

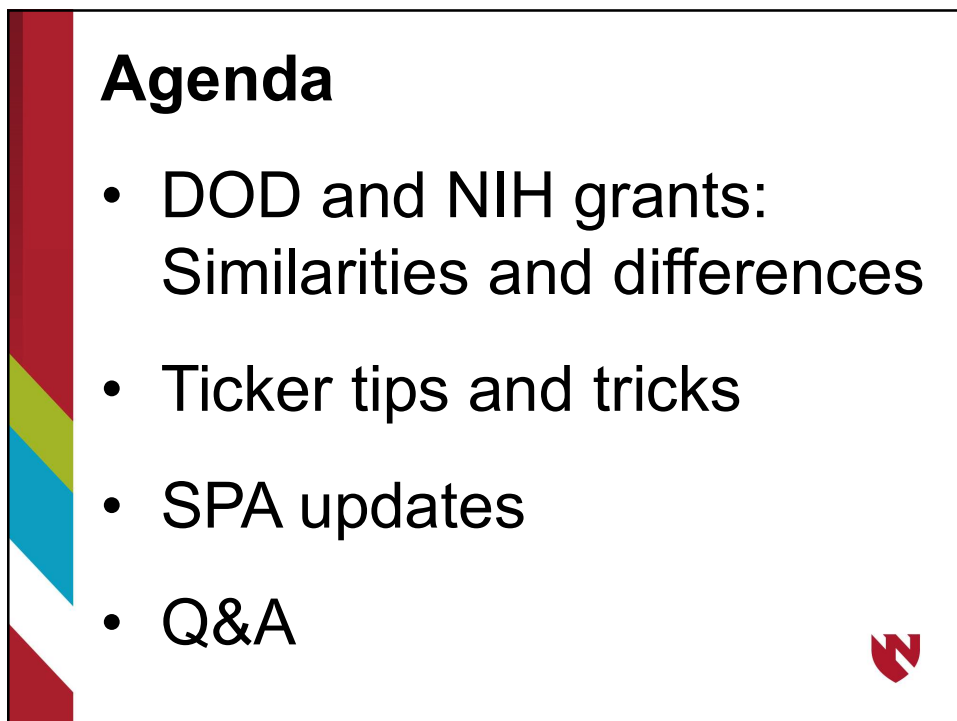


**Sponsored Programs Administration
Buzz Session**

July 24, 2024
12:10 – 1:00 PM CT




1




Agenda

- DOD and NIH grants:
Similarities and differences
- Ticker tips and tricks
- SPA updates
- Q&A




2




DOD (CDMRP) and NIH


Similarities and differences



3



Systems



4

DOD and NIH: Similarities and differences

<i>SYSTEMS</i>	NIH	DOD
Pre Application	Email (if applicable)	eBRAP
Application	Cayuse	Cayuse
Post Award	Commons	eBRAP



5

DOD and NIH: Similarities and differences

<i>SYSTEMS</i>	NIH Commons	DOD eBRAP
URL	https://public.era.nih.gov/commonsplus/public/login.era	https://ebrap.org/eBRAP/Login.htm
Registration	SPA	Self
Entity	University of Nebraska Medical Center	Nebraska, University of, Medical Center
Submissions	SPA	Self
Help	https://www.era.nih.gov/need-help	help@eBRAP.org
Guide	https://www.era.nih.gov/help-tutorials/era-commons/user-guide.htm	https://ebrap.org/eBRAP/public/UserGuide.pdf

