Project Status Inquiry (PSI) allows users to view summary project information or to drill down to the Task level to view transaction details.

ASI and PSI contain budgetary information, while Expenditure Inquiry (EI) does not. EI is an inquiry/maintenance tool for reviewing project expenditures, and it allows users to view details about actual expenditure items on a project.

Encumbrances

These three inquiry areas also contain commitment and encumbrance information with some slight variances in how this information is presented, and the online document explains these differences.

The online White Paper comparison will help OGA users understand the subtle but significant differences in the data available through these OGA inquiry areas. The White Paper also includes a table providing a functional overview for ASI, PSI, and EI.

More Information

For further clarification on these and other OGA and OGA Data Warehouse issues, plan to attend an upcoming Oracle Drop-in Session (listed in the column to the right), or visit the online Oracle Discussion forums: [http://ozone.ohsu.edu/cgi-bin/forum/ikonboard.cgi](http://ozone.ohsu.edu/cgi-bin/forum/ikonboard.cgi)

OGA Training

Those involved in sponsored projects management are invited to attend Oracle Grants Accounting (OGA) training classes. Classes explain available OGA Reports and demonstrate how to navigate through the OGA system to find extensive award and project information.

Contact Juris Solovjovs at 503.494.9806 or email [solovjovs@ohsu.edu](mailto:solovjovs@ohsu.edu) to register.

<table>
<thead>
<tr>
<th>OGA Training Classes</th>
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<tbody>
<tr>
<td>Wednesday, April 13, 2005, 1:00-4:00 BICC 121</td>
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<tr>
<td>Wednesday, May 18, 2005, 9:00-12:00 BICC 121</td>
</tr>
<tr>
<td>Thursday, June 23, 2005, 1:00-4:00 BICC 121</td>
</tr>
</tbody>
</table>

Oracle Drop-In Sessions

Oracle Drop-In Sessions are an opportunity for end users who have already been trained in Oracle to get one-on-one help in the system. Several Oracle Trainers will be present at each of these sessions to answer any specific OGA questions or to provide help designing your reports.

<table>
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<tr>
<th>Oracle Drop-In Sessions</th>
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<tbody>
<tr>
<td>*Wednesday, April 27, 2005, 1:00-4:00 BICC 121</td>
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<tr>
<td>*Tuesday, May 3, 2005, 1:00-4:00 WCC 371</td>
</tr>
<tr>
<td>*Wednesday, May 25, 2005, 1:00-4:00 BICC 120</td>
</tr>
<tr>
<td>*FDN Staff will be available from 1:00-3:00pm.</td>
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</table>

http://ozone.ohsu.edu/cgi-bin/forum/ikonboard.cgi
Spring 2005 PEP Classes

Sponsored Projects Administration (SPA) is pleased to invite pre-registration for the next three courses in the continuing Spring 2005 Post-award Education Program (PEP) series. Offered twice annually, the series of PEP courses focuses on the fundamentals of post-award sponsored projects management.

Post-Award Activities I
Thursday, April 28, 2005
2:00 pm – 4:00 pm
Medical Research Bldg, R310
(pre-registration required)

Post-award Activities II
Tuesday, May 3, 2005
2:00 pm – 4:00 pm
Medical Research Bldg, R310
(pre-registration required)

Clinical Trials - NEW!
Tuesday, May 31, 2005
2:00 pm – 4:00 pm
Medical Research Bldg, R310
(pre-registration required)

The PEP curriculum includes regularly offered courses on key sponsored project management themes. Taught by experienced SPA personnel, these courses are designed to provide “departmental administrative staff” (including department administrators, division managers, department fiscal managers, department effort coordinators, etc.) with a strong foundation in the essential elements of post-award sponsored project management.

Enrollment in these courses is limited to 25 and pre-registration is required. To register, please contact SPA Education at spaedu@ohsu.edu or 503-494-9063. Please remember to specify which course or courses you would like to attend.

NCURA
“Fundamentals” and “SPA II”

The National Council of University Research Administrators (NCURA) comes to Portland’s Embassy Suites Hotel this month with its “Fundamentals” and more advanced “Sponsored Projects Administration II” courses.

NCURA
“Fundamentals” & “SPA II”
April 25-27, 2005
Embassy Suites Hotel
Portland, OR

“SPA II” is designed for those who have already attended NCURA’s “Fundamentals.” Many members of OHSU’s department administrative staff attended “Fundamentals” when it was brought to campus in the Fall of 2003 by SPA Education. If you were fortunate enough to attend that excellent three-day course, “SPA II” is a fine opportunity to continue developing your professional knowledge.

For those who are newer to sponsored project management, NCURA’s “Fundamentals” is a good starting point.

In either case, having these offerings in Portland presents a chance to gain professional development without the expense of travel.

Learn more by visiting the NCURA website: http://www.ncura.edu/conferences/fundamentals/

For more information on education opportunities, meetings, and upcoming conferences, please visit the RDA Education Calendar at: http://sunweb1.ohsu.edu/research/rda/education/calendar/calendar.php