

August 11, 2021

Research Administration Forum



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 may be requested via email at this time. A webpage is in progress for future Forum content.

Agenda



- Biosketch and Other Support Documents Update
- Subaward Payment Request Processing Requirements
- UAccess Research Upgrade Update
- SRA International LevelUP Program Update
- Announcements/Information Sharing
- Open Discussion/Q&A

Biosketch and Other Support Documents Update: Outside Contract and Agreement Reviews Edition



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Presented by:

Taren Ellis Langford
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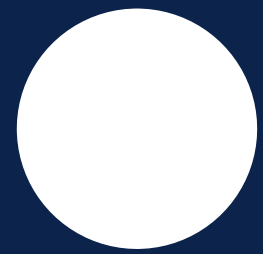
August 8,
2021

COC Review

Beginning July 1, 2021, Outside Activities are reviewed by the Office for Responsible Outside Interests prior to being sent to supervisors – department heads and deans for faculty members – for review and approval.



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New COC Requirement:

When an Outside Activity, including Outside Employment and Outside Commitments, involves a foreign entity, the submitter must

UPLOAD A COPY OF THE CONTRACT OR AGREEMENT

If the original document is not in English, the submitter must provide a translated copy.

For questions, contact the Office for Responsible Outside Interests at coi@arizona.edu or (520) 626-6406.

Outside Commitments:

- 1. Are professional and other activities that are related to a University Employee's professional expertise, outside of their University duties and responsibilities**
- 2. Are for the benefit of an external entity or individual and are not covered by a fully executed written agreement between the University and the external entity**
- 3. Require a time commitment**

Outside Commitments include Outside Employment, independent contracts for consulting services, private consulting groups comprised of University Employees, volunteer/pro bono work, appointments at postsecondary educational institutions, and foreign components, as that term may be updated by the University's Office for Responsible Outside Interests.



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Other Support information is reviewed to ensure the following:

- All resources, domestic or foreign, directly supporting the individual's research endeavors have been reported
- Sufficient levels of effort are committed to the project
- There is no scientific, budgetary, or commitment overlap
- Only funds necessary to the approved project are included in the award (example is subawards or multi-project awards)
- Any foreign resources that meet the definition of a foreign component have received appropriate prior approval

SPCS action: when the Proposal Services team reviews a proposal with a foreign component, the COI office will be ad-hoc routed to for their Acknowledgement, which will not hold up routing or submission of the proposal.

Foreign Component Defined

NIH Definition of Foreign Component:

The performance of any significant scientific element or segment of a project outside of the United States, either by the recipient or by a researcher employed by a foreign organization, whether or not grant funds are expended.

Activities that would meet this definition include, but are not limited to:

1. The involvement of human subjects or animals
2. Extensive foreign travel by recipient project staff for the purpose of data collection, surveying, sampling, and similar activities
3. Any activity of the recipient that may have an impact on U.S. foreign policy through involvement in the affairs or environment of a foreign country.

Examples of other grant-related activities that may be significant are:

- Collaborations with investigators at a foreign site anticipated to result in co-authorship
- Use of facilities or instrumentation at a foreign site
- Receipt of financial support or resources from a foreign entity

Updated Requirements for Recipients (NOT-OD-21-073): Effective January 25, 2022, NIH requires the following:

Supporting documentation, which includes copies of contracts/agreements specific to senior/key-personnel foreign appointments and/or employment with a foreign institution for all foreign activities and resources that are reported in Other Support. If the contracts/agreements are not in English, recipients must provide translated copies.

Immediate notification of undisclosed Other Support. When a recipient organization discovers that PI or other Senior/Key personnel on an active NIH grant failed to disclose Other Support information outside of Just-in-Time or the RPPR, as applicable, the recipient must submit updated Other Support to the Grants Management Specialist named in the Notice of Award as soon as it becomes known.



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Q u e s t i o n s ?



Subawards Payment Request Processing

By Jessica Federico
Sponsored Projects Administrator
Financial Compliance, Sponsored
Projects & Contracting Services

Subaward Payment Authorization Form

When filling out the Subaward Payment Authorization form please be sure to put correct information such as:

- Subaward PO number
- Invoice number
- Invoiced payment amount
 - First \$25K must go under object code 3350 even if this is a continuation of a Subaward on a new PO for F&A tracking
 - All remaining funds go on object code 3340

Subaward Payment Authorization Form

In order to ensure compliance with Federal, State, and University requirements, the following information is required when a department requests payment of a Subrecipient invoice. If this form does not accompany your request for payment of a Subrecipient invoice, the department will be notified by the SPS SubAwards Team and payment to the Subrecipient could be delayed.

