

Office of Research and Sponsored Programs

**GRANT Forum
Grant Research Administrators' Network
Team**

December 20, 2023

Office of Research & Sponsored Programs (ORSP)



AGENDA

- 1. Effort Certification Period Closed**
- 2. Kualu PD Questionnaire**
 - Updates
- 3. New Forms Check-in**
 - Indirect Cost (F&A) Waiver
 - NSF Safe and Inclusive Work Environment (SIWE)
 - Student Budgeting and Payments

1. Effort Certification – Reporting Period Closed

Effort Certification – Period has closed

- Effort Period – Academic Year 2022 – 2023
 - 9/1/2022 through 8/31/2023
- Certification Period
 - 11/6/2023 through 12/15/2023
- 6 Reminder emails were sent with the last going out on 12/15/2023

Effort Coordinators

- Some effort statements remain uncertified
- Keep working with your certifiers to get those effort statements completed
- Monitor your Department Dashboards
- Process effort tasks
- Reach out to ecc@umb.edu with any questions!

1. Effort Certification

Current Status

- We are 84% certified as of 12/19/2023 at 5 PM
 - Significant improvement over last year at this time
 - This is due to you and your efforts – THANK YOU!
- 16% (109) of our effort statements that require certification are still not certified
 - Let's push this over the top and get the rest done!
- 50 effort statements from previous certification periods remain uncertified
- It is important to bring any barriers to certification you are made aware of to our attention so we can address them

Retro Payroll Raises

- ORSP is working with UITS at the President's Office on this process to stop all related effort statements from being re-opened

2. Quali PD Questionnaire – Updates

The screenshot displays a web interface for a questionnaire. On the left is a navigation sidebar with the following items: Basics, Key Personnel, **Questionnaire** (highlighted), Preproposal Forms, Compliance, Attachments, and Budget. The main content area is titled 'Questionnaire' and contains a sub-section 'Proposal Questions' with a green checkmark. Below this, the text 'Proposal Questions (Complete)' is shown in green, accompanied by a blue 'Update Available' button. Two questions are listed:

1. Does Proposal Involve Cost Sharing? [i](#)
 Yes
 No
2. Does your project require the hiring of a new faculty or staff? [i](#)
 Yes
 No

2. Quali PD Questionnaire – New & Updated

Question Updates

NSF Safe and Inclusive Work Environment (SIWE) Question

- Now hidden if NSF is not the direct or prime sponsor

New Question Added

New Data Management Question 12

12. Does this proposal have data sharing, data security, or significant data storage requirements? ⓘ

Question Id : 10169 Explanation : When allowable be sure to include computational resources in your budgets for proposals where applicable. See [Healey Library Research Data Management Libguide](#) for more information, and for computational resource questions, you can reach out to the UMass Boston Research Computing/Security group at: rc-iso@umb.edu

Yes

No

2. Quali PD Questionnaire – Data Management

Key Points

- Make sure to capture data requirements at the proposal stage whenever possible
- Use the UMB and Healey Library resources available to you
- If proposal needs rise to the level where costs are associated, be sure those are accounted for in your proposal budget
 - Basic costs for data is included in indirect costs, no need to directly charge to sponsored projects
 - Additional data needs may trigger a specific allocable direct cost budget item
- Important to pull in the right areas for each proposal when the proposal has more specialized data management needs
 - For additional security requirements and computational resource questions reach out to UMB Research Computing/Security at rc-iso@umb.edu

Data Management Resources

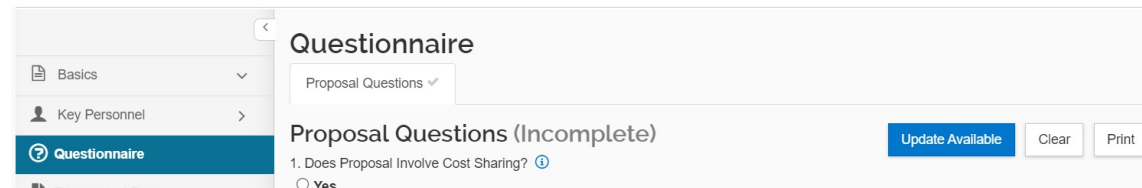
- [Healey Library Research Data Management Libguide](#)
- [UMass Boston ScholarWorks](#)

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2. Quali PD Questionnaire – Update In Process Proposals

Updating Existing Proposals - Reminder

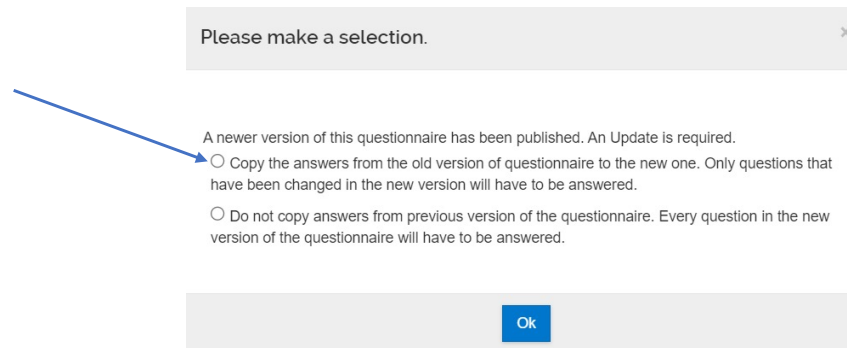
Button shows for in process proposals, click the button to pull in these changes



The screenshot shows a web interface for a questionnaire. On the left is a sidebar with menu items: 'Basics', 'Key Personnel', and 'Questionnaire'. The main content area is titled 'Questionnaire' and 'Proposal Questions (Incomplete)'. A dropdown menu is set to 'Proposal Questions'. Below the title, there is a question: '1. Does Proposal Involve Cost Sharing?' with a radio button for 'Yes'. To the right of the question are three buttons: 'Update Available' (highlighted in blue), 'Clear', and 'Print'.

