Emory Research A-to-Z

January 17, 2013
Reminders:

- **NEXT MEETING:**
  March 21st, 2013 – 9:30 am to 11:00 am
  Woodruff Health Sciences Administration Building Auditorium, 1440 Clifton Road N.E. – 1st Floor

- Find information about ERAZ at
  [http://www.or.emory.edu/eraz/index.html](http://www.or.emory.edu/eraz/index.html)

- Email topics and suggestions for future meetings to
  [eraz@emory.edu](mailto:eraz@emory.edu).

- Your opinion and thoughts matter. Please complete the survey that will be sent out after this meeting.
RA Announcements:

- Topics from the January 2013 Newsletter:
  - Roles & Responsibilities for Post Award Management
    - OSP, OGCA and Non-Central Responsibilities
      - Project Setup
      - Project Life
      - Project Termination and Closeout
  - NIH & NSF Reminders
  - CAYUSE Reminders
  - CAS Review Tool
  - Announcements, Upcoming Courses & Events, and Contacts

- This issue as well as archived Newsletters are available at:
  [http://www.osp.emory.edu/communication/newsletter/index.cfm](http://www.osp.emory.edu/communication/newsletter/index.cfm)

Emory Research A-to-Z
Agenda:

- Gift Cards for Study Participants
- Reporting Update
  - CAS Review Tool
  - Contract Manager Page
- OGCA Quick Update
- EPEX Tips you need to know
- E-NOA & the Listserv
- Public Access Policy
Gift Cards for Study Participants

Loette King
Sr. Director, Procurement & Contract Management
Finance

FOR MORE INFORMATION:
https://www.finance.emory.edu/home/Procure%20and%20Pay/how_to_buy_in_the_marketplace/index_produce_pay_giftcards.html
Reporting Update

CAS Review Tool
Contract Manager Page

James Goff
Assoc. Director, Cost Analysis/Reporting
Office of Grants & Contracts Accounting
OGCA
Quick Update

Evelyn Balabis
Director
Office of Grants & Contracts Accounting
#10 Attachments

Where are the attachments located? The Projects Page in EPEX at the bottom of each Project.

To add attachments the Attachments section must be expanded by clicking on the arrow to the left of "Attachments".

What if I add my attachments and it won't stick? Try shortening the name of the file, saving, and adding it to the page.

## Projects

<table>
<thead>
<tr>
<th>Proposal ID</th>
<th>Version ID</th>
<th>*Proposal Status: Draft</th>
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### Proposal Project

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<th>Title</th>
<th>*Department: SOM Pathology</th>
<th>*Subdivision: SOM Dean's Office</th>
<th>*Institution: EMORY UNIVERSITY</th>
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### Professional

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<th>Employee Name</th>
<th>*Department</th>
<th>Description</th>
<th>*Other Role</th>
<th>Contact PI</th>
<th>Primary PI</th>
<th>Reporting PI</th>
<th>Effort %</th>
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### FS A Distribution

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</table>

Go to Proposal

Save

Return to Search | Previous list | Next list

End First 1 of 1 Last
#9

Where is my proposal?!?!?

Proposal Status tells you where a proposal is in the workflow.

- **Draft**: Started but not routed
- **Pending Approval**: Routted but not sent to Sponsor
- **Institution Approved**: Approved by OSP and sent to Sponsor
- **Submitted**: Approved by OSP, sent to Sponsor, and finalization complete and ready to be awarded
- **REF#**: Denied

You can click on all but Draft to take you to the workflow map to see where your proposal is pending or by whom it has been approved/denied.
What Roles Trigger Workflow?

HELPFUL HINT:
NEVER change the "Other Role" of Principle Investigator! If the person is listed on the first page of EPEX as the PI, the "Other Role" should be PI.

USE "Reporting Role" as a Qualifier.
Example: If you are routing a fellowship in the fellow's name. Leave "Other Role" as PI, but change the Reporting Role to "Fellowship Recipient".
Step 1: Verify User ID by clicking on the person’s name and looking at the associated ID.

