

# ORA NEWSLETTER

FEBRUARY 2018 - ISSUE 4

## DID YOU KNOW...

### Research Administration at the U

The Office of Research Administration (ORA) has developed a Research Administration Program to promote a culture of proficiency, integrity and research facilitation. This program will integrate the fundamentals of



Research Administration, UM procedures in pre-award and post-award, as well as skills in Workday grants management and compliance. The target audience for this mandatory 3-day program is those individuals who support sponsored projects; specifically individuals whose roles are Workday Cost Center Sponsored Programs

Manager, Award Analyst, Grant Manager, Grant Financial Analyst as well as individuals with Department Administrator roles in InfoEd. The program is anticipated to enroll and educate approximately 350 individuals over a 3 month period. For more information visit, [Research Administration at the U](#) on the ORA website.

Please register for  
[Research Administration at the U through\\*](#)



### Project Confirmation in the New ECRT System

The University recently switched to Project Confirmation. This will streamline the effort certification process. Project Confirmation will require that the Principal Investigator (PI) certify his/her own effort and the effort of staff on each project. If there are other faculty members on the project, each will certify his, or her own effort. This new method will reduce the number of individuals required to certify effort as staff will no longer need to certify their effort.

The Certification Period will open for PIs and Faculty to certify on 2/19/18. The first period of performance will be 9/1/17-11/30/17. The Certification Period will remain open until 4/20/18.

Drop-In-Labs will be available for faculty who wish to review their portfolio with the ORA effort reporting team. You may drop in at any time during the dates/times listed below:

Coral Gables Campus	
Date/Time	Location
Tuesday, February 20 – 2 p.m. – 4 p.m.	Gables One Tower, Room 639
Thursday, February 22 – 9 a.m. – 11 a.m.	Gables One Tower, Room 639
Wednesday, February 28 – 9 a.m. – 11 a.m.	Gables One Tower, Room 639
Friday, March 2, 9 a.m. – 11 a.m.	Gables One Tower, Room 639
Miller School of Medicine Campus	
Wednesday, February 21 – 2 p.m. – 4 p.m.	Calder Medical Library, 3 <sup>rd</sup> Fl Computer Lab
Friday, February 23 – 2 p.m. – 4 p.m.	Calder Medical Library, 3 <sup>rd</sup> Fl Computer Lab
Monday, February 26 – 10 a.m. – noon	Calder Medical Library, 3 <sup>rd</sup> Fl Computer Lab
Tuesday, February 27 – 9 a.m. – 11 a.m.	Calder Medical Library, 3 <sup>rd</sup> Fl Computer Lab
Friday, March 2 – 2 p.m. – 4 p.m.	Calder Medical Library, 3 <sup>rd</sup> Fl Computer Lab

Training is also available for Cost Center Effort Coordinators who have the responsibility to review effort statements associated with their Cost Center prior to release of the statement to the PI for certification. Effort Coordinators should also monitor the process of the certifications and follow up with the PIs, as necessary, to resolve issues and ensure the completion of the Project Confirmation process. Registration for Effort Coordinator training is available through [ULearn](#). \* Keyword ECRT.

## 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)

## NIH NEWS & OTHER RESOURCES

### Important NIH Policy Changes

Are you aware of all the National Institutes of Health (NIH) Policy changes? NIH recently published some important notices that will affect your research, including a [Revised NIH Grants Policy Statement](#). To learn more, click [here](#) or visit the [ORA website](#).



### InfoEd Proposal Development (PD)

InfoEd Proposal Development (PD) is the system that the University of Miami uses to create and submit NIH applications electronically through Grants.gov. Several NIH Policy changes went into effect January 2018. NIH now requires the use of specific Funding Opportunity Announcements (including Parent Announcements) when submitting applications involving one or more clinical trials.



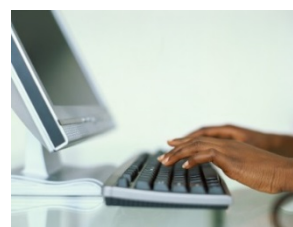
New NIH Grant Application Forms became mandatory for all applications due on, or after January 25, 2018.

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 InfoEd PD 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](mailto: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.

### Processing Salary Adjustments in Workday



When processing Salary Adjustments (PAA's or manual journals) or cost transfers to or from grant Driver Worktags, it is important to change the Accounting Date of the transaction to the current date. As these transactions do not affect the month end closing, using the current period dates avoids

having transactions affected by month-end deadlines and the risk of cancellation if not processed prior the month-end close. For further guidance or more information about processing salaries, please review the [Managing Salary](#) page within the [ORA website](#).

### ORA Brown Bag Discussion Group for Sr. Level Research Administrators

If you are a Sr. Level Research Administrator, ORA has a discussion group designed to hear your ideas and concerns and to come up with solutions. This is an open forum to ask questions, share best practices, and to discuss anything on your mind. Registration is through [ULearn](#).\*



\*If you experience errors when selecting the link, copy the ULearn hyperlink and paste it on your browser.

1. Hover over the ULearn hyperlink
2. Right click your mouse
3. Copy hyperlink
4. Paste it in the browser