The Research Community Update informs campus administrators about research-related topics of interest and importance. Staff in the Office of Sponsored Programs are here to help you with navigating the changing and challenging world of research administration.

To unsubscribe, or to request that someone be added to this newsletter distribution list, please contact Ron Fleischmann, Associate Director of Pre-Award Administration (fleischm@uwm.edu).

This issue features:
- In the Spotlight: Post-Award Administration;
- CHS, HBSSW, and ZSPH announces the launch of SOAR;
- New WISPER Compliance Question in Effect;
- Authentication of Key Biological and/or Chemical Resources; and
- Looking for Previous Issues of OSP Publications?

IN THE SPOTLIGHT: POST-AWARD ADMINISTRATION

This is our fourth and final "In the Spotlight" feature about the functions of the Office of Sponsored Programs (OSP). This edition focuses on Post-Award Administration. The "In the Spotlight" series provides a brief overview of various OSP services and provides campus with access to resources and best practices for research administration.

OVERVIEW OF POST-AWARD ADMINISTRATION

Located in the Office of Sponsored Programs (OSP), Post-Award Specialists are assigned to each UWM Division/School/College or department to serve as the primary point of contact and to help facilitate the overall post-award process while balancing the need for institutional and sponsor regulatory compliance. We are here to help you in the following areas:

- **Financial Management:** Award management is a shared responsibility between the Office of Sponsored Programs, the Principal Investigator (PI), and the PI’s Division/School/College or unit. Post-Award Specialists provide guidance and assistance to PIs, their divisions, and their departments in the administration of extramural funding on our campus.

- **WISDM:** The Wisconsin Data Mart (WISDM) is a web-based financial data reporting tool that provides detailed information regarding award budgets and expenditures. Post-Award Specialists are available to provide training and answer questions related to WISDM.

- **Cost Principles for Award Management:** There are many regulations that govern federal sponsored programs at U.S. colleges and universities. Post-Award Specialists are knowledgeable in the myriad of regulations that govern the administration of extramural funds and are available to provide assistance and training related to these principles.

- **Award Close-Out:** The award close-out process begins with the completion of the appropriate final programmatic and financial reporting requirements. Reporting requirements typically include a final technical and financial report; the sponsor may require additional documents such as patent/intellectual property disclosures, mentoring/education plans for post-doctoral positions, and equipment inventory. Post-Award Specialists provide guidance and assistance to PIs, their divisions, and their departments with the award close-out process.

CONFERENCES AND RESOURCES RELATED TO POST-AWARD ADMINISTRATION

Interested in learning more about Post-Award Administration? There are a number of conferences, professional organizations, and other resources related to this area of research administration:
• **NCURA Financial Research Administration (FRA) Conference**, San Diego, California, March 11-13, 2017: Held annually, this conference is solely focused on post-award administration and provides training and professional development for beginners through senior administrators.

• **National Council of University Research Administrators (NCURA) Annual Meeting**, Washington, DC: Typically held annually in early August, this conference features pre- and post-conference workshops and a wide variety of concurrent sessions and discussion groups from basic to advanced levels. Session tracks include pre-award, award management, research compliance, effort reporting, career planning, and much more. For 2016, NCURA added tracks for newcomers to the field and for current and aspiring managers, as well as certificate programs in several topical areas.

• **NCURA Membership**: Annual membership provides discounts on NCURA conferences and access to publications, online collaboration and networking opportunities, and insight on the ever-changing world of research administration.

• **Society of Research Administrators (SRA) Annual Meeting**, San Antonio, Texas, October 22-26, 2016: Brings together research administrators for professional development and collaboration opportunities. The Annual Meeting features several tracks, including professional development; sponsored program planning, development, and delivery; management and operations; financial/post-award administration; research law; research ethics and compliance; and sponsors and agencies.

• **SRA Membership**: Like NCURA, SRA membership provides professional development opportunities, publications, and online communities to grow the research administration profession.

• **Research Administration Listserv**: This e-mail listserv allows subscribers to consult with colleagues nationwide on issues related to research administration. This listserv is a great resource for those new to research administration, as the topics vary widely and reflect the breadth and depth of the field.

