

Quarterly Synopsis

Administrative Updates for Researchers

DECEMBER 2017



Submitting Through Workspace

Grants.gov Workspace

Starting January 1, 2018, all Grants.gov applications will go through [Grants.gov Workspace](#). The University of Miami will continue to use the system-to-system submission and researchers should continue to submit their NIH applications (new, renewals, revisions, administrative supplements, and PI Change of Grantee Organizations) through InfoEd Proposal Development. Individuals may also continue to use other agency specific systems such as NSF FastLane, NASA NSPIRES for their applications.

ORA Plan for Workspace

- ORA will create a Workspace Manager account for each department.
- The Workspace Manager account will be assigned to lead department contact, and login information will be provided via email.
- The Workspace Manager can then create login for faculty/staff as participants as well as create/manage Workspaces for department.

Videos and training material are available from Grants.gov. Links to those resources are available on the ORA website at [All About Workspace](#).



UM/JHS Partnership in Research Projects

The University of Miami and the Jackson Health System (JHS) have signed a Master Clinical Research Agreement which outlines a new process for the initiation of funded research projects involving use of the JHS' facilities and resources.

ORA has been working with JHS to streamline the process and obtain a faster budget review under the UM/JHS Master Clinical Research Agreement. This agreement and the new [process](#) will improve and expedite the initiation of research projects where services are rendered at JHS. Visit the [Submitting to ORA page](#) to see the documents required by ORA or where to submit.



Submitting to ORA

Remember if JHS is part of your project, it is best to get their estimated costs within your proposal/contract. For additional information, please email cris@med.miami.edu.



New NIH Adobe Forms E Package and InfoEd Proposal Development

For NIH applications due on/after January 25, 2018, NIH will require use of the new Adobe Forms-E package. This package includes a new human subjects and clinical trial form, and additional minor form changes. Researchers should continue to use InfoEd Proposal Development to create and submit NIH applications (new, renewals, revisions, administrative supplements, and PI Change of Grantee Organizations). The InfoEd system has already been updated to provide the correct Forms E package when selecting funding opportunities due on/after January 25. Training opportunities will be available in the coming weeks.



PI Portal in Research Reporting System (RRS)

ORA invites you to view the PI Portal in the Research Reporting System (RRS). The PI Portal provides status updates on pending contracts and agreements from initiation through the final approval process. It is located under the Sponsored Research menu at rrs.miami.edu.

The PI Portal is also available to departmental personnel. To be granted unit level access to RRS, complete the [RRS Access Request Form](#).

Proposals in RRS

All proposals submitted through ORA continue to be available in RRS. The "Pending Proposals" and "\$ Proposal Volume" Reports have the ability to show the proposals for PIs including multi-PIs by home and/or responsible Cost Center. ORA is continuing to work on additional views of Expenses and Awards, but at this time those details are not available.

For additional info or to schedule a demonstration, please email ora-si@miami.edu.

Clinical Budget Templates

As a result of the various recommendations made by the Clinical Trials Task Force, ORA is piloting the Clinical Budget Templates for Industry Studies. These templates will provide consistency in our clinical trial budgets and streamline the budgeting process. Templates include:

- Phase I, I/II, PI Initiated with subcontract/subsites
- Phase II, III, PI Initiated without subcontract/subsites
- Registries, Repositories, Observational, Post Market, etc.

For additional information, please email: cris@med.miami.edu.



Workday Update

On October 23, the PI was added as an approver to certain business processes.

PI Approvals Added

- Purchase Requisitions, Change Orders, Ad Hoc Payments, Check Requests, And Procurement Card Reconciliations
- Travel and Expense reimbursement (Workday process - Expense Report)
- Interdepartmental requisitions (Workday process - Internal Service Delivery (ISD) Documents)
- PI's can delegate (if they choose), but will still receive an alert letting them know their Grant(s) was used in a business process
- Communication and training materials were sent to PI's informing them of the change

Tip Sheets and Tutorials are available on the [All About Workday](#) page.

Top Workday Finance Priorities Reports

Salary detail reporting – Workday and Business Intelligence (BI)/Reports data warehouse

- Created new Grants reports to remove "clicking" (by end of November)
- Additional reports in Workday to support Grants administration (by end of November)
- Additional reports in Business Intelligence (BI)/Reports data warehouse to support Grants administration (as soon as possible)

ECRT – Project Confirmation Update

Beginning in January 2018, the University of Miami is transitioning to a new system for certifying salaries on sponsored projects. With the changes introduced by the Uniform Guidance in December 2014, Universities can now use alternate methods for salary confirmation. To achieve this, the University of Miami will switch to Project Confirmation. With this method faculty will certify their own effort and Principal Investigators (PIs) will confirm the salary charges for all other personnel on their projects. Non-faculty personnel will no longer certify their efforts. For additional information or to request a demonstration, email ora-si@miami.edu.

ORA Quarterly Meeting Presentations

To view a recording of the November meeting and past ORA Quarterly meetings, visit the ORA [Education and Training web page](#) and click on ORA Presentations.



ORA Presentations

NOTE: UM Single Sign On is required to access the presentations.

To search for educational offerings in research administration visit ULearn and type in the key word "ORA."

[Registration for all ORA Training is through](#)

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Contact US

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