6

DOD and NIH: Similarities and differences

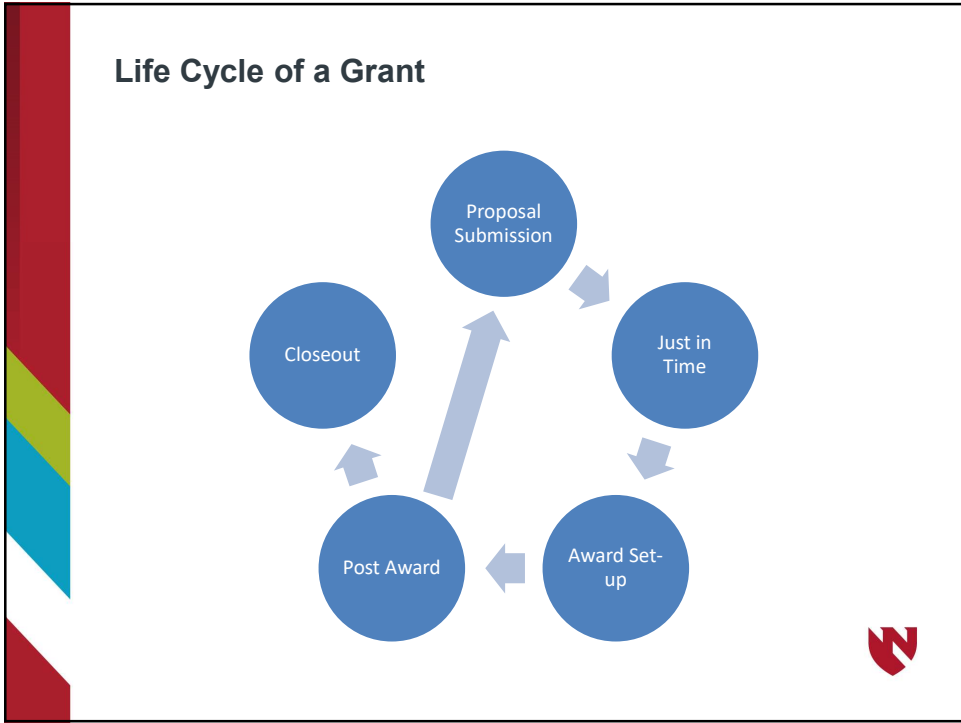
ROLES	NIH Commons	DOD eBRAP
PI	<ul style="list-style-type: none"> Update own Personal Profile, and delegate authority to others View status of own grant applications, and delegate authority to others View assembled image of own grant applications View NoA for own grants Initiate, view, and edit own RPPRs, and delegate authority to others 	<ul style="list-style-type: none"> View, edit, and submit pre-applications View and edit full applications Submit required post-award information and reports

7

DOD and NIH: Similarities and differences

ROLES	NIH Commons	DOD eBRAP
Dept. admin.	<p>ASST</p> <p>If delegated authority by PI</p> <ul style="list-style-type: none"> View status of grant applications View assembled image of grant applications View NoA for grants Initiate, view, and edit RPPRs 	<p>N/A *</p> <p>* All non-PI roles can view/edit all pre- and full applications</p>

8



9

Proposal Submission

The slide features the title "Proposal Submission" in a large, bold, black font centered on the page. A red logo is positioned in the bottom right corner. The slide is framed by a decorative vertical bar on the left side with red, green, and blue diagonal stripes.

10

DOD and NIH: Similarities and differences	
NIH	DOD
Notice of Funding Opportunity	Program Announcement
Application guide https://grants.nih.gov/grants/how-to-apply-application-guide.html	General application instructions https://ebrap.org/eBRAP/public/ViewFile.htm?fileId=23865254&fileType=pdf

11

DOD and NIH: Similarities and differences		
<i>FORMATTING</i>	NIH	DOD
File names	50 characters or less	Specified (e.g., ProjectNarrative, Support)
Font	At least 11 point Arial, Georgia, Helvetica, Palatino Linotype recommended	12 point Times New Roman
Margins	0.5 inches, all sides	0.5 inches, all sides
Hypertext	Not allowed, except to publications list on biosketch	Not allowed, except to publications

12

DOD and NIH: Similarities and differences
Pre Application – NIH (not common)

- LOI requested in NOFO
 - 30 days before application due date
 - Not required, not binding
 - Used by NIH to estimate response and plan for review
- IC approval
 - To request \$500,000 or more in direct costs in a single budget period
 - To submit Conference Grant (R13) or Cooperative Agreement (U13)

13

DOD and NIH: Similarities and differences
Pre Application – DOD (always)

Scenario 1: LOI

- Due approximately two weeks before full proposal
- Used for planning purposes only

Scenario 2: Pre-proposal

- Due approximately three months before full proposal
- Full proposal by invitation only

14

DOD and NIH: Similarities and differences

BUDGET	NIH	DOD
IBS	Up to \$221,900 https://grants.nih.gov/grants/guide/notice-files/not-od-24-057.html	No cap
F&A	53.5% of MTDC for on-campus research	54.5% of MTDC for on-campus research
Ceiling	Typically direct costs, plus F&A	Direct or total