Step 2: If they are using the correct User ID provide these steps:

There are three ways to certify:

1. Through the email: click on the link to the email. Log into Compass. Go back to the email again and click on the link. This will take you directly to the proposal. Scroll to the bottom of the first page and click on the “Certify” button.

2. Through the Approval Inbox: Navigate to the approval inbox: Smart Solutions>Smart Workflow>Transaction Approval>Approval Inbox (if you do not see one, look for the next everyone’s security is different and you may not have all of the steps in the navigation). Search Type = Grants Proposal. Click Search. The list of all proposals currently awaiting your approval will show up below. Click on the link to the proposal ID. If nothing happens, make sure your pop-up blocker is disabled and try again. Once in the proposal, scroll to the bottom of the first page and click on the “Certify” button.

3. Through EPEX: Navigate to EPEX: Grants>Proposals>Emory Proposal Express. Business Unit = GRANT enter Proposal ID. Click search. Click on the link to the Proposal ID. Once in the proposal, scroll to the bottom of the first page and click on the “Certify” button.
Step 3: If certifier receives an error, “You are not authorized for this page”, contact PSGrants@emory.edu as the person does not have Grants access.

In addition, if there are two User IDs for the same person, please contact PSGrants@emory.edu. Once the Investigator has certified one of the IDs, we will administratively skip the second and request that the ID be locked out for Compass only, so that it no longer shows up in EPEX Workflow going forward.
Once you click “Build Periods”, the information greys out. You can still change this information on the Budget Page.
For example, if you are looking for National Kidney Foundation, but it is not listed. Take the following steps.

1. Try searching Name Contains with the least common word in the name.

2. Keep in mind that many generally used words are abbreviated at the beginning of the Sponsor Name: NATL – National, AMER – American, ACAD – Academy, ASSOC – Association, MED – Medicine, CTR – Center, FDTN – Foundation, and INTL - International.

3. If you still cannot find your Sponsor Name, 00003839 is the Sponsor ID for Sponsor Not In Lookup. This allows you save your proposal without the name being saved. Please, add the Sponsor Website to the “Link to RFP” box, so OSP will have the info when it gets to them in the workflow.
Searching for Employee IDs

Recommended Way to Search:
Name “contains” first name
Last Name “begins with” last name

• Employee IDs should be 7 digits with NO letters.

• Employee IDs beginning with “N” should NOT be used as these are for proxying expense reports.

• The Department (marked in yellow above) can be used as a double check.
EPEX Likes You to Do Things in Order

There are several places where this occurs:

1. Fill out the first page of EPEX, then go to the Projects Page, then to the Budget Page. Each page builds feeds the next.

2. On the Budget Page, enter F&A information FOR EACH PROJECT correctly, save, and then click “View/Enter Budgets”.

#2 Choose the correct Principle investigator (PI)

ONCE YOU CHOOSE A PI AND SAVE, YOU CANNOT change IT!

YOU WILL HAVE TO START THE PROPOSAL OVER FROM SCRATCH.

The copy functionality cannot be used as it copies the error.
BEFORE clicking “Save & Route” Click “Preview Workflow”!!!

Things to Look for When Previewing the Workflow:

1. Certifiers – verify that all people who need to certify their effort and work on the grant are listed in the workflow.

2. Questions that Trigger Workflow –
   1. Q9 – Yerkes (ONLY mark if no Yerkes people are listed on the proposal to trigger the workflow.
   2. Q14 – VA
   3. Q15 – OCR **Use decision tree, check with administrator, or check with OCR BEFORE routing. Checking this box after routing does NOT add in approvers. 

#1 PREVIEW THE WORKFLOW!!
Tips for verifying Certifiers:
1. Count the number of Certifiers
2. Verify roles that were given (see slide 3 for roles that trigger workflow)
3. If uncertain check with your School Level Approvers! Each school has different qualifications for who should certify (i.e. SOM – Faculty Equivalent should certify)

IF A CERTIFIER IS LEFT OFF THE WORKFLOW YOU MAY BE REQUIRED TO DENY THE PROPOSAL AND START THE WORKFLOW OVER!

