March 9, 2022
Research Administration Forum

THE UNIVERSITY OF ARIZONA

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.

Employee and Crisis Assistance

https://lifework.arizona.edu/employee-assistance-counseling

https://lifework.arizona.edu/crisis-support

Life & Work Connections

For Parents

ABOUT▾ PROGRAMS▾ COUNSELING & COACHING▾ EVENTS & WORKSHOPS THE LATEST TOOLS▾

CRISIS SUPPORT ◢

Employee Assistance Counseling

Are you struggling with anxiety or depression? Dealing with grief or loss? Need help managing stress or feelings of burnout? Or are you just looking to develop your communication skills in a safe and supportive environment?

Life is full of challenges, and we all need help handling them sometimes. Life & Work Connections provides diverse entry points to help you build your resilience and strengthen the skills you need to address those challenges.

One-on-One Counseling through ComPsych

Free, confidential, short-term counseling is available to all benefits-eligible employees, their dependents, and members of their households through ComPsych.

This support includes:

- Up to 12 counseling sessions per issue per year.
- Extended appointment times, including evenings and weekends.
- A diverse, statewide network of providers, giving you the flexibility to select a provider who meets your cultural, clinical, and location preferences.
- A range of service modes, including in-person, phone, video, and chat options.
- English- and/or Spanish-speaking counselors, and translation services for other languages.

To make an appointment, call 877-327-2362 (TTY: 800-697-0353) anytime 24/7.

This service is available to all benefit-eligible University of Arizona employees, their dependents, and members of their households.
Using ComPsych services is completely confidential, offered in multiple languages, and offers 24/7 access to support, resources & information.

Life & Work Connections

For Parents

ABOUT▾ PROGRAMS▾ COUNSELING & COACHING▾ EVENTS & WORKSHOPS▾ THE LATEST TOOLS▾

Crisis Support

If you or someone you know is experiencing a life-threatening emergency, call 911 or go to your local emergency room.

Speak With Someone Now:

Tucson	Phoenix	National
Call the Community-Wide Crisis line ◢ **520-622-6000** or **866-495-6735**	**Call the Crisis Response Network** **602-222-9444** or **800-631-1314**	**National Suicide Prevention LifeLine** **1-800-273-8255**
Confidential support 24/7. English or your preferred language.	Confidential support 24/7. English or your preferred language.	The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones.
Walk into the 24/7 Crisis Response Center 2802 E. District St., Tucson, AZ		**National Suicide Prevention Lifeline ◢**

After-hours crisis callers may speak with a licensed counselor by pressing 1 when prompted by the automated message.

Agenda

- HSI/Minority Student Project Information Question
- UAR Updates and General Tips for Proposal Routing
- Discussion of UAccess Research System Update
- Announcements/Information Sharing
- Open Discussion/Q&A

HSI/Minority Student Project Information Question

Riley McIsaac

UArizona designated as HSI in 2018

HSIs Nationally

569 HSIs

22 Arizona HSIs

18% HSIs represent 18% of U.S. higher ed

$$\frac{2}{3}$$ Enroll two-thirds of Latino undergrads

80,753 AZ HSI Hispanic Ugrad Enrollment

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Capacity Building Efforts

- HSI Fellows Program

- AZ HSI Consortium

- HSI Grants Development Institute

- HSI Seed Grants (Due: April 15, 2022)

- Culturally Responsive Curriculum Development Institute (Due: April 1, 2022)

  - 20 faculty across UArizona – open application

  - 8-10 STEM faculty (Project CREAR)

- Post-doc Faculty Prep Program

  - Includes a 2-3hour grant development session

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HSI Initiatives Grants Development Objective

To build institutional capacity as an HSI by supporting PIs and teams in the development of competitive and relevant HSI related proposals.

The University of Arizona

HSI Grants Development Services

- Connect PIs and teams with HSI related grant opportunities
- Consult with individuals or teams to strategize proposal development
- Ensure alignment with HSI-focused efforts
- Provide tailored HSI narrative overview
- Deliver in-depth proposal support for institutional proposals
- Provide institutional data that strengthen proposal goals

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HSI required/encouraged or goals involve minority students?: *

○ Yes   ○ No

HSI required/encouraged or goals involve minority students?

Answer this question 'Yes' if the proposal falls into one of the three categories described below.

HSI Grant RFPs generally fall into three categories:

HSI Required: These grant opportunities are exclusive to HSIs and require proof that the university is an HSI. A digital copy of proof from the U.S. Department of Education can be provided upon request. Direct inquiries to Marla Franco, Assistant Vice Provost, HSI Initiatives, **marlafranco@email.arizona.edu**.

HSI Encouraged: These grant opportunities are not exclusive to HSIs, but highly encourage HSIs to apply. Requests for proposals may include language encouraging "Minority Serving Institutions", which is inclusive of HSIs. Proof of HSI status may or may not be required. Minority or underrepresented students are often expressed as a targeted population of interest.

Intentionally Involves Minority Students: These grant opportunities are not exclusive to HSIs, but they explicitly call for or encourage the engagement of minority or underrepresented students (e.g., first generation, Pell grant recipient/low income). Engagement of these students should be coupled with asset-based recruitment strategies, culturally relevant learning experiences, inclusive mentoring practices, and much more.

For questions or to learn more, please contact Dr. Marla Franco (**marlafranco@email.arizona.edu**) or Dr. Judy Marquez Kiyama (**jkiyama@email.arizona.edu**).
Visit HSI Initiatives at: **https://hsi.arizona.edu/**.

