



COI Subcommittee

Point of Contact

Mary Lee

Activities/Progress to Date

The COI Subcommittee's Organizational Conflicts of Interest Working Group presented its draft OCI training template. The template will be offered to members to use at their own institutions (1) for discussion with senior management and stakeholders if there is no process for Organizational COI review or (2) for OCI training of sponsored research staff to comply with sponsor OCI requirements. The Working Group plans to collect additional institutional resource documents to bundle with the PPT training by the May 2019 FDP meeting.

Agenda/Discussion Points

Pending Decisions

None

Participation

25

Key Risks/Issues

None - we are winding down this working group project.

Meeting Summary

Presentation of draft OCI training.

Volunteer Opportunities

Submit your institution's resource documents to marylee@stanford.edu, joy.bryde@email.unc.edu, or kjh4c@virginia.edu.



Emerging Research Institutions (ERI)

Point of Contact	Susan Anderson
Activities/Progress to Date	The ERI sessions continue to focus on invited federal partner presentations to enhance mutual learning about ERI challenges and needs and federal partner opportunities and processes relevant for ERIs. Past sessions have featured NIH Policy and Communication leaders, and NSF Graduate Research Fellowship Program and Research in Undergraduate Institutions program directors.
Agenda/Discussion Points	
Pending Decisions	A future session will feature a USDA's NIFA grants official, rescheduled from the January meeting; additional federal partner agencies will be solicited to present at other upcoming meetings.
Participation	Representatives from 9 ERI members as well as from a non-ERI member participated, along with our presenter from AFOSR/AFRL.
Key Risks/Issues	In addition to ERI session presentations by federal partners, additional work is planned to evaluate ERI member needs and characteristics to better meet them.
Meeting Summary	Carl D. Atkison, of Contracting Office, Air Force Research Laboratories, Office of Scientific Research (AFOSR) provided a PowerPoint presentation and addressed questions that were raised by participating members (his PowerPoint slides are available at the FDP January meeting presentations link). "About Us" reviewed locations and emphasis areas and described key features of their funding portfolio, as well as their overall mission and activity model. "Our Granting Process" outlined the proposal steps and timelines. "AFOSR Research Areas" listed the main research topics and their subsidiary focus areas. "AFOSR Funding Opportunities" described the types of funding programs they support, including Foundation Grants, Additional Faculty Programs, and Student Programs, listing more specific funding emphases within each. "Improving Competitiveness" highlighted how to understand the roles of AFOSR Program Office researchers throughout the process, from initial informal discussions through development of a full proposal submitted in response to a Broad Area Announcement; components of a good proposal; understanding how funding decisions are made; and strategic suggestions for partnering as well as remaining engaged through reviewing and collaborating. Additional takeaways included the goal of AFOSR in furthering scientific research itself in a manner that is non-duplicative of other agencies, interest in supporting "risky" projects based on cutting edge/innovative ideas that may provide important results, and funding projects that are of a basic rather than applied nature. An important point is to talk with a program officer in order to discuss the research idea, and then to determine how best to proceed. If a proposal is submitted following initial discussions, and the funding decision is negative, that decision is communicated quickly (on the order of a couple of months), while a funding award decision cycle is generally 6 months. In addition to traditional grants, there are awards to



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HBCU/MSIs carved out of BAAs, as well as Young Investigator Grants for researchers who recently earned PhDs. Other Faculty-focused programs include multidisciplinary research grants (within a single institution or with multiple institutions), instrumentation grants, small business tech transfer awards, and fellowships for work in Air Force Labs (Fellows must be US citizens currently), Center of Excellence grants, and foreign exchange experiences. Undergraduate research and foreign exchange experiences are also available to students, as are AFRL internships.

Volunteer Opportunities

Contacts at federal partner agencies to plan and invite presentations at future ERI sessions; data collection and analysis assistance for future needs assessment.



