

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

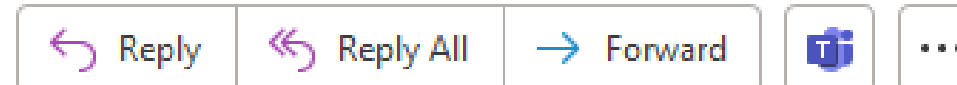
Marcel Villalobos

[ramtalk] For NIH Researchers and Research Teams: Updated internal NIH RPPR (Research Progress Performance Report) submission process



ramtalk-request@list.arizona.edu on behalf of Villalobos, Marcel A - (marcel) <marcel@arizona.edu>

To ramtalk@list.arizona.edu



Tue 2/8/2022 8:58 AM

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 Orduno, 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

Assistant Director, Postaward Services

[Sponsored Projects Services](#)

[The University of Arizona](#)

Email: marcel@arizona.edu | Voicemail: (520) 626-6311

Relevant RPPR Links

- **Three-Day Deadline Policy:** <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>
- **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>
- **UAccess Analytics RPPR Support Dashboard:** https://analytics.uaccess.arizona.edu/analytics/saw.dll?Dashboard&PortalPath=%2Fshared%2FResearch%2F_portal%2FAwards&Page=RPPR%202.0
- **NIH RPPR Website:** <https://grants.nih.gov/grants/rppr/index.htm>

Discussion of UAccess Research System Update

Search Records

Search everywhere ▾ Type something... Go

Document Type: Negotiation × [Clear All](#)

Saved Searches

Export as CSV

Show/Hide Columns

Share

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

Show/Hide Columns ×

NOTE: Moving something up in the list means that it moves to the left in the table.








Quick Actions ▾ Sort ▾

- Negotiation Id
- Account Id Negotiation
- Negotiator Name
- Document Number
- Award Number
- Lead Unit Number
- Principal Investigator
- Sponsor Name
- Title
- Institutional Proposal Number
- Development Proposal Number

SRA LevelUP Program Update

SRA International LevelUP



 <p>Principles of Pre-Award Research Administration</p>	 <p>Principles of Pre-Award Negotiation and Set-up</p>	 <p>Principles in Research Development</p>	 <p>Principles in Proposal Development</p>
 <p>Research Compliance Frameworks</p>	 <p>Principles of Post-Award Financial Research Administration</p>	 <p>Relationships, Roles, and Responsibilities in Research Administration</p>	 <p>Introduction to Clinical Research Management: Clinical Studies and Trials</p>

Research Support

Development

Administration

Compliance

Services

New Investigators Checklist

Sponsored Projects & Contracting Services

Training and Professional Development

PIs and Research Teams

Research Administrators

Professional Organizations

Publications

UAccess Research Training

LevelUP Program

Quick Learning Resources

Research Training Catalog

Centers & Institutes

Core Facilities

Clinical Research

NSF Postdoc Survey Instructions

Global Research & Projects

LevelUP Program



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 social 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/eweb/DynamicPage.aspx?Site=SRA&WebCode=Verify> using either your **@email.arizona.edu** or **@arizona.edu** email address. Once you have created your guest account, please email shana@arizona.edu with the 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>
- **Registration:**
http://netforum.avectra.com/eweb/DynamicPage.aspx?Site=SRA&WebCode=EventDetail&evt_key=1a8faa8c-6d56-41fd-adc8-ebaf96cd8245

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.ncuraregionvii.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.

Tri-University

**Research
Administration
Conference**



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

Manager, Training & Development

Sponsored Projects Services

Research, Innovation & Impact

The University of Arizona

Email: shana@arizona.edu

or find me on Teams!