Revised PPQ Announced

**Revised PPQ**
On March 7, 2006, Research Development and Administration (RDA) announced that a revised Proposed Project Questionnaire (PPQ) would be required for all new projects submitted on or after Tuesday, March 7, 2006.

The revised PPQ is available online via the RDA Forms page: [http://www.ohsu.edu/research/rda/ppq.shtml](http://www.ohsu.edu/research/rda/ppq.shtml)

**Summary of Changes**
During the PPQ revision process, a number of questions were eliminated entirely (e.g., to avoid redundancies), and the remaining questions have been simplified or clarified to make the PPQ an easy-to-use, self-explanatory document.

A summary of changes to the PPQ highlighting differences between the previous version and the revised version, is available online: [http://www.ohsu.edu/research/rda/rgc/docs/ppq_summary_of_changes.xls](http://www.ohsu.edu/research/rda/rgc/docs/ppq_summary_of_changes.xls)

RDA thanks all the faculty and department administrative staff who collaborated in the PPQ revision process. All comments have proven

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**Go Fish – New Award Setup Tracking Tool**

**Jellyfish: Award Setup Tracking Tool**
On March 20, 2006, Research Development and Administration announced the creation of a new tool, Jellyfish, as a way for Principal Investigators (PI's) and departments to track the award setup process. The Jellyfish application contains setup status information for Research Grants and Contracts (RGC), Clinical Research Program (CRP), and Technology and Research Collaborations (TRC), as well as for the post-award office, Sponsored Projects Administration (SPA). Using information from these four units, Jellyfish offers a single location for PIs and department staff to check on the status of pending award setups. Jellyfish has been successfully tested on both PC and Macintosh platforms.

This new Jellyfish tracking tool is now available online at: [http://www.ohsu.edu/rda/jellyfish](http://www.ohsu.edu/rda/jellyfish)

**Data Currently Available in Jellyfish**

**Research Grants and Contracts (RGC):** The RGC information currently contained in the Jellyfish is for recently received applications, proposals, and awards; however, moving forward the Jellyfish database will contain information for all applications, proposals, and awards submitted through RGC. Please note that status history data will be incomplete for records that were initially converted into Jellyfish. Specifically, only the most current status was populated for those records created before the Jellyfish was available. As the status of these records changes, it will be updated accordingly.

**Clinical Research Program (CRP):** The information currently contained in the Jellyfish for Industry Sponsored Clinical Trial agreements is for all Agreements or Amendments currently in process (i.e., contract received, contract under

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Effort Reporting Updates

As of Friday, March 31, 2006, we have achieved 96% compliance with Effort Certification for the Jun05-Dec05 effort period. Thank you to everyone who has helped make sure that OHSU satisfies this important federal requirement.

ECS Packets

The most recent six-month effort period (Jun05-Dec05) closed on December 11, 2005. Packets of Effort Certification Statements (ECS's) were created and distributed to designated Department Effort Coordinators on Friday, December 30, 2005. Departments have 35 business days from the date ECS's were sent from SPA to validate, correct as needed, sign, and return them to the Institutional Effort Coordinator in Sponsored Projects Administration (SPA), at Mail Code AD220. The submission deadline was February 22, 2006.

In response to federal requirements, SPA has established a semi-annual effort reporting schedule, with six-month effort periods ending in June and in December. The current effort certification process timeline, listing all relevant dates and deadlines, is available on the SPA website: [http://www.ohsu.edu/research/rda/effcerttl0605_1205.pdf](http://www.ohsu.edu/research/rda/effcerttl0605_1205.pdf)

Labor Distribution Adjustments

Because the Jun05-Dec05 effort period is now closed, any adjustments affecting this effort period will require additional administrative steps by both SPA and the department including documentation, justification, and authorization. Labor Distribution (LD) Adjustors attempting to make changes to this period will be unable to do so without the documentation provided in effort packets currently being prepared for distribution.

If the adjustment is retroactive greater than 90 days, a SPA Labor Distribution Cost Transfer form will be required. The form and
instructions are available online: [http://www.ohsu.edu/research/rda/forms.shtml#fm](http://www.ohsu.edu/research/rda/forms.shtml#fm). See further clarifications below.

