



Quick meeting summary

The FDP conducted its first ever virtual conference from Thursday, May 21, 2020 through Thursday, May 28, 2020. The following document provides a quick review of the sessions and topics, along with links to slides and video of the presentations. This meeting summary is not intended to replace the larger meetings notes documents, but rather is meant to serve as a reminder of what was covered in each session, with links to the meeting materials.

**Thursday,
May 21, 2020,
1:00pm-
3:00pm
EDT**

Plenary – Federal Agency Updates – The FDP’s first virtual meeting session began with introductory remarks from FDP Co-Chairs Richard Seligman and Michele Masucci. Agency updates followed, with presentations from the ONR, NASA, AFOSR, NIH, NSF, OSTP, and EPA. Key takeaways included: ONR’s confirmation that the ONR FedConnect portal is now active and must be used for white paper and contract proposal submissions, while grant proposal submission should still use grants.gov; NIH’s reminder about new FORMS-F application packages going live on May 25, 2020 and confirmation that FOAs are being updated to reflect the new forms (applicants should use the forms package referenced in the FOA to which they are applying); NSF’s announcement that they will be delaying implementation of the requirement to use SciENCv or NSF fillable PDF forms for bio sketches and current and pending support lists until October 1, 2020, while all other guidance in the 2020 PAPPG will still take effect on June 1, 2020; and OSTP’s acknowledgement that OMB is considering extending the flexibilities set forth in M-20-17 and M-20-20, but no decisions have been made yet.

[Slides](#)
[Video](#)

**Tuesday, May
26, 2020,
12:00pm-
1:15pm
EDT**

PI Universal Protocol Form, CUSP, and The Guide (Hosted by the Animal Care & Use Subcommittee) – This session included updates on two of the burden reducing initiatives outlined in the 21st Century Cures Act (the Compliance Unit Standard Procedure (CUSP) Sharing Site and the Universal Protocol Template (UPT)), as well as a listening session to gather input from the community on updating *The Guide for the Care & Use of Laboratory Animals*.

[Slides](#)

Aubrey Schoenleben (University of Washington) provided a brief update on the CUSP project. The goal of this project is to develop an online venue where participating institutions can share standard procedures used in animal research protocols. The working group continues to focus on site development and testing, anticipating the start of beta testing in late June. Leadership of the working group has also transitioned to a steering committee to better sustain the project as it moves towards implementation.

Bill Greer (University of Michigan) provided a brief history and update on the UPT. The goal of the UPT project is to develop a sample animal protocol form focused on required protocol elements to ensure animal welfare and assist in IACUC review, utilizing check boxes or pre-formulated responses where possible to

reduce the effort required to put together a high-quality protocol. A draft of the UPT has been developed, and the working group is currently evaluating and finalizing each section/question. Once questions are finalized, the working group will solicit feedback from end user groups (e.g., federal agencies, IACUC members, principal investigators).

Teresa Sylvina (National Academies of Sciences) hosted a listening session on proposed updates to *The Guide*. A brief history of *The Guide* was provided. The intended purpose of this document is to provide guidelines on the care and use of laboratory animals that are consistent with the most current scientific literature. The document was last revised in 2011. Participants were polled to gauge current thoughts on *The Guide*, which sections are in need of updating, and how NAS should approach the revision process.

Next Steps: If you are interested in joining the CUSP working group or the UPT working group, please email Aubrey Schoenleben (aubreys@uw.edu) or Bill Greer (wgreer@umich.edu).

**Tuesday, May
26, 2020,
2:00pm-
3:30pm
EDT**

Faculty Forum and Business Meeting – The Faculty Forum and Meeting, after a brief introduction by FDP Faculty Co-chair Michele Masucci, was moderated by Rob Nobles, and consisted of a series of thematic questions and panel responses addressing the impact of COVID-19 on research operations. The panel of faculty from FDP member institutions included Doug Delehanty (Kent State University), Nancy Limbas (Nova Southeastern University), Laura McCabe (Michigan State University), and Joshua Rosenblum (Iowa State University). Consistent themes that emerged in the resulting discussion were concerns about financial impacts to research projects and institutions, safety of researchers as labs begin to open back up, and challenges of planning for the future with so much uncertainty, as well as praise for the response from faculty and staff at the institutional level and the flexibilities extended by OMB and funding agencies. The session concluded with a brief faculty business meeting, focusing on the IRB Self-Determination Wizard demonstration and a few announcements about Phase VII planning and FDP Administrative Co-Chair Nominations.