15

DOD and NIH: Similarities and differences

Checking for overlap and foreign influence

NIH	DOD
“Other Support”	“Previous/Current/Pending Support”
Submitted at JIT	Submitted with full application and JIT
Includes Active & Pending projects	Includes projects Closed within last 5 years, Active, and Pending
<ul style="list-style-type: none"> Title Major goals Status of support Name of PI Source of support Primary place of performance Start and end dates Person Months per budget period Overlap 	<ul style="list-style-type: none"> Title Project number Level of effort Performance period Funding amount Supporting agency Agency POC name and contact info Specific aims/tasks Brief description of the project's goals Overlap

16

Policy Regarding Use of Common Disclosure Forms for “Biographical Sketch” and “Current and Pending (Other) Support” Sections of Applications by Federal Research Funding Agencies https://www.whitehouse.gov/wp-content/uploads/2024/02/OSTP-Common-Disclosure-Form-Policy.pdf	
NSF	Spearheading initiative to use SciENcv to generate “Common Forms” https://new.nsf.gov/funding/senior-personnel-documents
NIH	Coming May 2025 https://grants.nih.gov/policy/changes-coming-jan-2025/common-forms-for-bio-sketch.htm
DOD	? Member of Subcommittee of Research Security, which submitted <i>Guidance for Implementing National Security Presidential Memorandum 33 on National Security Strategy for United States Government-supported Research and Development</i> report https://www.whitehouse.gov/wp-content/uploads/2022/01/010422-NSPM-33-Implementation-Guidance.pdf

17

DOD and NIH: Similarities and differences

Sharing and managing data – NIH

“Data Management and Sharing Plan”

- Should be no more than two pages
- Content
 - Data Type
 - Related Tools, Software and/or Code
 - Standards
 - Data Preservation, Access, and Associated Timelines
 - Access, Distribution, or Reuse Considerations
 - Oversight
- UNMC requires use of DMPTool
 - <https://www.unmc.edu/spa/policies/nihdmisp/writing/index.html>

18

DOD and NIH: Similarities and differences *Sharing and managing data – DOD*

DOD Data Management Plan

- Two pages recommended
- Do not upload NIH DMSP
- Content
 - Types of data, software, and other materials to be produced
 - How data will be acquired
 - Time and location of data acquisition
 - How data will be processed
 - File formats and naming conventions
 - Quality assurance and quality control measures during collection, analysis, and processing
 - Dataset origin when existing data resources are used
 - Standards to be used for data and metadata format and content
 - Appropriate timeframe for preservation

Data and Research Resources Sharing Plan

- Describe how data and resources generated during performance of the project will be shared with research community



19

DOD and NIH: Similarities and differences *Making changes – NIH*

- Application rejected from the Commons
- Changed/corrected application submitted in Cayuse
- If after the deadline, subject to late policy



20

DOD and NIH: Similarities and differences *Making changes – DOD*

Project Narrative, Budget, or SF424 forms

- Changed/corrected application submitted in Cayuse
- If after the deadline, subject to late policy

Other attachments

- Files can be replaced in eBRAP
- During validation period of approximately one week



21

Just in Time



22

DOD and NIH: Similarities and differences *“Just in Time” – NIH*

- Human- versus system-generated requests
- Typically submitted in the Commons
- Typically includes Other Support for Key Personnel; IRB and IACUC approvals (if applicable)
 - SPA certifies to NIH that IRB and IACUC protocols are approved
- Other information requested by Program Officer or Grants Management Specialist
- Can be submitted in iterations



23

DOD and NIH: Similarities and differences *“Pre Award Information Request” – DOD*

- First, award acceptance certifications submitted in eBRAP
- Next, response to Grants Management Specialist’s requests, submitted via email
 - Typically more information than NIH
 - May request all information submitted at once
- IRB and IACUC approvals handled separately by DOD Office of Human Research Oversight and Animal Care and Use Committee