**Education**

SPA Education offered an “Effort Reporting Seminar and Workshop” on Tuesday, January 10, 2006, from 2:00 – 4:00 pm, in UHS 8B-60. This two-hour session featured a one-hour review of effort reporting procedures followed by a one-hour workshop for one-on-one help with effort certification issues.

Presentation materials, handouts, and other useful effort training materials are available on the SPA website: [http://www.ohsu.edu/research/rda/spa/effortcert.shtml](http://www.ohsu.edu/research/rda/spa/effortcert.shtml)

**Procedure Document**

The full SPA Effort Certification Procedure document is available on the SPA website: [http://www.ohsu.edu/research/rda/spa/docs/effortcertproc.doc](http://www.ohsu.edu/research/rda/spa/docs/effortcertproc.doc)

Please note that this document has recently been condensed and clarified as part of SPA’s continuing efforts to streamline and simplified central post-award administrative processes.

**Clarifications**

To facilitate retroactive Labor Distribution (LD) adjustments not completed prior to December 12, 2005, SPA continues to make every effort to accommodate departments by broadening the “Internal Review/Approval” process for this brief period while adjustments may be entered but before effort forms are available. Allowances have been made as follows:

· For LD adjustments that have been identified as not requiring a SPA Labor Cost Transfer Approval form, please indicate the appropriate code in the comments field on the adjustment screen. The complete list of codes is available in the form instructions located on the SPA website: [http://www.ohsu.edu/research/rda/spa/docs/pdfc_inst.pdf](http://www.ohsu.edu/research/rda/spa/docs/pdfc_inst.pdf)

· For LD adjustments that normally require a SPA Labor Cost Transfer Approval form for an employee who does not receive any federal funding, please send an email to the SPA LD Approver mail box, [spald@ohsu.edu](mailto:spald@ohsu.edu), indicating why this LD adjustment should be considered for internal review and why it does not require an effort certification statement. But please note that this dispensation does not apply to adjustments over 90 days retroactive.

· For LD adjustments that require a SPA Labor Cost Transfer Approval form for an employee who receives any portion of their pay from federal funding, no adjustment can be made until the effort packet arrives. Once the employee’s Effort Certification Statement has been distributed, please make all necessary changes to the effort statement, obtain appropriate signatures, and submit the completed ECS with the Labor Cost Transfer Form to SPA, AD220.

**Thanks**

SPA would like to thank all Department Effort Coordinators (DEC’s), department administrative staff, Principal Investigators (PI’s), and everyone else involved in the effort certification process for their patience and kind assistance in making OHSU’s effort reporting a success.

**Questions**

If you have any immediate questions or concerns about effort reporting of the end of the effort period, please contact James Trotter, Institutional Effort Coordinator, 503-494-3211, or [spaeffrt@ohsu.edu](mailto:spaeffrt@ohsu.edu), or Beth Willis, Analyst Manager, SPA, at 503-494-0354 or [willies@ohsu.edu](mailto:willies@ohsu.edu).
Migration to Annual OGA Projects

Migration Approved
The Oracle Grants Accounting (OGA) Integration Task Force and Vice Presidents’ Task Force have approved migration back to annual OGA project setup wherever possible. That is to say, OGA projects will now be set up as individual annual projects (designated by the suffix A, B, C, etc), rather than set up as a single project for the life of a multi-year award (i.e., “perpetual A” project). Though not an ideal solution for everyone, this migration is expected to optimize the usefulness of the recently released “Monthly Status/Projections by Project” report in OGA.

Reports Currently Available
The majority of annual OGA projects are currently available with this report, but many more will be added by December 31, 2005. First year cumulative projects are also currently available with this report, and these will be converted to annual OGA projects at the time of their annual rollover. The remaining cumulative projects will also be converted to annual OGA projects at annual rollover.

Rollover Schedule
This process will take place during the 2006 calendar year, and should be completed by December 2006.

To streamline annual rollover, the following issues have already been identified as needing further clarification in their related processes:
· Labor schedule management and adjustments
· Alias rollover
· P-card remapping
· Standing Purchase Orders (PO’s)
Further solutions to improve the rollover process are currently being developed and implemented.

Opting Out of Migration
For those who would rather NOT be part of the migration to annual OGA projects, the decision to stay with cumulative projects must be made at the School/Unit level only. So, any decision along these lines needs to be discussed with the Unit Head, Dean or Director. Survey results of OHSU’s grants management community did indicate a majority preference for annual OGA project setup; however, the goal is to serve the minority as well.

