Agenda

- Announcements (Raquel Espinosa)
  - Subrecipient Monitoring
  - eRA Commons Citations

- Effort Reporting Update (Kacey Barker)

- Pre-Award Walkthrough (John Cavanaugh)
Subrecipient Monitoring

As recipients of sponsored research funds, we are responsible for the programmatic, administrative and financial monitoring of all awards made to collaborating institutions. PHS Research Management has developed the “Subrecipient Monitoring Guidance” with information on best practices in order to fulfill this obligation.

As a result, effective 10/01/10 the following two forms will be implemented as part of the Subrecipient (Subcontract) Monitoring Process Improvement:

- Risk Assessment Checklist (Internal Tool Only): for use by Research Administration at pre-award stage. This form helps assess the risk involved in doing business with the collaborating institution.
- PI Annual Science/Technical Assurance: this form is sent to the PI at the time of the agreement modification to check on the progress made by the subrecipient PI

Please see PHS RM website for further information:

http://phsresearchintranet.partners.org/PHS_ResearchMgmt/RM_Forms.asp
eRA Commons Citations

If you have manually entered any citation information into eRA Commons, you must transfer this information by October 22 to a My NCBI account in order to retain it. Several demos provide step-by-step instructions for navigating the integration of eRA Commons and My NCBI.
**eRA Information: Act Now to Retain Your Commons Citations**

- eRA Commons and the National Center for Biotechnology Information (NCBI) have partnered together to provide **one comprehensive online bibliography portal**
  
  - “My Bibliography” through the [My NCBI system](http://myscienceportal.ncbi.nlm.nih.gov) must now be used to enter and maintain any citations

- **Citations that have been manually entered into Commons will be unavailable as of October 22, 2010.**

- To retain these citations, PD/PIs must transfer them to a My NCBI account. Several [demos](http://myscienceportal.ncbi.nlm.nih.gov) released this summer provide PD/PIs with step-by-step instructions for creating a My NCBI account and linking it to a Commons account, as well as other aspects of this systems integration.

  
Effort Reporting Update

DRAW

10.19.10

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FY10 Period 2 Effort Certification Forms (Covering 4/1/10-9/30/10)

Distribution: October 1

Deadline: October 30

Escalation: Chiefs (Nov 14), Compliance (Nov 29), Sr. VP of Research & PHS VP of Finance (Dec 14)

Training: Mandatory effort reporting training for investigators and effort managers who haven’t already completed training requirement.

Training Venues: Training available on Survey Monkey. Our team is also available to give training at department meetings or retreats per request.

• Investigator Training: https://www.surveymonkey.com/s/GQ8TPLW
• Administrator Training: https://www.surveymonkey.com/s/BY5MQHD
1) How do I add/remove/reassign an investigator from my hierarchy?

Add any investigator who have or have had an ECF generated

Re-assign investigator to a different effort manager

Remove investigator and provide explanation
2) What should I do if I certified my effort but it hasn’t moved to the Completed or Post-Review queue
- Certification is a two-step process.

First, select the [accept] button in your Effort Certification Form.

Then, electronically sign with your Partners Username and Password on a separate signature page.
3. How do I account for effort if I was hired in between the reporting period?

- Enter effort in the “certified effort” column
- Add a memo in the Notes section of the hire date.

NOTE: The month-by-month breakdown only serves as a worksheet to derive your average “certified effort” in the far right column. When you certify your effort on the following signature page, you will see the monthly breakdown disappears and only your average “certified effort” remains.
Top Frequently Asked Questions from Period 1

4. How do I update the payroll distributions and sponsor commitment values on my effort report?

• **Payroll**: Contact your department’s Payroll Manager to initiate an Employee Data Change
• **Sponsor Commitments**: Contact your Post-Award Grant Administrator to update InfoEd record and notify/request prior approval from sponsor

**NOTE**: The payroll and sponsor commitment values in your Effort Certification Form are only snapshots in time of what your distributions were when the form was generated. Any corrections made after the form was generated will not reflect back in the Effort Certification Form. All payroll and sponsor commitment values will drop off on the actual signature page.
5) What do I do if the total certified effort rounds to 99% or 101%?

- Reasonably estimate your effort by rounding up on your sponsored activities and rounding down on your non-sponsored activities
- This may be caused by rounding calculations in the background coding.

6) What do I do if a key personnel not listed on the NOGA changes his or her level of effort?

- Disregard automated email notifying of significant change in effort, as prior approval to increase or decrease effort of non-key personnel is not required.
• Questions

• Feedback

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Questions?
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