

Welcome

# Spartan RAN

*Research Administrators Network*

*Biannual Meeting*

April 23<sup>rd</sup>, 2015

**Before we get started, please follow the instructions on your table! ☺**

*We're "Going Green in 2015", so paper handouts will not be provided.*

*Presentation materials are available on the SPROUT Website:*

<https://sprout.vprgs.msu.edu/spartan-ran/>

# Spartan RAN

## *Research Administrators Network*

April 23<sup>rd</sup>, 2015

### Agenda

- Updates from November 2014 Meeting
- Guest Speakers – Kristen Burt & Sally Light (Office of Regulatory Affairs)
- Networking Activity
- New Business/Hot Topics
- Upcoming Training & Events

Planning Committee: Barb Miller (Chair), Dania Diaz, Adriana Feldpausch, Jessica Hauptman, Jennifer Lafferty & Sue Sipkovsky

*Presentation Materials Available on the SPROUT Website:*

<https://sprout.vprgs.msu.edu/spartan-ran/>

# Updates

*From November 2014 Meeting*

- MSU Proposal Deadline Policy
- Activity Log
- Conflict of Interest (COI)
- Uniform Guidance (UG)

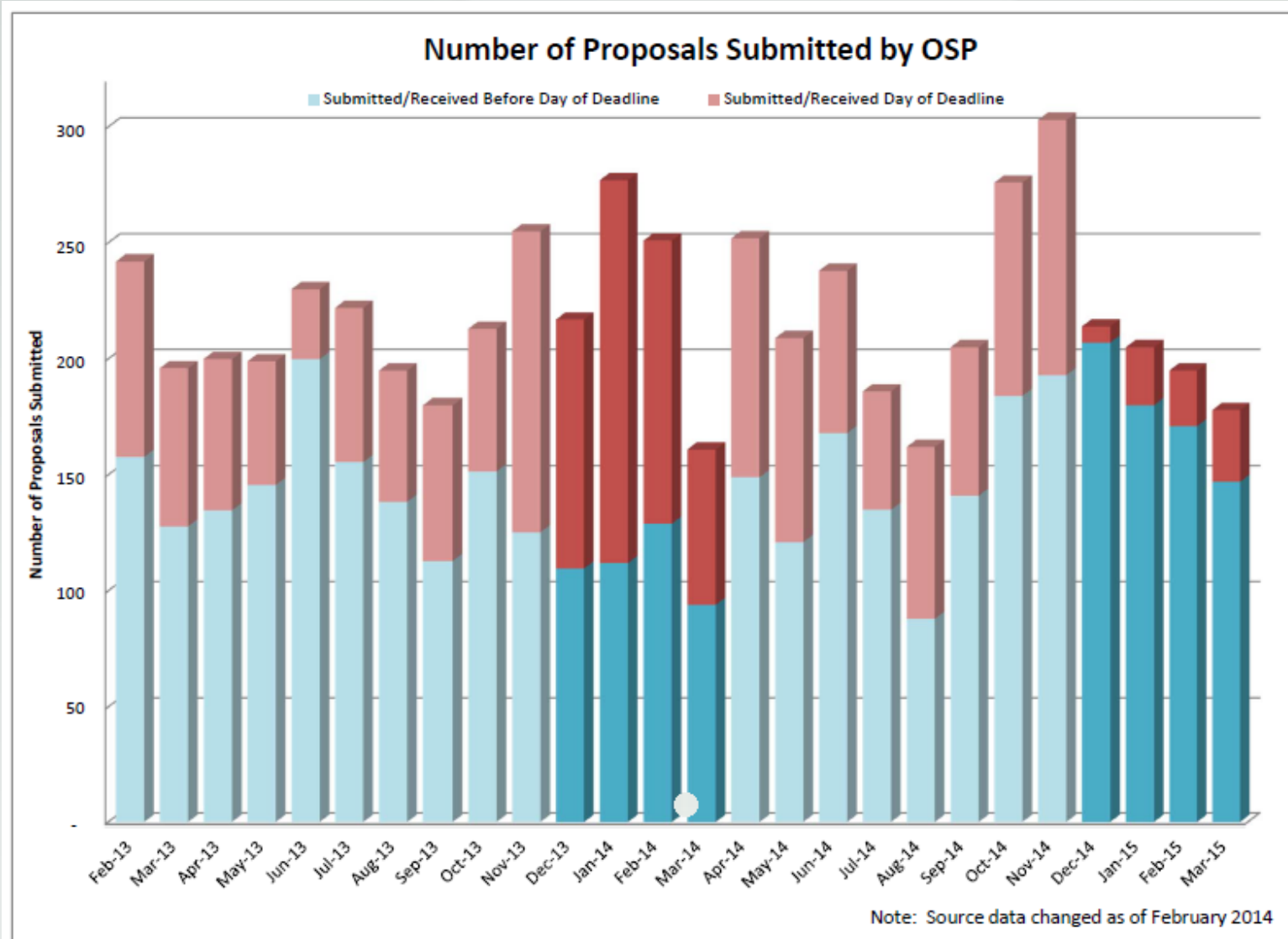
*Katie Cook, Director, Office of Sponsored Programs (OSP)*