The University of Arizona was federally designated as a Hispanic Serving Institution in Spring 2018, having reached the 25% undergraduate Hispanic enrollment requirement. UArizona was the first four-year public university in the state of Arizona to become an HSI and one of 16 R1 HSIs across the nation.

Why is it Important to Track HSI Related Proposals?

❑ Expand scope of HSI Initiatives Grants Development efforts

❑ Expand network of groups on campus engaged in programs that support Hispanic/Latinx and underserved students – limit duplication of effort

❑ HSI Initiatives strategic planning process

❑ Data informed decision making (e.g. $$, # of PIs, etc.)

The University of Arizona

Comments? Questions?

o What were your thoughts/concerns/questions when you saw this question in UAR for the first time?

o How might we clarify the intention of this question in the explanation?

o Do you have suggestions for how we can convey the importance / meaning of this question to PIs?

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Get in Touch

- Riley McIsaac rmcisaac@arizona.edu

- https://hsi.arizona.edu/

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UAR Updates and General Tips for Proposal Routing

Gene Sittler

UAccess Research Updates and General Tips for Proposal Routing

with Christopher "Gene" Sittler

RA Forum
March 9, 2022

The UAR Update

- New Validations
- Supplemental Informaton Expanded
- New Proposal Type
- COI Investigators
- Finalization Process

Proposal Tips and Tricks

- Entering Data
- Key Personnel
- F&A Stipulation/Waiver
- Proposal Types
- Institutional Information
- Three-Day Deadline

ARIZONA

> It is not the strongest of the species that survives, nor the most intelligent; **it is the one most adaptable to change.**
>
> -Charles Darwin
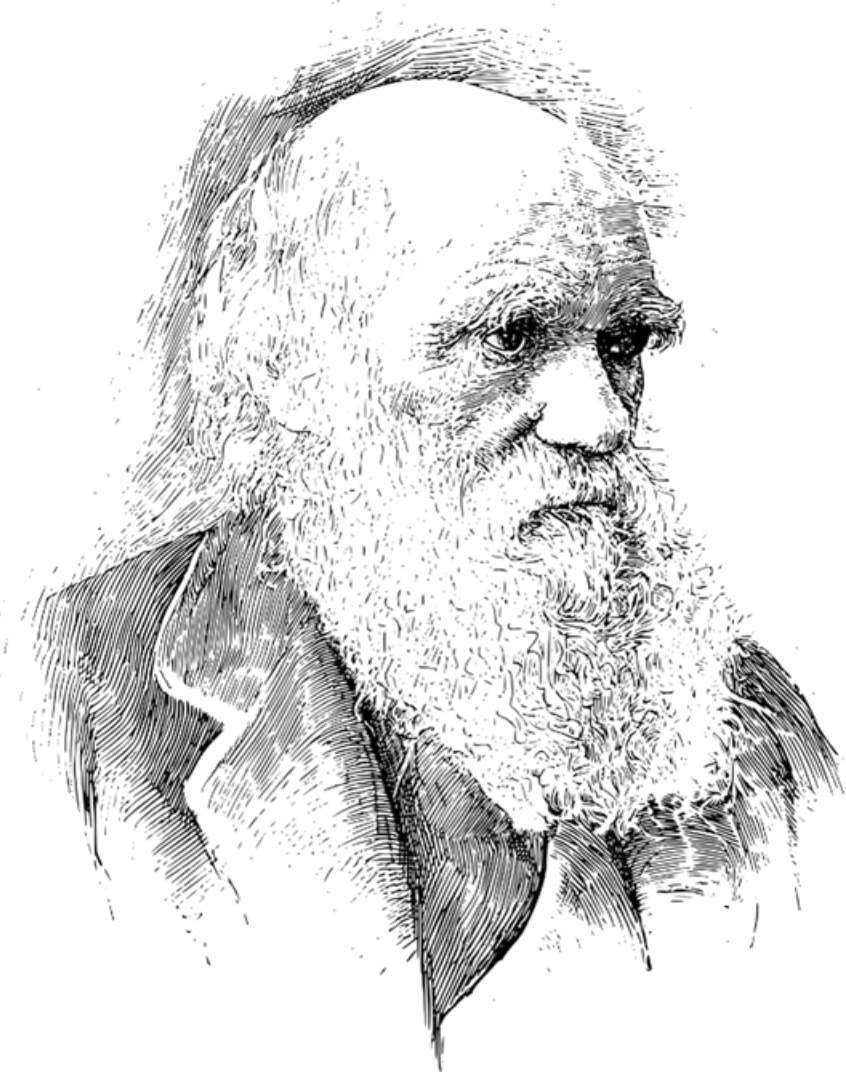
Thank you!

- Admin Technologies
- SPS Operations
- SPS and ORC
- Campus Advisory Groups
- Campus Ambassadors

And

YOU!

The UAR
UPDATE

(and what it means for Proposals)

Why the Change?

- UAR 5.2.1 system no longer supported
- Security concerns
- Limited ability for future functionality

What do we get?

- Critical security fixes
- Real-time updates
- Improved ability for future functionality

This?

Or That?

UAccess Research/UAR?

Kuali Research/KR?

Document Number?

Proposal Number?

Chris?

Gene?

New Validations

Gathering Necessary Information

Several new validations have been built into the updated UAR to ensure that specific fields, files, and data correspond to ensure the package is complete before routing.

