



ORA NEWSLETTER

OCTOBER 2017 - ISSUE 3

DID YOU KNOW...

When To Create a Manual Journal Versus Payroll Accounting Adjustment?

Departments can begin processing manual journals in Workday for any payroll completed prior to 9/1/2017. This includes Pay Periods 8/10 through 8/23 or prior pay periods. Use the [Create Journal](#) tip sheet. Below are a few guidelines to keep in mind.

- Process one employee per pay period, per journal.
- Do not use the "Create Reversal" check box.
- Only include salary being adjusted (not all salaries for that pay period).
- The Labor Distribution Report or Effort Certification Report are acceptable attachments, and include a justification in the attachment(s).



Later Pay Periods should be processed via Payroll Accounting Adjustments. See pay schedules below:

[2017 Biweekly-Paid Staff and Students](#)
[2017 Monthly Paid Faculty and Staff](#)

For further guidance or more information, please review the [Managing Salary](#) page within the [ORA website](#).



New Award Communication

Beginning September 1st, ORA started sending a new award communication template. A sample is available on the [ORA website](#), in the [Grants Management Toolbox](#) or by clicking this [link](#).

ORA Pre-Award Clinical Trials Unit Move

On Friday, September 29th, 2017, the Office of Research Administration Clinical Trials Team (Industry Contracting and MCA/Budget) relocated from Gables One Tower (Gables Campus) to the Professional Arts Center (PAC-Medical Campus).

InfoEd Proposal Development Has a New Look

InfoEd Proposal Development has a new look! InfoEd Proposal Development is the system that the University of Miami uses to create and submit NIH applications electronically through Grants.gov. The updated InfoEd is more user friendly, has a more modern look and has enhanced proposal tracking features. To learn more about the changes [click here](#). Stop by our InfoEd Drop-In Lab on October 25th from 2 p.m. - 4 p.m. at the Calder Library to receive a demo of the new and improved interface and navigation. No registration is needed for the Drop-In-Lab. Additionally, please enroll in the InfoEd Proposal Development Workshop for a hands-on learning opportunity. In this session, we will walk you through creating and submitting a proposal step-by-step. Registration for the 10/26 Workshop is available through [ULearn](#).

For general InfoEd questions or concerns:

- Contact the UMIT Service Desk: 305-243-5999 (Options 1-4-1)
- Email: help@med.miami.edu
 - Include the InfoEd Number, Proposal Due Date and as much detail as possible. UMIT will triage to a subject matter expert.
 - Include InfoEd in the Subject Line for expedited assistance.

CONTACT US

If you have any questions please contact strategicinitiatives@miami.edu or visit our [website](#) to obtain additional information.

Website: ora.miami.edu

NIH NEWS & RESOURCES

New Video Provides Overview of New NIH Policies On Human Subjects Research and Clinical Trials

Are you involved in NIH sponsored research involving human participants? If so, you play an important role in NIH initiatives to improve accountability and transparency in the human subject research. NIH has created a 15-minute video, [Overview of New NIH Policies on Human Subjects Research and Clinical Trials](#). It provides a succinct explanation of the various policy changes regarding human subject research and clinical trials.



Recent NIH Notices

The National Institutes of Health (NIH) recently published some important notices which will have affect your research, including a Revised NIH Grants Policy Statement. To learn more, see below:

- [Guidance on Exceptions to the NIH Single IRB Policy \(NOT-OD-18-003\)](#)
- [Guidance on the Implementation of the NIH Policy on the Use of a Single Institutional Review Board for Multi-Site Research \(NOT-OD-18-004\)](#)
- [Publication of the Revised NIH Grants Policy Statement \(Rev. October 2017\) for FY2018 \(NOT-OD-18-005\)](#)

For more information or updates on policies or sponsor news, please visit the [ORA website](#).

ORA QUARTERLY MEETING

Join us for the Office of Research Administration (ORA) Quarterly Meeting scheduled at the Miller School of Medicine and the Coral Gables campuses. The Quarterly Meeting was



designed to provide updates to the University research community on policy, procedural and process changes related to sponsored programs activities. It is a good opportunity to exchange best practices, identify potential process

improvements and discuss departmental issues with experts and other departments. See dates and times below. Registration is through [ULearn](#).

Campus	Date	Time	Location
Medical	November 13, 2017	9:00 a.m. - 12:00 p.m.	ABLEH/Bascom Palmer Jose Berrocal Auditorium
Coral Gables	November 15, 2017	12:30 p.m. - 3:30 p.m.	Shalala Center Senate Room



Please register for ORA Quarterly Meeting through

ULearn