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Hot Topics

Effort Certification Statements

Effort Certification Statements distributed on July 11, 2003 were found to have errors that were not detected in the quality assurance process prior to their distribution. SPA would like to apologize for any inconvenience that this erroneous distribution has caused and asks that departments please destroy all statements received to date for effort period January 2003-July 2003.

Although SPA had anticipated that corrected statements would be distributed by the end of July, the system used to generate Effort Certification Statements continues to experience technical difficulties. SPA is working closely with ITG to identify and resolve the issues in order to produce and distribute accurate statements to departments.

Effort Certification education sessions took place on July 30, 2003 (on the West Campus) and July 31, 2003 (on the Main Campus) and SPA would like to thank the 93 individuals who participated in these informative sessions. Although statements were not available in time for these education sessions, as we intended, we expect statements to be regenerated and distributed prior to August 31.

Please note that another Effort Certification class will be offered in the Fall for those who were unable to attend in July. Look for upcoming announcements about date, time and location.

There is No SPIN meeting scheduled for August. The next meeting will be on September 18, 2003.

SPIN Meeting Highlights

Highlights from the previous SPIN meeting are published in each issue of the SPIN Newsletter. Meeting presentations and handouts are always available on the SPA website:

http://www.ohsu.edu/ra/spa

July SPIN “Highlights”

The July SPIN meeting featured Oracle Grants Accounting (OGA) Hints and Suggestions presented by Garrett Keeton, Information Systems Manager of Sponsored Projects Administration (SPA).

Accounts Payable and Purchase Order Drilldown in OGA

Detailed information on Accounts Payable Invoices and Purchase Orders is available in OGA by drilling down in Project Status Inquiry. A full description of this process, complete with screen shots, is available on the SPA website at http://www.ohsu.edu/ra/spa/proj_stat_inq_drilldown.pdf

Purchase Order Inquiry by Project

In the OHSU Responsibility “PO Inquiry,” you can view Purchase Orders by project. The most useful criteria on the PO summary form are Status (for finding both open and closed PO’s) and Accounting (for finding PO’s with active encumbrances). Complete instructions for using this criteria can be found on the SPA website at http://www.ohsu.edu/ra/spa/po_inq_by_proj.pdf

Award and Project Numbering

Although it may not appear so, there is a logic to Award and Project numbering in OGA. Award numbers on both converted and new grants begin with the letter “A” (for award) followed by a four-letter signifier for the department and ending with a four-number code assigned sequentially by department. Project numbers on converted and new grants begin with the letter “G” (for Grant) followed by the same four-letter department signifier and the same four-number sequence code assigned in the award number. Project numbers on converted grants end with a letter

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indicating the project year on a multi-year award (A for the first year, B for the second, and so on). Project numbers on new grants have an “A” that does not change to “B” or “C” over the life of the award. Project numbers that include an additional number after this concluding letter do so to denote sub-awards, program projects, and awards with partial restrictions.

Keeping the same project number for multiple years (and not changing the letter to indicate project year) allows for easier carry-over of award funds from one year to the next and simplifies the process of accelerated spending.

Labor Schedule
and Payroll Suspense Review
Employee Job Information is available in the Human Resources Data Warehouse (HRDW). The best way to run this workbook is by department. You can select job department on the parameter values screen. The report will list department employees by name, showing employee number, assignment effective date, percent effort, effective end date, etc. Note that the column citing “Effective Start Date Sched[uled]” refers merely to the date HR entered the information into the system. “Assignment Eff[ective] Date” is significant for suspense issues as it indicates when the person’s assignment began for payroll purposes.

Unfortunately, running this report by department will not currently show people who are paid by a department but have a different home org. Defining the conditions of worksheet results by effective end date will now show when an assignment has expired, kicking the employee into suspense. Selecting the appropriate org number on the parameters page will list payroll suspense by department org, though it will not specify which grant has placed the employee on suspense.

More Help
Further assistance with OGA is available at Oracle Drop-in Sessions. See the AIS website to find out about future drop-in sessions and training classes: http://www.ohsu.edu/admin-asip/training.html

SPA and the other divisions of RDA have combined to offer an RDA Education menu of informational and training opportunities. Presentations will be provided by request at department Q&A sessions. View the full list of available topics and request presentations via the RDA Education website: http://www.ohsu.edu/ra/education/edmenu.shtml

To make the on-going efforts to improve OGA more transparent to departmental end-users, an OGA project list will soon be posted on the SPA website. If you have ideas for additional projects or further improvements, a new form, “OGA Enhancement Request” form, will be posted on to the SPA website. Once the form is posted, please fill it out with your ideas and send your completed form to Garrett Keeton, Information Systems Manager in SPA (keetong@ohsu.edu). All requests will be acknowledged, reviewed, followed-up for clarification (if necessary), and prioritized with other on-going issues and projects. Obviously, those enhancements that benefit the greatest segment of the OGA user group are most likely to be given higher priority.