Please make a selection message: In this case, only 2 questions are new/changed

- Select Copy the answers to retain existing questionnaire responses



The dialog box has a title bar that says 'Please make a selection.' with a close button (X). Below the title bar, there is a message: 'A newer version of this questionnaire has been published. An Update is required.' Below this message are two radio button options:
 Copy the answers from the old version of questionnaire to the new one. Only questions that have been changed in the new version will have to be answered.
 Do not copy answers from previous version of the questionnaire. Every question in the new version of the questionnaire will have to be answered.
At the bottom of the dialog box is an 'Ok' button.

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3. New Forms Check-in

New Forms Available to Launch from Kuali PD – Check in

- New Forms:
 - Indirect Cost Waiver
 - Student Payment Budgeting
 - NSF SIWE
- Permissions have been updated so forms should be more visible now
 - Kuali Build Login Link (uses SSO): [Kuali Build Production](#)
- ORSP will be making versions of these forms available on our website
- How are these working for everyone?
- Any questions or issues?

Process/Policy Review

- When do you need to use these forms?
- What policies and requirements do they support?

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3. New Form – Indirect (F&A) Cost Waiver Form

Related ORSP Policy and NICRA

- See ORSP Policy on the [Research Policies by Topic](#) and [PI Toolkit Webpage](#)

Facilities and Administration (F&A) Rate Policy for grant and contract proposals to external sponsors ▼

- The UMass Boston Negotiated Indirect Cost Rate Agreement (NICRA) also in PI Toolkit

F&A Cost Agreement FY18-FY23 ▼

- These resources are also linked directly on the form
- The form includes detailed information on how to determine the appropriate F&A rate you should be using on your proposal
- Our default rates are always our negotiated rates

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3. New Form – Student Payment Budgeting Form

Related Documents

UMass Boston [ORSP Research Policies](#)

- See [Sponsored Student Payments Policy & Procedures](#)

UMass Treasurer's Office

- See [Guidance on Student Payments](#) and [Job Aids](#)

UMass Boston Bursar's Office

- See [Student Tax Information](#)

UMass UPST

- See [Determination of Independent Contractor Form](#)

- These are linked directly on the form
- The form walks you through how to correctly budget student related payments
- Coming Soon!
 - Post Award Student Payment Form

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3. New Form – NSF Safe & Inclusive Work Environment (SIWE)

Key Points for NSF SIWE Plans

UMass Boston [ORSP SIWE Webpage](#)

- Any NSF related Off-Campus or Off-Site Research must have an SIWE Plan
- This form generates a PDF that satisfies the NSF requirement for an SIWE Plan
- If NSF requires the plan be submitted as part of the proposal, this form can be included as that submission
- The SIWE plan must be circulated to all onsite personnel
 - This is true even if the plan is not required to be submitted to NSF
- If the PI is the only person on site, a plan is still necessary

Internal Training Opportunities

Kuali Trainings:

- See [Kuali](#) ORSP Webpage

Kuali Proposal Development Approver Training Sessions

Sign up for a 1-hour session using the link below:

[Tuesday, January 23 from 3-4 p.m.](#)

Kuali Proposal Development Aggregator (proposal entry) Training Sessions

Sign up for a 2-hour session using the link below:

[Monday, January 22 from 2-4 p.m.](#)

Kuali Proposal Development Drop-in Sessions

Click the Zoom link below to join the Drop-in Session:

Thursday, January 25 from 2-3 p.m. - [Zoom Link](#)

SUMMIT Trainings:

- See [Training & Education](#) ORSP Webpage

SUMMIT for Sponsored Projects Drop-in Sessions

- Wednesday, January 17 from 1-2 p.m. - [Zoom Link](#)

SUMMIT for Sponsored Projects Training Sessions - Sign up for a 1-hour session using the link below:

- [Wednesday, January 24 at 2 p.m.](#)

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External Training Opportunities

Virtual SRA!

Financial Management Conference

SAVE THE DATE

February 12-16, 2024

Live Learning Online

Financial Research Administration (FRA)

Future Locations and Dates:

March 18 & 19, 2024: Honolulu, HI

March 17 & 18, 2025: San Diego, CA

[Link – NCURA Virtual Training](#)

Pre-Award Research Administration (PRA)

Future Locations & Dates:

March 21 & 22, 2024: Honolulu, HI

March 20 & 21, 2025: San Diego, CA

SRA 024 Basics of Research Administration - January

Starts: Jan 10, 2024 01:00 PM (ET)

Ends: Feb 14, 2024 02:30 PM (ET)

SRA 2024 Research Leadership Intensive - January

Starts: Jan 16, 2024 03:30 PM (ET)

Ends: Feb 22, 2024 05:00 PM (ET)

2024 PRIM&R Annual Conference

Seattle, Washington

November 17–20, 2024



QUESTIONS

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ORSP Leadership

[Matthew Meyer](#)

Associate Vice Provost for Research
and Director of ORSP

[Rebecca Hanson](#)

Associate Director of ORSP
Postaward Support Services

[Virginia Maki](#)

Assistant Director of ORSP
eRA Systems and Training

[Shala Bonyun](#)

Associate Director of ORSP
Preaward Support Services

[Tracey Poston, PhD](#)

Associate Director of ORSP
Research Compliance and Integrity

[Serena Wang](#)

Research Core Facilities &
Operations Manager of ORSP

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