Subaward PO No:

Invoice No:

Payment Amount*: Object Code 3350 (first \$25K of each subaward)
 Object Code 3340 (all remaining funds)

*If different than amount requested, please provide explanation on an attached sheet.

Business Officer Certification

- I have a Fully Signed Subaward or Subaward Modification for the period of performance indicated in this invoice.
- The attached invoice has been reviewed for compliance with the Subaward Budget.
- The attached invoice has been reviewed for allowability of costs in accordance with the prime award.
- The Subrecipient has provided an invoice, **including the required certification**, and the appropriate system-generated financial backup documentation, as required by the Subaward terms and conditions. This provides the basis upon which I approve the payment of the attached invoice. The department will make all documentation available for review upon request.

Signature of Business Official – This signature certifies all above actions have been completed

Print Name:

Date

Principal Investigator Certification

Regular verification of Subrecipient performance has occurred through (one or more of the following MUST be checked):

- Receipt of written **Technical** and/or **Performance** reports
- Telephone conversations
- E-mail correspondence
- Other. Please explain:

- The attached invoice represents a request for payment that is in accordance with technical progress on the Scope of Work of the Subaward to date.
- Records of Subrecipient's **Technical** or **Performance** reports will be retained and made available for review upon request by the SPS SubAwards Team.

Signature of Principal Investigator - This signature certifies all above actions have been completed

Print Name:

Date

Subaward Payment Authorization Form (Cont.)

- Business Official/Fiscal Officer must sign the form. If they can't sign the form, they can opt to use a digital signature.
- Business Official is the Subawards Fiscal Officer or any business official that is working in your business/finance office that is authorized to process incoming Subaward invoices. Authorization means that this person is either listed in the agreement/contract as a point of contact and has signed a Risk Monitoring form or is listed as a delegate in UAR or UAF.
- PI must select their form of Subrecipient performance verification as one of the following:
 - Receipt of written **Technical and/or Performance** reports
 - Telephone conversations
 - E-mail correspondence
 - Other. Please explain: _____
- PI must sign the form. If they cannot sign the form, they have the following options:
 - Digital Signature
 - Email Approval with their form of verification used if not marked on the form.

Subaward Payment Authorization Form

In order to ensure compliance with Federal, State, and University requirements, the following information is required when a department requests payment of a Subrecipient invoice. If this form does not accompany your request for payment of a Subrecipient invoice, the department will be notified by the SPS SubAwards Team and payment to the Subrecipient could be delayed.

Subaward PO No: _____

Invoice No: _____

Payment Amount*: _____ Object Code 3350 (first \$25K of each subaward)
 _____ Object Code 3340 (all remaining funds)

*If different than amount requested, please provide explanation on an attached sheet.

Business Officer Certification

- I have a Fully Signed Subaward or Subaward Modification for the period of performance indicated in this invoice.
- The attached invoice has been reviewed for compliance with the Subaward Budget.
- The attached invoice has been reviewed for allowability of costs in accordance with the prime award.
- The Subrecipient has provided an invoice, **including the required certification**, and the appropriate system-generated financial backup documentation, as required by the Subaward terms and conditions. This provides the basis upon which I approve the payment of the attached invoice. The department will make all documentation available for review upon request.

Signature of Business Official – This signature certifies all above actions have been completed

 Print Name: _____ Date: _____

Principal Investigator Certification

Regular verification of Subrecipient performance has occurred through (one or more of the following MUST be checked):

- Receipt of written **Technical and/or Performance** reports
- Telephone conversations
- E-mail correspondence
- Other. Please explain: _____

- The attached invoice represents a request for payment that is in accordance with technical progress on the Scope of Work of the Subaward to date.
- Records of Subrecipient's **Technical or Performance** reports will be retained and made available for review upon request by the SPS SubAwards Team.

Signature of Principal Investigator - This signature certifies all above actions have been completed

 Print Name: _____ Date: _____

Business Official, Delegates and Authorized Personnel

A business official delegate may be added if there are multiple people working on processing payment requests. These employees must be authorized and may be required to sign a Risk Monitoring form. Please remember that all Risk Monitoring forms are processed through our SPS-Subawards team and can be sent to them at SPS-Subawards@email.arizona.edu.

