Agenda

- Announcements / Updates
- InfoEd Deliverables
- Pre-award updates (Chanda Robe)
- Q & A – All
Announcements/Updates
Research Town Meeting

Save The Date

Wednesday,
October 29th
1:00 – 2:30 PM

Research Town Hall &
Cataldo Award

Location: Pierce Hall

Please join us for our Fall Research Town Hall followed by the presentation and celebration of the Anne. M. Cataldo Excellence in Mentoring Award
McL Internal Trainings

Management Workshops for Researchers

The Office of Research Administration, the Office of the President, and the Office of the CAO have partnered to bring this series of interactive workshops to campus, aimed at assisting McLean faculty and staff in building non-science skills essential for researchers.

Past participants of these workshops at McLean have said that they are helpful, relevant and ‘worth the time’!

RSVP to sign up for as many or as few as you’d like!

OfficeofCAO@mclean.harvard.edu

Budgeting & Financial Oversight
Tuesday, September 9th, 2014, 1:00-3:00, de Marnette 132
Workshop leaders: Raquel Espinosa & Chanda Robe
McLean Research Administration

Effective Delegation
Monday, October 20th, 2014, 1:00-4:30, Pierce Hall
Workshop leader: Janet Britcher
President, Transformation Management

Providing Constructive Feedback
Monday, November 17th, 2014, 12:00-1:30, Pierce Hall
Workshop leader: Melissa Brodick
HMS Ombuds Office

Behavioral Interviewing for PIs
Tuesday, February 24th, 2015, 1:00-4:30, Pierce Hall
Workshop leader: Janet Britcher
President, Transformation Management
Introduction to Clinical Research Resources

Program:
Welcome and Introductions - 12:00 - Jim Hudson, MD, ScD and Roger Weiss, MD, Chairs, McLean Clinical Research Committee

Presentations and Q&A: Short presentations followed by time for questions from audience.
12:10 - McLean IRB and Human Research Protection Program
12:25 - PHS Human Research Quality Improvement Program
12:40 - McLean Research Pharmacy
12:55 - PHS Clinical Research Office
1:10 - McLean/PHS Research Compliance
1:25 - HMS Catalyst

Resource Fair - 1:40 - 2:00 - Each group that presents, plus the groups listed below, will have informational materials and will be available for follow-up discussion and Q&A:
- McLean Mental Health Library
- McLean Research Administration
- McLean Office of Chief Academic Officer

All welcome to attend! PIs, postdocs, grad students, CRCs, RAs, and RN/SW members of interdisciplinary research teams.

Lunch provided. Please RSVP to OfficeOfCAO@mclean.harvard.edu
LOC Subaccounts Update

- NIH differed roll-out of new Payment Management System to FY16

Additional information available below:

• 05/16/14: NOT-OD-14-093

• Payment Management System FAQ’s
Strategic Problem Solving

If you want to be part of a team to discuss and also help resolve issues....come join us!
Checks

Checks must be Payable to: McLean Hospital Corporation

**Industry:**
McLean Research Finance
PO Box 414248
Boston, MA 02241-4248

**Subcontracts:**
McLean Hospital Billed Research
P.O Box 3951
Boston, MA 02241-3951

**Foundation:**
McLean Hospital Development Office
115 Mill Street
Mail Stop 126
Belmont, MA 02478-9106
Pre-award Updates

Chanda Robe
Pre-award Grant Administrator
September 16, 2014
eCommons Usernames for Graduates and Undergraduate Students

Starting in October 2014 (just a few weeks away!) eRA Commons Usernames for graduate and undergraduate student project roles will be required for both the PHS 2590 Non-Competing Continuation Progress Report and Research Performance Progress Report (RPPR). For more information on this change, you can read Guide Notice NOT-OD-13-097
InfoEd Shell Creation

• Shell set-up in the system with basic information feeds into the MicroStrategy reporting number of proposals due in the upcoming grant deadline.