Original Institutional Proposal and Award ID

A validation was added to require the Original Institutional Proposal or Award ID when specific proposal types are selected:

Original IP:
- Budget-SOW Update
- Continuation
- Resubmission

Award ID:
- Admin Changes
- Continuation
- Revisions
- Renewals

F&A Stipulations and Waivers

F&A Rate Category:

select ▾

- select
- F and A waiver (rarely approved, attach request template)
- Federal negotiated rate
- Other standard UA F and A rate
- Sponsor F and A rate stipulation

Attachment Type: *

select ▾

- select
- Bibliography
- Budget
- Budget Justification
- Correspondence
- Cost Sharing
- Documents Needing Signature
- Equipment
- F&A Allocation Arrangements
- F&A Stipulation
- F&A Waiver Request Template
- FOA/RFP (Opportunity Announcement)
- Facilities
- NSF Data Management Plan
- Narrative
- Other
- Other - Please Specify
- Project Summary (Abstract, Scope of Work)
- Subaward Packet (SOW, Bgt, Justification, SRCF)

Compliance: Human & Animal Subjects

Add Compliance Entry ✕

Type: * | select ▾ | 🔍

select
Animal Subjects
Human Subjects

Approval Status: * | | 🔍

Compliance Identifier:

Application Date: | | 📅

Approval Date: | | 📅

Expiration Date: | | 📅

Exemption #: | Nothing selected ▾

Comments:

Project Information

Submitted proposal will go through competing review?: *
○ Yes ○ No

Follow-on to Account No.:

Additional space, space changes or renovations?: *
○ Yes ○ No

COVID-19 Research?: *
○ Yes ○ No

Human subjects?: *
○ Yes ○ No

Live vertebrate animal subjects?: *
○ Yes ○ No

Supplemental Information
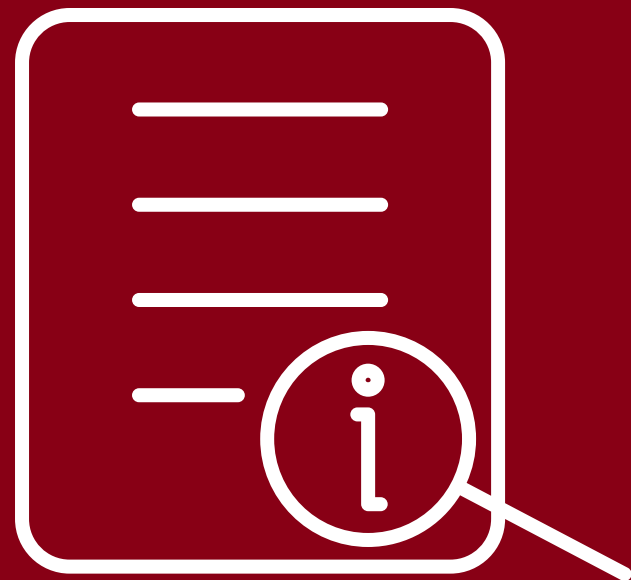
SPS Operations team has developed a useful tool to help you and the Investigators better understand what each question means:

https://research.arizona.edu/administration/uaccess-research

Accuracy is Key!

Do your due diligence to ensure the questions are all answered correctly prior to routing.

NEW!

Proposal Type: Budget-SOW Update

This proposal type should be used when Sponsor requires changes to Scope of Work which do not impact the budget, or when minor changes (less than 25%) to the budget are required which may also impact Scope of Work.

Remember, any change to the budget by over 25% will require a re-route, and typically these will be Resubmission proposal types to replace the previously routed proposal.

NEW!

Key Personnel Type: COI-Investigator
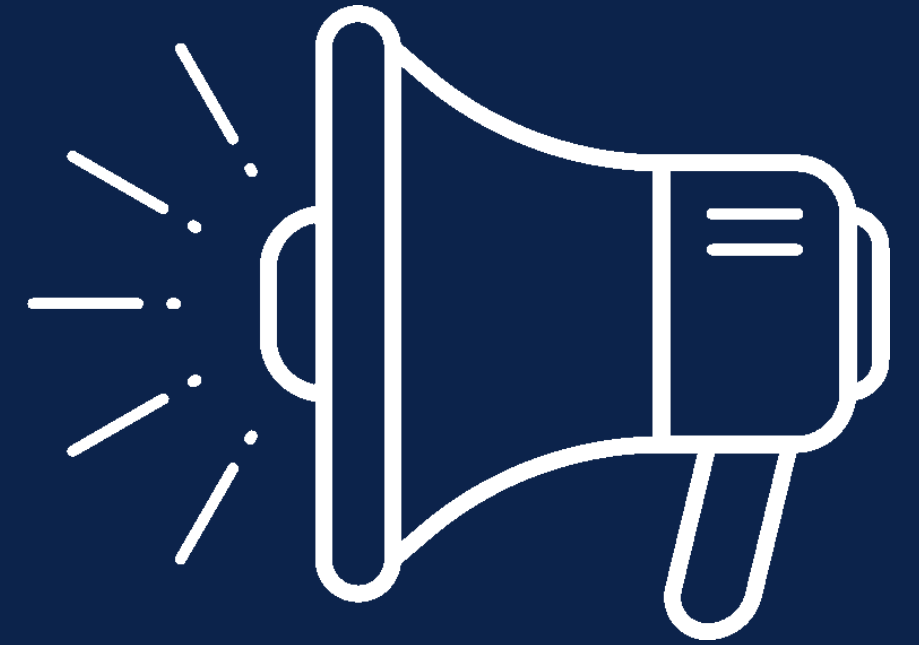
Per the Research Website:

"any person who shares the responsibility of Conducting Research. This includes, but is not limited to, the Principal Investigator (PI), Co-PI, Co-Investigator, Project Director (PD), Co-PD, Senior/Key Personnel, and any other person, regardless of title or position, who is responsible for Conducting Research performed by or under the auspices of the University."