Contracts/Data Stewardship

Point of Contact	Melissa Korf
Activities/Progress to Date	<p>DTUA template project: Initial DTUA template components released May 2017, held DTUA 101 webinar in October 2018 (recording and slides available on the Data Stewardship website page), pilot began November 1, 2018 with 32 organizations (list available on website page), posted DTUA Provider Guidance Chart, distributed version 1 of template FAQs for feedback by February 15, 2019. DTUA Attachment 2 versions for use in sharing PII to be posted in early February.</p> <p>Had initial call for two new Contracts working groups: one on Other Transaction Authority (OTA) agreements and the other on Information Security Contract clauses.</p>
Agenda/Discussion Points	
Pending Decisions	
Participation	
Key Risks/Issues	Please see session slides for more information on the current issues discussed and to be addressed by the working groups.
Meeting Summary	<p>DTUA Project: Possible projects to add to the work plan include a template that facilitates bidirectional flow of information, publication language that could be used in a more collaborative relationship, template that could be used with a data coordinating center, and collecting feedback to create the next version of the existing template components.</p> <p>Open Data Access: Hope to plan session for May or September meeting to include NIH representatives to discuss data management and sharing topics. Once the draft NIH policy is released, discuss resources that could be developed to facilitate implementation. Review data from Faculty Workload Survey to identify additional opportunities to support Data Management best practices and reduce associated administrative burden.</p> <p>Contracts: Progress of the two new working groups will be discussed at upcoming meetings. We would greatly appreciate hearing your OTA-related questions or issues with information security contract clauses to help us ensure that the working groups are creating the most useful deliverables. We hope to collaborate with eRA to reschedule the CUI session that had original been planned for this meeting and will keep an eye out for the draft CUI FAR clause to be posted in the Federal Register.</p>
Volunteer Opportunities	DTUA collaboration with Subawards: please contact Melissa_Korf@hms.harvard.edu , mrDavis@brandeis.edu , or subawards@thefdp.org for more information on this volunteer opportunity.



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Other Transaction Authority (OTA) agreements: please contact Melissa_Korf@hms.harvard.edu, amckeow1@jhu.edu, or Michael.Kusiak@ucop.edu for more information on this volunteer opportunity.

Information Security Clauses/CUI: please contact Melissa_Korf@hms.harvard.edu or amckeow1@jhu.edu on this volunteer opportunity.



eRA – Using NIH's xTRACT System for Creation and

Point of Contact	Anastasia Hardison
Activities/Progress to Date	
Agenda/Discussion Points	
Pending Decisions	
Participation	
Key Risks/Issues	
Meeting Summary	<p>The Extramural Trainee Reporting And Career Tracking (xTRACT) system is a module in NIH's eRA Commons that allows applicants, grantees, and assistants to create Research Training Data (RTD) tables for NIH progress reports and institutional training grant applications.</p> <p>Integration of xTRACT with eRA Commons allows for some training data will be prepopulated in the system, including trainee names, selected characteristics, institutions, grant numbers, and subsequent NIH and other HHS awards. xTRACT accommodates bulk uploads and allows institutions to create profiles for participating faculty that do not require access to eRA Commons, create institutional programs, and non-NIH funding sources; which can be retrieved for future use.</p> <p>Beginning with RPPRs due on or after October 1, 2019 and applications submitted for due dates on or after January 25, 2020, NIH and AHRQ anticipate that they will mandate that required training data tables submitted with T32, TL1, T90/R90, and T15 applications and progress reports be created via the xTRACT system. System validations in Grants.gov and the RPPR module will check to ensure that tables were created via xTRACT, and applications and RPPRs that are not in compliance will be rejected.</p> <p>The associated PowerPoint provides an overview of how the system is used.</p>
Volunteer Opportunities	



FDP Expanded Clearinghouse

Point of Contact

Lynette Arias and Pamela Webb

Activities/Progress to Date

Long-Range Planning

Reviewed the following decisions made by the Executive Committee (Sept 2018):

- FDP will maintain ownership and management of Clearinghouse in order to "stay in the driver's seat" and maintain standards around the profile data but will work on increasing awareness with FDP federal agency members and evaluating data interfaces with fed systems/data.
- Participation in the Clearinghouse will be mandatory for Phase VII members.
- A limited number of non-FDP members (28 organizations total) as "Cohort 5" will be piloted, requiring some systems enhancements. Cost will be \$500.
- Continue to leverage data for FDP use.