• **No need to route the shell** for Chief and Research Administration’s approval in order for us to see it in the system
CSO Absence

Dr. Coyle will be out of the country from Sept. 24 - Oct. 13

Please plan accordingly
Subcontract Invoice Payment Process Improvement Update
Subcontract Invoice Payment Process Improvement Update

- Effective 09/02/2014 - Submission of paper invoices via interoffice mail to AP was replaced by electronic submission from Infoed

- **Electronic submission benefits:**
  - Daily transmission to AP
  - Time lag between DA/PI approval and AP invoice submission is significantly reduced
  - Expenses will be charged to projects sooner than in the past
  - No more lost invoices
  - Reduction of manual errors

- **Challenges during implementation:**
  - Payments delayed for several weeks (July and August)
  - Troubleshooting of the electronic report
  - Validation and approval by Internal Audit
  - Increased level of payment inquiries by Department Administrators and vendors

- **Current Status**
  - Electronic transmission to AP is operational
FY14 Period 2 Effort Reporting

- Effort Reports for FY14 Pd1, covering work performed between 4/1/14-9/30/14, will be generated on October 1, 2014.
- If you need a refresher on the effort reporting process please refer to the Effort Training Page on the RM Website. Other resources include:
  - Training Videos
  - Effort Reporting Quick Guide for Administrators
  - Effort Reporting Hierarchy Maintenance Quick Guide
- Some suggested steps for preparation prior to Effort Certification form generation are:
  - Make sure your Hierarchy is up to date and all investigators are listed.
  - If there has been a change in effort managers in your department, Effort Manager security roles should be updated for your department prior to the generation of Effort Certification Forms on October 1. All access changes must be done via the new Research Applications Security system. For more information on making changes to Insight access please contact the Insight Helpdesk.
  - Work with your Post-Award Grant Administrator to ensure sponsor commitments are reflected correctly in InfoEd, and process prior approval requests as necessary for significant changes in effort.
  - Work with Post-Award to process any Employee Data Changes as necessary (submit prior to published deadlines for September in order to be reflected on ECFs).
  - If an investigator has left during the period or will be on an approved leave of absence, identify a suitable delegate and contact the Effort Team for set up.
  - When ECFs are generated, ensure your department has received forms for all investigators. Use the add feature in the hierarchy maintenance page to add any missing investigators.

Any Questions? Ask the Effort Reporting Team! phseffort@partners.org
INITIAL NOTIFICATION
• October 1 – Primary Effort Managers (cc: Dept Admin) for investigators who had an ECF generated

EMAIL REMINDERS
• October 10 – Reminder to Primary Effort Managers for investigators who had an ECF generated so that investigators have enough time to certify

• October 15 – Reminder to Primary Effort Managers and Investigators who don’t have their forms completed

• October 24 – Final reminder to Department Administrators, Primary Effort Managers, and Investigators who don’t have their forms completed

DEADLINE
• October 30 – Deadline for effort reports return (marked as completed in Insight)

ESCALATION
• November 14 – Chief, Dept Admin, Institutional Research Administrator, and Entity Compliance Officer

• December 2 – Entity VP Research, PHS VP of Research Management, PHS Compliance Officer + everyone above

• December 15 – PHS CFO + everyone above
Partners Research Management
Training Update

Upcoming Training Courses

- **Federal Research Policy**
  Sept 15th 9AM-12PM

- **Effort Reporting in Depth**
  Sept 15th 3PM-5PM (NOTE CORRECTED TIME)

- **InfoEd Proposal Development**
  Sept 22nd 9AM-12PM

- **Partners Research Compliance**
  Sept 29th 9AM-4PM

Visit Research Management’s [Course Catalog](#) for more courses offered this season.

Register for courses through PeopleSoft Self-Service.

Instructions can be found at the bottom of the [RM Course Catalog Home Page](#).
What’s New with the Partners Help Desk

Noticeable changes to the Help Desk effective September 10th:

- A new name -- IS Service Desk
- An updated and freshly redesigned website
- A new tool to manage tickets, requests and services

What are some new features of the website?

- One-click access to open an online ticket, check the status of a ticket and search the new Knowledge Base
- Secure and easy access over the Internet on and off of the Partners Network.
  - Simply log in using your Partners User Name and password
- Integrated email to enable correspondence with the IS Service Desk
- A Service Catalog, making it easier to order IS services and product offerings

There are two ways to access the new IS Service Desk:

1. Go to a new website URL: https://www.partners.org/isservicedesk (from any device)
2. Go to Partners Applications > Utilities > Partners IS Service Desk (from a Standard Partners Computer only)
Research Web Presence: Prior State
Phase 1 Content Scope

### Partners Offices
- **Partners Research Management Internet:**
  - Effort Certification
  - ESCRO
  - PIBC
  - Post-Award
  - Pre-Award
  - Research Applications