Only the PI can make this determination.

More information is forthcoming! We are working with COI and HSSP to develop guidelines for RAs to assist PIs when questions arise.
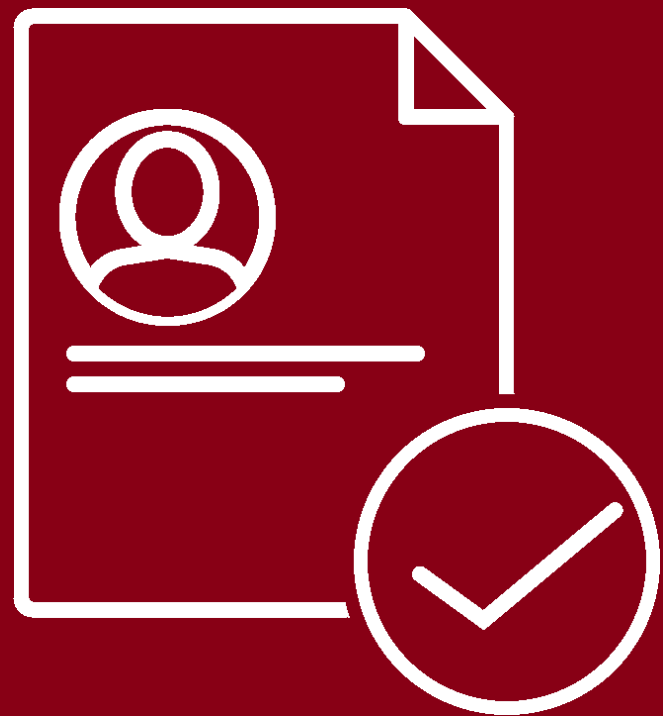
Thank you and best of luck in obtaining funding for this project!
The Preaward Services Team

Institutional Proposal: 22000000
Proposal Number: 44444
Deadline: 03/09/2022
PI: Gene Sittler
Lead Unit: 9001 : Sponsored Projects Services
Title: How to be the best RA I can be
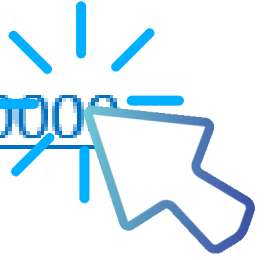
Kuali Research

KC Institutional Proposal ❓

| Institutional Proposal | Contacts | Supplemental Info | Compliance | Distribution | Attachments | Institutional Proposal Actions | Medusa |

Document was successfully reloaded.

Attachments

▾ hide

Tips and Tricks

Entering Data

Include all information that may be helpful for the review.

Keep in mind that while not all fields are required to submit a proposal, the information entered should be comprehensive—the information included helps the review process and can speed up proposal review, approval and submission.

Opportunity ID & Title

These fields are for the FOA / RFP / Solicitation ID and Title.

Keep in Mind:
- These should appear exactly as they do in the solicitation.
- Hyperlinks are fine, but not as a replacement!

Sponsor Proposal ID

Not the Solicitation! This is the system-specific proposal identifier.

- ASSIST ID
- NSF Temporary ID
- Workspace ID
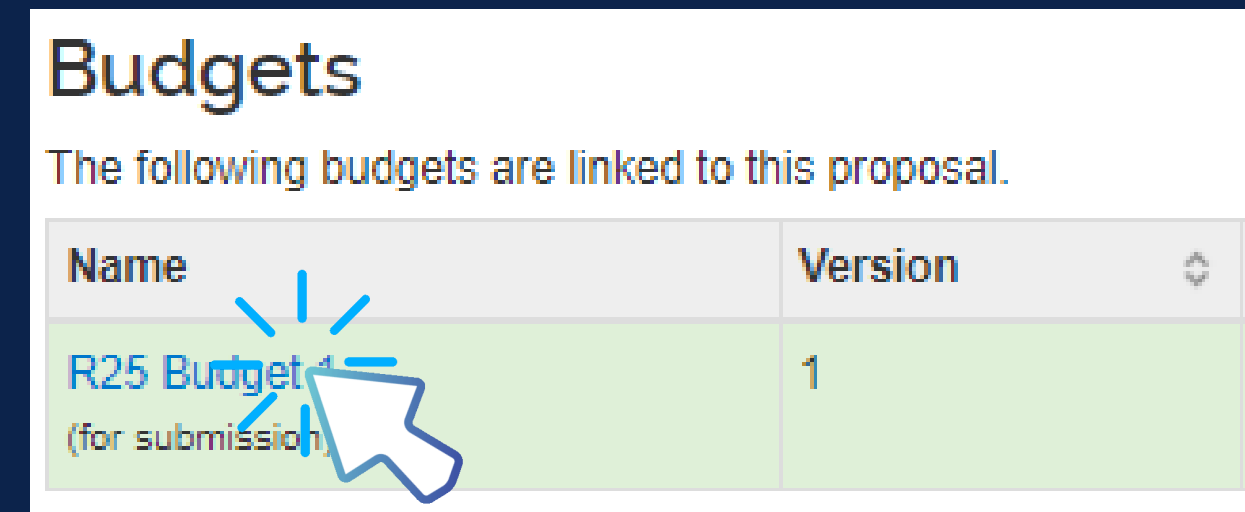
Deadline Date & Time

The Deadline Date & Time should always be included in a routed proposal.