24

Award Set-up



25

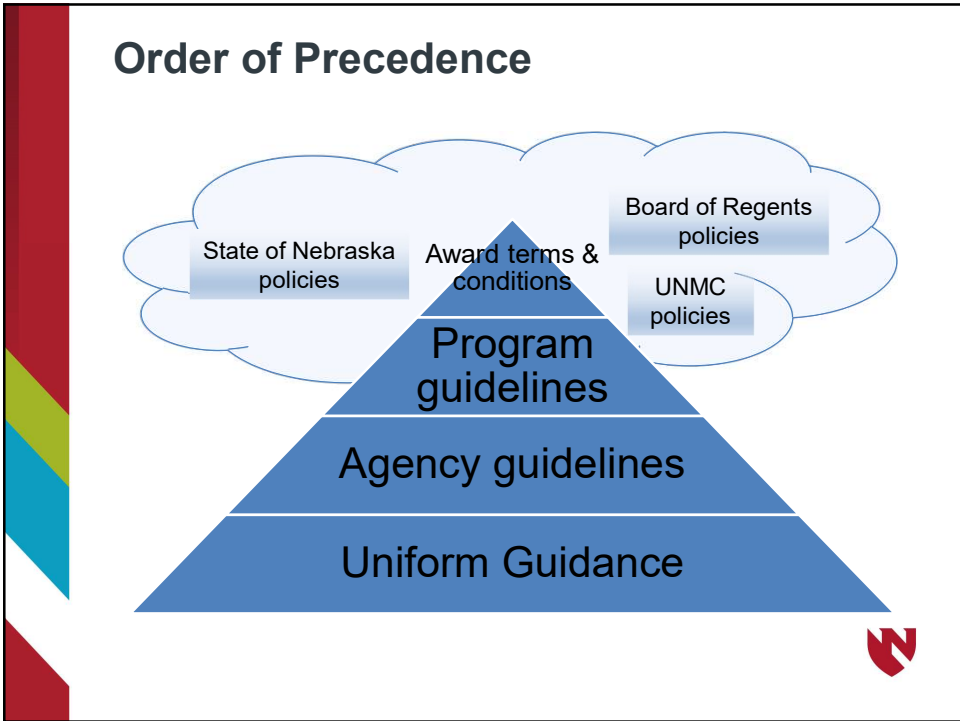
DOD and NIH: Similarities and differences

<i>AWARD SET-UP</i>	NIH	DOD
WBS #	34-	35-
Budget period	Funds obligated on a year-by-year basis	All funds obligated at once
Regulatory	Awards typically held until IRB and IACUC approvals in place	Awards processed on parallel tracks with DOD human and animal approvals

26

Post Award

27



28

DOD and NIH: Similarities and differences

NIH	DOD
<p>Grants Policy Statement</p> <p>https://grants.nih.gov/policy/nihgps/index.htm</p>	<p>Guide for Funded Investigators</p> <p>https://ebrap.org/eBRAP/public/ViewTemplate.htm?fileTemplateId=1310&fileType=pdf</p> <p>DoD Research and Development (R&D) General Terms and Conditions</p> <p>https://www.nre.navy.mil/work-with-us/manage-your-award/manage-grant-award/grants-terms-conditions</p> <p>USAMRAA Addendum</p> <p>https://usamraa.health.mil/Pages/Resources.aspx</p>

29

Questions?



30

The Ticker:

Tips & Tricks

The Ticker

(<http://unmcspa.zendesk.com/>)



31

The Ticker (<http://unmcspa.zendesk.com/>)

Advantages

- Reduces “email overwhelm;” reduces the chance of “losing” a task
- Unified workspace/unified record
- Transparency; ability to “self-serve” a status update



32

The Ticker (<http://unmcspa.zendesk.com/>)

Safety net

- System
 - Prioritizes tasks
 - Type of task
 - Due date
 - Time between actions
 - Reporting
- Human
 - Analysts “sweep”
 - Managers “sweep”



33

The Ticker (<http://unmcspa.zendesk.com/>)

Managers “sweep”

- Triaging new tickets
- Reassigning tickets
 - Planned/unplanned absences
 - To equalize workload
- Secondary review/action
 - Submit an application
 - Sign a document
 - Release an award to SPAcctng




34

The Ticker (<http://unmcspa.zendesk.com/>)

Dept. use of the Ticker

- Strongly encouraged, but
- Not required



35

The Ticker (<http://unmcspa.zendesk.com/>)

Job aid:
<https://unmcspa.zendesk.com/hc/en-us/articles/5993830748183-Job-Aid-The-Ticker-Campus-Users-Version-23-January-2023>

Page 1 of 37
Campus Users
Version Date: 23JAN23


"The Ticker"
Sponsored Programs Administration
(Work Task Unified Workspace & Unified Records)

Help Center:

Training & Education	Unfunded Agreements	Subawards
Awards	Proposals	About Us
SPA Staff Only	General	

Recent activity

G Team
Template: Employment Attestation for Omaha VA IPAs
Article created 5 days ago



36

Training & Education Articles


Training & Education

Guidance for Campus

How to link a non-sponsored account to an IACUC protocol

Omaha VA IPA Information and Updated Coversheet

Job Aid: "The Ticker" - Submission form - Types of Deadlines

NIH XTrain getting a slight re-design 

Job Aid: "The Ticker" - Campus Users Version: 23 January 2023



37

Types of Forms

G Team: Award setup Ticker

- Grant Awards including federal NOAs, Foundations, IPAs, No Cost Extensions - generally non-negotiable awards

