Research Administration
Lunch & Learn

January, 2017
Happy New Year!

- Staffing Update
- Tracking Logs and Naming Conventions
- Funding Agency Updates
- ePAWS Update
- We’re Moving! To 177 Huntington Avenue
Research Administration Reorganization and Staffing Update

Larry Barnett will be retiring after 32 years of service in March 2017!

John Counts left NU in December; the Industry Contract Unit is being reorganized to better leverage CRI’s engagement with corporations and for-profits.

Kelly Basner joins from MIT – today – as a Grant Management Administrator.

Joan Cyr has been promoted and is the Associate Director, Research Operations & Systems for the SVPR’s division.
RA Tracking Logs

RA maintains logs on a Sharepoint site of all transactions that require institutional review and approval, e.g., award obligation setups, university prior approval actions (e.g., advance funds, no cost extensions, miscellaneous actions and agreements) as well as a separate log of industry-related contracts.

The Grants Management Administrators (Steven Dorsey and Kelly Basner) maintain and manage these tracking logs.

Naming Convention: Log #, PI Last Name, Funding Agency/Grant No., Type

U-171015 Smith NIH 5R01CA12345-05 NCE

ADRs receive weekly reports each Friday.
RA Tracking Numbers

A useful reference when communicating with RA or within college/department.

- **Award Obligation Tracking Log**
  - e.g. A-170815

- **UPAF+ Tracking Log**
  - e.g. U-171015

- **Industry Agreements Tracking Log**
  - e.g. C-170205
 Agency Updates

- **NOT-OD-17-030 NIH & AHRQ Updated Font Guidelines for Applications to Due Dates On or After January 25, 2017**
  - 11 point or larger
  - No more than 15 characters per inch (including spaces)
  - No more than six lines per vertical inch

- **NOT-OD-17-029 Change in Standard Due Dates** – NRSA Individual Pre-Doc Fellowship to Promote Diversity (F31- Diversity)
  - Effective for Calendar Year 2017, F31 Diversity will be due on same dates as other F Series applications- April 8, August 8, December 8

- **NSF**
  - **NSF 17-1 Reminder: Significant Changes/Clarifications to PAPPG**
  - Effective January 30, 2017
ePaws Updates

**ePaws updated functionality:**
- Change the status of an abandoned “In Progress” ePaws proposal to “On Hold” and remove it from dashboard view.
- Add and remove units to a proposal person.
- Sync Units, Persons, and Sponsor data “on demand” to the ePaws database *(System Administrators Only)*.
- User guide available on ORAF website: [ePaws](#)

**Feedback welcomed!**
We’re Moving!
February 8th and 9th 2017
5th floor of 177 Huntington Avenue

Mailing Address:
Research Administration
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