- Properly use Receipt/Target:
  - If you enter a target, include the Receipt Deadline in the Notes.
- Indicate AM/PM for the Time.
- If the proposal is due after 5:00 PM, use 5:00 PM.
- Pay attention to Time Zones

Budget Settings

Access the Budget by clicking the Budget Name.

Budgets

The following budgets are linked to this proposal.

Name	Version	
R25 Budget 1 (for submission)	1	

Once in the Budget (Previously BVT), click Budget Settings at the top.

✓ Data Validation (off) ⚙ Budget Settings 👁 Summary 💵 Budget Versions

Here you can update the On/Off designation and F&A Rate Type

Key Personnel

The Key Personnel section is an important part of the Proposal Document—this keeps track of the PIs/PDs/Co-Is and other contributors and should reflect what is submitted to the sponsor.

Changes to Key Personnel will require re-routing, so double check prior to routing your proposal.

Meet Dr. Johnson

He is working with a faculty member to submit to a DoD proposal. Both he and his advisor will be named as PI, which is allowed per the call. Dr. Johnson's faculty advisor is listed as PI on the proposal document, but as this is a non-NIH, multiple PIs cannot be selected.

What role do we select for Dr. Johnson in the proposal document?

Co-I

Meet Dr. Kim

They were asked to provide their expertise to a faculty member on an NIH R01, but they will not be a PI or Co-I on the proposal and will not request any effort on the project. The PI has determined they would be listed as an Other Significant Contributor.

What role would we give Dr. Kim in the proposal document?

Key Person

Meet Layla and Dr. Fleischmann

Layla is a graduate student, and Dr. Fleischmann is her faculty mentor. Layla is submitting a proposal to a private foundation to help fund her dissertation work abroad. She will be listed as PI in the submitted proposal, and her faculty advisor will be listed as their mentor.

What role would we give Layla and Dr. Fleischmann in the proposal document?

Layla: PI
Dr. F: Co-I
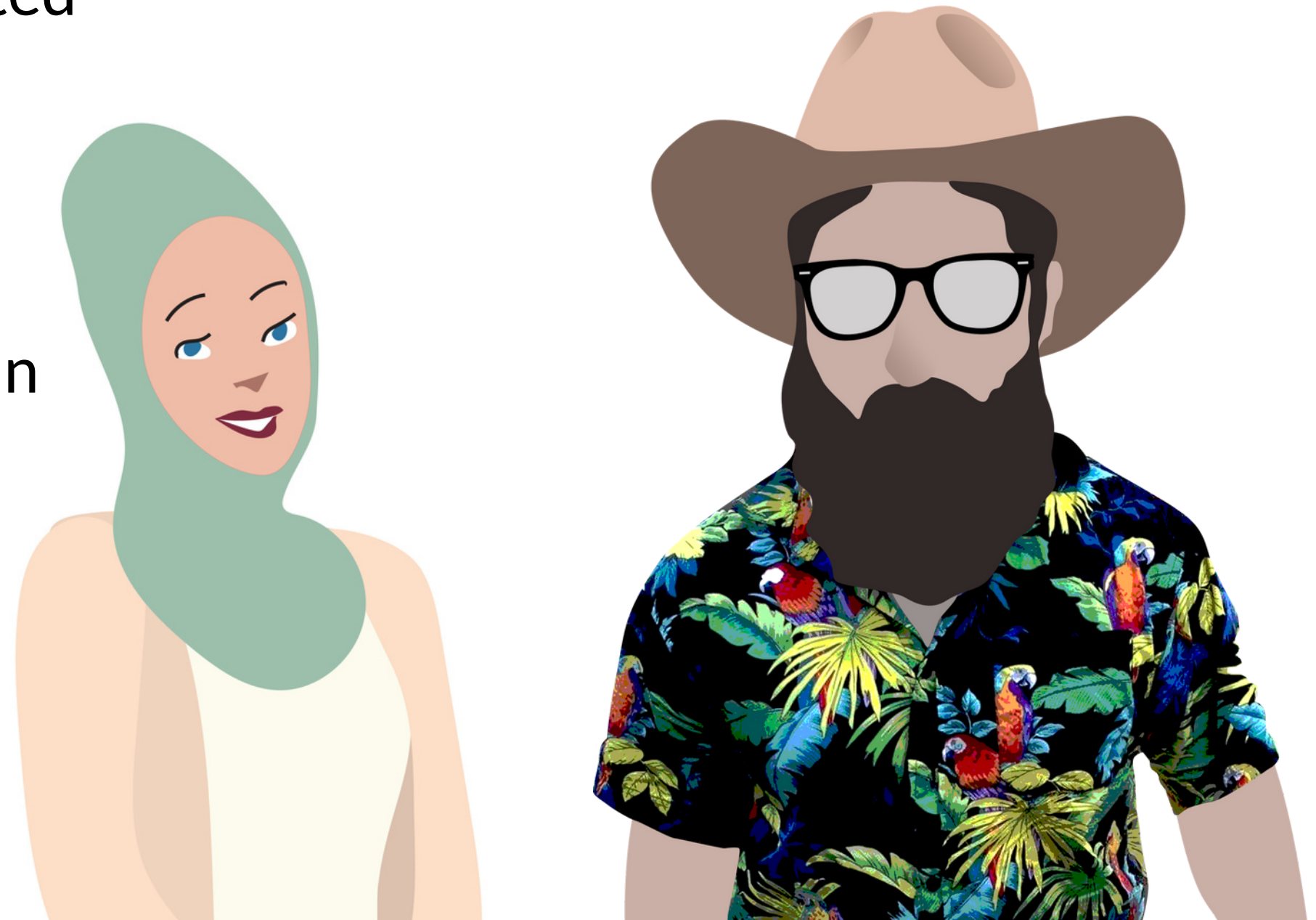
Key Personnel

- Consult the PI Eligibility table to ensure all listed individuals are eligible to serve at that capacity.

