

Department of Medicine
Research Services Administration Unit Monthly Meeting

October 19, 2006
8:30–10:00 AM, Room 430F

Present: Chude Allen, Debra Allen, Connie Archea, Alison Boden, Olive Burk, Maxine Davis, Brett Friberg, Christina Hsu, Kathy Judd, Calvin Kwok, Susan Lau, Nyaa Lark-Wilson, Anne Lawrence, Victoria Lee, Linda Lew, Samantha Lieu, Christine Mok, Marienna Murch, Lourdes Ocbena, Kitty O'Connor, Sarika Parekh, Christine Razler, William Rypcinski, Renuka Sippy, Mayra Sustaita, Kapo Tam, Yelena Tretyakov, Bill Walzer, Jack Whiteford, Joseph Wilson

Announcements

Suzanne Sutton welcomed a new baby girl into her family on Thursday, October 12, 2006. Her name is Riley Erin Sutton, and she weighed 8 lbs. 7 oz. (22" long). Congratulations to the Sutton family!

Joseph Wilson is temporarily covering Suzanne's position and will be doing the second review of proposals. Proposals/grants should always be turned in to Tanjira Wilawanchit for log in and given to Christianmichael Dutton for first review.

NIH Policy Updates

Central Administration Assistant Director Joseph Wilson made several announcements regarding updates to NIH policy. Among the updates are the new receipt dates for grant applications, which were released on October 5, 2006 and which will become effective on January 1, 2007. The new Research Grants R01s should be submitted on February 5 and renewals on March 5. The New Investigator R01 date has not been changed, however, to avoid affecting the pilot. For an application to be considered on time, it should be submitted to Grants.gov by 5 PM, and RSAs should adjust their timelines accordingly. Full information on the new application dates can be found at: <http://grants2.nih.gov/grants/guide/notice-files/NOT-OD-07-001.html>.

Other significant NIH policy updates that have immediate effects are: (1) Registering Research Fellows, (2) Continuing Resolution, and (3) Updates to PHS416-1. Please refer to the attached e-mail file for further information regarding these updates.

Budget Status Reports & Overdrafts

As usual, budget status reports should be submitted to Tanjira Wilawanchit by the 15th of every month. Reports should also be forwarded to the appropriate PIs every month for discussion of the status of funds. Communicating via e-mail is another option for RSAs when PIs do not need to meet in person.

Overdrafts should be submitted to Brett Friberg for concise analysis. Please contact your division administrator or Brett for any questions related to overdrafts. A guide on overdrafts is also available in the RSA handbook.

Holiday Schedule

All proposals/grants must be reviewed and sent out to the Contracts & Grants office by Friday, December 22, 2006. FYI, Christianmichael Dutton will not be in the office from December 21 – January 8.

CAYUSE

Joseph Wilson presented the CAYUSE424 software application for electronic submissions of grants to NIH through Grants.gov (please see the attached PowerPoint slides). The software enables the user to assemble, track, and submit proposals with ease and in a timely manner. Firefox and Internet Explorer are the compatible browsers for PC users; Mac users should use Safari.

The Department of Medicine is currently in the CAYUSE Pilot because all DOM grants should be submitted with CAYUSE. Joseph Wilson, Kathy Judd, and Susan Lau attended the training and may be able to answer questions about how to use the software.

Because the deadline is rapidly approaching, RSAs with electronic R01 applications or other electronic NIH grants must notify Central Administration immediately to obtain the necessary training and get access to the administrative system. Please contact Alison Boden and Kathy Judd with issues related to electronic R01 applications.

A plug-in for Word called *Exploder* allows the PIs to write their research plan as a single document. In other words, after the research plan is written as one Word document, the investigators may explode it into two or more documents using the *Exploder* plug-in. Although the plug-in makes it easier for the investigators to compose their research plan, it prevents them from making corrections in the final document.

*The next RSA meeting is scheduled for Thursday, **November 16, 2006** from 8:30-10:00 AM in room **430F** (Large Conference Room).*