February 9, 2022
Research Administration Forum

IT'S ALIVE!
Zoom etiquette reminder

- Please keep yourself muted unless you are actively speaking.
- If you have a comment/question, please type it in the chat.
  - We will read out any chat questions and obtain answers to ensure both question and answer are included in the session recording.
  - If you have a follow-up/clarification question as answers are provided, please raise your hand. We will call on you to unmute, turn on your video (preferable), and ask your question as soon as we are able.
- Sessions are recorded and will be made available on the RA Forum page along with the slides. (~1 week after)
Agenda

• NIH RPPR Internal Submission Process Update – Marcel Villalobos
• Discussion of UAccess Research System Update
• SRA LevelUP Update
• Announcements/Information Sharing
• Open Discussion/Q&A
NIH RPPR Internal Submission Process Update

Marcel Villalobos
Dear NIH Funded Researchers and Research Administrators,

I am writing with an update for the NIH RPPR (Research Progress Performance Report) internal submission process.

The Postaward team within Sponsored Projects is now reviewing and submitting both annual and final NIH RPPRs. Previously, the Preaward team handled annual RPPRs, and Postaward final RPPRs. Please review these notes to streamline your submission. Thank you for your partnership!

- **Three-Day Deadline policy:**
  - RPPRs should be submitted in accordance with the [Three-Day Deadline Policy](#).

- **RPPR Cover Page:**
  - Please set the administrative official to Marcel Villalobos, and the signing official to the postaward team manager that partners with your unit (Ashley Taylor, Yohana Orduño, or Carmen Raffensparger). You can locate the postaward team manager by college from our [directory](#).
  - Please route the RPPR in eRA Commons to the postaward manager – signing official.

- **The internal UA RPPR Supplement 2590 form is no longer required!**
  - Instead, the PI or research administrator should send an email to sponsor@arizona.edu to request submission when the RPPR is submitted to the signing official. Please reference the UA account number and/or grant number.
    - If the RPPR has warnings, your email should indicate SPS may submit despite them.
    - If the RPPR has a significant unobligated balance, include the [internal UA unobligated balance worksheet](#), as NIH will ask about the balances.
    - If you need a corresponding ASSIST record updated to “work in progress” for updates, or returned to “submitted” status, please include that information.

Other Guidance:

- [UA Research Support RPPR and progress reports](#)
- [UAccess Analytics RPPR support dashboard](#): This is a tool for guidance, but requires careful review, particularly the effort calculations. Access requires provisioning for UAccess Research. A new version will be uploaded in the coming weeks.
- [NIH RPPR Website](#)

Please contact me for questions specific to the transition. If you have general RPPR questions, please contact sponsor@arizona.edu.

Marcel Villalobos
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[The University of Arizona](#)
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Relevant RPPR Links

- **Three-Day Deadline Policy:** [https://research.arizona.edu/administration/proposal-submission#ThreeDayDeadline](https://research.arizona.edu/administration/proposal-submission#ThreeDayDeadline)
- **Directory (for Postaward Team Manager):** [https://research.arizona.edu/research-services/sponsored-projects-services-and-office-research-contracts-directory](https://research.arizona.edu/research-services/sponsored-projects-services-and-office-research-contracts-directory)
- **Internal UA Unobligated Balance Worksheet:** [https://research.arizona.edu/sites/default/files/estimated_unobligated_balance.rppr.xlsx](https://research.arizona.edu/sites/default/files/estimated_unobligated_balance.rppr.xlsx)
- **UA Research Support RPPR and Progress Reports:** [https://research.arizona.edu/administration/managing-projects/reporting#ProgressReports](https://research.arizona.edu/administration/managing-projects/reporting#ProgressReports)
- **NIH RPPR Website:** [https://grants.nih.gov/grants/rppr/index.htm](https://grants.nih.gov/grants/rppr/index.htm)
Discussion of UAccess Research System Update
Link to save Negotiation Search: https://arizona.kuali.co/dashboard/search?documentType=Negotiation&c=negotiationId,customData.149.values,negotiatorName,documentNumber,awardNumber,leadUnitNumber,principalInvestigatorName,sponsorName,title,institutionalProposalNumbers,devProposalNumbers&a=d

To search by a specific Account Id, select parameter “Account Id Negotiation” from the Search everywhere drop-down, enter the specific Account Id, and click Go
SRA LevelUP Program Update
The University of Arizona is pleased to partner with the Society of Research Administrators (SRA) International in offering the LevelUP program to Research Administrators and associated roles throughout the university.

