Office of Research and Sponsored Programs

GRANT Forum
Grant Research Administrators’ Network Team

October 13, 2021
AGENDA

1. **Kick-off: Provost Joe Berger**
2. GRANT forum structure and schedule
3. Research Administration/ORSP
   ◦ Preaward – Shala Bonyun
   ◦ Postaward – Rebecca Hanson
   ◦ Compliance – Tracey Poston
4. FY22 focus areas
5. Brainstorming/Questions/Comments
1. (re) Kick-off

Provost Berger –

Blueprint for Capacity Building Of UMass Boston Research Supports
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GRANT Forum – Why?

- Develop and communicate initiatives and priorities (both Federal sponsors and UMB/UMass)
- Identify and present training and education opportunities
- Build the **Research Administrator** community and culture
- Share concerns, experiences and solutions to issues/ pitfalls
- Take the lead in identifying, discussing and implementing improvements
GRANT Forum Leadership

- Shala Bonyun, Associate Director of ORSP Preaward Support Services
  ORSP lead for the Forum – ensuring pre/post/compliance cohesion
- Becky Hanson, Assistant Director of ORSP Post Award Support Services
  postaward focus this year, so heavy content provider and seminar leads
- Tracey Poston Assistant Director of ORSP Research Compliance & Integrity
  Creating/implementing research compliance initiatives
GRANT Forum Schedule

- Attachments sent with today’s meeting invite identify the monthly meetings
- Specific days and outlook invites are coming soon
GRANT Forum Structure

- Monthly with different focuses on alternating months
- Even months (Oct, Dec, Feb, Apr, Jun, Aug): Presentations; 60 minutes/Zoom
- Odd months (Nov, Jan, Mar, May, Jul): seminars/workshops on how to improve grants management - ~90-120 minutes/On-site and/or Zoom
GRANT Forum Structure

Even months – Updates (Meyer)

- NCURA Peer Review recommendations
- Metrics
  - Quarterly Research activity: Proposals Submitted, Awards Received, Research Expenditures
  - Annual: NSF Higher Education R&D Survey (HERD)
- Kuali implementation status/issues
- Policy & Procedure Updates
- GRANT Forum attendee generated issues
GRANT Forum Structure

Odd months: seminars/workshops on grants management (Bonyun)

1. Award Kick-Off: NoGA, PIN…now what?
2. Award Kick-Off: The road from Activities to Budget to Transactions
3. Award Management Strategy – Using Summit Reports
4. Award Management Strategy - Award Review and Modifications
5. Award Management Tasks - Transactions
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Purpose of research administration?

Successful researchers require a team of administrators that encourages, supports and guides proposals to be submitted and ensures compliance on funded grants/contracts.
**Research Administration is a shared responsibility**

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigators</td>
<td>Writing applications; developing ideas; networking; performing research; responsible for research and conduct (scientific; financial; compliance)</td>
</tr>
<tr>
<td>Deans/ Chairs/ Directors</td>
<td>Identifying administrative funding; creating research environment</td>
</tr>
<tr>
<td>Department/ Unit Administrators</td>
<td>Assist with proposal development/financial management; knowing internal rules and processes; collaborate with ORSP contacts</td>
</tr>
<tr>
<td>ORSP Pre, Post, Compliance</td>
<td>Oversees proposal development; award negotiations; subawards; Ensure financial oversight; Collaborate with DAs regarding accounts setups, transactions, billing, reporting, cash collections; experts on internal and external rules and processes; Ensure compliance with sponsor rules and regulations; develop/coordinate trainings and communications to build knowledge base</td>
</tr>
</tbody>
</table>
Department/Unit Research Administrator survey

Survey to be sent out to you before next meeting to identify current state:

- 1. Do you only work on pre-award, post-award or both?
- 2. Estimate your work with grants: <10%, 10-50%, 50-75%, or >75%?
3. Open questions:

<table>
<thead>
<tr>
<th>Research Administration Roles</th>
<th>Proposal Development</th>
<th>Award Management</th>
<th>Program Coordination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top issues and concerns</td>
<td></td>
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<tr>
<td>What resources and tools you would like to access</td>
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</tbody>
</table>
ORSP Structure and Teams

