HOT TOPICS

NIH Application Form Updates

The National Institutes of Health (NIH) has announced newly revised instructions and forms for both the "Application for a DHHS Public Health Service Grant" (PHS 398, rev. 9/04) and the "U.S. Department of Health and Human Services Public Health Service Non-Competing Grant Progress Report" (PHS 2590, rev. 9/04). The newly revised instructions and forms for both PHS 398 and PHS 2590 are currently available online: http://grants.nih.gov/grants/forms.htm.

The new PHS 398 will be accepted for submission and receipt as of December 1, 2004, and all applications received on or after May 10, 2005, must use the new instructions and forms.

The new PHS 2590 is already being accepted, and all progress reports received after May 1, 2005, will be required to use the new instructions and forms.

Notable changes to the PHS 398 include the following:

- Instructions have been revised to incorporate recent policy changes, and detailed information about policies, assurances and definitions is now included in Part III, with definitions revised to match those set forth in the NIH Grants Policy Statement.
- Supplemental instructions in Question & Answer format have been added for the "Preparing the Human Subjects Section of the Research Plan."
- The PHS 398 Face Pages has been revised as follows:
  - The Title form field has been increased to 81 characters.
  - An eRA Commons User Name field has been added (and this field has also been added to the Key Personnel Section).

Notable changes to the PHS 2590 Instructions include the following:

- The submission requirement has changed so that grantees now need only submit a signed original and one signed copy.
- Information has been included to promote the use of the eSNAP system and the eRA Commons.
- The refined definition of "Key Personnel" implemented in the NIH Grants Policy Statement is now incorporated throughout the instructions.
- The new category of "Other Significant Contributors" introduced in PHS 398 (mentioned above) has been incorporated throughout the instructions.
- Some changes have been made to SNAP progress report questions.
- On the Key Personnel Report Format Page, the request for a Social Security Number is now limited to the last four digits.
- Specific instructions for SBIRs & STTRs for progress report submission have been added.

OHSU’s pre-award Research Grants & Contracts (RGC) and post-award Sponsored Projects Administration (SPA) offices will continue to develop materials and offer guidance to help Principal Investigators and department administrative staff adjust to these and other changes to the NIH instructions and forms.
October SPIN Highlights (continued from page 1)

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/research/rd/a/spa/

Note: For Labor Distribution (LD) Updates given by Garrett Keeton, Manager, Information Systems, Sponsored Projects Administration (SPA), please see full coverage under Oracle Grants Accounting (OGA) on page 4.

RDA Education
Nikki Bishop,
RDA Education and Communications Manager
Research Information Services (RIS)

Recent updates to the RDA Education website include the following:

- Monthly RDA Education Calendar (now including SPIN Meetings, Post-award Education Program classes, etc.)
- Searchable RDA Education Library (including streaming video of some events)
- RDA Education Menu (listing available ad hoc training topics)
- Links to web-based Training for the eIRB, RCR, and HIPAA

To date, the Electronic Institutional Review Board (eIRB) Orientations and Lab Sessions have trained over 300 end-users in the OHSU research community, and the system now houses nearly 500 studies.

A searchable ORIO Compliance Records tool is available online to verify individual compliance records by employee name or OHSU identification number. Though this database is not currently searchable by organization, RIS will investigate adding this functionality.

RIS Contact Information:
Nikki Bishop, 503-494-0913 or bishopn@ohsu.edu
RDA Education, 503-494-1656 or rdaed@ohsu.edu
On the web at: http://www.ohsu.edu/research/rd/a/education.shtml

Administrative Information Systems (AIS)
Training and Support
Paula L. Merline, Supervisor
AIS Training and Support

The AIS training schedule for all Oracle classes (including General Ledger, Requisitions and OGA, among others) is available on the web site at http://ozone.ohsu.edu/ais/training.shtml