*Evonne Pedawi, Asst. Director, Contract and Grant Admin. (CGA)*

# MSU Deadline Policy Update

- Three Month Review:
  - At-Risk: 35 proposals (5%)
  - Late: 132 proposals (20%)
  - On Time: 369 proposals (55%)
  - After the Fact: 37 proposals (5%)
- Current known Results:
  - Reduced Deadline Day submissions
  - Larger percentage of proposals submitted to OSP/Sponsor with more time prior to deadline
- Still working towards:
  - Continued reduction of Late/At-Risk/After the Fact proposals

# MSU Deadline Policy Update



# Activity Log Update

## ■ Viewer Guide:

MICHIGAN STATE UNIVERSITY

Sponsored Programs Administration  
Office of Sponsored Programs  
Contract and Grant Administration

SITEMAP | STAFF DIRECTORY | MAP

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## Activity Log: Instructions and FAQs

*(Posted: 11/26/2014 Revised: 12/11/2014 By Lafferty, Jennifer )*

Sponsored Programs Administration (SPA) and the Office of Sponsored Programs (OSP) are pleased to announce the release for campus viewing of the highly-anticipated Activity Log. The Activity Log is a new web-based system tracking proposal and award activities handled through OSP and Business-CONNECT, and it provides the following:

- Transparency for the campus community in viewing the status of a proposal or an award negotiation.
- Better organization and tracking of activities resulting in enhanced cross-utilization of staff and the ability to prioritize workflow in a consistent manner.
- More detailed, complete and consistent metrics for proposals and awards providing tools to identify areas for increased efficiency and client support.

[Activity Log Viewer Guide](#) - provides an overview of the Activity Log, field definitions, and examples of proposal and award scenarios.



# Conflict of Interest Update

- 62% of those required to complete COI Disclosures in 2015 are in compliance.
- Annual disclosures of significant financial interests were due for faculty and academic staff on February 28<sup>th</sup> and must be completed as soon as possible.
- Please be aware that even if your faculty and academic staff do not have any sponsored research or external financial interests to disclose, they still must certify through the disclosure system that they do not have personal interests related to their institutional responsibilities.
- Non-compliance Notifications were sent to Deans earlier this week.
- For more info on COI: <http://coi.msu.edu>
- Questions: [fcoiio@msu.edu](mailto:fcoiio@msu.edu) or 517.884.7000

# Uniform Guidance Update

- Active and effective for new awards and modifications with new money.
- Procurement portion of UG is still in process.
- Future Guidance:
- For the most current information:  
<http://www.ecfr.gov/cgi-bin/text-idx?SID=f8f3337301806d4f6aae306c170f2d6e&node=pt2.1.200&rgn=div5>