- Do not utilize the Key Person or COI-Investigator designations for individuals that will be PI or Co-I on the project.

- Verify with the roles prior to routing, make sure the proposal document matches what is submitted.

- If you're unsure, reach out prior to routing. Changes will require re-route.

Review the Guidelines before you Route!

https://research.arizona.edu/administration/build-budget/F-A-Costs

Remember:

- Emails should **not** be included as an F&A Stipulation.
- Waivers should be limited to rare circumstances where the benefit to the UA outweighs the monetary loss.
  - Review the list of justifications that are not accepted.

Revision

Proposal for supplemental funds for an existing award/project that were not previously routed/requested from the sponsor.

Renewal

A proposal requesting additional funding for a period subsequent to that provided by a current award. These proposals compete with all other applications and must be fully developed as though the applicant is applying for the first time. Renewals generally build off of the work of the previously funded award.

Continuation

Rarely used. Proposal that is routed to update a current year budget on an existing award whose amount and budget period was previously included in an existing proposal. The proposal is not requesting new/additional funds from the sponsor, but is updating or clarifying a previously routed budget.

Proposal Type for Existing Award Flow Chart

Institutional Information
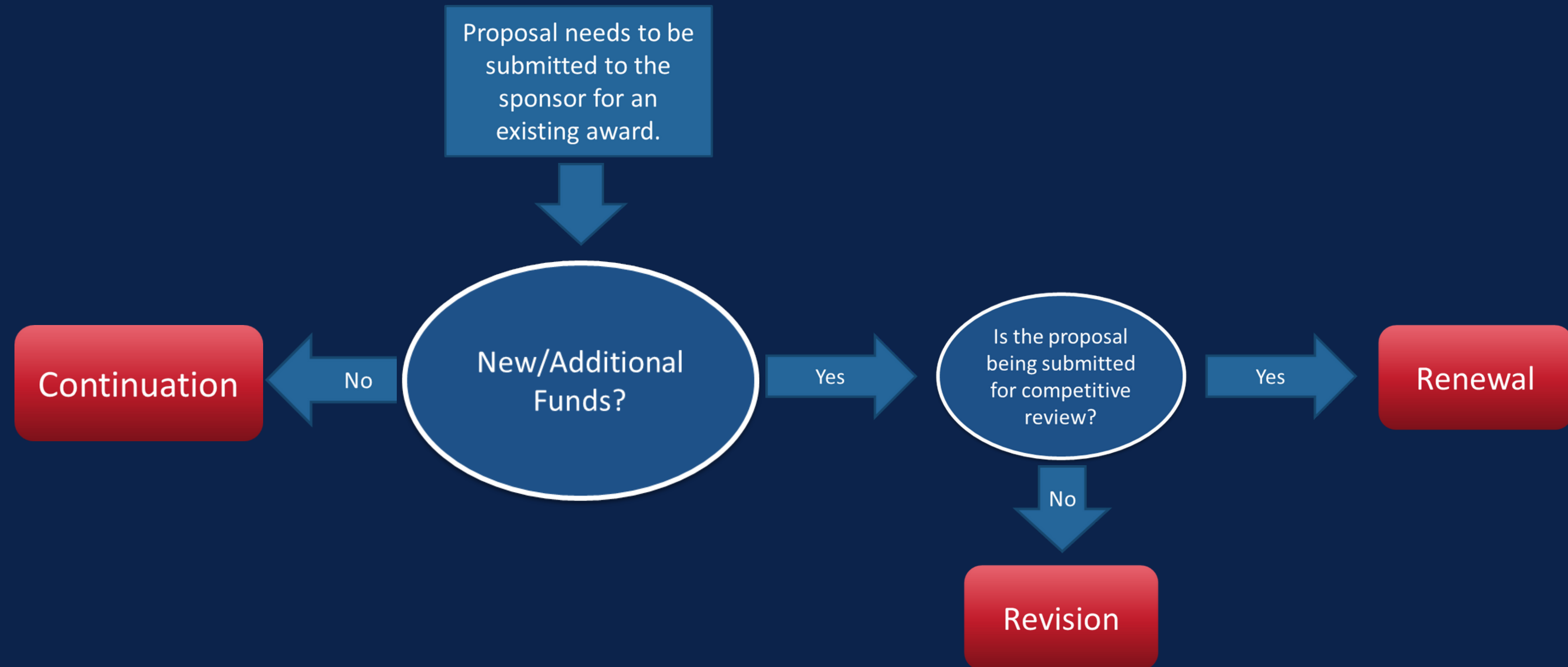
Institution's Legal Name:
- The University of Arizona or ABOR, University of Arizona

Administrative Official/Fiscal Officer:
- Paul Sandoval

Authorized Organization Representative/Signing Official:
- Dr. Sangita Pawar

Cognizant Agency Information:
- IDK, Gene? It's probably not important.