- IRB
- PCRO
- QI
- OII*
- Research Computing*
- Research Cores*
- Innovation (RVL)*

### Hospitals
- BWH Research*
- BWH Research Intranet
- McLean Research Intranet
- MGH Development
- Spaulding Research Intranet

*Partial incorporation of content*
## Phase 1 Functional Scope

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Global Navigation</strong></td>
<td>Integrated hierarchy of content organization – accessible from all pages</td>
</tr>
<tr>
<td><strong>Search</strong></td>
<td>Search by key words and filters for all content in the portal</td>
</tr>
<tr>
<td><strong>Activity Feed</strong></td>
<td>Integrated display of an end user’s activities in Insight &amp; InfoEd</td>
</tr>
<tr>
<td><strong>Explore by Process</strong></td>
<td>Browseable process maps – locate descriptions, documents, and contacts related to processes and stages</td>
</tr>
<tr>
<td><strong>News</strong></td>
<td>News feed customizable for user preferences</td>
</tr>
<tr>
<td><strong>Contacts</strong></td>
<td>Key contact information for use in Process Maps and Department pages</td>
</tr>
<tr>
<td><strong>Calendar</strong></td>
<td>Hospital and department-level calendars</td>
</tr>
<tr>
<td><strong>Hospital Links</strong></td>
<td>Display hospital links based on end user’s affiliation</td>
</tr>
<tr>
<td><strong>Feedback</strong></td>
<td>For end users to quickly provide portal feedback to administrators</td>
</tr>
</tbody>
</table>
Release Timeline

• **7/21** Central office pre-release
• **8/4** Beta launch of private site
• **Early Sept** Public site launch
• **October** full release & communications
• **Beyond…** support & enhance
Logging into Research Navigator

- Go to the Navigator URL:
  
  [http://navigator.partners.org/internal](http://navigator.partners.org/internal)
Setting up your user profile

The User Profile drives your Hospital Links and My News modules

Customize Research Navigator by setting up your profile

1. Set your primary institution and your preferences for My News, such as what hospitals and departments you want to receive updates from. It's that easy to start a custom experience!

2. Edit your profile

3. News Institution
   - Personalize your news based on Institution

4. Make selections
   - News Department
     - Personalize your news based on department
   - Primary Institutional Affiliation
     - Select your primary institutional affiliation

Save all and close

Customized Modules

MGH Links

MGH Research Intranet (Internal)
MGH Research Internet (External)
Executive Committee on Research (ECOR)
Research Help & How-To
CROI - We need your ideas!
Research Safety
Find a Researcher

My News (Choose)
Overhead rate for Industry Sponsored Clinical Trials - effective Oct. 1
8/22/2014 by MGH
RM Training Program now enrolling for September 2014
8/18/2014 by Partners - Research Management Training
IRB Work Activity Q3 FY2014
8/14/2014 by Partners - Research Management Analytics & Reporting
Important Tips

- The Activity Feed and Contacts Directory in Research Navigator require an active connection to either Insight or InfoEd – in a separate tab, log into one of these applications in order to view Activities and Contacts in the Navigator.

- A series of video tutorials are available from the home page here:

- We’re interested in your feedback – please use the feedback module on the homepage:

- To reach the help desk, view Frequently Asked Questions, or to contact the Research Navigator team, please use the links in the footer:
Changes to eCOI Process

Office for Interactions with Industry

September, 2014
IMPORTANT

• Federal COI regulations require that
  
• Each Investigator who is planning to participate in the PHS-funded research disclose to the Institution’s designated official(s) the Investigator’s significant financial interest (SFI) (and those of the Investigator’s spouse and dependent children) no later than at the time of application for PHS-funded research.
  
• The institution review disclosures of significant financial interests (SFIs) from each Investigator to determine whether an Investigator’s significant financial interest (SFI) is related to PHS-funded research and, if so related, whether the SFI is a financial conflict of interest (FCOI).
IMPORTANT

• Who is an Investigator?
• *Investigator* = project director or principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research funded by the PHS ("DCR"), which may include, for example, collaborators or consultants.