The Oracle Online Discussion Board remains an under-utilized resource. Users of the various Oracle responsibilities are encouraged to take advantage of this opportunity for peer contact and forum discussions. Plans are underway to populate this area with tips, tricks and frequently asked questions. Access the Oracle Discussion Board at http://ozone.ohsu.edu/cgi-bin/forum/ikonboard.cgi

At the Data Warehouse Users Group meeting held October 28, 2004, a new Op Status Report was presented. The improved report presents 12 months of data and has various other enhancements. Those interested are encouraged to attend future users group meetings. More information is available on the AIS users groups page: http://ozone.ohsu.edu/ais/usersg.shtml

Planned improvements to the AIS webpage include online class registration (expected to be rolled out soon) and web-base Oracle instruction (currently in development). More informa-

tion will be released to OHSU's Oracle users community via the monthly AIS Newsletter. Past issues are available on the AIS web site: http://ozone.ohsu.edu/ais/newsletter.shtml

SPA Hot Topics
Lynette Arias, Director
Sponsored Projects Administration (SPA)

Honorarium Certification Statement
This form has recently been changed to reflect a change in language from the honoraria being a “gift” to it now being a “token payment for services rendered.” Other language on the form was also changed related to an honoraria being paid from a sponsored project. The form previously indicated that the expense was required to be "expressly allowed" by the sponsored project. The form now lists the requirement as being “allowable under the terms of the award.” All honoraria charged on sponsored projects now require SPA analyst approval as well as the Recipient signature.

Project Status Form - Minor Revision
The Project Status Form has been updated to include a new requirement for justification for the requested end date extension.

Account Set-up Hint
As a helpful set-up hint for awards to new Principal Investigators (PIs), please give advance notice to Becky Brown, SPA Account Set-up Coordinator, so that the process of entering a new PI into the system can be started before the award arrives. This will help facilitate timely set-up of awards involving first time PIs.

New Award “Counting” Procedure
Due to new procedures for counting awards, there now exists a distinction between a counted award and one with a completed set up. As always, set-up will be completed as soon as information can be verified and entered into the system; however, bear in mind that some awards may be included in funding reports (SPA Statistical Report of Awards and Applications) prior to completed set up.

Effort Certification Update
Thanks to the dedication and hard work of Department Effort Coordinators throughout OHSU, we are pleased to announce we are close to 100% compliant. We appreciate your contribution on this important element of sponsored project compliance.

Also, please remember that the current effort period closes early this year: December 12, 2004. Make sure to handle your labor cost distribution changes in a timely manner to avoid having to fill out paperwork to gain approvals after the fact.

RGC Hot Topics
Thomas Marcussen, Director
Research Grants and Contracts (RGC)

Centralized Address for Progress Reports
NIH has established a centralized address for the receipt of progress reports (PHS 2590, non-competing continuations), which formerly were mailed to individual awarding institutes. All progress reports must now be sent to this new address.

Division of Extramural Activities Support, OER
National Institutes of Health
6705 Rockledge Drive, Room 2207, MSC 7987
Bethesda, MD 20892-7987 (for regular or US Postal Service Express mail)
Bethesda, MD 20817 (for other courier/express mail delivery only)

Continued on page 3
The RGC website is currently undergoing a number of enhancements, including a new URL: http://www.ohsu.edu/research/rda/rgc/. Remember to re-set bookmarks and refresh pages.

RGC has posted a new sample PHS 398 Face Page, available online at http://www.ohsu.edu/research/rda/rgc/docs/398.doc. Note that this new page shows Deb Golden-Eppelein, Grants and Contracts Manager, as signatory.

Finally, the National Institutes of Health (NIH) has announced updated criteria for research grant applications. Details can be found on the NIH website at http://grants.nih.gov/grants/guide/notice-files/NOT-OD-05-002.html.

The current effort period will be ending on December 12, 2004. Any changes to pre-12/13/04 pay distributions after 12/12/04 will require manual changes to the Effort Certification Statement (ECS) for the 6/14/04 – 12/12/04 effort period. Changes to adjust Labor Distributions effective 12/12/04 and prior will fail validation in the system beginning 12/13/04. We urge all LD adjusters to plan ahead and ensure that all necessary retroactive LD adjustments are performed by 12/12/04.