We will accept a Business Official signature on the payment authorization form if the person is listed under UA financials or UAR as a delegate.

Chart Code:

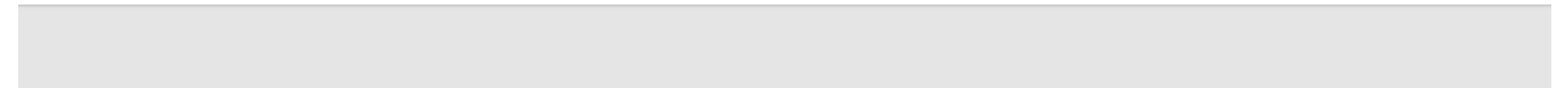
Account Number:


Document Type Name:

Account Delegate Principal Name:

Account Delegate Active:
 Yes No Both

Document Number	Document Type Name	Account Delegate Principal Name	Account Delegate Active	Approval From This Amount	Approval To This Amount	Account Delegate
0	KFS	siqueirc	Yes			No
0	PCDO	siqueirc	Yes			No
0	KFS	hammondI	Yes			No
0	PCDO	hammondI	Yes			No
0	KFS	buglewic	Yes			No
0	PCDO	buglewic	Yes			No
0	KFS	jpierson	Yes			No
0	PCDO	jpierson	Yes			No
0	KFS	sgordon4	Yes			No
0	PCDO	sgordon4	Yes			No



Archive Location:	
Comments:	Delegation on file - PI: Firmage for Martinez, FO: Ehrman for Kim 

Subrecipient: Cornell University
KFS No. or Purchase Order No. 3020950 384331 Assigned Risk Level: LOW

Subrecipient: Planetary Science Institute
KFS No. or Purchase Order No. 323982 Assigned Risk Level: LOW

PI Delegated Responsibilities*

- Monitor the activities of the Subrecipient on a regular basis to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. See <http://rgw.arizona.edu/administration/subawards> and the Subrecipient Monitoring Guide.
- Ensure that payments to the Subrecipient are for expenditures that are allowable under the terms of the prime award. Also ensure that payments to the Subrecipient are within the funding budget, period of performance and scope of work of the Subaward, and system-generated financial reports for each invoice have been received.
- Review invoices by comparing to performance/progress report received, expenditure allowability as outlined above, and review of system-generated financial report that is required to accompany each invoice under the terms of the Subaward. Complete and sign PI section of Payment Authorization Form with regard to each invoice submitted for payment. In the event of questionable costs, additional supporting documentation must be requested of the Subrecipient within five (5) working days of receipt of the invoice.
- Contact SPS Subawards Team immediately regarding issues related to non-compliance with the terms of the Subaward or inappropriate activity in invoicing or reporting.
- If the Subaward involves cost sharing, ensure that appropriate documentation related to the cost sharing is received and maintained in department files. For information related to the documentation guidelines for cost sharing: <http://rgw.arizona.edu/administration/proposal-preparation/cost-sharing-and-matching>.
- Note that all cost sharing and financial transactions of the University are subject to audit. Should an audit of any transaction related to the Subaward find that transaction to be unallowable, the transaction will be disallowed. Disallowed costs are subject to repayment to the sponsor of the prime award. In the event that payment of disallowed costs have been made and cannot be recovered from Subrecipient, the PI will be required to arrange for repayment of the disallowed costs to the prime award sponsor.