• "DCR" designation is not a new concept
• "DCR" designation is first step in COI review process
• "DCRs" should be designated by PI or in consultation with PI
CHANGES

• New screens in InfoEd PD and PT and Insight Agreements for viewing and maintaining DCR flag
• Ability to clearly identify *investigators* (= people responsible for the *design*, *conduct* or *reporting* of research = “DCR”) separate from the “Key”/”OSC”/”Non-Key” designation in InfoEd
• Automatically identify any DCR added through payroll after the proposal is activated
• Streamline the eCOI process to require additional relatedness questions only *after* proposal is funded (not at proposal submission)
Benefits

• Clear identification of DCR for purposes of conflict of interest/disclosure reporting

• Ability to update DCR status throughout the grant lifecycle including identifying DCR staff added through Payroll

• Reduce burden on investigators by only requiring them to confirm Significant Financial Interests (SFIs) at time of proposal submission. Investigators only required to answer “relatedness questions” (regarding how their SFIs relate to the research), if the proposal is going/likely to be funded.
Proposal Submission – DCR designation

• New DCR screen – lists personnel from Budget page
• All investigators who are DCRs on the project must be listed on DCR page and therefore must be listed on the Budget page, even if they have 0% effort and $0 cost
• Default DCR settings by Personnel Type
  o PI defaults to DCR=YES and cannot be changed.
  o Key personnel defaults to DCR = YES and can be changed.
  o Non-key personnel & Other Significant Contributor default to blank and need to be set to YES/NO.
• The DCR page must be completed before submitting the proposal to final routing
Sample Screen - PD

DCR designation box

<table>
<thead>
<tr>
<th>Name</th>
<th>NT Login</th>
<th>Personnel Type</th>
<th>Role on Project</th>
<th>DCR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lalonde, Mary</td>
<td>MCL1</td>
<td>Key Personnel</td>
<td>PD/PI</td>
<td>Yes</td>
</tr>
<tr>
<td>Lincoln, Kim</td>
<td>KL029</td>
<td>Key Personnel</td>
<td>Other (Specify)</td>
<td>Yes</td>
</tr>
<tr>
<td>Sobiecki, Emily</td>
<td>EOS13</td>
<td>Key Personnel</td>
<td>Faculty</td>
<td>Yes</td>
</tr>
<tr>
<td>Blyth, Julianne</td>
<td>JKB26</td>
<td>Other Significant Contributor</td>
<td>Consultant</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Post Submission – DCR Designation

• DCR’s in PD imported to new screen in PT to view and maintain DCR flag after proposal submission

• At JIT Pending DA/PI:
  o Email sent to PI to confirm DCRs on the proposal. No action required if DCR listing in email is correct.
  o Email sent to the DCR’s themselves to complete the second step of the eCOI process: to verify interests and answer “Relatedness questions” for each reported interest
Post Submission – DCR Designation

• **After fund activation:**
  
  • new screen in PT to view and maintain DCR designation after fund activation (e.g., add personnel, change DCR designation if roles/responsibilities change)
  
  • Newly added DCR=YES will receive eCOI form
  
  • Individuals with a professional job code who are added to the fund through payroll will be defaulted to DCR=Yes and automatically added to the DCR table and will receive eCOI form
  
  • Quarterly and Annual emails notify PI’s of DCR’s. No action required if DCR listing in emails is correct.
### DCR Designation

Note: This page lists all personnel associated with the project. Please indicate whether each individual is responsible for the design, conduct or reporting of the research project by selecting Yes or No in the column on the far right ("DCR"). For all Key Personnel, this value is defaulted to Yes. If you change the value for Key Personnel to No, please add to the attachment section of the project’s InfoEd record a document that provides your justification for why the individual, despite being listed as Key Personnel, is not responsible for the design, conduct or reporting of the research project. Please note that the DCR value for PIs is always defaulted to Yes and cannot be changed. Research Management will send manual conflict of interest forms to people with a DCR flag set to Yes who do not have NT logins.

