

RAS Update, January 2012

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Welcome to Our New Colleagues

At the [January RAS Friday](#) meeting, we welcomed new attendees from Economics and Research Administration Services:

- Caitlin DeCosta (Economics) – Financial Assistant
- Andrea Gomes (RAS) – Staff Assistant for Sponsored Projects Administration

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Upcoming Research Administration Events

Overview of Sponsored Projects Administration – Friday, February 10th

This full day session, offered bi-monthly, involves facilitation and participants from across the University, covers basic information on Harvard research administration policies, procedures, the award lifecycle, regulatory compliance, and also provides resources and contacts for future use. The workshop is intended for staff members with less than one year of experience in research administration at Harvard or anyone who would like a review of or a University-wide perspective on sponsored projects. **Time, location, and registration information** is available on the [Overview of Sponsored Projects Administration page](#) on the OSP website. Please contact [Roseann Luongo](#) with questions.

RAS Workshop: Introduction to FASSPAR – Wednesday, February 1st

FAS Sponsored Program Accounting Reports (FASSPAR) is an intuitive, web-based application created for administrators and their PIs. This workshop will demo FASSPAR reports on budgets, expenses, personnel, purchase orders, and invalid code combinations.

RAS Workshop: FASSPAR Projections – Wednesday, February 15th

This class will cover how to use FASSPAR to create customized projections that can be uploaded and used again in future months with actual costs.

RAS Case Studies Workshop: Spending Sponsored Funds – Wednesday, March 7th

This class will review case studies illustrating concepts of allowability, allocability, reasonableness, and consistency for decision-making around what can be purchased with sponsored funds. Lab billing and routine allocation methods will also be discussed.

Time, location, and registration information for all RAS workshops is available on the [RAS Workshop Registration iSite](#). Please contact [Rady Rogers](#) with any questions.

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Upcoming Funding Opportunities

Packard Fellowship Application Deadline – Monday, February 13th

The Packard Foundation Fellowship provides support for creative, early-career researchers in the natural and physical sciences and engineering. For more information and application procedures for this limited submission opportunity, please see the request for pre-proposals [here](#). Contact [Susan Gomes](#) with any questions.

Funding Spotlight RSS Feed Highlights Additional Funding Opportunities

The new Science Division Website features a [Funding Spotlight RSS feed](#). Consider subscribing to this feed to receive updates on both internal and external upcoming funding opportunities. Please contact [Susan Gomes](#) with feedback or questions.

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Supplemental Compensation Forms due Friday, February 10th

[Faculty Supplemental Compensation Request Forms](#) for Spring/June 2012 are now available. Please make sure that any faculty member in your department or center who plans to request supplemental salary in the second half of FY12 fills out this form and submits it to Michael Jackson in the FAS Office of Finance by Friday, February 10th.

Questions? Contact [Michael Jackson](#) in the Office of Finance or [Sheila Doyle](#) at FAS RAS.

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New NIH Salary Cap Effective for Awards with Issue Date on or After December 23rd, 2011

On January 20th, NIH recently issued a [Notice of Salary Limitation on Grants, Cooperative Agreements, and Contracts](#). This notice implements a lower level salary cap of \$179,700 effective on all FY2012 awards where the initial issue date of the award is on or after December 23rd, 2011. For both competing and non-competing FY2012 awards issued on or before December 22, 2011, the effective salary limitation remains at Executive Level 1 (\$199,700). Please see [OSP guidance](#) for a high level summary of the notice linked above and for recommendations pertinent to impacted awards. Contact [Rachel Cahoon](#) with any questions.

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Responsible Conduct of Research (RCR) Training Begins Friday, March 16th

The next Responsible Conduct of Research Training will run Friday, March 16th – Friday, May 4th. Note that Responsible Conduct of Research Training is required for all graduate students and postdoctoral fellows engaged in research activities supported by the National Institutes of Health (NIH), and all undergraduate students, graduate students, and postdoctoral researchers participating in research projects supported by the National Science Foundation (NSF).

This course covers basic ethical and regulatory requirements for conducting research. Topics will include ethical issues in biomedical and public health research; regulations and guidelines governing research involving human as well as live vertebrate animal subjects; financial and non-financial conflicts of interest; responsible authorship and publication; peer review; ownership of data and biological samples; grant writing; budgeting and adequate allocation of resources; mentor-mentee relationships and responsibilities; data acquisition, selection, and management; sharing of research results; intellectual property; safe laboratory practices, mistakes, and negligence; and research misconduct and responding to suspected research/professional misconduct. For more information, please visit the [RAS Webpage on the Requirements for Training in the Responsible Conduct of Research \(RCR\)](#).

