

## RAS Updates, November 2011

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### Welcome to Our New Colleagues

At the November RAS Friday meeting, we welcomed new attendees:

- Charlene Charles (SEAS) – Research Management Specialist
- Amy Hayward (MCB) – Portfolio Manager
- Stephanie Lettieri (HSCI) – Finance Director
- Jessica Schmidt (OSP) – Financial Analyst
- Ann Swartzell (HCL) – Administrative Services Officer
- Brian Welch (Kennedy School) Program Administrator

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## Upcoming Research Administration Events

### **SPIN Funding Opportunity Database Overview – Monday, November 28<sup>th</sup>**

On Monday November 28<sup>th</sup>, from 11-12 PM in the Lamont Library Forum Room, William DeCocco of InfoEd SPIN, will present an overview of the Sponsored Programs Information Network (SPIN), a web-based tool to find funding opportunities from government and private sources. This session will be useful for those who currently conduct funding opportunity searches using SPIN or those who plan to use this tool. This session is being sponsored by the Research Development Coordinating Committee (RDCC) Funding Opportunities sub-committee, Susan Gomes and Lynne Schmelz, Co-Chairs, in collaboration with the Office of the Vice Provost for Research. RSVP to [Autumn Bennett](#), by November 25<sup>th</sup>. For questions regarding this program, please contact Susan Gomes, [susan\\_gomes@harvard.edu](mailto:susan_gomes@harvard.edu) or 496-9448.

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### **RAS Workshop “CREW: Beyond the PER” – Thursday, December 1<sup>st</sup>**

Download and understand CREW sponsored reports not covered in CREW Sponsored Basics, and learn more about CREW functionality and Excel shortcuts. **Time, location, and registration information** is available on the [RAS Workshop Registration iSite](#). Please contact [Rady Rogers](#) with questions.

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### **University Workshop "Overview of Sponsored Projects Administration" – Wednesday, December 7<sup>th</sup>**

Download and understand CREW sponsored reports not covered in CREW Sponsored Basics, and learn more about CREW functionality and Excel shortcuts. Time, location, and registration information is available on the [RAS Workshop Registration iSite](#). Please contact [Rady Rogers](#) with questions.

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### **The Future of Non-Federal Research Funding: A Look at the Landscape of Foundation Funding Thursday, December 8<sup>th</sup>**

Many foundations have announced their expectations for funding in 2012-2013. This is an informal briefing on foundation forecasts for funding in 2012 and beyond, based on foundation annual reports and surveys by the Foundation Center. Details: Lamont Library, Thursday, December 8<sup>th</sup>, from 10:00 – 11:00 pm. You will need your Harvard ID for entrance to the Library. Please RSVP to Kathryn M. Coughlin, [Coughlin@fas.harvard.edu](mailto:Coughlin@fas.harvard.edu), before Tuesday, December 6<sup>th</sup>.

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### **REACH Information Session – Monday, December 12<sup>th</sup>**

Please invite yourself and colleagues who would be interested to the REACH Certificate information session from 11 am to noon on Monday, December 12 in [Sherman-Fairchild Biochemistry Building Room 268 \(7 Divinity Ave., Cambridge\)](#). The Research Excellence in Administration Certificate at Harvard (REACH) program is a university-wide cohort-based program designed to support Harvard research administrators and other personnel engaged in assisting in the management of sponsored funds.

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## RAS Holiday Party – Thursday, December 15<sup>th</sup>

Save the date! The 3<sup>rd</sup> annual university-wide Research Administration Holiday Party will be held on Thursday, December 15<sup>th</sup> at the Queen’s Head Pub in the basement of Memorial Hall. Details and invitations will be relayed via the RAS listserv. For more information, email [holidayparty@fas.harvard.edu](mailto:holidayparty@fas.harvard.edu).

