Effort Certification Statement
Deadline August 15, 2005

Dec04-Jun05 Effort Period Closed
The effort period for December 13, 2004 to June 13, 2005, closed on June 13, 2005, and Effort Certification Statements (ECS’s) were distributed to departments on Friday, June 24, 2005.

Departments are allowed seven (7) weeks from the time that effort statements are sent out from Sponsored Projects Administration (SPA) to make any necessary corrections, acquire the appropriate signatures, and return them to the Institutional Effort Coordinator in SPA, at mailcode AD220. The submission deadline for completed Effort Certification Statements is August 15, 2005.

Department Effort Coordinators (DEC’s) are encouraged to open and review effort packets right away to ensure that all required statements are included. If statements are missing for any employees, please contact Michael Clark at clarmich@ohsu.edu or 503-494-3211 to request the statements.

New Effort Worksheet and Calendar Tool
SPA has created a new tool to aid in calculating amended pay distribution/effort. The Effort Worksheet and Calendar is now available on the SPA website: http://www.ohsu.edu/research/rda/effortcert.shtml.

This tool is useful to recalculate distribution percentages for six-month effort periods. User feedback on this tool is welcome and should be addressed to Cynthia Woldridge, 503-494-1885 or woldridg@ohsu.edu.

New CoIR Disclosure Forms

New Conflict of Interest in Research (CoIR) Disclosure Forms and Signature Requirements
Revised OHSU and Non-OHSU CoIR disclosure forms (revision date: 5/27/05) are available for download at the RDA forms page: http://www.ohsu.edu/research/rda/forms.shtml#coir.

Outdated versions of the disclosure forms will not be accepted after July 31.
Important changes to the form include revised signature requirements. As of June 27, only the investigator’s signature is required if the investigator does not have a potential conflict to disclose (on the EZ disclosure form). For any investigator that does have a positive disclosure, Department Chair and Dean/Director signatures will still be required.

For questions about these changes, please contact the Research Integrity office at 503-494-7887 or coir@ohsu.edu.
FACT Tool Updates and Reminders

To assist Principal Investigators (PI’s) and department administrative staff prepare accurate budgets that take into account incremental changes in the Facilities & Administrative (F&A) rates over the next several years, Research Information Services (RIS) and Research Grants and Contracts (RGC) have developed a new tool for calculating F&A.

Called FACT (F&A Calculating Tool), this online Excel tool captures a project’s direct cost information as well as those costs that are not eligible for F&A. Based upon the data entered by the user, the amount of F&A costs are automatically calculated for each project year. It can only be used for those projects using the MTDC F&A Base.

The FACT and instructions are currently available on the RGC website: http://www.ohsu.edu/research/rda/rgc/budgetdev.shtml. Also, because the FACT is expected to undergo continuing revisions and improvements, RGC recommends that FACT users directly access and download the form from the website, rather than saving it onto a personal or departmental drive.

New Mac/Apple Version Coming Soon
A version of the FACT Tool that works on Mac/Apple computers is currently in development. Stay tuned to the RGC website for its release.

Windows XP/Excel Security Troubles with the FACT
Those using the Windows XP operating system may experience problems opening the FACT from the RGC website. This technical difficulty can be easily solved by saving the FACT file to the computer’s hard drive instead of running it directly off the website. (Again, to ensure having the latest version of FACT, please remember to download the tool each time rather than storing it.)

Also, be aware that error messages in Excel related to “macro security” may indicate that Excel security levels are set too high to allow the FACT to function properly. Excel 2000 security can be adjusted in the “Tools” menu by selecting the “Macro” submenu and then “Security” in the drop-down area. The “Medium” option should be selected.

For further details on these or any other problems you might encounter, please see the RGC website at: http://www.ohsu.edu/research/rda/rgc/budgetdev.shtml.

If you have any questions about FACT, please contact Carolyn Foster, RGC Operations Manager, at 503-494-5438 or fosterc@ohsu.edu.

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

The term “limited submission grant” refers to an award program that restricts the number of applications allowed from one institution. To prevent multiple applications from being submitted, OHSU has an internal coordination process in place to review preliminary applications and nominate the specified number of applications for submission to the granting agency. Coordinated by the Office of the Vice President for Research, a 13-member awards committee comprised of senior scientists from throughout OHSU oversees this internal review process.

There are various ways to recognize when a particular grant accepts limited submissions. Typically, within the eligibility section of the grant, the announcement will clearly state “only one nomination per institution” or “an eligible institution may submit only a single application in response to this RFA.” However, sometimes the limited submission status of a grant can be more cryptic. For instance, the grant announcement might merely state “only one application per applicant will be accepted.” In this case, the term “applicant” may be referring to the Institution (i.e. OHSU) and not the Principal Investigator. Although time consuming, reading the entire grant announcement well in advance of its submission deadline may well prevent wasted effort.