Institution's Legal Name:
- Arizona Board of Regents, University of Arizona

Administrative Official/Fiscal Officer:
- Marcel Villalobos

Authorized Organization Representative/Signing Official:
- Sangita Pawar, PhD, MBA * but it depends…

Cognizant Agency Information:
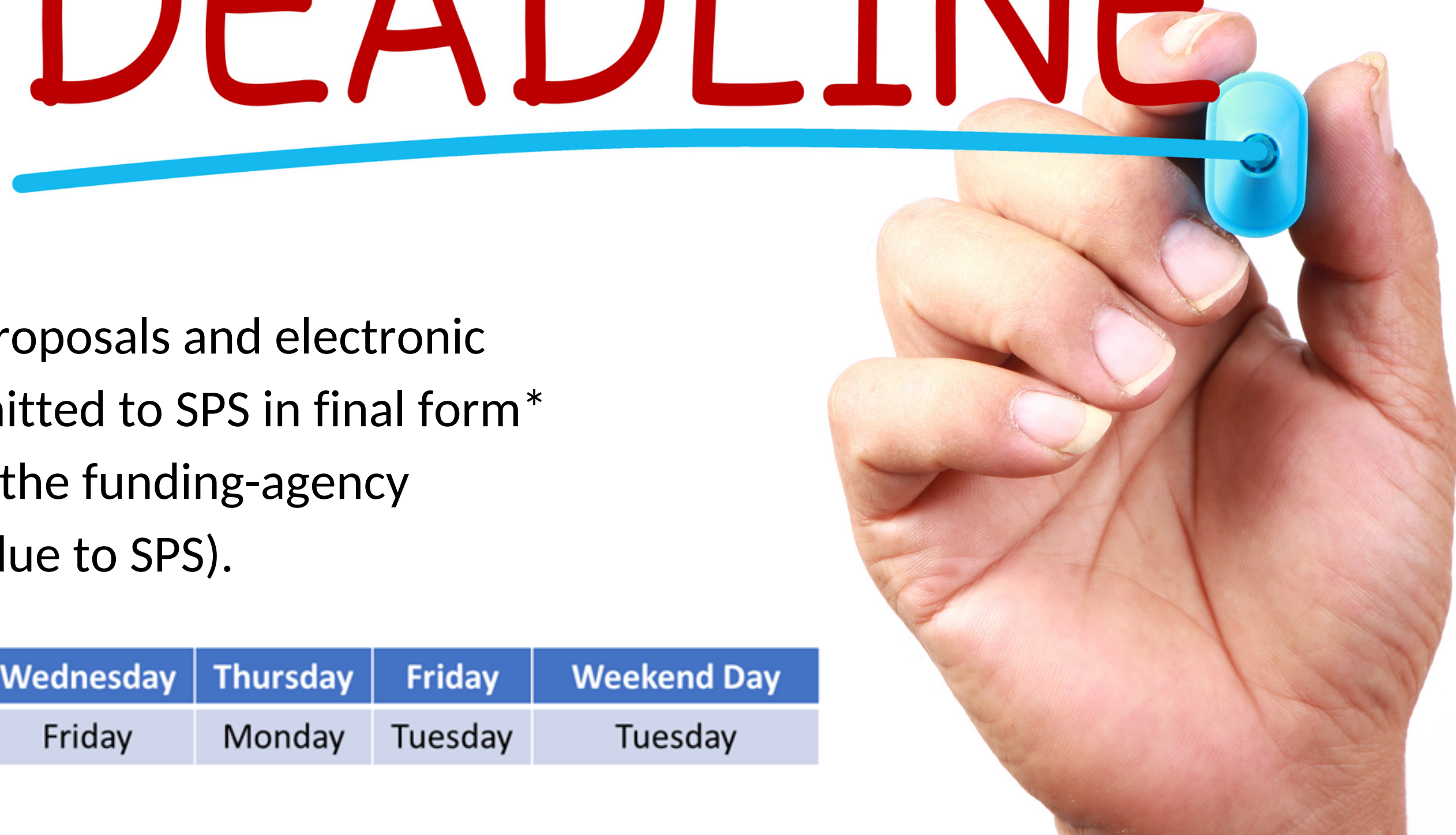- Jeanette Lu, DHHS, 415-437-7820

When linked to an eBRAP pre-app, use Dr. prefix, no suffix, and include Sangita as the Fiscal Officer (not Marcel).

ASSIST automatically uses Dr. Sangita Pawar, PhD—this is fine.

Grants.gov (non-eBRAP Pre-app) should be Sangita Pawar, PhD, MBA—you can choose "Other" for the suffix and enter both

Three-Day

DEADLINE

All proposals, routed UAR proposals and electronic
submission, should be submitted to SPS in final form*
3 full business days prior to the funding-agency
deadline (8am the day it is due to SPS).

Due Date	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend Day
Due to SPS	Wednesday	Thursday	Friday	Monday	Tuesday	Tuesday

Discussion of UAccess Research System Update

Known Issues

- Unable to enter notes on proposals once submitted to routing.
- Notifications to ALL when proposal returned for edit, not just doc initiator.
- Retired Emeritus faculty not pulling into UAR unless they also have DCC status.
- Legal name vs. Preferred Name in searches return different results.
- Proposals not routing sometimes double counting proposals

Sample Approve Action Email

From: uaccess_research_no_reply=list.arizona.edu@mx3.kuali.co <uaccess_research_no_reply=list.arizona.edu@mx3.kuali.co> **On Behalf Of** uaccess_research_no_reply@list.arizona.edu
Sent: Tuesday, March 8, 2022 7:46 AM
To:
Subject: UAR Proposal #   - APPROVE Required - PI: - Sponsor deadline: - Lead Unit:

Please review and take the APPROVE action. Failure to take an **APPROVE** action will stop routing.