Business/Finance Office Responsibilities*

- Ensure that each invoice is accompanied by an appropriate system-generated financial report. If a system-generated financial report does not accompany an invoice, contact Subrecipient immediately and request this information. The invoice in question SHOULD NOT BE paid without a system-generated financial report OR if there are questionable charges on the invoice. See <http://rgw.arizona.edu/administration/subawards> and the Subrecipient Monitoring Guide.
- ALL invoices and financial reports must include the following certification, signed by an official who is authorized to legally bind the Subrecipient, as follows:
 - By signing this report, I certify to the best of my knowledge and belief and the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).
- The above certification is also required on annual and final financial reports.
- Maintain complete and current file for Subrecipient, including, but not limited to progress and technical reports which have been reviewed with PI.
- Complete and sign the Business/Finance Office section of the Payment Authorization Form. Invoices must be within the period of performance of the Subaward or latest modification (which should be on file in the department), as well as be accurate and within the Subaward budget. It must also be allowable under the terms of the prime award. In the event of questionable costs, additional supporting documentation (receipts, payroll, etc.) must be requested of the Subrecipient within five (5) working days of receipt of the invoice.
- Maintain documentation of monitoring efforts for audit purposes. Maintain copies of invoices, all supporting documentation, and any financial reports, including annual and final financial reports, for payment of invoices on the Subaward for at least three (3) years after the final closeout of the prime award. Ensure that PI is in compliance with University Subaward policies and subrecipient monitoring responsibilities (as noted above).
- Contact SPS Subawards Team immediately regarding issues related to non-compliance with terms of the Subaward or inappropriate activity in invoicing or reporting.

*I certify that I have read and understand the responsibilities shown above.

[Signature] 20180918 [Signature] 9/18/2018
Principal Investigator DELEGATE Date Business/Finance Office Date

[Signature] 7/20/2018
Lead PI Signature Date

NOTE: If either the PI or Business/Finance Office representative change, it is the responsibility of the department to notify SPS Subawards Team for an updated form.

Risk Monitoring Form

A Risk Monitoring form is required for the PI and Business Finance office as well as any PI delegates

PI Responsibilities*

- Monitor the activities of the Subrecipient on a regular basis to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. See <http://rgw.arizona.edu/administration/subawards> and the Subrecipient Monitoring Guide.
- Ensure that payments to the Subrecipient are for expenditures that are allowable under the terms of the prime award. Also ensure that payments to the Subrecipient are within the funding budget, period of performance and scope of work of the Subaward, and system-generated financial reports for each invoice have been received.
- Review invoices by comparing to performance/progress report received, expenditure allowability as outlined above, and review of system-generated financial report that is required to accompany each invoice under the terms of the Subaward. Complete and sign PI section of Payment Authorization Form with regard to each invoice submitted for payment. In the event of questionable costs, additional supporting documentation must be requested of the Subrecipient within five (5) working days of receipt of the invoice.
- Contact SPS Subawards Team immediately regarding issues related to non-compliance with the terms of the Subaward or inappropriate activity in invoicing or reporting.
- If the Subaward involves cost sharing, ensure that appropriate documentation related to the cost sharing is received and maintained in department files. For information related to the documentation guidelines for cost sharing: <http://rgw.arizona.edu/administration/proposal-preparation/cost-sharing-and-matching>.
- Note that all cost sharing and financial transactions of the University are subject to audit. Should an audit of any transaction related to the Subaward find that transaction to be unallowable, the transaction will be disallowed. Disallowed costs are subject to repayment to the sponsor of the prime award. In the event that payment of disallowed costs have been made and cannot be recovered from Subrecipient, the PI will be required to arrange for repayment of the disallowed costs to the prime award sponsor.

Business/Finance Office Responsibilities*

- Ensure that each invoice is accompanied by an appropriate system-generated financial report. If a system-generated financial report does not accompany an invoice, contact Subrecipient immediately and request this information. The invoice in question SHOULD NOT BE paid without a system-generated financial report OR if there are questionable charges on the invoice. See <http://rgw.arizona.edu/administration/subawards> and the Subrecipient Monitoring Guide.
- ALL invoices and financial reports must include the following certification, signed by an official who is authorized to legally bind the Subrecipient, as follows:
 - By signing this report, I certify to the best of my knowledge and belief and the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).
- The above certification is also required on annual and final financial reports.
- Maintain complete and current file for Subrecipient, including, but not limited to progress and technical reports which have been reviewed with PI.
- Complete and sign the Business/Finance Office section of the Payment Authorization Form. Invoices must be within the period of performance of the Subaward or latest modification (which should be on file in the department), as well as be accurate and within the Subaward budget. It must also be allowable under the terms of the prime award. In the event of questionable costs, additional supporting documentation (receipts, payroll, etc.) must be requested of the Subrecipient within five (5) working days of receipt of the invoice.
- Maintain documentation of monitoring efforts for audit purposes. Maintain copies of invoices, all supporting documentation, and any financial reports, including annual and final financial reports, for payment of invoices on the Subaward for at least three (3) years after the final closeout of the prime award. Ensure that PI is in compliance with University Subaward policies and subrecipient monitoring responsibilities (as noted above).
- Contact SPS Subawards Team immediately regarding issues related to non-compliance with terms of the Subaward or inappropriate activity in invoicing or reporting.