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## Department Heads Must Delegate Equipment Action Authorities *via* newly- Revised “Equipment Management Signature Authority Form”

The recent RMAS equipment audit highlighted the need for more formal delegation of equipment actions such as disposals, transfers, sales, relocations, and physical inventories. Accordingly, heads of departments and centers must now formally delegate signature authority to equipment management and research staff by filling out, and signing the newly-revised “Equipment Management Signature Authority Form.” Questions about this new process may be directed to Kara Colannino at [kcolann@fas.harvard.edu](mailto:kcolann@fas.harvard.edu) or 5-1488 and the form may be downloaded at [http://osp.fad.harvard.edu/sites/osp.fad.harvard.edu/files/Signature\\_Authority\\_Form\\_Revised.pdf](http://osp.fad.harvard.edu/sites/osp.fad.harvard.edu/files/Signature_Authority_Form_Revised.pdf)

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## NEW University Quarterly Close Process and Its Impact on Sponsored Accounts

The University has implemented new quarterly accounting closes for September, December, March. Essentially, instead of quarters closing five business days after the end of the month, they close ten business days after the end of the month. At the moment the only impacts on sponsored accounts are:

1. Journals submitted by departments six to ten business days after the end of each quarter *and dated for the end of the previous closing quarter* will not be processed because only the Controller’s office may enter journals at that time.
2. CREW reports, when scheduled to run on the “Account Period Close”, will run five days later than expected during quarterly closes.

For more information, please contact Maureen Rekrut at [mrekrut@fas.harvard.edu](mailto:mrekrut@fas.harvard.edu) and download [http://www.fas.harvard.edu/~research/training/RAS\\_Friday\\_Summaries/11\\_Nov/Extended%20Quarterly%20Close.pdf](http://www.fas.harvard.edu/~research/training/RAS_Friday_Summaries/11_Nov/Extended%20Quarterly%20Close.pdf)

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## FAS Temporary Research Administration Consulting (FASTRAC) Service Forms Drafted and Ready for Your Suggestions

FASTRAC is a service that will provide direct support to FAS departments and centers by filling short-term research administration (RA) vacancies with experienced and highly functioning grant

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administrators. As time permits, FASTRAC will also be able to help departments and faculty with targeted pre- and post-award projects and assist with on-boarding new staff. FASTRAC specialist, Barbara Rankin, currently Manager of Grants Administration at the Harvard School of Dental Medicine, will be starting in FAS on December 1, and we expect to begin to deploy her in departments at the beginning of January. In the meantime, please direct questions and send comments on the following draft forms to Karen Woodward Massey [kwmassey@fas.harvard.edu](mailto:kwmassey@fas.harvard.edu).

The draft of the FASTRAC Information and Request Form may be downloaded at [http://www.fas.harvard.edu/~research/training/RAS\\_Friday\\_Summaries/11\\_Nov/FASTRAC Information and Request Form DRAFT.doc](http://www.fas.harvard.edu/~research/training/RAS_Friday_Summaries/11_Nov/FASTRAC_Information_and_Request_Form_DRAFT.doc)

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## **Building Relationships: Thelma & Louise Tips for Establishing Communication between Departments and Central**

Denise Lentini and Nancy Hegarty presented a fun and informative “Bright Idea” to the RAS Friday audience on November 18<sup>th</sup>. The five tools they use: Courtesy, Mutual Respect, Understanding, Fair Game Plan, and Friendship. A summary of their presentation may be downloaded at: [http://www.fas.harvard.edu/~research/training/RAS\\_Friday\\_Summaries/11\\_Nov/Building%20Relationships.pdf](http://www.fas.harvard.edu/~research/training/RAS_Friday_Summaries/11_Nov/Building%20Relationships.pdf)

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## **Sponsored Administration Leadership Committee (SALC) Policy Updates**

Please stay tuned for more information via email on the following SALC initiatives...

1. New guidance for international projects. This guidance was drafted by the Provost in collaboration with the Office for Global Support Services and covers the most common topics/issues that come up for international work.
2. Grants vs. Sponsored Awards job aids will include a Quick Reference Summary Chart, FAQs and an updated chart on how the determination between gifts, grants and contracts are made.
3. Draft Collaborative Agreement for work being conducted at the National Bureau of Economic Research (NBER). There are a number of Harvard faculty submitting grants through NBER for various reasons. The lines between Harvard and NBER are gray and the agreement will be an attempt to clarify the relationship.
4. SALC members are participating in subcommittees created to help work through the operational challenges of having varying COI policies between federal sponsors.

If you have questions or would like more information on SALC activities, please contact Melissa Siegel [melissa\\_siegel@harvard.edu](mailto:melissa_siegel@harvard.edu).

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## Office for Sponsored Programs (OSP) Updates

**There is a new NIH Grants Policy Statement** for grants and cooperative agreements beginning on or after October 1, 2011. For further details, see the Significant Changes Document at [http://grants.nih.gov/grants/policy/nihgps\\_2011/Significant\\_Changes\\_NIHGPS\\_2011.doc](http://grants.nih.gov/grants/policy/nihgps_2011/Significant_Changes_NIHGPS_2011.doc).