Due to the intensive demands on the system during payroll week and the increased demand of running the Effort process, LD Adjuster access will not be available from 5:00 pm Monday, 12/13/04 through 12/19/04, reopening on 12/20/04. Although the effort period ends on 12/12/04, Effort statements cannot be created in the system until 12/17/04 and printed on 12/21/04. The Effort packets will be sent out to the campus on 12/23/04, and should arrive in departments during the week of 12/27/04.

To facilitate retroactive LD adjustments not completed prior to 12/13/04, we are making every effort to accelerate the scheduled ECS distribution date from 1/7/05 to 12/23/04 by broadening the "Internal Review/Approval" process for the period when adjustments may be entered but Effort forms are not available (12/20-30/04), 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. You may view the full instructions on the SPA website at: 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 receives NO federal funding, please send an email to the SPA LD Approver mail box spald@ohsu.edu, indicating why this LD adjustment should be considered for internal review and does not require an effort certification statement. *

* Please note: This exception applies only to LD adjustments that fail validation due to the closed effort period. If your adjustment is greater than 90 days retroactive, you must submit the Labor Cost Transfer Approval form and go through the normal review process.

- 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, you will need to wait until the Effort packet arrives, make the necessary changes to the Effort Statement, obtain the appropriate signatures and submit it with the Labor Cost Transfer Form to SPA.

If you have further questions regarding Effort Certification, please contact Cynthia Woldridge at moorecyn@ohsu.edu or 503-494-1885.

If you have questions related to retroactive adjustments, please contact your SPA Analyst.
There is a newly updated online SPA Labor Cost Transfer Approval Form, located on the Sponsored Projects Administration (SPA) website at: http://www.ohsu.edu/research/rda/spa/docs/pdfc_form.pdf.

Enhancements to this form include the following:
- Internal review and approval codes
- Fillable fields (note that the full version of Adobe Acrobat is required to use this feature for saving!)
- New field for batch number
- "See Attached" checkbox for multiple employees and/or distributions
- Added field for "LD Adjustor" completing form

The added internal review and approval codes follow new internal procedures and will feature SPA analyst notification, which had still been lacking from the earlier version of online, decentralized Labor Distribution (LD). Approval codes should be inserted in the beginning of the "comments" field section in the error message that appears when the transaction does not pass the validation rules. New internal approval codes are detailed in the chart below.

Internal SPA review of Labor Distribution changes now takes place according to the following procedure:
- Review by appropriate SPA Analyst
- Review by the SPA Analyst Supervisor
- Review by OHSU Institution Effort Coordinator
- Online approval by SPA LD Approver

A new SPA email account has been set up to deal exclusively with issues related to Labor Distribution. On OHSU GroupWise, all correspondence should be addressed to the "SPA LD Approver" at spald@ohsu.edu.

Apparently there has been a sporadic issue with end-users receiving the error message "No Approver Found." This issue has now been resolved, and any remaining "No Approver Found" messages should be answered by choosing "resubmit."

A new list of Adjustors is being compiled and will be available on the SPA website soon.

Remember that in order to make a successful change to Labor Distribution, end-users must enter the correct Project Owning Organization. A query of the Oracle Grants Accounting (OGA) Data Warehouse can be run to list all Project Owning Orgs. OGA Crosswalks are available on the SPA website: http://www.ohsu.edu/research/rda/spa/ogacrosswalks.shtml

Because the current Effort Period ends December 12, 2004, it is essential that end-users process as many of their LD changes as possible before this date. All transactions affecting closed Effort Periods will be rejected by the system and will require submission of approval forms.