Upcoming Events
During the final week of July, Effort Reporting classes were held at West Campus and on the main campus. Classes had originally been planned for the previous week, but issues with the first batch of Effort Certification Statements caused the classes to be rescheduled. Additional classes will be scheduled in the fall. Announcements are forthcoming.

Please accept our apologies for any and all inconveniences caused by issues with the Effort Reporting system and associated classes.

For more information about “Upcoming Events,” see the announcements on page 6.
The following new mission codes were enabled on July 1, 2003. Mission codes on current projects that fall into one of these new categories were changed in OGA as of July 1, 2003.

### 25 - Sponsored Research Training

Activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in Instruction (11 & 12) and Departmental Research (13).

- **Examples of projects included in this category are those with the following NIH activity codes** that utilize the same facilities as other research and development activities.
  - F31 - Predoctoral Individual National Research Service Award
  - F32 - Postdoctoral Individual National Research Service Award
  - T32 - Institutional National Research Service Award
  - T35 - NRSA Short-Term Research Training

### 54 - Clinical Drug/Device Investigation

Any use of a drug (or device) where it “…is administered or dispensed to, or used involving, one or more human subjects.”[1] These studies include those that require an FDA IND [2] or IDE [3] and phase IV studies (those “conducted after a medicine is marketed to provide additional details about the medicine’s efficacy or safety profile”)[4]). In general, this includes sponsored activity on humans that involves a drug and/or device.

- **Examples include activity involving humans and a drug and/or device, a clinical trial of an investigational drug, a study of a marketed drug to test its effectiveness at a different dose than indicated on the label, and sponsored activity assigned an IND or IDE number by the FDA.**
- **Examples exclude a study examining the course of a disease without intervention, a study comparing two surgical treatments, and a study comparing two treatments that do not involve a drug or device.**

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[1] 21CFR312.3(b)
[2] IND = Investigational New Drug application
[3] IDE = Investigational Device Exemption

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**ONE MISSION CODE DISABLED**

23 - Sponsored Clinical Research has been disabled. All projects that were originally coded to this mission code were properly assigned to either Externally Sponsored Research (21) or Clinical Drug/Device Investigation (54).

A link to an Updated Mission Code Definitions document will be included in the SPIN Newsletter shortly. Please direct questions to Sarah Meekhof at 494-9649 or meekhofs@ohsu.edu.
Oracle Grant Accounting (OGA)

OGA Training

Everyone involved in sponsored projects grants management is invited to attend an OGA training class. Classes are limited in size due to computer availability. Please join us in learning all areas of OGA.

Contact Juris Solovjovs at 494-9806 or email solovjovs@ohsu.edu to register.

<table>
<thead>
<tr>
<th>OGA Training Classes</th>
<th>Oracle Drop-In Sessions</th>
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<tbody>
<tr>
<td>Wednesday, September 3, 2003 1:00-4:00 BICC 122</td>
<td>Wednesday, August 13, 2003 1:00-4:00 BICC 122</td>
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<tr>
<td>Tuesday, October 7, 2003 1:00-4:00 BICC 122</td>
<td>Thursday, August 21, 2003 1:00-4:00 OGI WCC 371</td>
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<tr>
<td>Wednesday, October 29, 2003 1:00-4:00 BICC 122</td>
<td>Tuesday, August 26, 2003 9:30-12:30 BICC 122</td>
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<td>Thursday, September 11, 2003 1:00-4:00 BICC 122</td>
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<tr>
<td></td>
<td>Tuesday, September 23, 2003 9:30-12:30 BICC 122</td>
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Oracle Drop-In Sessions

Here’s an opportunity for end users who have already been trained in Oracle to get one-on-one help in the system. Both a Discoverer and an OGA Trainer will be present at each of these sessions to answer any specific Oracle Grants Accounting questions or to provide help designing your reports.

For more information on Oracle and Discoverer training schedules please visit the Administrative Information Services website at http://www.ohsu.edu/admin-asip/training.html

DON’T FORGET MARK YOUR CALENDAR

There is NO SPIN Meeting scheduled for August 2003. The next SPIN meeting will be Thursday, September 18, 2003 in UHS 8B-60
The Self-Addressed Envelope system is going like gangbusters! Principal Investigators (and their ever-diligent departmental staff members) are using the envelopes to submit the final copies of applications to RSO. As a result, award set ups are proceeding more smoothly; grant reviewers are devoting their time to reviewing your grants, rather than calling departments requesting final copies; Departmental staff are working on projects rather than chasing copies for RSO; and PIs are receiving OGA project numbers more quickly. The system works! If you have not become involved in this ever-growing cycle of success, jump on board now! Here’s how - when you receive your reviewed grant application back from RSO, it will include an envelope, already addressed to RSO. You print your final copies of the grant application for the sponsor and when doing so, make two extra copies for RSO. Put the RSO copies in the envelope and drop in campus mail. You do not even have to address the envelope! Voila, you are finished! Your award comes in, RSO matches the award with the applications, and (assuming that you’ve completed your compliance and budgetary requirement), your award sails smoothly up to SPA for account set up. Join RSO and your fellow research staff members in enjoying less hassle and quicker award set ups!