The LevelUP program consists of training modules that are approximately 2 to 5 hours in duration on relevant topics in research administration through the lifecycle of a sponsored award. From proposal development and pre-award administration to post-award finance and regulatory and compliance, the LevelUP curriculum can be used to onboard and orient new employees, provide existing employees with a better foundation in research administration, or help fulfill requirements to maintain professional certification.

The University of Arizona is an Unlimited Institutional Partner, which means there is no cost associated with your participation as a University of Arizona employee. You may take as many of the available modules as you wish, at no cost to you or your department. For each module completed, you earn a micro-credential and a digital badge. These digital badges can be publicly displayed on your signature line, LinkedIn profile, and other professional media outlets for easy viewing by your professional community and organization.

If you wish to participate, you will first need an SRA International account.

- If you have never had an SRA International account before, you will need to create a new visitor registration at https://netforumpro.com/ewebl/DynamicPage.aspx?Site=SRA&WebCode=Verify using either your arizona.edu or arizona.edu email address. Once you have created your guest account, please email shana@arizona.edu with your email address variation you used, and you will be issued the program invitation link and internal UserGuide.

- If you are an SRA International member or have been one in the past, please do not create a new guest account. Please email shana@arizona.edu with the email address your account is associated with, and you will be issued the program invitation link and internal UserGuide.
Announcements/
Information Sharing
Future RA Forums

• March 9, 2022 – HSI Question & Proposal Development
  https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc000000000004965

• April 13, 2022
  https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc000000000004966

• May 11, 2022
  https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc000000000004967

• June 8, 2022
  https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc000000000004968
SRA WE/MW Section Meeting

• Sunday, April 24 – Wednesday, April 27, 2022
• **Phoenix, AZ** at the Hyatt Regency (downtown)
• Full session or Monday only/Tuesday only registration available; Early bird registration ends **March 11, 2022**

• **Information:**
  [https://www.srainternational.org/2022westernmidwestmeeting/home](https://www.srainternational.org/2022westernmidwestmeeting/home)

• **Registration:**
SRA WE/MW Section Meeting

Travel Scholarship

The Western and Midwest Sections of the Society of Research Administrators International are once again offering a travel scholarship to assist a member's attendance at the 2022 Western/Midwest Section Meeting to be held in Phoenix, AZ, April 24-27.

There will be one (1) award offered in each section worth the cost of the full conference registration (no workshops included). Scholarship Applicants need NOT be SRA International members at the time of nomination submission but must be paid-in-full members to attend the meeting.

Information:
https://www.srainternational.org/2022westernmidwestmeeting/travel-scholarship/m5ggrrv1pt74kc/

Application: https://srainternational.wufoo.com/forms/m5ggrrv1pt74kc/
Save the Date(s)!

In planning stages...
2022 NCURA Region VI & VII Meeting

- October 30 – November 2, 2022
- **Tucson, AZ** at the JW Marriott Starr Pass Resort
- Additional details coming at future forums as they become available.
- **Information:** [https://www.ncuratargionvii.org/regional-meeting](https://www.ncuratargionvii.org/regional-meeting)
2022 NCURA Region VI & VII Meeting

Travel Awards

1. Applicants must be research administrators from within the Region VII geographic area (AZ • CO • ID • MT • NM • UT • WY). Applicants need not be members of NCURA in order to apply.

2. Applications and support letters must demonstrate both the potential benefit of the award and the individual/institutional need for travel assistance.

3. The application and/or the support letter(s) must demonstrate that the applicant has secured their manager or supervisor’s approval to attend the meeting.

4. Should the cost of attendance exceed the amount of the award, the application and/or the support letter(s) must confirm that the awardee or the awardee’s home institution will cover the balance.

Information: https://www.ncuraregionvii.org/travel-awards

Application: Not yet available
2023 Tri-University RA Conference

- April 2023
- **VIRTUAL** format
- 2023 Co-Chairs: Lisa Allen, ASU and Shana McClelland, UA
- Call for Proposals coming May/June 2022
- Additional details coming at future forums as they become available.
Future Forum Topics?

• Suggest/request future forum topics - Send an email to shana@arizona.edu
• Present a topic!
  ❖ Share research administration tools (reports, agents, forms, templates, etc.)
  ❖ Lessons learned
  ❖ Tips & Tricks
  ❖ Upcoming Changes
  ❖ Information gained from conferences/workshops/webinars
QUESTIONS?

CONCERNS?

OPEN SHARE
Shana McClelland, CRA
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or find me on Teams!