# Guest Speakers

*Office of Regulatory Affairs*

- Kristen Burt – Human Research Protection
- Sally Light – Animal Care and Use

# Spartan RAN

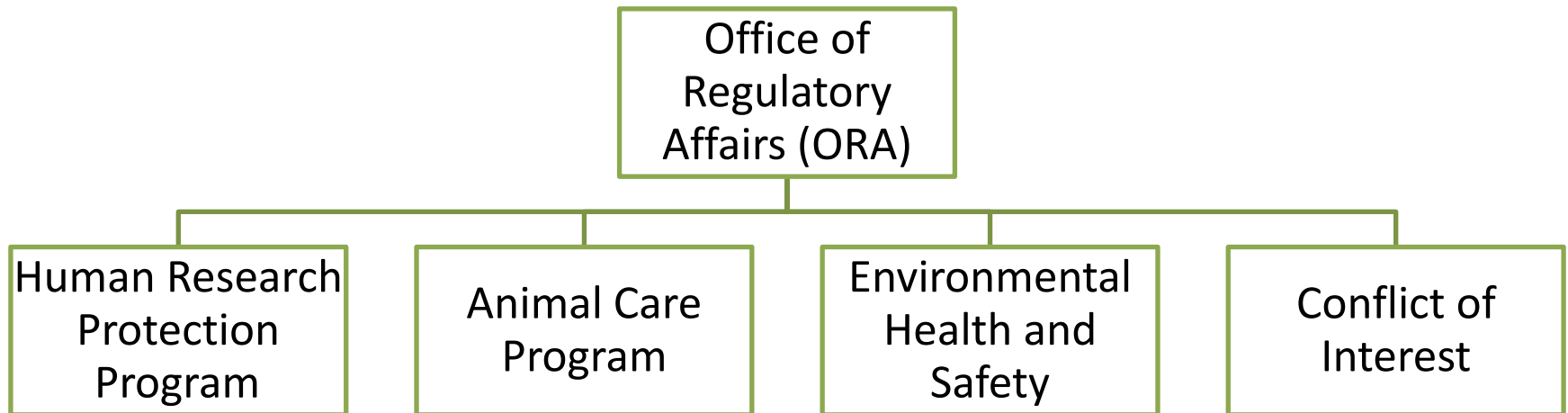
Kristen Burt

Office of Regulatory Affairs

April 23, 2015

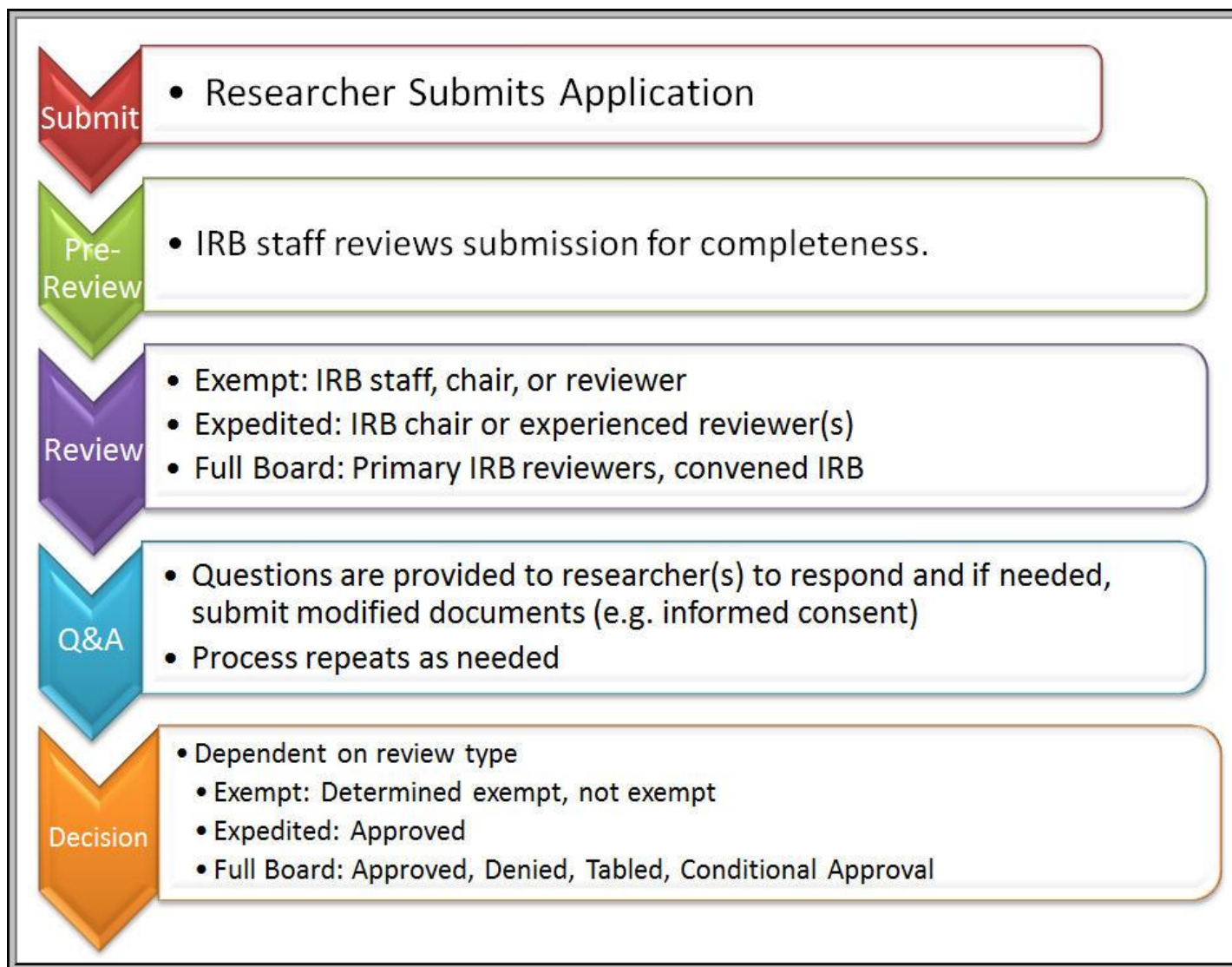


# Office of Regulatory Affairs



# Human Research Protection Program





## Exempt

- If involvement of human subjects will only be in one or more of the *exempt categories*, research activities are exempt from the regulations
