SPA Updates
3ʳᵈ Quarter 2013

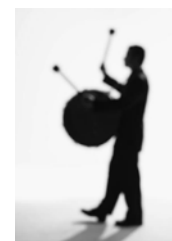July 25, 2013

2:30 – 4:00 pm

HSF-II Auditorium

UNIVERSITY *of* MARYLAND

Today's Agenda

- Deadlines

- Subteam Updates

- Coeus Reminders

- NIH Commons Updated Profile

- Questions for us?

The Deadline Drum

- We've been "beating the deadline drum" for quite awhile & mentioned last quarter some communication from NIH that showed a shift towards strict enforcement of deadlines.

- In June – 2 UMB applications were submitted on deadline with errors and we were unable to correct before 5:00 deadline. We submitted corrected applications after the deadline. Both applications were rejected despite SPA's efforts to have them accepted.

- Please share with your PIs. We don't want this to happen. When NIH suggests early submission, they mean DAYS, not HOURS, early.

What's New with the SubTeam?

- "Internal" Subcontact action has been created in the eSuRF System. Please use this action whenever requesting an internally funded Subrecipient Agreement.

- Outgoing Subrecipient Compliance Policy is currently being drafted. Expect training to become available next quarter.

- *A Friendly Reminder…*

  - The Subteam does not have the ability to look up PO#'s using the requisition #'s provided in eSuRF.

  - Please email the Subteam member who is processing your request as soon as the PO# is created to avoid delay in Agreement execution.

Coeus Reminders

- In the Key Personnel Tab, the "role" for an individual should be the role on that project (not their faculty title)
- For NIH Multiple PI Applications with a PI outside of UMB
  - The External PI must be listed on the Key Personnel Tab (only UMB personnel should be entered on the "Investigator Tab")
  - External PI's role must be entered as "PD/PI" to pull into the SF424 forms correctly
  - Double check that the forms populated correctly by going to Action – Grants.gov – Forms Tab and print the Senior/Key Person Form

Coeus Reminders –Sub Budgets

2) Click "Sub Award Details"

1) Check to see that this "Attachments" field is populated after you "Translate" the file.

Coeus Reminders – Sub Budgets

NIH Commons
Updated Personal Profile

Red "X" shows missing data

NIH Commons
Updated Personal Profile

DEMOGRAPHICS ❓   VIEW

💼 EMPLOYMENT ❓   ⊖ CLOSE

You have 1 current job(s) and 0 past job(s)

Enter all research-related employment in the past 3 years. This is used to determine conflict of interest for reviewers of your grants and for your own work as a reviewer.

Enter post-doctoral fellowships on this page as a job.

If you have more than one job at the same institution (for example Professor and Dean), you may, but do not have to, add two separate jobs so that you can give different titles, positions, addresses, and start/end dates.

Current Jobs   [Add a New Job]

Dates	Employment and Contact Details	Status
July 2006 to present	UNIVERSITY OF MARYLAND BALTIMORE Assistant Director, SPA 620 W. Lexington St. 4th Floor Baltimore, MD 21201 UNITED STATES Email: asnyd007@umaryland.edu Phone: 410-706-5590	✓ You are affiliated with this institution. ⓘ This is your Primary Employment.

[Edit] [Quick Update] [Leave Job] [Delete]

Past Jobs   [Add a Past Job]

There are no past jobs on file.

[Save All] [Discard Changes]

Quick Update

Email: asnyd007@umaryland.edu
Phone: 410-706-5590

| Edit | Quick Update | Leave Job | Delete |

Update Info

My information has changed at this job:

Phone   410-706-5590

Email   asnyd007@umaryland.edu

Title   Assistant Director, SPA

| Update | Cancel |

Past Jobs

Add a Past Job

There are no past jobs on file.

Employment – Edit Current Job

NIH Commons Contact Info Reminder

- Updating the Personal Profile is something the PI does him/herself as we just saw (SPA cannot do this for the PI)

- New PIs (and Post Docs & Grad Students) to UMB must also be _affiliated_ with UMB
  - Affiliation in Commons is handled by SPA
  - Send an email to Colin Hunter (chunter@umaryland.edu) with the individual's **UMB** email address and status (faculty, post doc, grad student)

- Affiliation <u>must</u> occur before any proposals are submitted for this person as PI, otherwise we receive an eSubmission error

- Personal Profile update can occur at any time

Questions?

Final Notes

- Both presentations will be available on SPA and SPAC websites

- Future Quarterly Meetings for 2013:
  - October 24th, 2:30 - 4:00, Location TBD

- Thanks for joining us today!