**NSF's entire suite of Award Terms and Conditions have been revised**, effective February 1, 2012. A summary of changes to the *Grant General Conditions (GC-1)* and the *Cooperative Agreement Financial and Administrative Terms and Conditions (CA-FATC)*, can be found at [http://www.nsf.gov/publications/pub\\_summ.jsp?ods\\_key=gc0212sigch](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gc0212sigch).

The **Department of Defense (DoD)** has issued a memo stating that new appropriations do not contain the limit on F&A recovery that was contained in the previous three appropriations. You can download a copy of the memo from the FDP web site documents section at [http://sites.nationalacademies.org/PGA/fdp/PGA\\_055833](http://sites.nationalacademies.org/PGA/fdp/PGA_055833).

Please contact Christopher Kelly ([christopher\\_kelly@harvard.edu](mailto:christopher_kelly@harvard.edu)) with questions.

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## System Updates

### Grants Management Application Suite (GMAS)

The following are highlights for the most recent GMAS release, which took place on November 19:

- Transactions charged to companion cost share accounts (non-sponsored fund with a sponsored activity) are now viewable via the Segments homepage.
- The Participation Agreement has been enhanced to allow non-GMAS users to sign their agreements. The Office of Technology Development (along with partners in FSS and OSP) are working on a communication and outreach plan to encourage researchers to sign the new version of the PA. The old version of the PA will still be accepted until February 29<sup>th</sup>, 2012.
- Support has been added for version 1.2 of the PHS 398 Modular Budget Form and the R&R Subaward Budget Form. These forms will be required for Grants.gov NIH proposals starting in January 2012.

For full release notes, please refer to the [Administrative Systems eNews](#) and contact the [GMAS help desk](#) with any questions.

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### Research Administration Services (RAS) Systems: Equipster, EREQ, HCOM, and FASERS

RAS is currently working with HUIT on various upgrades to Equipster, the FAS equipment management system. More details are being sent out via the equipment managers' listserv. To subscribe to the listserv, please visit [https://lists.fas.harvard.edu/mailman/listinfo/fas\\_equipment\\_management-list](https://lists.fas.harvard.edu/mailman/listinfo/fas_equipment_management-list). To subscribe via email, send a message with subject or body 'help' to [fas\\_equipment\\_management-list-request@lists.fas.harvard.edu](mailto:fas_equipment_management-list-request@lists.fas.harvard.edu)

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EREQ has been decommissioned and all FAS departments are now up and running with HCOM.

The annual FAS faculty salary and effort reporting process in FASERS is coming soon stay tuned for more information in the new year.

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## Research Development Updates for the Social Sciences and Humanities Divisions

### The Future of Non-Federal Research Funding: A Look at the Landscape of Foundation Funding Thursday, December 8<sup>th</sup>

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## Research Development Updates for the Science Division

### Upcoming Deadlines & Limited Submissions

Please see <https://science.fas.harvard.edu/researchers/funding-spotlight/>  
Questions? Please contact Susan Gomes , 496-9448 or [susan\\_gomes@harvard.edu](mailto:susan_gomes@harvard.edu)

### NEW Tool Available to Create Data Management Plans – DMPTool

The University of California and several other major research institutions have partnered to create a flexible online tool called DMPTool to help researchers generate data management plans. The DMPTool supports data management plans and funder requirements across the disciplines, including the humanities and physical and life sciences and social sciences. The tool gives step by step agency/funder instructions and guidance on creating a plan and is open source, freely available and easily configurable to reflect an institution's local policies and information. Harvard is in the process of becoming a contributing institution; this means that its institutional policies on data security and management will be added to the site so researchers can create a plan that will be automatically populated with the appropriate institutional policy information. For more information, contact Susan Gomes, [susan\\_gomes@harvard.edu](mailto:susan_gomes@harvard.edu) or 496-9448.

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## About RAS Update

Research Administration Services publishes this monthly e-newsletter for Harvard's FAS sponsored research community. RAS Update reviews topics covered at monthly [RAS Friday meetings](#) and contains pertinent research administration announcements from RAS, OSP, FSS, and FAS Finance, as well as other FAS academic and administrative departments.

To subscribe/unsubscribe, visit the RAS Fridays Mailing List [registration page](#).

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