- Reviewed and determination made by IRB staff and/or IRB chair

## Expedited

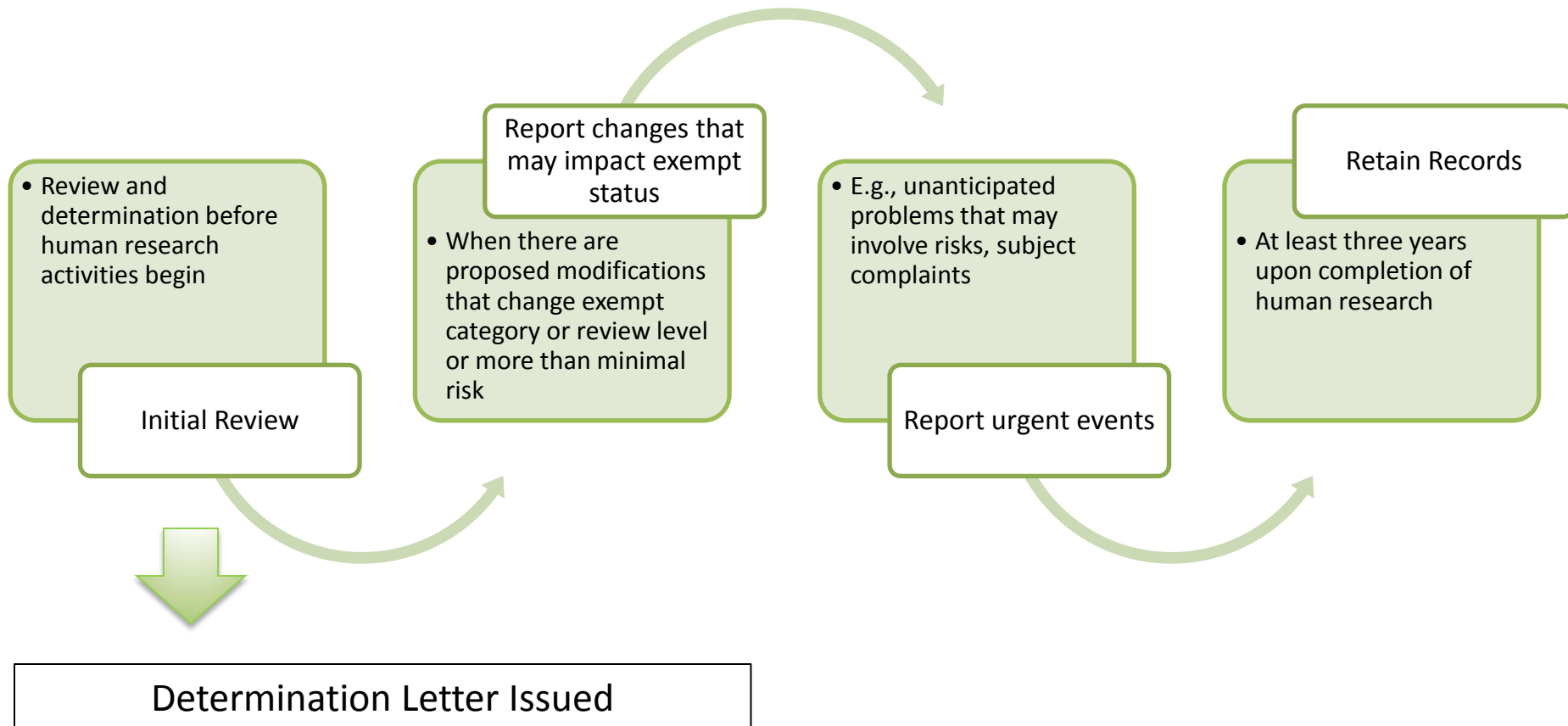
- If research study meets one or more of the *expedited categories* and is *no more than minimal risk*, the project can undergo expedited review
- \*\* Regulations for the protection of human subjects apply
- Project does not need to be reviewed and approved by a convened IRB
- Reviewed and approved by IRB chair or by one or more experienced reviewers designated by the IRB chair

