IRB Now Electronic Only

The Institutional Review Board (IRB) has gone totally electronic as of September 1, 2005. Effective now, the OHSU Research Integrity Office (ORIO) no longer accepts paper submissions for new and continuing reviews. All new protocols must be submitted through the eIRB, and all existing protocols must be converted at the time of continuing review.

Please note that existing protocols will convert only at continuing review, not at the time of a modification, or a report of an adverse event, or protocol deviation. Paper submissions will be accepted for these actions until a study converts at its continuing review.

eIRB Training
To arrange for eIRB training, please contact the Electronic Research Administration (ERA) Help Desk at 503-494-1767 or e-mail eirb@ohsu.edu.

Many thanks to all those who have helped get eIRB up and running this year; this collaborative effort never would have succeeded without your support.

Updated CoIR Disclosure Forms

Please accept this reminder that Conflict of Interest in Research disclosure forms have been updated (current version date 5/27/05). Be advised that older versions of the form will no longer be accepted after August 1, 2005.

Please visit http://www.ohsu.edu/research/rda/coir/ for more information, or contact the Research Integrity Office at 503-494-7887 or coir@ohsu.edu.

NIH Issues Revised Guidelines


COGR and the Association of American Medical Colleges have been working for some time with NIH officials on these revisions, in order to set more reasonable criteria for including clinical compensation in salary charged to grants and effort reporting systems. The revised guidelines more clearly allow for the variations and flexibility in institutional relationships with clinical practice plans, which are allowable under OMB Cost Principles.

OHSU has formed a committee to oversee institutional implementation of these revised guidelines. During the coming months, this committee will communicate clarifications regarding OHSU’s implementation plans.
RGC Updates and Reminders

RGC Service Level Understanding
Research Grants & Contracts (RGC) receives an operating budget each year for the provision of services to entities conducting research at OHSU. To ensure that researchers at OHSU understand what these services are, as well as what to expect from RGC, a Service Level Understanding (SLU) has been created.

The SLU describes the services and response times that departments and faculty should expect from RGC during FY06.

Department Responsibilities
In order for RGC to meet the stated levels of service, RGC is dependent on each department providing their grant and contract materials and other information in a timely manner. Therefore, the SLU also describes the departmental responsibilities that will permit RGC to achieve stated performance levels.

The current SLU is valid from August 8, 2005 until June 30, 2006, at which time a new SLU will be published.

This SLU was created with input from a variety of sources within the research community and has been approved by Dan Dorsa, Vice President for Research.

SLU Available Online
The SLU can be found on the RGC website at http://www.ohsu.edu/research/rda/rgc/.

In addition, a one-page reference of the dates outlined in the Service Level Understanding can be found in the SLU Quick Guide at http://www.ohsu.edu/research/rda/rgc/.

RGC Frequently Asked Questions
Research Grants & Contracts (RGC) has created a Frequently Asked Questions (FAQ) section on the RGC website. It can be accessed at: http://www.ohsu.edu/research/rda/rgc/faq.shtml. Please be sure to check out the FAQ section for questions and answers relating to a variety of topics, including the PPQ, compliance, NIH applications, budget development, subcontracts, and many others.

RGC Department Award Checklist (DAC)
The Department Award Checklist (DAC) is a new tool created by Research Grants & Contracts (RGC) to assist the departments in preparing for award setup. The DAC is used to identify those items that need to be completed by the department prior to award notification by RGC.

The DAC will be returned to the department with the signed application or proposal. It will also be emailed to the PI and department contact at Just-in-Time (if applicable) and at the time of award notice. Please be sure to review the DAC and begin completing items prior to award receipt.

Updated RGC Department Distributions
Research Grants & Contracts (RGC) has updated the RGC Department Distribution List, which identifies the designated Grants & Contracts Administrator (GCA) for each department at OHSU. To determine your department’s assigned GCA, please see the updated list on the RGC website at http://www.ohsu.edu/research/rda/rgc/staff.shtml.

The changes will take effect on Tuesday, October 4, 2005.

New AppleFACT Tool Available for Mac Users
A version of the FACT Tool that works on Mac/Apple computers is currently available on the RGC website at: http://www.ohsu.edu/research/rda/rgc/budgetdev.shtml. Please remember to use this version only on Mac computers.

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

OGA Award Closeout Report
Due to minor variations in the rounding rules on awards and projects in Oracle Grants Accounting (OGA), the Award Closeout Report has occasionally been slightly out of balance with other OGA reports.

To correct this issue, a Technical Assistance Request (TAR) has been logged with Oracle, and a patch is expected in the near future. However, in the meantime, the Award Closeout Report is being changed to include both award and project numbers for comparison.

Mass Role Update Tool
Department Staff and Project Staff requesting new or additional access to projects in OGA should experience shortened turn-around times with the submission of the OGA Inquiry Request Form (link).

The Information Technology Group (ITG) recently developed a Mass Role Update Tool to the specifications of Sponsored Projects Administration (SPA). This new tool allows assignment of project access by Organization or by Principal Investigator (PI), where manual data entry was previously required on a project by project basis.

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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<tr>
<td>Tuesday, December 20</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.

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

Oracle Drop-In Sessions

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<td>Wednesday, October 12</td>
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<tr>
<td>Thursday, November 3</td>
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*OHSU Foundation staff will be available from 1:00-3:00pm.
Fall 2005 PEP Schedule

Sponsored Projects Administration (SPA) invites pre-registration for the next two classes in the Fall 2005 Post-award Education Program (PEP) series.

Costing and Cost Transfers  
Tuesday, October 4, 2005  
10:00 am - 12:00 pm  
SON 358  
(pre-registration required)

Cost Sharing & Effort Issues  
Tuesday, October 11, 2005  
10:00 am - 12:00 pm  
SON 358  
(pre-registration required)

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

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.

Grants Support Training

The OHSU/AFSCME Career Development Center is offering a series of Grants Support Training classes to be presented two evenings 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 are working with the OHSU/AFSCME Career Development Center to present 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

On September 13, 2005, the National Council of University Research Administrators (NCURA)I broadcast a live video workshop entitled: “Best Practices in Research Compliance.”

Sponsored Projects Administration is working with the other RDA units to present this broadcast to the OHSU community later this Fall. Details regarding OHSU’s presentation of this broadcast will be announced in October. Watch for email updates from SPA Education.

Please plan to attend the next Sponsored Projects Information Network (SPIN) Meeting:  
Thursday, October 20, 2005  
9:30am - 10:30am  
UHS 8B-60