K Team: FDP Subs

- Subawards in and out on the FDP template

K Team: Open Negotiations

- All other contract actions other than those on the FDP subaward template

Submissions Form

- Proposals, deliverables, JIT, RPPRs, PARs, PRAMs on hard or target deadlines

BHECN Form (limited to the BHECN subaward project)



38

The Ticker (<http://unmcspa.zendesk.com/>)

Submissions form

14) Type of Deadline (Hard, Target or NIH RPPR/GMS-Requested JIT): Select the type of deadline that corresponds with your intent to submit. In this case, we will continue the example of a NIH R01 proposal due on June 5 th . If you are unsure of your deadline type, check your FOA/RFP.	Type of Deadline (Hard, Target or NIH RPPR/GMS-Requested JIT)
	-
	Hard Deadline (Competitive Proposals or Other Submissions per Sponsor)
	Target Deadline (Non-Competitive Proposals and Other Submissions not on a Hard Deadline)
	NIH RPPR "Deadline" (Non-Competitive Proposals)
	NIH GMS-Requested JIT (JIT Requested by NIH Human Being - not Commons System)

Types of deadlines

- Hard deadline
- Target
- RPPR
- GMS-requested JIT



39

Expedited way to create a ticket

support@unmcspa.zendesk.com



40

Creating by a SPA ticket by Email*

When you email support@unmcspa.zendesk.com, please include:

- A brief but concise description of your request
- The PID and IFID, if known
- The due date
- PI's name and dept
- Any other relevant details, **or URLs or attachments** for grant applications

This information will help the SPA Managers quickly triage the ticket to get it to the correct SPA Analyst.

*Dept Administrators can still create a ticket directly in the Ticker



41

The Ticker (<http://unmcspa.zendesk.com/>)

Creating by email:

- You do not need to CC your SPA analyst, as they will be notified via the Ticker
- Because the Support email will result in a new ticket, it should only be used to begin a new work task with SPA



42

The Ticker (<http://unmcspa.zendesk.com/>)

“CC” field

- Not currently being used, but
- Looking into options

11) **CC:** This field should be skipped and left blank. One of the benefits of the Ticker forms is that it allows work to be moved from email into a unified workspace. All department administrators in the same department will be able to view/add comments to each other's submitted tickets so there is no need to add them manually via this CC field.

CC (optional)

Add emails



43

The Ticker (<http://unmcspa.zendesk.com/>)

For notification

ZD Status	SPA Status	Email subject line
Blue “Pending” icon	Ball is in campus's court	ACTION REQUIRED: Ticket # 12345: Please complete the requested action(s).
Orange “Open” icon	Ball is in SPA's court	FYI Only: Ticket # 98765: No Dept Action Needed



44

The Ticker (<http://unmcspa.zendesk.com/>)

SPA recommends creating a Rule in Outlook to move emails to a designated folder.

