



JUST-IN-TIME REQUESTS AND AWARDS. WHAT IS REQUIRED BY THE SPONSOR AND ORA IN ORDER TO SET UP A “C” ACCOUNT NUMBER?

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Director

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Just –In-Time

Most sponsors do not require that compliance/
certification documentation be submitted at time
of proposal

Most suggest that you wait on your “Score” before
you submit the appropriate paperwork/forms

But, most require that all certifications be
complete before they issue an award/contract

Conflict Of Interest

FCOI policy and training for federal awards

<https://grants.nih.gov/grants/policy/coi/index.htm>

https://grants.nih.gov/grants/policy/coi/fcoi_webinar_20111130.htm

Training is required

COI for agreements with companies

OUHSC FCOI Training Site:

<https://research.ouhsc.edu/Research-Administration/Conflict-of-Interest>

Required before we can process the award

Updated “Other Support” Information

List all active and pending other support (Federal, nonfederal, commercial or institutional) for the principal investigator and all key personnel. Do not need other support for consultants

Overlapping Projects

Time commitment (1.00 FTE)

Any changes since proposal submitted?

NIH Format:

<http://grants.nih.gov/grants/funding/phs-398/othersupport.doc>

Key Personnel

Generally, these are individuals whom the Institute/Center (Sponsor) considers critical to the project, i.e.,

Their absence from the project would be expected to impact the approved scope of the project

Change in status of senior/key personnel named in the Notice of Award (NoA) requires prior written approval from the NIH

https://grants.nih.gov/grants/policy/senior_key_personnel_faqs.htm

Human Subject Research (IRB)

The Institutional Review Board (IRB) is an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the institution with which it is affiliated

Certification of IRB Approval – approval date documentation

title and sponsor must match that of proposal

Human Subjects Education Certification (also referred to as “Required Education in the Protection of Human Subject”) – educational program in the protection of human subjects

OUHSC uses CITI training

<https://compliance.ouhsc.edu/hrpp/OUHSC/Education>

Clinical Trials Dissemination Plan for Clinical Trials (NIH)

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-149.html>

Institutional Animal Care and Use Committee (IACUC)

An IACUC is a local working group that research facilities must appoint in accordance with the Animal Welfare Act (AWA) and PHS Policy on Humane Care and Use of Laboratory Animals

Certification of IACUC Approval – approval date documentation
title and sponsor must match that of sponsor

OUHSC: <https://compliance.ouhsc.edu/iacuc/OUHSC>

NIH: <https://olaw.nih.gov/resources/tutorial/iacuc.htm>

Institutional Biosafety Committees (IBC)

IBCs are the cornerstone of institutional oversight of recombinant DNA research

The following information and resources are provided to help IBCs perform this critical role, as well as to inform others about the roles and responsibilities of these important committees

Certification of IBC Approval – approval date documentation

OUHSC: <https://compliance.ouhsc.edu/ibc/>

NIH: <https://www.niehs.nih.gov/about/boards/ibc/index.cfm>

Current Facilities and Administrative (F&A) Rate Agreement (for subcontractors as well)

<https://research.ouhsc.edu/Research-Administration/Forms-and-Rates/F-A-Rates>

VA MOU (for those faculty who have an FTE at the VA)

OUHSC Faculty who hold paid appointments at OUHSC and also have a paid appointment at a Veterans Affairs Medical Center (VAMC) are considered to be faculty holding a joint OUHSC/VAMC appointment.

The federal government requires that Faculty Investigators who hold joint OUHSC/VAMC appointments annually confirm their total professional responsibility by disclosing and documenting their time spent on research and other activities at both institutions. This disclosure is done through a Memorandum of Understanding (MOU) approved by appropriate individuals at both the University and VAMC.

OUHSC has developed guidance and an MOU template to aid investigators and their department administration in ensuring the MOU is completed and approved no less than annually. The MOU has to be in place before the faculty member can receive a federal award.

<https://research.ouhsc.edu/Research-Administration/Policies/VA-Joint-Appointments>

NIH Process

Sometimes will receive an automated email from the Commons based on the Score of the Proposal.

Only you know your score, we do not have access. If you have a fundable score please start the applicable certification processes.

Then we will receive email from Grants Management Official assigned to proposal.

https://grants.nih.gov/grants/policy/nihgps/HTML5/section_2/2.5.1_just-in-time_procedures.htm



All of the following will be sent through PeopleSoft to GCA to set up the “C” account

- A copy of the routing form

- A copy of the proposal

- A detail budget and justification

- All certifications and approvals

- A copy of the award

Questions?

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