Questions that trigger workflow add stages between Department and School. If you don’t see additional stages, workflow isn’t routing to Yerkes, the VA, or OCR.
PSGRANTS
(PeopleSoft Grants)

What do we do?
What We Do

- **EPEX** – *Anything EPEX related, including:*
  - General Questions
  - Workflow
  - *Paper Certifications*
  - *OCR*
  - *Steps to Certify*
  - *Workflow Admin*
  - *Workflow Deny/Reassign*
  - Adding/Removing Projects
  - Budgets
  - Sponsors

- **CAYUSE**
  - Log-in
  - Adding Key Personnel/unpaid collaborators
  - PDF Attachments
  - Budgets
  - Subawards/Suncontracts

- **Forms**
  - EPEX access
  - PI Eligible
  - Workflow Requests
What We Do

Redirects

网络安全疑问

1. 这些问题只能由PSGrants处理，如果 Grants Module 出现问题。

2. 对于 Grants 查询，PSGrants 将转发至 Jennifer 的 Group RA-DATA-RPTS@LISTSERV.CC.EMORY.EDU，如果快速响应不给。

3. 对于运行报告的问题，PSGrants 提供导航信息 Reporting Log: 

   →Compass Support Center>Reporting Support/Requests.

   **Please note: This is different from the Compass Log.**
What We Do

Redirects cont’d

❖ eNOA

People receiving emails about eNOAs are in the department (administrators/those appointed). Generally, you would need to get the User ID and Password from one of these individuals to be able to view/access the eNOAs. If you wish to be added to the listserv to receive email notifications of the eNOAs, you would need to contact your listserv manager and local IT to have you added. For additional questions, please contact the DMG listserv: RA-DATA-MGMT-GRP@LISTSERV.CC.EMORY.EDU

❖ COI

The COI system is completely separate from Compass and is monitored by the COI office. If you are having issues, you will need to contact the COI Office: http://www.coi.emory.edu/

❖ Forms

OGCA: Hold Form
OGCA: Inactivate Smartkey
OGCA: Unfreeze Requests
Questions?

Email Us at PSGrants@emory.edu

PSGrants is monitored between the hours of 8AM-5PM on all Business Days.

Please note, if you email one of us individually, you should also copy PSGrants as this allows for coverage should one of us be out of the office, in meetings, or unavailable.
eNOA (ELECTRONIC NOTICE OF AWARD) AND THE LISTSERV

Data Services, Management & Operations Group
Office of Research Administration
Emory University
Jumionne Tiako
Objectives

At the end of this session participants will be able to:

- Know where to go in the system to find out which department receives the eNOA
- Know how to locate information on which specific individuals receives the eNOA
- Know who makes changes to the list of people that receives the eNOA
- Know how to locate a copy of your eNOA
Locating information on which department receives the eNOA

- To locate the department go to Grants>Awards>Project>enter the project number
  - The second tab, Project Departments, will list the department associated with this particular award, this is the department in which the eNOA is sent to
Locating information on which department receives the eNOA cont’d

- Note that the eNOA is only sent to one department, the primary department, which can be determined by reviewing the Project>Project Costing Definition page.
Which specific individuals within my department receives the eNOA?

Only your listserv managers have access to the individuals listed. Using the username and password, it can be viewed at http://listserv.cc.emory.edu.

- Using the department in the example above, SPH: Epidemiology, the following individuals receive all eNOAs for this department:

  ![RSPH-NOA-EPIDEMIOLOGY (2 Subscribers)](image)

  - jqi@SPH.EMORY.EDU
  - Janet Qi
  - sbryant@EMORY.EDU
  - Shelle Bryant

- Note that you can have multiple managers for a listserv. In this example, this department has three listserv managers (not shown).
Who makes changes to the eNOA listserv?

The listserv manager, usually the administrator, for your department chooses the individuals who should receive the eNOA.

Responsibilities of the listserv manager:

- Retains the username and password for the listserv and the Comsquared eNOA system for the department.
- Capability of adding and/or deleting individuals on the listserv at their discretion.