<table>
<thead>
<tr>
<th>Code</th>
<th>Change Only Affects:</th>
<th>SFA Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>ClinTrial</td>
<td>Industry Sponsored Clinical Trials</td>
<td>Verify funds are available to process the change and no affect to effort.</td>
</tr>
<tr>
<td>PDA</td>
<td>Program Development Accounts</td>
<td>Verify funds are available to process the change and no affect to effort.</td>
</tr>
<tr>
<td>End Date Ext</td>
<td>The End Date</td>
<td>Percent of pay and employees paid on account have not changed, and any delays in setup are due to SPA’s or RGC’s workload.</td>
</tr>
<tr>
<td>Rollover</td>
<td>OGA Project/Award Number</td>
<td>Percent of pay and employees paid on account have not changed, any delays in setup are due to SPA’s or RGC’s workload, and that the new POETA is truly the next year of the award.</td>
</tr>
<tr>
<td>CS</td>
<td>Cost Sharing Account</td>
<td>Effort is correctly reflected on the appropriate certification statement.</td>
</tr>
<tr>
<td>New</td>
<td>RA Delay in Setup of New Award</td>
<td>Verify the department submitted all required information in a timely manner and the delay in setting up the new account is due to SPA’s or RGC’s workload and verify that effort is correctly reflected on the appropriate certification statement.</td>
</tr>
</tbody>
</table>
Oracle Grant Accounting (OGA)

OGA Training

Everyone involved in sponsored projects grant 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 503.494.9806 or email solovjovs@ohsu.edu to register.

<table>
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<tr>
<th>OGA Training Classes</th>
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<tr>
<td><strong>Wednesday, Dec 8, 2004 1:00-4:00 BICC 121</strong></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 OGA questions or to provide help designing your reports.

<table>
<thead>
<tr>
<th>Oracle Drop-In Sessions</th>
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<tr>
<td><strong>Wednesday, Dec 15, 2004 1:00-4:00 BICC 120</strong></td>
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Grants Data Warehouse Training

All those involved in the management of sponsored projects are invited to attend training on this exciting new reporting tool. The OGA Data Warehouse features many new pre-set reports and will additionally offer end users the ability to customize these and other reports to meet their individual reporting needs.

<table>
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<tr>
<th>Data Warehouse Classes</th>
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| **Tuesday, Nov 30, 2004 1:30-3:30 BICC 121**  
**Wednesday, Dec 15, 2004 1:30-3:30 BICC 121** |

For more information on Oracle and Discoverer training schedules please visit the Administrative Information Services (AIS) website at:  
http://ozone.ohsu.edu/ais/training.shtml
### The Belmont Report’s 25th Anniversary Symposium

**December 15, 2004**  
09:30AM - 12:00PM  
UHS 8B60

Watch a videotape of the Commissioners Panel at The Belmont Report’s 25th Anniversary Symposium. (This event took place on May 14, 2004, in Milwaukee, Wisconsin.) The symposium was hosted by Human Research Protection Office, Center for the Study of Bioethics, and Psychiatry & Behavioral Medicine Department. Video presentation will follow with a question & answer session hosted by Charlotte Shupert, Ph.D., Associate Director, OHSU Research Integrity Office.

This year marks the 25th anniversary of the release of the Belmont Principles, guidance for research with human participants. These ethical principles have provided a foundation for the conduct of human research and are as relevant today as when they were first formulated. This event is designed for research bioethicists, and historians.

### The Electronic Institutional Review Board (eIRB)

The eIRB is a web-based system which replaces the current paper-based IRB system. New studies and active studies at continuing review can be entered into the system. Please use the resources listed below:

- **Training Lab Sessions**  
  www.ohsu.edu/research/rda/education.shtml
- **Online Training**  
  http://www.ohsu.edu/research/rda/eirb/
- **ERA Help Desk:**  
  (503) 494-1767 or eirb@ohsu.edu  
  Help Desk Hours:  
  Mon., Wed. and Fri. 7:30AM - 4:30PM

For information on educational opportunities, meetings, and conferences, please see the Upcoming Events calendar on SPA’s web site at:  

and visit the RDA Educational Calendar at:  
http://sunweb1.ohsu.edu/research/rda/education/calendar/calendar.php