## Full Board

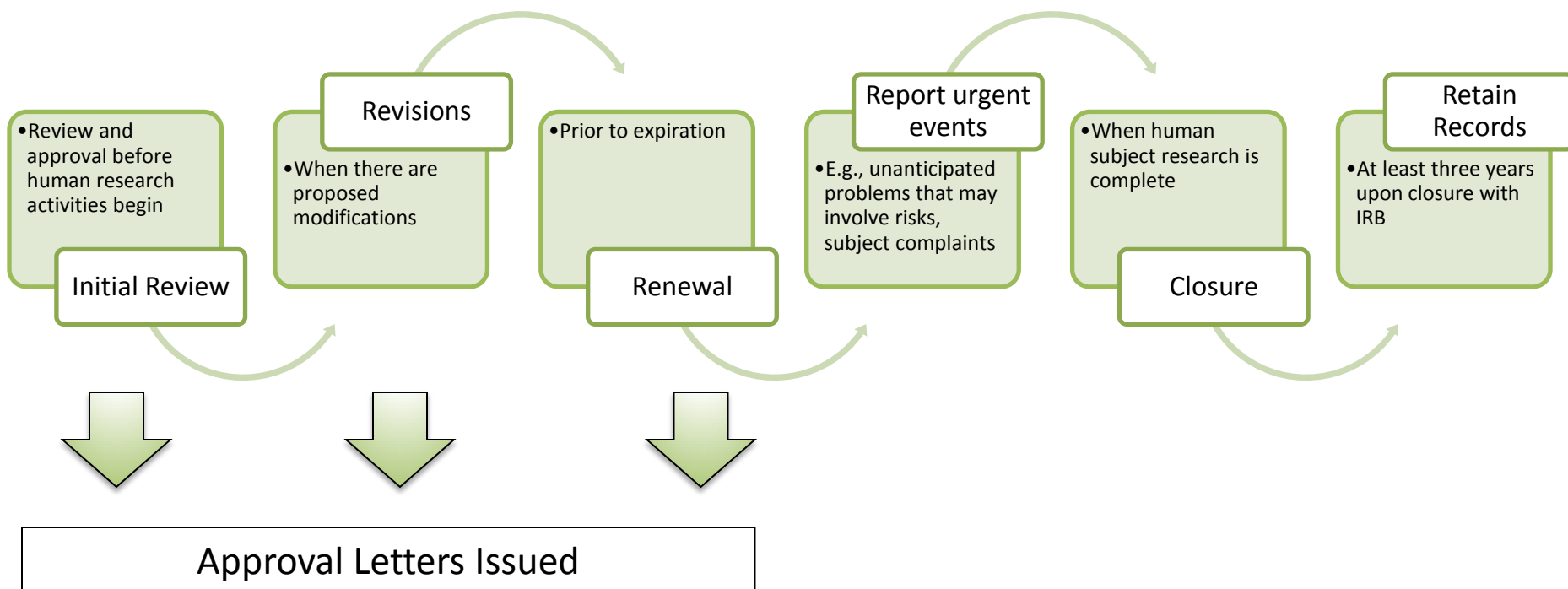
- More than minimal risk or research that does not fit into an expedited category
- \*\* Regulations for the protection of human subjects apply
- Reviewed and approved by convened IRB



# Exempt Life Cycle (Overview)



# Expedited or Full Board Life Cycle (Overview)





# New Investigator Resources

- Contact the IRB early
- Transfer of IRB projects
- Access to HRPP online system
- HRPP training
- HRPP website resources
  - “Getting Started”
  - Informed consent templates
  - Contacts



# Research Participant Payments

- Disbursement Vouchers
- Cash Advances (MSU Manual of Business Procedures, Section 61: Cash Advances: Travel and Research Participants)



# Questions?

## HRPP Office Location

- Olds Hall, 408 West Circle Drive, Room 207, East Lansing, MI 48824
- Monday - Friday, 8:00 A.M. - 5:00 P.M. (office hours)