The limited submission grants are flagged with a rose icon in the OHSU funding opportunities database so that you can plan your grant application time frame accordingly. Grants with the rose icon have been assigned a deadline six to eight weeks in advance of the actual grant deadline to allow ample time for OHSU’s Awards Committee to review and choose institutional nominees from the pool of qualified applicants.

The Awards Committee requires additional information from those applying for limited submission grants. The on-line form at http://ozone.ohsu.edu/research/rda/funding/limsubform.php should be completed approximately six to eight weeks before the grant deadline. If the internal deadline has passed but the actual grant deadline has not, the form may still be submitted, as the Awards Committee may still be able to review your application. In addition to filling out the basic contact information and grant information on the form, PI’s need to attach a current CV, a one- to five-page proposal summary, and one letter of support. The Awards Committee will review these materials to decide upon a candidate to apply for the grant. Once the institutional candidate has been identified, their information will be passed on to the Pre-Award Office (RGC) and he/she will be notified to start the application process.

A list of current limited submission grants is available here: http://ozone.ohsu.edu/research/rda/funding/report.shell.php?report=limSubByMonth. For questions about the Limited Submission Process or for help determining if a grant is a limited submission, please e-mail funding@ohsu.edu or call 503-494-2848.

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

June-05 Closing July 11
Users of Oracle Grants Accounting (OGA) and the OGA Data Warehouse are reminded that due to processes associated with the end of the fiscal year (FY05), June-05 will be closing one day later than usual. The June-05 period in OGA is expected to close on Monday, July 11, 2005. Reports will be available on the following day, Tuesday, July 12, 2005.

OGA Information on SPA Website
Users of OGA and the OGA Data Warehouse are also reminded to periodically visit the Oracle Grants Accounting section of the SPA website: http://www.ohsu.edu/research/rda/spa/spaoqa.shtml

Featured online items include a seven-page, printable report guide that provides a general overview of both OGA and OGA DW reports, an updated list of Frequently Asked Questions, and a shortened adaptation of an Oracle White Paper explaining the differences between Award Status Inquiry, Project Status Inquiry and Expenditure Inquiry, in addition to other useful items.

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 to register.

OGA Training Classes

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<td>Tuesday, August 16</td>
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<tr>
<td>Tuesday, September 13</td>
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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.

Oracle Drop-In Sessions

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<td>8:30-12:00</td>
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<td>1:00-4:30</td>
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*OHSU Foundation staff will be available from 1:00-3:00pm.

To learn the latest about Oracle at OHSU, visit the Administrative Information Systems (AIS) website: http://ozone.ohsu.edu/ais/index.shtml

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
Summer 2005 PEP Class

Sponsored Projects Administration (SPA) is pleased to invite pre-registration for the next course in the continuing 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. More classes will be offered in the Fall.

Effort Reporting Seminar & Workshop
Wednesday, July 13, 2005
2:00 pm – 4:00 pm
UHS 8B-60
(pre-registration recommended)

Intended for “department administrative staff” (including department administrators, division managers, department fiscal managers, department effort coordinators, etc.), the first one-hour segment of this PEP offering will feature an overview of OHSU’s effort reporting policies and procedures. Please pre-register and plan to attend this session to learn the essentials of effort certification requirements as well as to review current effort reporting policies. The second hour of this session will offer a drop-in effort reporting workshop. This is an opportunity for Department Effort Coordinators to bring their actual Effort Certification Statements and get help working through some of the more complicated issues that can arise during the effort reporting process.

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.

Grants Support Training

The OHSU/AFSCME Career Development Center is currently developing a series of Grants Support Training classes to be presented two evenings a week this Fall. Titled “Passport to Success,” this series of classes will provide a general introduction to grants management topics for administrative assistants and other office support staff members who have no experience with grants.

Sponsored Projects Administration (SPA), Research Grants and Contracts (RGC) and the other Research Development and Administration (RDA) units will be working with the OHSU/AFSCME Career Development Center to develop appropriate classes following the life cycle of sponsored projects, from identifying funding sources, through the application process, and on into post-award procedures.

Look for more information about this program in upcoming issues of Career Development News.

For questions about the Grants Support Training program contact Catherine Jessup, 503-418-0211 or jessupc@ohsu.edu.

NCURA Video Workshop

The National Council of University Research Administrators (NCURA) will broadcast a live video workshop on Tuesday, September 13, 2005.

“Best Practices in Research Compliance”
Tuesday, September 13, 2005
8:30 am - 12:30 pm
(Save the Date)

Details regarding OHSU’s presentation of this live satellite broadcast will be announced in August. Watch for email updates from Sponsored Projects Administration.