• **Uniform Guidance**: The Uniform Guidance supersedes previous administrative requirements and applies to new and/or incremental funding awarded on or after December 26, 2014. The new guidance consists of definitions, uniform administrative requirements, cost principles, and audit requirements and now governs the financial administration of most federally-funded projects.

And these are only a few options! There are many conferences, seminars, resources, and tools related to post-award research administration. If you would like additional information, please contact Carla Durand, Assistant Director of Post-Award Administration (durandc@uwm.edu, x6012).

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**CHS, HBSSW, AND ZSPH ANNOUNCES THE LAUNCH OF SOAR**

The College of Health Sciences, the Helen Bader School of Social Welfare, and the Joseph J. Zilber School of Public Health have jointly formed the Shared Office for Administration of Research (SOAR). The grant specialists in SOAR provide pre- and post-award research support to PIs within these divisions, which is similar to the administrative support available to PIs in other campus divisions and departments.

This set-up underscores the need to work collaboratively with OSP to ensure compliance with standards and processes established by UWM, UW System, the federal government, and sponsor regulations. Additionally, SOAR will also coordinate the timely submission of proposals to sponsors by OSP on behalf of UWM.

**Questions about SOAR?** Please contact Eric Gresnick, Interim SOAR Director (gresnick@uwm.edu, 229-2486).

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**NEW WISPER COMPLIANCE QUESTION IN EFFECT**

As a reminder, a new WISPER compliance question went into effect on August 1, 2016. The question, focused on the inclusion of technology-related services, supplies, and/or equipment in projects, is intended to assist our Schools and Colleges with reviewing sponsored projects for both short- and long-term commitments of division-level technology resources and equipment.

The inclusion of this question in WISPER is provided solely for the benefit of our Schools and Colleges. Each division has the option to decide how to respond to a “yes” answer for this question—follow-up with the investigator to obtain additional information, elect to have their IT staff review the proposal and/or budget, or implement some other internal review process. While a response to the question is required by principal investigators, division-level approval of the
WISPER record signifies to OSP that any technology-related aspects of the project have been reviewed and approved in accordance with the School or College’s internal processes.

AUTHENTICATION OF KEY BIOLOGICAL AND/OR CHEMICAL RESOURCES

In May 2015, the National Institutes of Health (NIH) required applicants to comment on the authentication of key biological and/or chemical resources in proposals submitted to the agency. "Key resources" refers to established resources that will be used in the proposed project, and may include cell lines, specialty chemicals, antibodies, or other biologics. Key resources may or may not be generated with NIH funds and:

- May differ from laboratory to laboratory or over time;
- May have qualities and/or qualifications that could influence the research data; and
- Are integral to the proposed research.

Standard laboratory reagents that are not expected to vary do not need to be included in the plan (such as buffers and other common biologicals and chemicals). Each principal investigator will need to determine which resources used in their project fit these criteria and are critical to the proposed research.

This section of the proposal should briefly describe the methods the principal investigator plans to use to authenticate key resources based on their scientific experience and judgement, referring to relevant scientific standards for the investigator’s discipline as necessary. If key resources are purchased or provided by an outside source, the principal investigator is still required to provide their own authentication plan for these key resources.

Applications that involve the use of key biological and/or chemical resources but do not include an Authentication of Key Biological and/or Chemical Resources Plan will be returned without review. It is important to note that this attachment is not a required in Grants.gov application packages, so please be certain to verify with your principal investigators that this section is not applicable for their particular project.

NIH implemented this change to applications as a method to increase the rigor and transparency of research sponsored by the agency. In order to assist principal investigators, NIH also has posted additional clarification on this section of proposals in a Frequently Asked Questions document.

LOOKING FOR PREVIOUS ISSUES OF OSP PUBLICATIONS?

Good news! OSP has now posted back issues of its Research Community Update and Newsletter to its website. Three previous months of OSP publications will be posted to this site (including both regular and special editions or each). For past editions older than three months, please contact Ron Fleischmann for the Research Community Update (fleischm@uwm.edu) and Michelle Schoenecker for the OSP Newsletter (schoene7@uwm.edu).