Listserv Facts:

- Each department has a listserv established.
- The listserv system is managed by the IT central University system, for support please contact your local IT support system.
How do I find a copy of an eNOA for my department?

You can always retrieve this online. In order to access Comsquared go to: 
https://enoa.yoursp.com

- You will need your department’s user name and password to log in, to obtain this see your listserv manager.
What if...?

Q: I don’t know who the listserv manager is, how do I find out?

A: First check with your supervisor, if it is still unknown, send an email to Data Management Group (DMG) at RA-DATA-MGMT-GRP@LISTSERV.CC.EMORY.EDU, we will provide you with the name(s) of the listserv manager.

Q: Changes need to be made to the listserv but my listserv manager has left Emory and the user name and password was not communicated?

A: Contact your local IT support services for assistance. The listserv system is managed by the IT central University system, it is not a DMG system.

Q: I need to obtain a copy of an eNOA from Comsquared but my listserv manager has left Emory and the user name and password was not communicated, how do I find out that information?

A: You may send an email to DMG at RA-DATA-MGMT-GRP@LISTSERV.CC.EMORY.EDU, we will provide you with the login information.

Q: My investigator is listed on the award as a co-investigator, will our department receive the eNOAs?

A: No, only the primary department will receive the eNOA.
NIH Public Access Policy Enhanced Enforcement and NIH RPPR

Holly Sommers
January 17, 2013
The NIH Public Access Policy applies to all peer-reviewed articles that arise, in whole or in part, from direct costs funded by NIH, or from NIH staff, that are accepted for publication on or after April 7, 2008.

Institutions and Investigators are responsible for ensuring that any publishing or copyright agreements concerning submitted articles fully comply with this Policy.

This responsibility includes all papers arising directly from an Investigator’s award even if they are not an author or co-author of the paper. PI’s and their institutions should ensure that the authors are aware of and comply with the NIH Public Access Policy.

See ERAZ Presentation from March 2012 for a full description of the policy.
Beginning in Spring 2013, NIH will delay processing of non-competing continuation grant awards if publications arising from that award are not in compliance with the NIH public access policy.

The award will not be processed until recipients have demonstrated compliance.

(This change will take effect in tandem with the required use of the Research Performance Progress Report (RPPR) for all SNAP and Fellowship awards.)
In 2010, NIH partnered with the National Center for Biotechnology Information (NCBI) for bibliography management.

NCBI’s personal online tool, “My NCBI,” and it’s “My Bibliography” feature, became the only way for PD/PI’s to enter citations. (Effective July 23, 2010, PD/PI’s have been unable to enter citations manually into eRA Commons.)
NIH has now made changes to My NCBI to improve workflow and communications between PD/PI and non-PD/PI authors related to publications, as well as to track compliance of all papers arising from their awards.

New features in My NCBI are described at: http://www.nlm.nih.gov/pubs/techbull/ja12/ja12_myncbi_new_features.html
With the transition to the Research Performance Progress Report (RPPR), grantees are required to report publications using a Commons-linked My NCBI account.

The RPPR publication section (C.1) is pre-populated with the PD/PI’s publications from My NCBI and the PD/PI simply checks the publications to be associated with that progress report.
If a progress report is submitting with non-compliant publications, an automated e-mail will be generated notifying the grantee.

A response will be requested by a specified date.

Grantees may respond via a new Progress Report Additional Materials (PRAM) link or via e-mail to the GMS and PO.
All paper PHS 2590 progress reports must contain a My NCBI-generated PDF list of publications as part of the report.

The inclusion of a My NCBI-generated PDF will become a requirement for paper progress reports at the same time the RPPR becomes required for SNAP and Fellowship awards (sometime in Spring 2013).
Any publication subject to the NIH Public Access Policy and which is cited in an application, proposal or report to the NIH must include the PubMedCentral reference number (PMCID).

On progress reports, publications should only be reported in the relevant sections (Section 2.2.6 Section E of the PHS 2590 or section C.1 of the RPPR).

Grantees must report all publications arising from their award during the reporting period regardless of the public access status at the time.
Any Questions?
See you in March!

Have a Nice Day