- **APPROVE** from the Summary/Submit section of proposal   or click on Document ID   in the first column of your Action List.
- **FYI or ACKNOWLEDGE** actions must be completed in your Action List.

Proposal Number:
Document ID:
Due Date:
Principal Investigator:
Lead Unit:
Sponsor:
Proposal Title:

Action Item sent to

Sample FYI Action Email

From: uaccess_research_no_reply=list.arizona.edu@mx3.kuali.co <uaccess_research_no_reply=list.arizona.edu@mx3.kuali.co> **On Behalf Of** uaccess_research_no_reply@list.arizona.edu
Sent: Monday, March 7, 2022 7:22 AM
To:
Subject: UAR Proposal #   - FYI Required - PI: - Sponsor deadline: - Lead Unit:

Please review and take the FYI action. Failure to take an **APPROVE** action will stop routing.

- **APPROVE** from the Summary/Submit section of proposal   or click on Document ID   in the first column of your Action List.
- **FYI or ACKNOWLEDGE** actions must be completed in your Action List.

Proposal Number:
Document ID:
Due Date:
Principal Investigator:
Lead Unit:
Sponsor:
Proposal Title:

Action Item sent to

Sample Proposal Finalization Notification Email

From: sponsor=email.arizona.edu@mx3.kuali.co <sponsor=email.arizona.edu@mx3.kuali.co> **On Behalf Of** sponsor@email.arizona.edu

Sent: Tuesday, March 8, 2022 11:43 AM

To:

Subject: Finalized: Proposal: ; Sponsor: ; PI:

Proposal   has been finalized in UAccess Research (UAR).

- Any Documents attached for SPS Preaward signature in proposal   will be signed and uploaded shortly in the IP   Attachments tab.
- If your proposal required Office of Research Contracts (ORC) attention, please contact them at contracting@email.arizona.edu for more information.
- If you learn this proposal will **not** be funded, please email Sponsored Projects Services (SPS) at sponsor@email.arizona.edu.

Thank you and best of luck in obtaining funding for this project!
The Preaward Services Team

Institutional Proposal:
Proposal Number:
Deadline:
PI:
Lead Unit:
Title:
Sponsor:
Prime Sponsor:
Project Period:
Kuali Research Document Number:
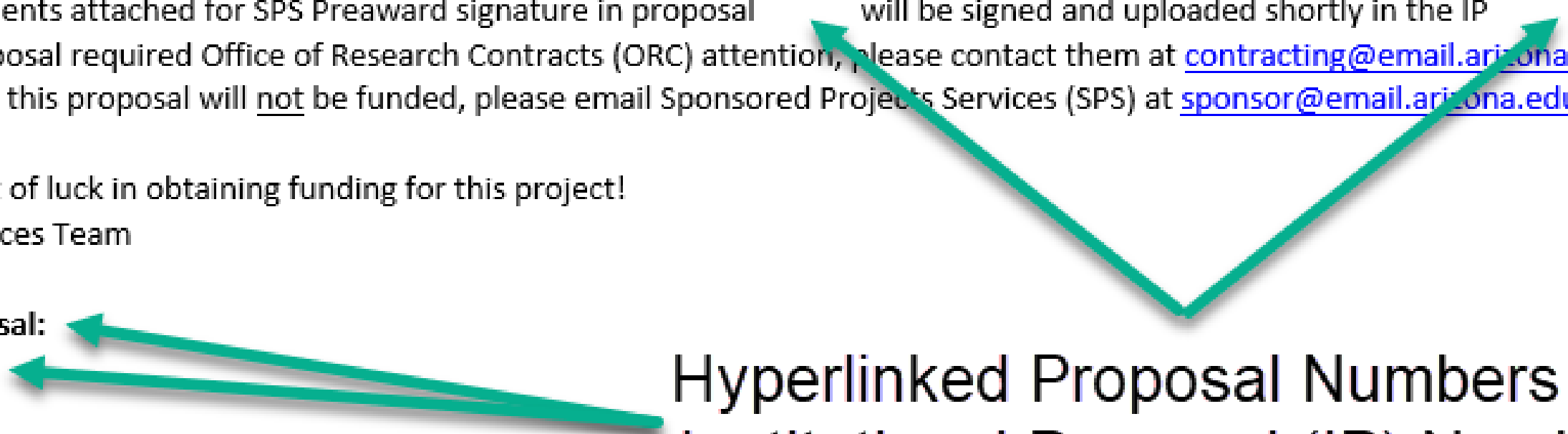
Hyperlinked Proposal Numbers and Institutional Proposal (IP) Numbers

Announcements/ Information Sharing

NCURA Webinars Available

- **Coming Soon!** – Agency Updates with OMB, NSF and NIH
- **2022** – Guidance on the Preparation of NIH Research
  Performance Progress Reports (RPPR)
- **2021** – Cost Share: Tackling the Challenges
- **2021** – Developing Compelling Budget Justifications
- **2021** – In-N-Out: Here's What PI Transfers are All About

Find them all at: https://research.arizona.edu/research-resources/training/administrators under NCURA WEBINAR RECORDINGS.

Future RA Forums

- **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
- Full session or Monday only/Tuesday only registration available; Early bird registration ends **FRIDAY**
- **Information:** https://www.srainternational.org/2022westernmidwestmeeting/home
- **Registration:** https://www.srainternational.org/2022westernmidwestmeeting/section-meeting-reg

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. Must be research administrators from Region VII geographic area (AZ, CO, ID, MT, NM, UT, WY). 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. 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
- Calls for Proposals, Presenters, and Volunteers 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!