ORSP is structured into areas of expertise/responsibilities

1. Pre Award Services
2. Post Award Services
3. Research Compliance and Integrity
4. Other: Core Facilities, Intellectual Property
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ORSP Pre Award

Shala Bonyun,
Associate Director of ORSP
PreAward Support Services

Shala.Bonyun@umb.edu
ORSP@umb.edu
# ORSP Pre Award

<table>
<thead>
<tr>
<th>Grant and Contract Administrator</th>
<th>Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shala Bonyun</strong></td>
<td><strong>PreAward Support Services Team Lead</strong></td>
</tr>
<tr>
<td>Michael Gaughan</td>
<td>MGS, CM, HC, VPR, C/I</td>
</tr>
<tr>
<td>Liliana Teixeira Davis</td>
<td>CEHD, SGISD (no ICI), CNHS</td>
</tr>
<tr>
<td>Jamin Weeks</td>
<td>CSM, SFE</td>
</tr>
<tr>
<td>Tammy Serata</td>
<td>TBD</td>
</tr>
<tr>
<td>Maggie Mode</td>
<td>ICI, CLA, VPASS, AA</td>
</tr>
</tbody>
</table>
## ORSP Pre Award

### Pre-Award Services

- Assist with identifying funding opportunities
- Communications of Federal guidelines
- Proposal development
- Budget development/Indirect Costs
- Policy and Procedures
- Award/subaward negotiation and modifications
## ORSP Pre Award

### FY22 Focus Areas

<table>
<thead>
<tr>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kuali Proposal Development</td>
</tr>
<tr>
<td>Improved Finding Funding interface/curated searches</td>
</tr>
<tr>
<td>Internal Grants – Healey, Public Service, Proposal Development Grants</td>
</tr>
<tr>
<td>Subaward administration – centralize into one FTE</td>
</tr>
</tbody>
</table>
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ORSP Post Award

Rebecca Hanson,
Assistant Director of ORSP Post Award Support Services

Rebecca.Hanson@umb.edu
ORSP-Postaward@umb.edu
## ORSP Post Award

<table>
<thead>
<tr>
<th>Financial Research Administrator</th>
<th>Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becky Hanson</td>
<td>Team Lead; AA, Affairs, A&amp;F, Athletics, Honors, Student Affairs, VPR</td>
</tr>
<tr>
<td>Ed Bulman</td>
<td>CNHS, CSM</td>
</tr>
<tr>
<td>Ginny Maki</td>
<td>SGISD/ICI</td>
</tr>
<tr>
<td>Ashley de Pasquale</td>
<td>AAO, CLA, CAPS, VPASS</td>
</tr>
<tr>
<td>Yen Truong</td>
<td>CEHD, CM, MGS, SFE</td>
</tr>
<tr>
<td>Attain Consultants Nadia Kikilo (term 9/30), Marie Baka, Nicole Cohee</td>
<td>LOC Reconciliation, ADA Review, Closeout Processing</td>
</tr>
</tbody>
</table>
## ORSP Post Award

### Post Award Services

<table>
<thead>
<tr>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project/Account set-up and modifications in PeopleSoft</td>
</tr>
<tr>
<td>Award Financial Review and Monitoring</td>
</tr>
<tr>
<td>Transaction review and approvals</td>
</tr>
<tr>
<td>Invoicing and Collections</td>
</tr>
<tr>
<td>Financial reporting</td>
</tr>
<tr>
<td>Project/account close-out; Record Retention</td>
</tr>
<tr>
<td>Institutional Reporting</td>
</tr>
</tbody>
</table>
### ORSP Post Award

**FY22 Focus Areas**

<table>
<thead>
<tr>
<th>Trainings and communication with our PIs and department stakeholders:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Trainings on relevant award topics and systems technical skills</td>
</tr>
<tr>
<td>• Monthly portfolio meetings</td>
</tr>
<tr>
<td>• PI Summit access</td>
</tr>
<tr>
<td>• Regular communications on invoicing and reporting to ensure we are meeting our sponsor requirements</td>
</tr>
<tr>
<td>• Touch base on significant events to plan for issues before they occur</td>
</tr>
</tbody>
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ORSP Research Compliance and Integrity