[Slides](#)
[Video](#)

**Tuesday, May
26, 2020,
4:00pm-
5:15pm
EDT**

Subawards Subcommittee – The session included highlights of current activities, discussion of COVID-19 impacts on subawards and the Revised Subaward Period of Performance field, and provided updates on the DTUA Attachment 7 pilot. Membership was informed that updates to the guidance document will be released soon. The subcontract guidance document is being developed and should have a draft to share before the September meeting. The IACUC MOU Collaboration working group will meet in June. Analysis by the working group for the subaward delay survey will reconvene soon with a plan to draft recommendations. Sample force majeure language was posted to the FDP Subaward Forms page; however, it is not required to include this language. If institutions need to add additional terms to subawards as a response to COVID-19, options available are to use the FDP foreign subaward language; or either the general force majeure language or COVID-19 specific language provided by FDP as sample language. Membership was asked to refrain from requesting additional reporting related to COVID-19 work delays as we are waiting on more guidance from federal agencies and OMB. Feedback was requested on an FAQ related to force majeure. Discussion was initiated to evaluate the use of the Revised Subaward Period of Performance field on the FDP amendment template. An FDP Data Transfer and Use Agreement (DTUA) attachment (Attachment 7) to be included in subawards was previously made available for use (not required, being piloted). Draft guidance was posted April 30, 2020. The committee plans to host a webinar training on next steps and pilot tracking information. Participants were engaged in a poll to assess usage and needs.

[Slides](#)
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The Subawards Subcommittee welcomed a new co-chair, Kevin Ritchie from Harvard Medical School.

Next Steps: Co-chairs will evaluate poll results from the meeting and determine appropriate next steps.

**Wednesday,
May 27, 2020,
1:00pm-
3:00pm
EDT**

Plenary – COVID Federal Panel – Dr. Mike Lauer provided an overview of the novel coronavirus and background on spread of the virus to humans from animals. The discussion then shifted to NIH initiatives around COVID 19 and administrative impacts and flexibilities (application deadlines, donation of research supplies, salaries, human and animal research, and other flexibilities). The grants community is asked to contact NIH grants management staff with any questions, and Dr. Lauer indicated that institution should feel free to send reopening plans to him directly in an effort to develop a list of best, or promising, practices.

[Slides](#)
[Video](#)

Barbara Orlando, Department of Defense, noted that Defense Agencies have different missions, leadership goals, approaches to research and different governance/laws that impacts operations. DoD is implementing OMB's Flexibilities where possible (no-cost extensions, cancelled travel costs charged to grants, COVID-affected salary charges that are consistent with grantee's policies), and awardees are expected to track all time charged that is affected by COVID. The FDP community should look for additional guidance on the impact of potential COVID-19 waves in the future, including changes in DoD funding priorities and workforce implications.

Michelle Bulls walked through NIH's response to COVID-19, which has included support for OMB's flexibilities, detailed FAQ's, and extension of application deadlines. Looking to the future, NIH has developed an internal control, and their focus will be on keeping their FAQs up to date, documenting and reporting delays in research, working with OMB on the possibility of extending flexibilities, and supporting recipients as they look to restart/ramp up research activities. Two notable takeaways were that grantees should use their next RPPR to notify NIH of delays and other COVID-19 impacts to their research, and confirmation that any type 3 funding should be tracked separately from the original award.

Stephan Meacham referenced NSF's recently issued Dear Colleague Letters for RAPID and EAGER funding for COVID-19 related research, noted that NSF continues to support OMB's flexibilities, and directed grantee institutions to NSF's frequently updated FAQs and guidance on their website. He further indicated NSF is operating almost entirely virtually, including all functions ranging from receipt and processing of proposals, merit review, and issuance of awards.

**Wednesday,
May 27, 2020,
4:00pm-
5:00pm
EDT**

Supporting COVID-19 related Data Transfer and Use Agreement needs
Subaward Attachment 7 and FAQs have been posted on the Subaward FDP page; feedback was requested from Members by May 31st. An informational webinar is being planned for the membership. The group provided an update on the collaborative DTUA Template. Currently, both a two-party collaborative DTUA template as well as a separate, multi-party DTUA sample are underway. The group also reviewed the new draft COVID-19 DTUA sample; this is for limited or de-identified data sets only. The COVID-19 sample will be posted on the website. The group also reviewed the new DTUA Intake Checklist draft, a tool for assembling to information to develop a DTUA. The need for a biorepository template was discussed as a potential next step for the group.

[Slides](#)
[Video](#)

**Thursday,
May 28, 2020,
1:00pm-
2:30pm
EDT**

The Impacts of COVID-19 on Research Activities: The University Perspective
FDP Administrative Co-chair Richard Seligman moderated this panel of FDP faculty and administrators to discuss the impacts of COVID-19 on research operations at FDP member institutions. Topics of discussion included the initial impacts and ramping down of research activity and shifting to remote work arrangements, steps that universities have taken to assist PIs and what types of work and research can and cannot continue remotely, how research offices were able to align their response to COVID-19 across disciplines with other university

[Slides](#)
[Video](#)

offices and campus activities, concerns about the financial impact on grant and institutional budgets, the federal response to the pandemic, and what FDP's role should be in the midst of this unprecedented upheaval. The session concluded with a discussion of lessons learned thus far, and how institutions can apply these lessons as we enter the next phase and ramp up research activities.

**Thursday,
May 28, 2020,
2:30pm EDT**

FDP Meeting Adjourned