Questions
Questions or comments about issues regarding the annual setup method, rollover, etc., should be directed to Garrett Keeton, Information Systems Manager, Sponsored Projects Administration (SPA), at keetong@ohsu.edu or 503-494-7400.

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.

Register online at http://ozone.ohsu.edu/ais/training/

OGA Training Classes

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To learn the latest about Oracle at OHSU, visit the Administrative Information Systems (AIS) website: http://ozone.ohsu.edu/ais/index.shtml
IBC Annual Renewal Policy and Changes to the IBC questions on the PPQ

The Research Integrity Office has created an annual renewal policy for projects requiring review by the Institutional Biosafety Committee (IBC). Please review the policy and FAQs at: http://www.ohsu.edu/research/rda/ibc/ibc_policies.shtml

The annual renewal policy will come into effect in March with the release of the revised Proposed Project Questionnaire (PPQ). The new PPQ will have a space available to list the IBC number if a project has already been approved by the IBC and there are no changes to that project. Information about the changes to the biosafety questions on the PPQ is available at: http://www.ohsu.edu/research/rda/ibc/faqs.shtml

During the initial implementation of the annual review process, investigators will be notified to submit an annual renewal form in conjunction with a grant if the grant or project references an approved IBC registration number that has not been approved in the past 12 months.

IBC Protocol Revision and Deviation Policy

The Research Integrity Office has made significant changes to the current IBC protocol revision policy. The new policy is also posted at: http://www.ohsu.edu/research/rda/ibc/ibc_policies.shtml

The revised policy creates a new class of changes to an approved IBC protocol that are “pre-approved.” Such changes do not need to be submitted to the IBC in advance, but instead should be submitted with the next annual renewal. Other types of changes still require approval in advance. Also note that any change to a select agent or human gene transfer project requires prior approval.

This revised policy also adds a protocol deviation process. If an investigator makes a change to an IBC protocol without seeking the proper approvals from the IBC, this is considered a protocol deviation.

Please contact ibc@ohsu.edu or 503-494-7887 with any questions about the above policies.

Procedure Modification: Change of Org

In the past, Org changes on OGA accounts were made at the close of OGA business in the month in which the OGA Award or Project Data Change Request Forms were received and approved, to avoid splitting the expenditures between the two Orgs on any reports that were generated. However, since the separation of expenditures can never be quite clean, it was determined that it would be more efficient to make the changes when the form is received and approved in SPA, rather than waiting for the month to close in OGA.

The OGA Award or Project Data Change Request Form is located on the SPA website at http://www.ohsu.edu/research/rda/forms.shtml#fm.

Miss the last SPIN Meeting? Presentations and handouts from previous meetings are available on the SPA website: http://www.ohsu.edu/research/rda/spa/spin.shtml
RGC Updates

Effort vs. Pay
While Research Grants & Contracts (RGC) no longer validates salaries proposed in an application at the time of award set-up, we continue to be responsible for checking proposed FTE changes at time of award.

For persons with less than full-time appointments where an increase in FTE is anticipated if the project is awarded, the FTE and salary requested will be prorated based on a full-time equivalent annualized salary. For example: if an application is submitted for an employee with an appointment at 10% FTE and he/she is currently being paid $10,000 for that FTE, and the proposed project involves an increase in FTE (to 25% with $25,000 in requested salary support), and salary and proposed effort were based on that higher FTE, RGC will validate that the FTE is updated accordingly (to 25%) in HR/Payroll when the award is being prepared for set-up. This will occur prior to the award being sent to Sponsored Projects Administration (SPA) for OGA setup.

In these situations, a note will be included on the Department Award Checklist (DAC) indicating that the required paperwork needs to be submitted at time of award or receipt of OGA account number in order to process the FTE change to fulfill the effort commitment as proposed.

If you have questions, please contact your department’s assigned Grants & Contracts Administrator (GCA) or Deb Golden-Eppelein, Grants & Contracts Manager, at 503-494-4853 or goldenep@ohsu.edu.

Updated OPE Rate Chart
Please note that the OPE Rate Chart has been updated to reflect the appropriate rate for salaries $100,000 and above. The rate to be used for salaries $100,000 and above is 25%. Please see the updated chart at: http://www.ohsu.edu/research/rda/rgc/docs/opechart.pdf.

