Office of Research News & Notes

Office of Research Reminder

Recertification of CITI Modules

In accordance with the Pitt Training Requirement instructions on the CITI University website, recertification is required every three years. As 2012 was a year of transition from the ISER system to the CITI system, modules for many investigators are due to expire throughout 2015. Investigators will receive notice from CITI to recertify approximately 30 days before expiration of the specific module. **You are encouraged to work with your principal investigators to ensure that their certifications remain current in order to eliminate any potential delays that may occur at the Office of Research due to expired CITI modules.**

Office of Research News

The University of Pittsburgh is a member of FDP

In the summer of 2014 the University of Pittsburgh submitted a competitive application to become a member of the Federal Demonstration Partnership (FDP) and received acceptance in September 2014.

The Federal Demonstration Partnership (FDP) is an association of federal agencies, academic research institutions with administrative, faculty and technical representation, and research policy organizations that work to streamline the administration of federally sponsored research.

The University's participation as a member of the FDP provides a forum for universities like Pitt and other nonprofits to work collaboratively with federal agency officials to improve the national research enterprise.

For more information on the FDP and how it impacts the University, additional information has been provided on the Office of Research References & Resources website.

Why are changes being made to internal documents?

The Office of Research has recently been monitoring the changes made to internal documents prior to the arrival to the Office of Research or changes that are required by the Office of Research staff. The following is a list of general reasons why changes are made.

1. Incorrect PI name
2. Incorrect sponsor name
3. Fringe benefit calculation incorrect
4. Indirect cost calculation incorrect
5. Cost sharing not included and required
6. Incorrect department number
7. Incorrect proposal type (i.e. resubmission marked as new)
8. Exclusions listed in error
9. Exclusions not listed when needed
10. Incorrect I# provided
11. Incorrect proposed dates
12. Animals, humans, etc. marked as no, when yes
13. Animals, humans, etc. marked as yes, when no

Office of Research Training – Basics of Federal Contract Administration

The Office of Research's Federal Contract Services team will be offering training on the **Basics of Federal Contract Administration** through Human Resources' Faculty Staff Development Program (FSDP):

BASICS OF FEDERAL CONTRACT ADMINISTRATION
Presenter: Heide Eash, Assistant Director for Federal Contracts
Who Should Attend: Faculty and staff who support federal research funding activities, and staff charged with research administration support and related activities

This workshop will offer a basic overview of the federal contract process including an orientation to locating, applying, and interpreting FAR clauses and the various steps of the federal contract award pathway. Content will include a glossary of acronyms and definitions, a submission process overview, an overview of key issues, financial stewardship requirements, an overview of compliance issues unique to federal contracts, and an overview of the closeout process. Participants will learn the difference between federal grants and contracts with a focus on applying for, and managing, federal research contracts and key areas of risk.

Date: Tuesday, November 10, 2015
Time: 9 a.m. - 11 a.m.
Location: TBD

<u>Please note</u>: This session does <u>not</u> cover grants, only federal contracts.

This training session should be announced shortly on HR's website and **via Read Green**. The likely Subject Line will be "**Fall '15 Faculty & Staff Development Program**".

Sponsor Updates

<u>NIH plans if a government shutdown</u>

The National Institutes of Health/Health and Human Services has documented its contingency plans for the grants administration process given a potential lapse in funding. More information can be found here.

<u>NSF plans if a government shutdown</u>

The National Science Foundation has documented its plan for operations during a funding hiatus. More information can be found here.