*I certify that I have read and understand the responsibilities shown above.

[Signature] 3-14-2018 [Signature] 3/14/18
Principal Investigator Date Business/Finance Office Date

Types of Signatures

Acceptable signatures include:

- Wet Signatures
- Digital signatures with date and time stamp
- Digital signature attended with an adobe audit page
- Email approval from PI stating their form of Subrecipient performance verification

Signature of Business Official – This signature certifies all above actions have been completed

Kaitlynn Perez Digitally signed by Kaitlynn Perez
Date: 2021.06.21 15:56:55 -0700 6/21/2021
Print Name: Kaitlynn Perez Date

Principal Investigator Certification

Regular verification of Subrecipient performance has occurred through (one or more of the following MUST be checked):

- Receipt of written **Technical and/or Performance** reports
- Telephone conversations
- E-mail correspondence
- Other. Please explain: _____

- The attached invoice represents a request for payment that is in accordance with technical progress on the Scope of Work of the Subaward to date.
- Records of Subrecipient's **Technical or Performance** reports will be retained and made available for review upon request by the SPS SubAwards Team.

Signature of Principal Investigator - This signature certifies all above actions have been completed

Monica Kraft, MD Digitally signed by Monica Kraft, MD
Date: 2021.06.25 08:25:19 -0700 6/25/2021
Print Name: Monica Kraft, MD Date

subaward-payment-authorization-form PO 432726 Final Payment

Final Audit Report 2021-06-08

Created:	2021-06-08
By:	Eva Ybarra (evaybarra@email.arizona.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGF8121s4Mr46_G_tq78WpNEmGnsY

"subaward-payment-authorization-form PO 432726 Final Payment" History

- Document created by Eva Ybarra (evaybarra@email.arizona.edu)
2021-06-08 - 3:55:01 PM GMT - IP address: 150.135.165.90
- Document emailed to Alex Braithwaite (abraith@arizona.edu) for signature
2021-06-08 - 3:56:47 PM GMT
- Email viewed by Alex Braithwaite (abraith@arizona.edu)
2021-06-08 - 4:08:32 PM GMT - IP address: 68.98.97.83
- Document e-signed by Alex Braithwaite (abraith@arizona.edu)
Signature Date: 2021-06-08 - 4:09:46 PM GMT - Time Source: server - IP address: 68.98.97.83
- Agreement completed.
2021-06-08 - 4:09:46 PM GMT

documentation available for review upon request.

Signature of Business Official – This signature certifies all above actions have been completed

Jennifer Lopez 10/15/2020
Print Name: Jennifer Lopez Date

Principal Investigator Certification

Regular verification of Subrecipient performance has occurred through (one or more of the following MUST be checked):

- Receipt of written **Technical and/or Performance** reports
- Telephone conversations
- E-mail correspondence
- Other. Please explain: Weekly Skype/zoom discussions

- The attached invoice represents a request for payment that is in accordance with technical progress on the Scope of Work of the Subaward to date.
- Records of Subrecipient's **Technical or Performance** reports will be retained and made available for review upon request by the SPS SubAwards Team.

Signature of Principal Investigator - This signature certifies all above actions have been completed

Samantha Harris 10-15-2020
Print Name: Samantha Harris/PIO Date

Please send this form and supporting documentation to P50 Operations via email at sp50ops@arizona.edu.
Do not send invoices or this form to the SPS SubAwards Team.

Types of Signatures Cont.

Unacceptable signatures include:

- Digital signatures that appear to be in copy format
- Digital signatures that are not accompanied by a date and time stamp
- Digital signature that are not accompanied by an adobe audit sheet
- Email from PI not stating their form of Subrecipient performance verification

Signature of Business Official – This signature certifies all above actions have been completed

LuAnn M. Mills 07/15/21
Print Name: LuAnn M. Mills Date

Principal Investigator Certification

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- Other. Please explain: _____

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Signature of Principal Investigator - This signature certifies all above actions have been completed

Scott Saleska 7/21/2021
Print Name: Scott Saleska Date

Signature of Business Official – This signature certifies all above actions have been completed

Eva Ybarra 06/8/21
Print Name: Eva Ybarra Date

Principal Investigator Certification

Regular verification of Subrecipient performance has occurred through (one or more of the following MUST be checked):

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- E-mail correspondence
- Other. Please explain: _____

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Signature of Principal Investigator - This signature certifies all above actions have been completed

Alex Braithwaite Jun 8, 2021
Print Name: Alex Braithwaite Date

What do we look for while processing Subaward payment requests??