If you have questions, please contact your department’s assigned Grants & Contracts Administrator (GCA) or Deb Golden-Eppelein, Grants & Contracts Manager, at 503-494-4853 or goldenep@ohsu.edu.

New Formatting of RGC Website
The Research Grants & Contracts (RGC) website is currently undergoing a redesign effort. A website committee comprised of RGC and department members is working to make the website up-to-date and easier to navigate.

Overall changes include the use of links to information, instead of detailed information being displayed on each page. This makes the data more readable, and easier to print. Please see the RGC website at: http://www.ohsu.edu/research/rda/rgc/index.shtml. Several pages have already been updated, with others to be updated soon.

In addition, a new page for policies and procedures has been added. Please see: http://www.ohsu.edu/research/rda/rgc/procedures.shtml. The Salary Verification Procedure has been posted and more will follow.

We appreciate your feedback and patience as we redesign the website. If you have questions, please contact Carolyn Foster, Operations Manager, Research Grants & Contracts, at 503-494-5438 or fosterc@ohsu.edu.

Revised PPQ (cont.)
useful, and whenever possible, we have incorporated your suggestions into the revised PPQ. Documentation of campus feedback on the PPQ is also available for review: http://www.ohsu.edu/research/rda/rgc/docs/ppqfeedback.xls

Questions
RDA appreciates potential PPQ-users taking time to familiarize themselves with the revised document. Any questions or concerns about this document should be directed to Carolyn Foster, Operations Manager, Research Grants and Contracts (RGC), at fosterc@ohsu.edu or mail code AD125/L106.
Electronic Research Administration (eERA) Implementation at OHSU

The transition of NIH and other federal agencies to electronic submission through the internet portal “Grants.Gov” will involve some major cultural changes at OHSU and other institutions across the country that rely on federal dollars to support their research programs. The federal government requires that the institutional signing official, rather than the Principal Investigator (PI), perform the electronic submission of the application. At OHSU, this responsibility is fulfilled by Research Grants & Contracts (RGC). Though a draft of the research plan is sufficient for application review and approval in RGC, the PI must provide RGC with the complete and final application in time for the institutional signing official to make the submission before the deadline.

As we transition into eRA, electronic applications to NIH will be considered complex grants for the purposes of RGC’s Service Level Understanding ([http://www.ohsu.edu/research/rda/rgc/docs/RGC_SLU_Final.pdf](http://www.ohsu.edu/research/rda/rgc/docs/RGC_SLU_Final.pdf)) and will require submission to RGC for review and approval at least fifteen (15) business days in advance of the deadline. In order to allow sufficient time for full validation and acceptance by NIH, Principal Investigators will need to provide complete copies of their applications, including final research plans, at least three (3) business days before the deadline.

The reason we need the application earlier than in the past is that the electronic submission process imposes more stringent technical and formatting standards. Once we receive your grant at RGC, we must perform a more thorough review to make sure it meets these standards. After submission, the application goes through three data and image validations during federal processing, which may reveal technical problems or formatting errors that will require resubmission. Depending on the nature of the problem, many of these resubmissions will have to take place before the deadline to ensure that NIH will accept the application.

OHSU is currently implementing InfoEd, a software application that will assist with the development of electronic applications and greatly reduce the potential for validation errors. We expect to have the critical functions of InfoEd in place this Fall, in time for the electronic transition deadline for R01s, recently extended to February 1, 2007. Investigators who have electronic submissions due in the meantime should contact their Grants and Contracts Administrator (GCA) in RGC ([http://www.ohsu.edu/research/rda/rgc/staff.shtml](http://www.ohsu.edu/research/rda/rgc/staff.shtml)) as soon as possible so that advance support can be arranged.

In the meantime, Tom Marcussen and members of the RGC management team, and Dr. David Robinson, OHSU’s faculty representative to national eRA committees, are making visits to department and faculty meetings to provide the latest information about eRA, answer questions, and obtain feedback. If you would like to arrange a visit to your department, please call or email Carolyn Foster, RGC Operations Manager, 503-494-5438. Carolyn is also available to answer any questions you may have regarding eRA implementation at OHSU.

For more Research Grants & Contracts (RGC) information, please call 503-494-7784, or visit the RGC website: [http://www.ohsu.edu/research/rda/rgc/](http://www.ohsu.edu/research/rda/rgc/)