## Phone

- 517-355-2180

## Fax

- 517-432-4503

## Email

- [irb@ora.msu.edu](mailto:irb@ora.msu.edu) (IRB project specific questions, website or training suggestions, FAQs, presentations)
- [irbdocs@ora.msu.edu](mailto:irbdocs@ora.msu.edu) (IRB application and attachment submissions)
- [hrl@ora.msu.edu](mailto:hrl@ora.msu.edu) (email contact for HRL office)
- [crbc@ora.msu.edu](mailto:crbc@ora.msu.edu) (email contact for Clinical Research Billing Compliance)

## Website

- [hrpp.msu.edu](http://hrpp.msu.edu)



# Animal Care Program & Institutional Animal Care and Use Committee (IACUC)

<http://animalcare.msu.edu/home>

Sally Light  
IACUC Administrator  
421 West Fee Hall  
517.353.9705  
[lights@msu.edu](mailto:lights@msu.edu)

# Animal Research

- Animal research is as carefully regulated as human research.
- Most animal research is conducted primarily for the benefit of humans, not animals. But, unlike humans, animals cannot consent to participate in experiments or comment on their treatment, which creates special needs that should be taken into consideration in their care and use.

# MSU's Animal Care Program

## Institutional Animal Care and Use Committee (IACUC)

- Charged with oversight of all animals used in research, teaching, and testing at MSU.
  - 450 Protocols, 240 PIs
  - 20 Committee members, Dr. Susan Barman, Chair

## Campus Animal Resources (CAR)

- Provides housing, husbandry, and veterinary care
- 40-50,000 average daily count

AAALAC accredited – next site visit late Spring 2016

# Campus Animal Resources (CAR)

## Animal Facilities:

- Biomedical Facilities (formerly ULAR) - 9
- College of Veterinary Medicine Vivarium & Vet Research Farm
- University Farms (on and off campus)
  - On campus – 8 Administered by Animal Science
  - Off Campus – 4 Administered by Land Management

\*\*All animals must be housed in approved facilities.

\*\*Attending Veterinarian, Dr. Claire Hankenson, oversees veterinary care in all three areas of CAR.

# IACUC

Animal Use Forms (AUF) - must be reviewed and approved by the IACUC for all work involving the use of live vertebrate animals in research, teaching, and testing.

- any activity (including clinical trials) that involves live animals and will be published.
- all hands-on course work, as well all activities related to or required for degree completion.
- If funded the title on AUF must match the grant title.

Exemptions <http://animalcare.msu.edu/iacuc-forms>



# Timeline for Review

- AUFs submitted by email to [iacuc@msu.edu](mailto:iacuc@msu.edu)
- AUFs are sent out for IACUC review every Monday
- Training verified before approval
- Allow 4-6 weeks for IACUC review.
- Once AUF approved, PIs notified and can order animals.

# Animal Ordering

- All animals coming into Biomedical Facilities must be ordered through CARLOS.

[https://login.msu.edu/?App=ULAR\\_CARLOS](https://login.msu.edu/?App=ULAR_CARLOS)

- PIs order animals online
  - Linked into AUF for approved animal numbers
  - Available amount of animals to order
  - Valid MSU account number
- Account numbers entered by department Fiscal Officers
- Farm animals on campus are ordered through the Animal Science Department.

# Training

<http://animalcare.msu.edu/animal-care-training>

## Mandatory Training:

- IACUC Online Tutorial
  - Species Specific Training
  - Biosafety Training
- 
- Additional training available as needed
- 
- Occupational Health Questionnaire – required for all personnel who work with animals

# Forms

- IACUC Animal Use Form (AUF)

<http://animalcare.msu.edu/iacuc-forms>

- Animal Science

<http://Web2.msue.msu.edu/AnimalUse> , login with MSU Net ID and create a new project.

- Campus Animal Resources

<http://animalcare.msu.edu/CARforms>

# International Animal Use

- AUF is required for international research and classes.
- Permits must be obtained by PI if necessary.
- PIs and students must follow local laws & regulations.
- International Guiding Principles for Biomedical Research Involving Animals <http://iclas.org/wp-content/uploads/2013/03/CIOMS-ICLAS-Principles-Final.pdf>
- PHS requires a Foreign Assurance from institutions receiving PHS funding  
[http://grants.nih.gov/grants/olaw/obtain\\_assurance.htm](http://grants.nih.gov/grants/olaw/obtain_assurance.htm)

# Summary

- Animal work must be approved before use of animals is begun.
- CGA will not release grant funds until there is an approved AUF or exemption.
- Departments are responsible for making sure animals ordered, per diems, and supplies are charged to the appropriate account number.
- AAALAC is coming spring/early summer 2016.

