



Health Colleges Research Services

News and Announcements

THURSDAY AUGUST 15, 2024

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WELCOME BACK!

Welcome back to our amazing faculty and staff for the 2024-2025 Academic Year! As many of you know, [Drs. Jack Lipton and Anna Moore](#) have joined the Office of Research, enhancing the college's research enterprise through analytics and faculty development. We look forward to the changes and improvements they will bring to the college in the coming year.

HCRS sends warm wishes to Michelle Trierweiler as she has left our team to join COM as a Project Administrator managing the Direct Care Worker grant for Dr. Clare Luz. We are grateful for her time within our department and wish her the best of luck in her future endeavors!

We welcome [Dana Gunderson](#) to our Pre-Award team this month! Dana joins us from Henry Ford Health System and has over 15 years of experience in Research Administration. Dana began her career in Gastroenterology and Hepatology Research at Henry Ford, then transitioned to a dual role with the departments of Public Health Sciences and Henry Ford Cancer. She brings broad experience with many federal and non-federal funding agencies. Welcome, Dana!

EFFORT REPORTING- THE SEASON IS COMING UP, ARE YOU READY?

BY MELISSA WILSON

What is effort reporting? The simple answer: an effort report (ER) is the receipt that auditors use to document the amount of effort performed (both directly charged and pledged as cost sharing) on a restricted grant or contract. Effort reports are required for those individuals with salary charged or have committed in kind effort to projects funded by the Federal Government, the State of Michigan, or other agencies that require salary/cost sharing documentation.

Although this answer seems simple enough, as investigators and research administrators, we know the answer encompasses so much more. Effort reporting is based on the effort approved at the award stage and validates the percent of salaries charged or cost shared to a project. The actual salary charged to a project drives the percentages found on an effort report, and if all goes well, the percentages will be equal. Often, it seems simple in theory.

'Salary charged has nothing to do with effort reported.'

However, those of us in the trenches know all too well that the salary charged to a project does not always coincide with the actual effort an investigator puts into their project. For example, if a budget reduction occurs for a particular year, the effort percentage or work performed by an investigator will (generally) not be reduced. Instead, the actual salary percentage charged to the project will decrease, and the difference is cost-shared, if allowable. When a budget reduction occurs, the investigator will certify their accurate effort, and the cost share is indicated on the effort report.

Another example is the investigator's salary charged to a project that equals a higher percentage than the percentage awarded in a budget. In this case, the salary overage is removed from the project before certification is complete.

Examples are boundless with effort reporting. The key is to remind yourself of the several months between the end of the reporting period and the deadline to certify effort reports! There is plenty of time to sweat correcting errors and submitting cost redistributions.

Effort reports for Period 1 2024 will open to administrators in September 2024. Effort reports will open for investigators in October and they will have 30 days to certify.

REDCAP SERVICES

Do you need to utilize a data capture system for your research project? If so, the Biomedical Research Informatics Core (BRIC) housed within the Clinical and Translational Sciences Institute (CTSI) offers REDCap (Research Electronic Data Capture), a web-based system available to faculty and staff! The BRIC team develops customizable study-specific features for many research projects and works directly with faculty to satisfy their specifications and needs. Recently, BRIC revamped its pricing structure into two tiers, a Base and a Premium package, to increase the use and accessibility of REDCap.

If you are interested in utilizing REDCap or want more information, visit <https://ctsi.msu.edu/redcap-software> and click on the CONTACT tab at the top of the page. Fill out the "Contact Us" form and click "Submit," and a BRIC team member will be in touch.

REMINDER: HUMAN SUBJECTS & YOUR WORK AT MSU

Questions on how to properly complete our intake form? Here are some examples for guidance:

- **When MSU is a subaward site:**
 - If MSU receives non-identifiable information or is otherwise not engaged in human subjects research, please answer 'NO' to human subjects questions, regardless of the lead institution's engagement with human subjects.
 - If MSU is engaged with human subjects on or off campus or receives identifiable information, please answer 'YES' for human subjects research. IRB review and approval are required before the account can be set up and research can begin. IRB review is necessary to determine human subjects exemptions but is not required if there are no human subjects.
- **When MSU is the lead applicant:**
 - Mark 'No' to human subjects if MSU and/or the subaward sites are not engaged in human subjects research.
 - Mark 'Yes' to human subjects research if MSU is working directly with human subjects or working with identifiable information. IRB review and approval are required before the account can be set up and research can begin. IRB review is necessary to determine human subjects exemptions but is not required if there are no human subjects.

- If MSU will be receiving non-identified data from a subaward site, your proposal intake form should mark 'YES' for human subjects research because MSU is responsible for the overall project, including compliance related to subaward sites.

NEW CONFLICT OF INTEREST DISCLOSURE POLICY

In Spring 2024, the Conflict of Interest (COI) disclosure questions changed to certify that key personnel with federally funded grants do not participate in [Malign Foreign Talent Recruitment Programs](#). Per new regulations, if there is participation, this program prohibits faculty from applying for and receiving federal research funding. MSU has developed an updated [policy](#) effective August 5th. We encourage all faculty to read the policy and share with all applicable key personnel on their federally funded grants. Your research funding could become at risk if you fail to comply.

A [memo](#), [webpage](#), and a [how-to guide](#) are available for reference. For questions, contact the resource team at ORI.TalentPrograms@msu.edu.

HCRS PRE-AWARD PROPOSAL TIMELINE POLICY

Please submit your [proposal intake form](#) by Tuesday September 3rd, if you intend to apply for the Cycle 3 deadline with NIH. As a reminder, our office requests notice of intent to submit a proposal at least [8-weeks before the sponsor deadline](#), for our team to provide robust support, including budget development, compliance reviews, PDF conversions, and proposal routing. Please refer to MSU's [deadline policy](#), and direct questions to HCRS.Proposals@msu.edu.

UPCOMING EVENTS

Thursday August 22, 2024: 9:00-10:00AM. Diversity Research Network's (DRN) Informational Webinar Meeting. [Register Here](#).

Tuesday, September 10, 2024: 1:00-3:00PM. [Broader Impacts Workshop Series: Mapping the Societal Impact of Your Research: Articulating Your Impact Identity, Goals, and Pathways](#). [Register Here](#).

Thursday, September 19, 2024: 2:00 – 3:00 p.m. [Revisions to the Fellowship Application & Review Process | grants.nih.gov](#)

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