

## URA Weekly Update for the Week Ending February 20, 2009

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**Subaward Risk Assessments:** URA has instituted a new Risk Assessment on all out going subawards and modifications. You may receive requests for information that has not previously been requested during the subaward process, e.g., requests for audited financials for proposed subrecipients of small non-profit organizations, for-profit and/or non-FDP institutions.

To initiate a **new subaward**, please complete the request to initiate subaward form on the URA website ([http://researchadmin.uchicago.edu/post-award/sub\\_agmt\\_request.pdf](http://researchadmin.uchicago.edu/post-award/sub_agmt_request.pdf)), attach the required documents and email the attachments to Jessica Greenfield at [jgreenfield@uchicago.edu](mailto:jgreenfield@uchicago.edu). It is not necessary to complete the subaward template, simply provide the supporting documentation requested on the initiation form.

For **sponsored consulting agreements:** The sponsored consulting agreement packet is available on the URA website (<http://researchadmin.uchicago.edu/about/forms.shtml#sca>). You may obtain PI concurrence on the draft agreement, but please do not have the consultant sign the agreement until it has been endorsed by the University. As a reminder, the budget (Exhibit B) should be a breakdown of total costs (in US\$) performance-based, usually tied to deliverables or tasks based on a daily (sometimes hourly) rate.

We appreciate your cooperation and patience on these very important matters. All outgoing subaward, modification and sponsored consulting agreement requests should go to Jessica Greenfield. Email requests are preferred ([jgreenfield@uchicago.edu](mailto:jgreenfield@uchicago.edu)). Please include the TRACS number, PI and proposed subrecipient or consultant in the subject line.

**URA Deliveries:** All materials delivered to URA will be date stamped upon receipt at the URA Front Desk. It is essential that materials have a transmittal letter or concurrence memo addressed to the appropriate staff member. Additionally, please provide a transmittal memo with faxes...we have been receiving faxes without any identifiable information. Both sample documents are available on the URA web site at: <http://researchadmin.uchicago.edu/about/forms>.

**New BSD IRB Training Requirements:** With the merger of the Office of Clinical Research (OCR) and The BSD Institutional Review Board (IRB), the previously required training for new Principal Investigators has been combined. OCR and the IRB will now offer training through the Collaborative Initiative Training Initiative (CITI) on-line training program. New Principal Investigators will be required to complete six core modules and one elective module of their choosing. New Investigators will be asked to register on the CITI home page [www.citiprogram.org](http://www.citiprogram.org)

The CITI training will fulfill Institution-specific requirements as well as Human Subjects Protections requirements. Those who complete the CITI training can print out a certificate of

completion to be given to their Department grant administrators to prove to federal funding agencies that they have completed the required training. Furthermore, research with children training is also included so that all required training is now in one central location. We encourage all research staff to complete this training as it offers excellent information on conducting research in human subjects.

More information can be found at the IRB website: <http://bsdirb.bsd.uchicago.edu/training.html>  
Questions regarding training should be directed to James Lynch at 4-1613 or [jlynch@bsd.uchicago.edu](mailto:jlynch@bsd.uchicago.edu).

### Reminders:

**URA Town Hall Meeting**, March 10, 2009 – 2:00-3:30pm, Biological Sciences Learning Center – room 109. Please let us know if you have any topics for the Town Hall Meeting. Put it on your calendar now!

### National Science Foundation Presentation

**Jong-on Hahm, Ph.D., Program Manger, Office of International Science and Engineering**, presentation is posted on the URA website in case you missed the session.  
[http://researchadmin.uchicago.edu/OISE\\_2009.ppt](http://researchadmin.uchicago.edu/OISE_2009.ppt)

### Agency Updates & News

**National Science Foundation** has published a revised version of the *NSF Proposal & Award Policies & Procedures Guide* (PAPP), NSF 09-29, ([http://www.nsf.gov/publications/pub\\_summ.jsp?ods\\_key=nsf0929](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf0929)) which will be effective for proposals received on or after April 6, 2009.

Part I of the PAPP Guide, which consists of the *Grant Proposal Guide*, has been revised to update NSF's implementation of the mentoring requirement contained in the America COMPETES Act. Beginning April 6, 2009, each proposal that requests funding to support postdoctoral researchers must include, as a supplementary document, a description of the mentoring activities that will be provided for such individuals. In no more than one page, the mentoring plan must describe the mentoring that will be provided to all postdoctoral researchers supported by the project, irrespective of whether they reside at the submitting organization, any subawardee organization, or at any organization participating in a simultaneously submitted collaborative project.

While the new version of the PAPP Guide becomes effective on April 6, 2009, in the interim, proposers must adhere to the **current** policy which requires the plan be submitted as a separate section within the 15-page Project Description. The Summary of Significant Changes provides more detail on the various sections of the *Grant Proposal Guide* that were updated to effect this change. If you have any questions, please contact your URA Manager.