System

- Reviewed 2018 progress that included enhanced printing, addressing validation issues, updating and adding notifications, sending automated email notifications for expired certification dates to all profile users (inc. Profile Editor and Authorized Profile Certifier), API
- Prioritized all outstanding enhancements in order to prepare for Cohort 5

Education and Outreach

- Survey conducted in Nov 2018 that focused on fields to reduce administrative burden by removing non-essential items from profile.
- Analysis revealed several underutilized and "not applicable" fields.
- Surveyed members to ensure no harm. Non-response constituted approval with removal plan. Received 99 responses (48% response rate).

Financial Questionnaire (FQ)

- Completed smaller round of review and revision from internal FDP stakeholders
- Revised FQ and guidance into easier to digest formats for: 1) the subrecipient and 2) Pass Through Entities incorporating cover letters with context on the FQ's purpose and use
- Created new email address for working group - fq@thefdp.org

Agenda/Discussion Points

Pending Decisions

- Planning to request feedback from the wider FDP community on the reformatted financial questionnaires; anticipate conducting a limited pilot of the FQ at a small group of institutions in the future
- Seek federal input on adding data elements common in federal JIT processes
- Pursue development of federal interfaces to sync with federal repositories to remove redundant data input
- Seek suggestions from FDP Working Groups for additional elements and possible data leveraging (must articulate material benefit to participating members)



Participation	Approximately 100 people attended the session.
Key Risks/Issues	<ul style="list-style-type: none">• Data fields to be deleted based on late 2018 survey results• Enhancement requests to implement• Cohort 5 non-FDP member implementation
Meeting Summary	<ul style="list-style-type: none">• Refresher on 2018 activities• Update on recommendations to Executive Committee• Planning for non-member cohort pilot• Review of all things relating to Expanded Clearinghouse data• System update• Education, Outreach and Evaluation update• Financial Questionnaire Pilot update• Audit discussion
Volunteer Opportunities	<ul style="list-style-type: none">• Send system enhancement suggestions to fdpechelp@gmail.com• All FDP member profiles are completed in the Clearinghouse. Everyone is encouraged to use the Clearinghouse, but organizations are still asking for their forms to be completed. If you receive this request, use the sample pushback language or provide a copy of the Business Agreement. If this doesn't work, please contact fdpechelp@gmail.com.



CUSP (Compliance Unit Standard Procedure) Project

Point of Contact	Aubrey Schoenleben and Sally Thompson-Iritani
Activities/Progress to Date	The goal of this working group is to develop an online resource for sharing standard procedures used in animal care protocols. See below and session slides for progress to date.
Agenda/Discussion Points	
Pending Decisions	<ul style="list-style-type: none">- Finalize process for review of flagged procedures (see slides for specific questions/topics pending).- Start in depth planning for initial build of site, alpha testing and beta testing.
Participation	This session was attended by approximately 40 individuals, either in person or via web conference.
Key Risks/Issues	See Key Decisions Pending above.
Meeting Summary	<p>The working group is currently finalizing their ideas on site design and function, and starting to plan for initial development and testing. The following updates/topics were discussed during this session:</p> <ul style="list-style-type: none">- Updated business process maps outlining the processes that the CUSP system must support were reviewed and discussed.- General discussion re: naming guidelines for procedures. Users will be encouraged to follow these guidelines. This information will be added to the user guidance document being developed.- To support use of a common nomenclature for species, aliases for each species will be defined. Group reviewed and provided input on aliases for top ten species (which will be the focus for initial testing/pilot).- A model of the pick list architecture was built in MS Access and presented to the group. <p>Representatives from OLAW and FDA also provided a review of the draft report recently released by the 21st Century Cures Working Group, which outlines possible measures that OLAW, USDA and FDA may take to reduce administrative burden and increase coordination between agencies. The draft report is currently open for public comment. The comment period closes on February 20, 2019.</p>
Volunteer Opportunities	Please contact Aubrey (aubreys@uw.edu) or Sally (sti2@uw.edu) if you are interested in joining this working group. The working group meets monthly.