<table>
<thead>
<tr>
<th>Name</th>
<th>NT Login</th>
<th>Personnel Type</th>
<th>Role on Project</th>
<th>Source</th>
<th>Date Added</th>
<th>DCR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lewis, Gregory</td>
<td>GDL1</td>
<td>Key Personnel</td>
<td>PD/PI</td>
<td>InfoEd</td>
<td>06-Jun-2014</td>
<td>Yes</td>
</tr>
<tr>
<td>Bagish, Aaron</td>
<td>ABB40</td>
<td>Key Personnel</td>
<td>Co-Investigator</td>
<td>InfoEd</td>
<td>13-Jun-2014</td>
<td>Yes</td>
</tr>
<tr>
<td>Clish, Clary</td>
<td>HLO56</td>
<td>Key Personnel</td>
<td>Subcontract PI</td>
<td>InfoEd</td>
<td>13-Jun-2014</td>
<td>Yes</td>
</tr>
<tr>
<td>Lee, Hang</td>
<td>RM859</td>
<td>Key Personnel</td>
<td>Biostatistician</td>
<td>InfoEd</td>
<td>20-Jun-2014</td>
<td>Yes</td>
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<tr>
<td>Malhotra, Rajeep</td>
<td>RM859</td>
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<td>Co-Investigator</td>
<td>InfoEd</td>
<td>20-Jun-2014</td>
<td>Yes</td>
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<tr>
<td>Siami, Flora Sandra</td>
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<td>Key Personnel</td>
<td>Subcontract PI</td>
<td>InfoEd</td>
<td>13-Jun-2014</td>
<td>Yes</td>
</tr>
<tr>
<td>Domos, Carly</td>
<td>CD619</td>
<td>Non-Key Personnel</td>
<td>Research Coordinator</td>
<td>InfoEd</td>
<td>13-Jun-2014</td>
<td>Yes</td>
</tr>
<tr>
<td>Semigran, Marc</td>
<td>M0515</td>
<td>Other Significant Contributor</td>
<td>Collaborator</td>
<td>InfoEd</td>
<td>13-Jun-2014</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Sample Screen - Insight

Insight screen is view only
• Shows DCR designation
• Shows COI Training Status
• Changes made to InfoEd DCR designation page feed over
Summary of Changes: eCOI Form

• Currently:
  – Completion of “eCOI form” at proposal submission, which includes a financial interest certification and relatedness questions

• New:
  – Step 1: Completion of “Financial Interest Certification” at proposal submission
  – Step 2 (only for projects that have received or are likely to receive funding): completion of relatedness questions (“eCOI form”)
Summary of Changes: Proposal Submission

- eCOI form only for people with DCR = YES, no longer all Key and OSC personnel
- At time of proposal submission, the DCRs are only required to update Significant Financial Interests (SFIs) and certify that SFI information is correct. This first step in the eCOI process is called “Financial Interest Certification.”
Summary of Changes: Post Submission

• **At JIT:**
  - Email sent to all DCR=YES to complete the second step of the eCOI process: to verify interests and answer “Relatedness questions” for each reported interest
  - DCR completes and submits eCOI form – goes automatically to OII for review

• **After Fund Activation:**
  - Newly added DCR=YES will be required to complete the second step of the eCOI process: verify interests and answer “Relatedness questions” for each reported interest
  - DCR completes and submits eCOI form – goes automatically to OII for review
Summary of New Functionality

• New DCR designation page in PD and PT
• DCR designation is maintained after fund activation
  • adding personnel in InfoEd or through payroll;
  • quarterly and annual emails to PI confirming DCR designation is accurate
• Only DCR = YES will go through COI process
• 2-Step COI process:
  • (1) financial interest certification at proposal submission;
  • (2) eCOI form/relatedness questions at JIT or NOA
COI Process - Unchanged

- Process for non-Partners investigators (i.e. collect paper form)
- COI review outcomes recorded in COI Deliverables in InfoEd record and note is placed in Activity Log
- PHS-funded research: cannot spend any funds until COI review is completed
- Foundation funded research: can activate fund prior to completion of COI review
- Unsure? Check in with OII
- Urgent review requests/fund activation deadlines: email OII (PHSOIIResearch@partners.org)
Timeline

• Go live: October 17, 2014

• Small group training sessions
  BWH
    9/23: 11:00a - 12:00 - BWH Medical Records Conf Room
    10/16: 9:00a - 10:00a - BWH Medical Records Conf Room
    10/20: 3:00p – 4:00p - BWH Medical Records Conf Room

  MGH
    10/6: 10:00a – 11:00a - MGH Yawkey 4-820
    10/8: 2:00p – 3:00p - MGH Yawkey 4-820
    10/29: 3:00p – 4:00p - MGH CNY 149 Conf A

• Resources: [http://pulse.partners.org/OII/index.html](http://pulse.partners.org/OII/index.html)
• OII Contacts: Jules Blyth (643-7836); Kim Lincoln (643-8605); Emily Sobiecki (724-8091)
QUESTIONS?

Contact: Raquel Espinosa
respinosa@partners.org
617-855-2868