



# ORA NEWSLETTER

OCT 2018 - ISSUE 7

## EXCITING NEWS...

### ClinCard Pilot Program Is Expanding

The Office of Research Administration (ORA) has managed the ClinCard debit card as a pilot program for the last year. The ClinCard is a reloadable debit card for industry and non-industry clinical trials and research studies, and it is the preferred method of paying research participants for their participation.



ORA is expanding the program and making it available to the University of Miami research community, with a target implementation date before the end of the year.

The ClinCard will be used to reimburse research study participants paid from UM accounts. No other usage is available at this time.

Information sessions regarding the ClinCard program will be scheduled soon. Stay tuned.

### ORA Brown Bag Discussion Group

The Office of Research Administration (ORA) hosts a monthly discussion group designed to hear your ideas and concerns and to discuss solutions. This forum was re-designed to include an assigned topic during the first half of the session which will be led by an ORA leader. Topics will include:



- Effort Reporting: Why Is It important?
- How to Submit a Successful Application
- NIH Submission Through InfoEd
- Close Out and Financial Reporting
- Outbound Subaward & JHS Work Order Process
- Monitoring Your PI's Awards
- Contracting: What Does It Entail?

The second half of the session will continue to offer an open forum to ask questions, share best practices, and to discuss anything on your mind. Don't miss out! Join ORA as we discuss these important topics relevant to research. [Please register through ULearn.](#)

### Research Administration at the U: February 2019

The winter offering of Research Administration at the U (RAU) will begin in February 2019. RAU is a three-day training program which integrates the fundamentals of research administration, UM procedures in pre- and post-award, as well as skills in Workday grants management and compliance. It is intended for individuals who support sponsored projects, and it is mandatory for those who have one or more roles in Workday as Cost Center Sponsored Programs Manager, Award Analyst, Grant Manager, and Grant Financial Analyst, or for individuals with the

### Successful NIH Application Submission Through InfoEd Proposal Development

Did you submit an application to the National Institutes of Health (NIH) for the October 5<sup>th</sup> deadline? If so, you were one of 38 NIH applications submitted by the University during this research grant cycle.

Out of 38 applications submitted, zero applications received errors in the NIH



Commons system during this deadline. We attribute this success to the new NIH [validation features](#) in InfoEd. Once the application is finalized, individuals can use InfoEd to connect to the NIH Commons directly, and run the NIH Validations before submitting to the agency.

To check your application before submission, go to the Finalize tab in InfoEd, and select the NIH Pre-Submission Validation button.

Congratulations to all of those who successfully submitted their error-free proposals!

### What Happens To Your NIH Grant Application?

The National Institutes of Health (NIH) Center for Scientific Review (CSR) recently released two videos.

- [What Happens to Your NIH Grant Application](#)

*Gives viewers insights into how their applications are reviewed so they can better navigate the NIH peer review process.*

- [Top 10 Peer Review Q&As for NIH Applicants](#)

*Answers the top 10 questions about the submission and review of NIH grant applications.*

These videos are part of a larger collection of NIH peer-review videos. If interested in viewing more, go to [CSR Peer Review Videos page](#).

### ORA Training Calendar

The Office of Research Administration (ORA) has a number of educational offerings scheduled in the upcoming weeks.

To see what classes are being offered, visit the ORA website and view the [ORA Training Calendar](#). The calendar includes a description of the class and a link to ULearn for registration.



### PI Portal in the Research Reporting System (RRS)

ORA invites you to view the PI Portal in the Research Reporting System (RRS). The Portal allows transparency into the workflow within ORA from initiation, through the final approval process of all contracts and agreements. The PI Portal is located under the Sponsored Research menu at <https://rrs.miami.edu>.

Department Administrator role in InfoEd. RAU graduates receive a certificate for successful completion of the program. Congratulations to the Ophthalmology group and to all of the RAU graduates! Dates, times and locations will be announced soon.



Ophthalmology Graduates of RAU

### Award Close Out and Invoices

The Office of Research Administration (ORA) sends out communications to awardees and their grant manager when awards are set to expire. Once the award has expired, a separate communication is sent notifying the department and providing a due date by which all expenditures must be reconciled, and if needed, corrections made and outstanding invoices paid.

It is important that these dates be strictly followed. Transactions processed within days of the given deadline may not be fully approved and payments may not have sufficient time to be posted. If payments have not posted by the time ORA submits the final invoice or final financial report to the sponsor, it will not be included in the total cost provided to the agency. The settlement process may take as long as a month from the date that the payment was processed by Accounts Payable.



Payments that have not posted will not be included in the final invoice or financial report and will be transferred to a non-sponsored account. For more information visit the [Closing Out Award Procedures page](#) on the ORA website.

### CONTACT US

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

All UM employees are automatically granted individual investigator access to RRS and view his/her own sponsored activity without having to request access. RRS access can be granted at the individual investigator level or at the unit level (sub-dept./dept./school/campus). To be granted unit level access to RRS, you must be complete the [RRS Access Request Form](#).



### 2019 Facilities & Administrative (F&A) Rate Agreement

The [2019 Rate Agreement](#) has been approved and it is available on the ORA website. The rates on this agreement are for use on grants and contracts. Always visit the ORA website for the most current [Fringe Benefit Rates](#) and [F&A Rates](#).