# Contacts & Information

- IACUC Office
  - Phone: 517-432-8103
  - email: [iacuc@msu.edu](mailto:iacuc@msu.edu)
  - Web: <http://animalcare.msu.edu/IACUC>
- CAR
  - Phone: 517-353-5064
  - Web: <http://animalcare.msu.edu/car>
- Farms – Animal Science Department
  - Web: <http://www.ans.msu.edu/facilities>

# Networking Time



## *Business Card Bingo*

*Sue Sipkovsky*

*Research Administrator, Department of Teacher Education*



# NIH Updates

*Jessica Hauptman*

*Research Administrator*

*Office of Research Facilitation – College of Veterinary Medicine*

[hauptma4@cvm.msu.edu](mailto:hauptma4@cvm.msu.edu)

# New NIH Biographical Sketch Format

- Required for due dates on or after *May 25, 2015*
- CHANGES:
  - Length increased from 4 to 5 pages
  - Personal Statement can now include up to 4 peer reviewed publications
  - Section C - “Peer Reviewed Publications” changed to “Contributions to Science”
    - Up to 5 most significant contributions to science
    - Each contribution can include 4 peer reviewed publications or research products (patents, etc)
    - *Option* to include a URL to a full list of publications – via SciENcv or My Bibliography

# New NIH Biographical Sketch Format

- Instructions and a sample Biosketch on the SF 424 Forms and Application page:  
<http://grants.nih.gov/grants/funding/424/index.htm#format>
- For more information: **NOT-OD-15-032**  
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-032.html>

**BIOGRAPHICAL SKETCH**

Provide the following information for the Senior/key personnel and other significant contributors.  
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME: Hunt, Morgan Casey

eRA COMMONS USER NAME (credential, e.g., agency login): huntmc

POSITION TITLE: Associate Professor of Psychology

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY
University of California, Berkeley	B.S.	05/1990	Psychology
University of Vermont	Ph.D.	05/1996	Experimental Psychology
University of California, Berkeley	Postdoctoral	08/1998	Public Health and Epidemiology

**A. Personal Statement**

I have the expertise, leadership, training, expertise and motivation necessary to successfully carry out the proposed research project. I have a broad background in psychology, with specific training and expertise in ethnographic and survey research and secondary data analysis on psychological aspects of drug addiction. My research includes neuropsychological changes associated with addiction. As PI or co-Investigator on several university- and NIH-funded grants, I laid the groundwork for the proposed research by developing effective measures of disability, depression, and other psychosocial factors relevant to the aging substance abuser, and by establishing strong ties with community providers that will make it possible to recruit and track participants over time as documented in the following publications. In addition, I successfully administered the projects (e.g. staffing, research protections, budget), collaborated with other researchers, and produced several peer-reviewed publications from each project. As a result of these previous experiences, I am aware of the importance of frequent communication among project members and of constructing a realistic research plan, timeline, and budget. The current application builds logically on my prior work. During 2005-2006 my career was disrupted due to family obligations. However, upon returning to the field I immediately resumed my research projects and collaborations and successfully competed for NIH support.

1. Merrylye, R.J. & Hunt, M.C. (2004). Independent living, physical disability and substance abuse among the elderly. *Psychology and Aging*, 23(4), 10-22.
2. Hunt, M.C., Jensen, J.L. & Crenshaw, W. (2007). Substance abuse and mental health among community-dwelling elderly. *International Journal of Geriatric Psychiatry*, 24(9), 1124-1135.
3. Hunt, M.C., Wiechelt, S.A. & Merrylye, R. (2008). Predicting the substance-abuse treatment needs of an aging population. *American Journal of Public Health*, 45(2), 236-245. PMID: PMC9162292 Hunt, M.C., Newlin, D.B. & Fishbein, D. (2009). Brain imaging in methamphetamine abusers across the life-span. *Gerontology*, 46(3), 122-145.