New Statement of Intent (SOI) is on the web

Last month, RSO introduced the new Statement of Intent that must be used whenever 1) OHSU proposes to include subcontractors on a grant application or 2) OHSU proposes to act as a subcontractor on another organization’s grant application. A SOI template, designed for use by a potential subcontractor on an OHSU-submitted grant application, is now on the web at http://www.ohsu.edu/ra/rso/rgc/SOI.doc. Feel free to send this template to any organization that wishes to serve as a subcontractor. Remember that it is not important that the would-be subcontractor uses OHSU’s format; however, it is mandatory that the organization submit something to OHSU that includes the budget amount requested, the period of performance, and the organization’s Institutional signature (this may be a signed face page or a signed budget). Also remember that if OHSU intends to serve as a subcontractor on another organization’s application, RSO will prepare the SOI for you. The signed SOI will be returned to you with your reviewed and signed application.

Requirements for Potential subcontractors

In addition to a signed SOI (see above), the following documents are also required from the potential subcontractor, prior to proposal submission:

- Detailed and project budgets presented in the sponsor’s format (i.e. NIH form pages 4 and 5)
- Budget Justification
- Indirect cost calculation presented in the sponsor’s format (i.e. NIH Checklist)

If you have any questions about these requirements, please contact the Research Support Office at 4-7784.

RSO is SPINning into Fall

Beginning in September, RSO will be a regular presenter at SPIN meetings. Frequently asked questions, topics of special concern, and ways to improve RSO processes to better serve Investigators and their Departmental staff will be addressed. If you have a particular question or topic that you would like to discuss, please contact Anne Chisholm at 4-7784 or chishola@ohsu.edu. We want to add your questions and ideas to the agenda!

For more RSO information please call 503.494.7887, or visit them online at: http://www.ohsu.edu/ra/gc.
Coming Events

NCURA Fundamentals at OHSU

Monday, September 8, 2003, 9am-5pm
Tuesday, September 9, 2003, 9am-5pm
Wednesday, September 10, 2003, 9am-12pm

Sponsored Projects Administration (SPA) is bringing the national workshop to OHSU. You won’t want to miss out on this amazing opportunity to attend an excellent three-day training course without the expense of travel.

Individuals involved in sponsored project administration are faced with a multitude of challenges—requirements and regulations, faculty assistance, resource information gathering, negotiation, reporting and many other tasks. This program will provide an overview on all aspects of award administration, including preparation and internal review of the proposal, negotiation and acceptance of an award, financial and administrative management, closeout and audit. Both the financial and non-financial administrator will be presented a comprehensive overview of this complex and constantly changing administrative environment.

For more workshop details and for registration information, visit the SPA website: [http://www.ohsu.edu/ra/spa/ncura_fund_flyer.pdf](http://www.ohsu.edu/ra/spa/ncura_fund_flyer.pdf)

NCURA Video Workshop

“A Primer on Intellectual Property for the Research Administrator”
Tuesday, September 16, 2003
8:30 am - 1:00 pm
Main Campus: UHS 8B-60
West Campus: ONPRC Meeting Hall

Broadcast live from NCURA studios in Washington, D.C., this video workshop will outline current federal regulation and policy with respect to intellectual property, such as the Bayh-Dole Act and rights in technical data. Co-hosted by Sponsored Projects Administration and Technology and Research Collaborations, this event is being coordinated by RDA Education.

A thorough understanding of intellectual property, both the law and its practical application, is critical to the daily work of the research administrator. This workshop will examine patent and copyright law in addition to other key concepts necessary for understanding and negotiating intellectual property. In depth reference materials, including a glossary of patent and copyright terms will be provided to workshop participants.

Planned presenters are Ann M. Hammersla, Senior Counsel for Intellectual Property at the Massachusetts Institute of Technology, Kathleen S. Irwin, Senior University Legal Counsel at University of Wisconsin-Madison, and Gunta J. Liders, Director of the Office of Research & Project Administration at University of Rochester.

Pre-registration is recommended. Contact RDA Education, x4-1656 or rdaed@ohsu.edu.

Federal Demonstration Partnership

FDP Phase IV
National Academy of Sciences
Washington, DC
Monday & Tuesday September 22-23, 2003
Electronic registration required (No fee)
Deadline for registration: September 4, 2003

Beginning with FDP Phase IV, OHSU has become a participating member in this formal collaboration between eleven federal agencies and over 100 research institutions nationwide. Departmental administrators at OHSU are especially encouraged to get involved with this exciting project that is shaping the future of grants administration.

For more information, visit the FDP website at: [http://www.thefdp.org](http://www.thefdp.org)

For more information on other educational opportunities, meetings, and conferences, please see the Upcoming Events calendar on our web site at: [http://www.ohsu.edu/ra/spa/2003calendar.pdf](http://www.ohsu.edu/ra/spa/2003calendar.pdf)