FROM	SUBJECT	RECEIVED	SIZE	CA...
Kristin Morri...	FYI Only: Ticket # 10257: No Dept Action Needed	Tue 2/21/2023 1:30 PM	105 KB	
Christopher ...	ACTION REQUIRED: Ticket # 10143: Please complete the req...	Tue 2/21/2023 1:27 PM	8 MB	
Kyle Monte ...	FYI Only: Ticket # 10257: No Dept Action Needed	Tue 2/21/2023 1:21 PM	1 MB	
Micah Mora...	FYI Only: Ticket # 10199: No Dept Action Needed	Tue 2/21/2023 1:10 PM	100 KB	
Micah Mora...	FYI Only: Ticket # 10001: No Dept Action Needed	Tue 2/21/2023 1:03 PM	105 KB	
Helen Lewis ...	ACTION REQUIRED: Ticket # 10235: Please complete the req...	Tue 2/21/2023 12:52 PM	100 KB	
Helen Lewis ...	ACTION REQUIRED: Ticket # 10235: Please complete the req...	Tue 2/21/2023 12:48 PM	334 KB	
Matt McCoy...	ACTION REQUIRED: Ticket # 10001: Please complete the req...	Tue 2/21/2023 12:43 PM	1 MB	
Shannon Ro...	ACTION REQUIRED: Ticket # 10265: Please complete the req...	Tue 2/21/2023 12:32 PM	726 KB	
Christopher ...	ACTION REQUIRED: Ticket # 9960: Please complete the req...	Tue 2/21/2023 12:27 PM	866 KB	
Sara Dajano...	ACTION REQUIRED: Ticket # 9621: Please complete the req...	Tue 2/21/2023 12:24 PM	2 MB	
Renee Hill L...	FYI Only: Ticket # 9821: No Dept Action Needed	Tue 2/21/2023 12:14 PM	2 MB	
Kristin Morri...	FYI Only: Ticket # 10257: No Dept Action Needed	Tue 2/21/2023 12:02 PM	104 KB	
Elaine Paym...	ACTION REQUIRED: Ticket # 10267: Please complete the req...	Tue 2/21/2023 12:01 PM	729 KB	
Stephen Zi...	FYI Only: Ticket # 10125: No Dept Action Needed	Tue 2/21/2023 12:00 PM	1 MB	
Kristin Morri...	FYI Only: Ticket # 10257: No Dept Action Needed	Tue 2/21/2023 11:59 AM	105 KB	
Helen Lewis ...	FYI Only: Ticket # 9659: No Dept Action Needed	Tue 2/21/2023 11:54 AM	906 KB	
Charles Marl...	ACTION REQUIRED: Ticket # 10064: Please complete the req...	Tue 2/21/2023 11:53 AM	429 KB	
Charles Marl...	FYI Only: Ticket # 10064: No Dept Action Needed	Tue 2/21/2023 11:53 AM	427 KB	
Johna Belli...	ACTION REQUIRED: Ticket # 10199: Please complete the req...	Tue 2/21/2023 11:53 AM	99 KB	
Helen Lewis ...	FYI Only: Ticket # 9659: No Dept Action Needed	Tue 2/21/2023 11:48 AM	553 KB	
Kristin Morri...	FYI Only: Ticket # 10180: No Dept Action Needed	Tue 2/21/2023 11:45 AM	273 KB	
Lee Jaramill...	FYI Only: Ticket # 10173: No Dept Action Needed	Tue 2/21/2023 11:41 AM	105 KB	
Lee Jaramill...	ACTION REQUIRED: Ticket # 10215: Please complete the req...	Tue 2/21/2023 11:41 AM	109 KB	
Stephen Zi...	ACTION REQUIRED: Ticket # 9872: Please complete the req...	Tue 2/21/2023 11:41 AM	764 KB	
Amy Dobo...	FYI Only: Ticket # 7896: No Dept Action Needed	Tue 2/21/2023 11:37 AM	97 KB	
Kyle Monte ...	FYI Only: Ticket # 10257: No Dept Action Needed	Tue 2/21/2023 11:36 AM	1 MB	
Amy Dobo...	ACTION REQUIRED: Ticket # 10126: Please complete the req...	Tue 2/21/2023 11:36 AM	102 KB	



45

The Ticker (<http://unmcspa.zendesk.com/>)

To update a ticket

Tue 2/21/2023 1:34 PM
 UNMC Sponsored Programs Administration <support@unmcspa.zendesk.com>
 ACTION REQUIRED: Ticket # 10270: Please complete the requested action(s).

From: DeCarolis, Bethany
 You replied to this message on 2/21/2023 1:36 PM.
 If there are problems with how this message is displayed, click here to view it in a web browser.

This Message Is From an External Sender
 This message came from outside your organization.

New UNMC email
support@unmcspa.zendesk.com
#10270@unmcspa.zendesk.com - MY TEST EMAIL

Bethany DeCarolis (UNMC Sponsored Programs Administration)
 Feb 21, 2023, 1:34 PM CST

Status Updated: #2 [unmcspa.zendesk.com] Campus: Waiting Until Release to SPA for Review/Submission. The SI provide items for review/submition at least three business days before the sponsor's due date.

Thanks for letting us know.

You are an agent. Add a comment by replying to this email or www.ticker.in.zendesk.support@unmcspa.zendesk.com

Ticket # 10270
 Status Pending
 Requester Bethany DeCarolis
 CCs
 Group SPA Analysts
 Assignee Bethany DeCarolis
 Priority Normal
 Type Task
 Channel By Mail



46

Questions?




47

SPA Updates

- Staffing
 - Welcome (back) to Laura Wise
- Cayuse annual certificate renewal
 - Will be offline for approximately 20 minutes after 6:00 PM CT on Thursday, July 25



48



Q&A

<https://www.unmc.edu/spa/training/past-sessions.html>