### C. Contribution to Science

1. My early publications directly addressed the fact that substance abuse is often overlooked in older adults. However, because many older adults were raised during an era of increased drug and alcohol use, there are reasons to believe that this will become an increasing issue as the population ages. These publications found that older adults appear in a variety of primary care settings or seek mental health providers to deal with emerging addiction problems. These publications document this emerging problem but guide primary care providers and geriatric mental health providers to recognize symptoms, assess the nature of the problem and apply the necessary interventions. By providing evidence and simple clinical approaches, this body of work has changed the standards of care for addicted older adults and will continue to provide assistance in relevant medical settings well into the future. I served as the primary investigator or co-investigator in all of these studies.
  - a. Gryczynski, J., Shaft, B.M., Merryle, R., & Hunt, M.C. (2002). Community based participatory research with late-life addicts. *American Journal of Alcohol and Drug Abuse*, 15(3), 222-238.
  - b. Shaft, B.M., Hunt, M.C., Merryle, R., & Venturi, R. (2003). Policy implications of genetic transmission of alcohol and drug abuse in female nonusers. *International Journal of Drug Policy*, 30(5), 46-58.
  - c. Hunt, M.C., Marks, A.E., Shaft, B.M., Merryle, R., & Jensen, J.L. (2004). Early-life family and community characteristics and late-life substance abuse. *Journal of Applied Gerontology*, 28(2), 26-37.
  - d. Hunt, M.C., Marks, A.E., Venturi, R., Crenshaw, W. & Ratonian, A. (2007). Community-based intervention strategies for reducing alcohol and drug abuse in the elderly. *Addiction*, 104(9), 1436-1606. PMID: PMC9000292

### Complete List of Published Work in MyBibliography:

<http://www.ncbi.nlm.nih.gov/sites/myncbi/collections/public/1PgT7IEFIAJBtGMRDdWFmjWAO/?sort=date&direction=ascending>

### D. Research Support

#### Ongoing Research Support

R01 DA942367      Hunt (PI)

09/01/08-08/31/16

Health trajectories and behavioral interventions among older substance abusers

The goal of this study is to compare the effects of two substance abuse interventions on health outcomes in an urban population of older opiate addicts.

Role: PI

# OVPRGS Grant Assistance - NIH

- Program Split into Two Parts:
  - Peer-Review
  - Grant Consulting & Editing
- Cost Split: OVPRGS 60%, Dept/College 40%
- Information on OVPRGS website:  
<https://vprgs.msu.edu/initiatives-office-vice-president-research-and-graduate-studies>
- Questions: [RGS.review@campusad.msu.edu](mailto:RGS.review@campusad.msu.edu)

# OVPRGS Grant Assistance - NIH

- ***Peer-Review:*** Connects investigators with colleagues on or off campus to provide a scientific review
  - PI must be an Assistant Professor, early stage investigator (seeking R, K, career development award)
  - \$500K+ total direct costs
  - Standard payment is \$250 per review up to 3 reviews. Anything above \$250 to be paid by Dept/College

# OVPRGS Grant Assistance - NIH

- ***Consulting & Editing:*** Connects the PI to an NIH proposal specialist to help hone and “sell” the proposal
  - PI must be an Assistant Professor, early stage investigator (seeking R, K, career development award)
  - \$500K+ total direct costs
  - Costs average between \$1,500-\$3,000
  - Provide full proposal at least a month before internal submission deadline



# OVPRGS Grant Assistance – Non-NIH

- New initiative to provide grant editing support for other disciplines (ie: NSF, DOE, DOD, USAID, USDA)
- Pilot program will help assess skills of potential consulting editors
- OVPRGS will cover all costs during the pilot program
- How to request assistance:
  - PIs should email Tom Hollon to set up a 20 minute appointment to discuss eligibility  
[RGS.hollonappts@campusad.msu.edu](mailto:RGS.hollonappts@campusad.msu.edu)
  - Include PI name and agency in the subject line

# Upcoming Training & Events

- **ERA Electives** – 18 classes offered between 4/28 & 12/15 (<https://sprout.vprgs.msu.edu/training/electives/>)
- **OVRGS Workshop**: Bias and Reproducible Research by Dr. John Ioannidis – 5/7 @ 3 p.m.  
(<https://vprgs.msu.edu/event/ioannidis>)
- **NCURA & SRA 2015**  
(<https://sprout.vprgs.msu.edu/training/>)
  - NCURA Region IV Spring Meeting: 4/26-29 - Chicago, IL
  - NCURA Annual Meeting: 8/2-5 - Washington, DC
  - SRA Michigan Chapter Annual Meeting: 5/14-15 - Grand Rapids, MI
  - SRA Annual Meeting: 10/17-21 - Las Vegas, NV

# Thank You for Attending!

## ★ *BUSINESS CARD DRAWING* ★

- **RAN Listserv** – Stay tuned for updates and future meeting notices!
- **Contact** – Feel free to contact any of the committee members with questions!
- **Website** – Please visit the website for presentation materials and committee contact information:  
<https://sprout.vprgs.msu.edu/spartan-ran/>