Time, location, and registration information for Spring 2012 Responsible Conduct of Research Training is available on the [RAS Workshop Registration iSite](#). Please contact [Andrea Gomes](#) with any questions.

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Personnel Changes at Research Administration Services and the Office for Sponsored Programs

Congratulations and Farewell to Dawn Elliot Patton

Dawn Elliot Patton, Senior Grants Officer and famed proposal reviewer for Research Administration Services, retired on January 31st after 25 years at Harvard. Dawn began her Harvard career at the School of Public Health and spent almost ten years at the Science Center before joining RAS when it was formed in 2006. Dawn— you will be sorely missed; we wish you all the best and console ourselves with the thought that you are only about an hour's drive away.

RAS Personnel Changes

Pamela Baker-Webber has been hired to take over for Dawn Elliott-Patton as the Sponsored Research Officer for FAS. RAS is thrilled that Pam has agreed to take on this position and welcomes her as the new reviewer and approver for FAS proposals. Additional organizational changes at RAS are detailed on the [January 2012 RAS Organizational Chart](#).

OSP Personnel Changes

OSP recently conducted an equity exercise to assess the size and complexity of the portfolios assigned to pre-award staff. As a result of this exercise, OSP shifted a handful of portfolio assignments to balance workload equity among staff and to ensure a high level of customer service. OSP has already communicated these changes to impacted department contacts directly. New portfolio changes and additional changes in roles and responsibilities of OSP pre-award management and signatory staff are summarized on the [January 2012 OSP Organizational Chart](#). Please contact [Rachel Cahoon](#) with any questions.

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Research Development: Faculty Science Management Series Overview

Currently in its first year, the Faculty Scientific Management Series aims to introduce faculty to laboratory and research management skills that are critical to launch productive independent academic careers. This series, open to all FAS Science Faculty but targeted to assistant and associate professors, discusses some of the most critical aspects in effectively directing and managing a research program at Harvard. The series includes a number of senior Harvard faculty and other experts who draw on their own experiences managing a research enterprise. Faculty Science Management Series Overview presentation slides include details about program rationale, anticipated benefits, and upcoming workshops; [download them here](#).

Time, location, and registration information for upcoming series workshops can be found on the [Faculty Science Management Series Registration iSite](#). Please contact [Susan Gomes](#) with any questions.

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Managing Your Research Revision in Progress

Managing Your Research, the well-known, well-loved RAS guidebook for Harvard sponsored research administrators, is currently in the final stages of revision. Updates to the new version are based on input from numerous individuals in the FAS and at OSP who have taken the time to review draft versions over the last several months. Reissue is scheduled for February 2012.

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Revised Participation Agreement Will Require Electronic Re-Signature in March

Individuals who perform research at Harvard or who create intellectual property through the use of Harvard resources are subject to certain University policies and, in some cases, to terms of agreements between Harvard and third parties (e.g., other institutions, organizations or companies). Such policies cover, for example, the ethical conduct of research, publication of research results, retention of research records, and handling of intellectual property. Harvard University's [Participation Agreement](#) (PA), which is designed to help carry out [Intellectual Property Policy](#) and other research policies and to help Harvard fulfill its responsibilities relating to research, has recently been revised. Text of the new Participation Agreement is available [on the OTD website](#). All existing signers will shortly be asked to [re-sign the new Participation Agreement electronically via GMAS](#). Official signature requests will be emailed in waves beginning in early March; however, all researchers are welcome and encouraged to sign now.

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ARRA Accelerated Spending Waiver Requests Due by June 1st, 2012

In December, both NIH and NSF issued guidance in response to OMB memo [M-11-34](#) notifying recipient institutions and Principal Investigators that ARRA grants will have a final budget period of no later than September 30, 2013 without prior agency approval. Exceptions will be granted on a case-by-case basis and will require advance approval by sponsoring agencies. Requests for waivers to the guidance will be due by June 1, 2012. Please see [NIH](#) and [NSF](#) acceleration notices for further details.

Within the FAS, there are 15 ARRA awards may potentially be affected by these notices; 6 of these awards have obligated end dates after 9/30/2013, and 9 awards have end dates such that a 12 month no-cost extension would extend the award past 9/30/2013. FAS ARRA Project Specialists have been in touch with all FAS ARRA award recipients individually regarding this issue, and OSP plans to coordinate with local school and departmental offices to ensure compliance with sponsor guidance. If you have follow-up questions about ARRA accelerated spending or its implications for award, please contact [your FAS ARRA Specialist](#) and your OSP Grants and Contracts Specialist.

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About RAS Update

Research Administration Services publishes this monthly e-newsletter for the FAS sponsored research community. RAS Update reviews topics covered at [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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