Rigor & Reproducibility, Research Integrity, Data

Point of Contact	Jim Luther, Duke and Sara Bible, Stanford
Activities/Progress to Date	The Administrative Cost Working Group continues to work on and discuss several important topics related to implementation of the Uniform Guidance. More recently the implementation of the following Federal regulations have been the focus of this working group: Rigor and Responsibility, Research Integrity, and Public Data Access. The Working Group has engaged faculty representatives to gauge the impact these regulations on faculty research. Work on these topics has been ongoing between meetings through discussions with Federal and university representatives.
Agenda/Discussion Points	
Pending Decisions	<ul style="list-style-type: none">• Will Federal agencies harmonize the regulations and requirements in order to facilitate implementation at universities?• How will the implantation of these Federal requirements be funded?
Participation	Federal representatives, and University faculty and administrative representatives attended and participated in the session.
Key Risks/Issues	<ul style="list-style-type: none">• Whether Federal agencies will harmonize the regulations and requirements in order to facilitate implementation at universities. What is the timing of clarifying the requirements and expectations?• Whether universities will have sufficient time and resources to effectively meet the Federal requirements.• To what degree federal agencies will further expand regulatory requirements and whether they will address the funding (indirect or direct) in a manner that is commensurate with the expansion and sufficient for universities to manage.
Meeting Summary	The topics and key risks described above were discussed at this session.
Volunteer Opportunities	The working group welcomes Federal representatives, faculty and administrators to contribute to the resolution of the issues/topics described above.



FDP Membership Committee

Point of Contact	Jeanne Hermann-Petrin
Activities/Progress to Date	<ul style="list-style-type: none"> • Registration desk – provide assistance to FDP staff at each meeting • New Member Orientation – prepare and present orientation materials for new members • Member attendance and feedback – work with FDP staff to monitor attendance and provide feedback • Annual member survey - review, analyze and summarize for Executive Committee • ERI activities – work with ERI to facilitate their efforts • Election – Gather candidate statements and photos for website for voting • Institutional mentoring – match new attendee institutions with mentors, as requested
Agenda/Discussion Points	
Pending Decisions	<ul style="list-style-type: none"> • Membership types – white paper recommendation for future phases • Membership participation – white paper recommendation – current phase • Development of next Membership Survey
Participation	<p>Akin, Lisa, Texas A&M Engineering Exp. Station Billinger, Kristi, Texas A&M University Eads, Michael, Northern Illinois University Hedberg, Gina, University of Southern Alabama Hermann, Jeanne, University of Tennessee HSC Kusiak, Michael, University of California Marvin, Vicki, Texas A&M Engineering Exp. Station Mercer, Jean, University of Tennessee, Knoxville Spragens, Melissa, University of Massachusetts, Medical School Thatcher, Julie, Institute for Systems Biology</p>
Key Risks/Issues	<ul style="list-style-type: none"> • Membership types – white paper recommendation for future phases • Membership participation – white paper recommendation – current phase • Development of next Membership Survey
Meeting Summary	<ul style="list-style-type: none"> • Minutes of the September meeting were approved • The committee reviewed the registration and new attendee orientation process. We now have Guide Book ambassadors and will continue to have the installation instructions at registration. We will also have Wi-Fi and floor maps in sheet protectors to share with attendees. • We will explore having a video for android and IOS devices to view in advance of the meeting. • The Member Participation White Paper has minor edits from Julie and Lynette and will be dispersed in the next week. • The Membership Type White Paper has minor edits from Julie and Lynette and will be dispersed in the next week.



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- The committee voted to move the Membership Committee meeting to either Sunday or Wednesday before the general membership committee meetings.
- We will begin analyzing the membership lists to see if new attendees return, do we have current names for the named representatives, and evaluate the institution types.
- We will review if we are able to make web edits on the FDP site and also post a video of the New Member Orientation.

Volunteer Opportunities

Registration desk volunteers needed before the first evening reception and on the opening morning of each meeting

Membership listing review – volunteers needed to review the existing lists and contact representatives to be sure the most current names are listed.