Checklist	
eDoc	Does PO number match with account number in Analytics?
eDoc	Is correct object code used on accounting line, and does that match payment authorization form?
Payment Auth Form	Has the PI indicated their form of verification on the Payment Authorization Form?
Payment Auth Form	Are the signatures on the Payment Authorization Form from authorized individuals?
Payment Auth Form	Are the signatures on the Payment Authorization Form official signatures? (i.e. wet signature, or an official Adobe signature with date/time stamp, or email approval)
	For fiscal officer, if signature is not "official" can accept because they also approve electronically. PI signature must be official
Payment Auth Form	Is correct PO indicated?
Payment Auth Form	Are amounts correct, and showing on correct object code line.
Invoice	Is the subaward agency listed on the invoice?
Invoice	Is the subaward PO number reflected on the invoice?
Invoice	Were costs incurred within the period of performance of the agreement? Invoice period must show a beginning and end date for period billed.
Invoice	Were incurred costs allowable, allocable, and reasonable under the subaward/subcontract (anything odd stand out - unbudgeted categories, high risk categories - equipment, food)
Invoice	Is cumulative amount invoiced cannot less than or equal to subaward obligated amount?
Invoice	Is the total of cumulative costs incurred listed on the invoice? If so, notify dept if no match up.
Invoice	Does the invoice contain the proper certification statement 200.415 (a), or per agreement?
	“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).”
Invoice	Is the invoice signed by the subrecipient?
Invoice	Is this a final invoice (goes through end date)? If so, is the invoice marked "final", and is it documented all costs are within period of performance)

Questions????



SRA INTERNATIONAL

LEA[^]VELUP

Program Update

SRA International LevelUP



**Principles of Pre-Award
Research Administration**



**Principles of Award
Negotiation and Set-up**



**Principles in Research
Development**



**Principles in Proposal
Development**



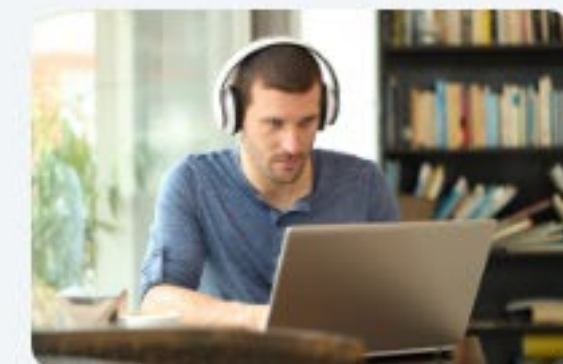
**Research Compliance
Frameworks**



**Principles of Post-Award
Financial Research
Administration**



**Relationships, Roles, and
Responsibilities in Research
Administration**



**Introduction to Clinical
Research Management:
Clinical Studies and Trials**

New Webpage!

Services / Training and Professional Development / Research Administrators /

- 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.

<https://research.arizona.edu/research-resources/training/administrators/levelup-program>

kuuali[®]

**UAccess Research Upgrade
Update**

***New* Go-Live -January 25**

- Go-live has been moved to January 25, 2022
- Forming a campus Ambassador group to receive advance training and serve as Points-of-Contact for Departments and Colleges. Email shana@arizona.edu if interested in participating.
- Currently working on training content, as well as an updated webpage which will include a calendar of planned events and trainings and status indicator and will host training resources.
- Advance training for Ambassadors should begin November/December and section walkthroughs will be held RA Forums beginning in September.

Announcements/ Information Sharing

Dates: August 30 – September 2, 2021
Registration ends: **Monday, August 16!**



NCURA

Supporting Research...*together*[™]

National Council of University Research Administrators

<https://www.ncura.edu/virtualannualmeeting/Home.aspx>

Future RA Forums

- **September 8, 2021**

https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc0000000000004509

- **October 13, 2021**

https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc0000000000004510

- **November 10, 2021**

https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc0000000000004511

- **December 8, 2021**

https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/registercatalog/virtc0000000000004512

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