Tracey Poston,
Assistant Director of ORSP Research Compliance and Integrity

Tracey.poston@umb.edu
IRB@umb.edu
IACUC@umb.edu
## ORSP Research Compliance & Integrity

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracey Poston</td>
<td>Research Compliance and Integrity Team Lead</td>
</tr>
<tr>
<td>Elizabeth Boates</td>
<td>Animal Facility Manager; IACUC Administrator</td>
</tr>
<tr>
<td>Sharon Wang</td>
<td>IRB Manager</td>
</tr>
<tr>
<td>Marissa Mei</td>
<td>Research Compliance Specialist</td>
</tr>
</tbody>
</table>
ORSP Research Compliance & Integrity

Why is Research Compliance & Integrity Important?

◦ Irresponsible conduct of research = bad science = bad data
◦ Public safety
◦ Public trust in science
◦ Today’s research is a building block for tomorrow’s research
◦ Federal regulations
◦ Institutional policies
◦ Professional code
## ORSP Research Compliance and Integrity

### Research Compliance & Integrity Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflict of interest, Conflict of Commitment, Foreign Engagement</td>
<td>KUALI</td>
</tr>
<tr>
<td>Responsible Conduct of Research – MAXIENT</td>
<td></td>
</tr>
<tr>
<td>Data acquisition, management, security</td>
<td></td>
</tr>
<tr>
<td>Export Control</td>
<td></td>
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<tr>
<td>Research involving animals (IACUC) - KUALI</td>
<td></td>
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<tr>
<td>Research involving human subjects (IRB) - KUALI</td>
<td></td>
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<tr>
<td>Biosafety (IBC)- Radiation Safety – Laser Safety</td>
<td></td>
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<tr>
<td>Time and Effort Reporting</td>
<td></td>
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<tr>
<td>Policies &amp; Procedures</td>
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</tbody>
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ORSP Research Compliance and Integrity

**FY22 Focus Areas**

<table>
<thead>
<tr>
<th>Kuali</th>
</tr>
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<tbody>
<tr>
<td>• Conflicts of Interest (October 2021 rollout)</td>
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<tr>
<td>• Protocols – IACUC (October 2021 rollout)</td>
</tr>
<tr>
<td>• Protocols – IRB (Winter 2021 rollout)</td>
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Policies and Procedures review and update

Establishing a culture of research compliance
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   - Other – Core Facilities/IP
4. FY22 focus areas
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ORSP Core Facilities; Intellectual Property

Matthew Meyer
Associate Vice Provost for Research Director of ORSP
## ORSP Cores/IP

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Matthew Meyer</td>
<td>Associate Vice Provost for Research Director of ORSP</td>
</tr>
<tr>
<td>Serena Wang</td>
<td>Core Facilities Administrator</td>
</tr>
<tr>
<td>David Glass</td>
<td>Intellectual Property Consultant</td>
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5. Brainstorming/Questions/Comments?
FY22 Focus Areas

1. GRANT Forum

2. 2020/21 NCURA Peer Review Update:
   https://www.umb.edu/research/ncura_peer_review

3. Kuali Research, Electronic Research Administration (ERA) system
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Brainstorming

- Future GRANT forum topics, agendas, objectives and outcomes?
- Are there other areas of focus you would like to see us prioritize?
- How can the GRANT forum help you?
VPR/ORSP
Leadership Team Contacts

- Bala Sundaram – Vice Provost for Research and Dean of Graduate Studies
- Matthew Meyer – Associate Vice Provost for Research and Director of ORSP
- Shala Bonyun – Associate Director of ORSP Preaward Support Services
- Rebecca Hanson – Assistant Director of ORSP Postaward Support Services
- Tracey Poston – Assistant Director of ORSP Research Compliance and Integrity