



# Research Community Update

From the Office of Sponsored Programs

MARCH 14, 2017

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](mailto:fleischm@uwm.edu)).

This issue features:

- [Issues with Adobe Reader and Grants.gov Packages](#);
- [Can I sign this?](#);
- [Effort Reporting for July 1, 2016 through December 31, 2016 is Now Open](#);
- [NIH PubMed Central: Complying with NIH Public Access Policy](#); and
- [Reminder: NIH Policies Now in Effect](#).

## ISSUES WITH ADOBE READER AND GRANTS.GOV PACKAGES

Grants.gov has recently posted a notice informing applicants [about issues with Adobe Reader DC and Grants.gov application packages](#). If you are using Adobe Reader DC to complete Grants.gov application packages, verify you do not have the following versions installed:

- Adobe Reader DC (Classic) version 2015.006.30279
- Adobe Reader DC (Continuous) version 2015.023.20053

To check your version of Adobe Reader, login to Adobe, click on “Help,” and then click on “About Adobe...” If your computer has one of the versions listed above, you will need to install the most recent patch in order to complete Grants.gov applications. Contact the IT professional assigned to your department or division to discuss an update to your computer.

## CAN I SIGN THIS?

Have you received a document from a principal investigator for a signature? Did you look at the document and ask whether you should sign? It happens all the time—sponsors send our principal investigators documents for signatures all the time, thinking that individual PIs or department-/division-level personnel have the authority to sign documents. At UWM, [only certain individuals have the authority to sign on behalf of the institution](#)—and for documents that involve funding for grants and contracts, most of the signatories are employed in the Office of Research.

Why is this important? Only Chancellor Mone has the authority to sign documents on behalf of the institution under state law. The Chancellor, under state law, has the authority to delegate signature authority to certain individuals on campus—[hence the signature list](#). In so doing, **UWM follows Wisconsin law in terms of signature authority**.

## EFFORT REPORTING FOR JULY 1, 2016 THROUGH DECEMBER 31, 2016 IS NOW OPEN

On February 1, 2017, the effort certification period opened for the second half of 2016. Anyone with sponsored payroll or committed cost share for a sponsored project should have received an email to certify effort in ECRT. Effort certification is a way in which payroll and cost share payroll is verified or a receipt is created for the sponsor. It is important that each payroll dollar and cost share payroll dollar is accounted for in ECRT to avoid audit risk or paying funds back to sponsors. **The deadline for this period to complete certification is April 30, 2017.** Detailed information can be found on the [compliance](#) web page under effort reporting.

**Questions?** Please contact Jean Wolfgang at [or-osp-effortreporting@uwm.edu](mailto:or-osp-effortreporting@uwm.edu) or your Effort Coordinator listed in your notification e-mail.

## NIH PUBMED CENTRAL: COMPLYING WITH NIH PUBLIC ACCESS POLICY

NIH makes the peer-reviewed articles it funds publicly available on [PubMed Central](#) (PMC). But did you know that the [NIH Public Access Policy](#) **requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to PubMed Central immediately upon acceptance for publication?** It can be easy to forget to submit papers to PMC, especially when PIs are juggling competing demands for their time. However, **non-compliance with this requirement can affect future awards.** NIH may withhold new awards or delay continuing funds until the paper(s) have been submitted.

To help researchers submit their publications to PMC, the NIH website has a wealth of information available to make the process as easy as possible, including [training materials](#), [submission methods](#), a variety of [FAQs](#), and instructions on how to add and maintain citations in [My Bibliography](#) and the [National Center for Biotechnology Information](#). It also includes detailed instructions on using the NIH Manuscript Submission ([NIHMS](#)) system. Please remind your NIH-funded PIs about the NIH Public Access Policy and PMC.

**Questions?** Contact your [Pre-Award Specialist](#).

## REMINDER: NIH POLICIES NOW IN EFFECT

Past issues of RCU have highlighted upcoming changes to NIH proposal and award policies. Most of the implementation dates have now come and gone—and these policies are now in effect:

### **Effective January 1, 2017:**

- **Final Research Performance Progress Reports (RPPR):** [Grantees may no longer submit Final Progress Reports](#). Instead, grantees must submit Final RPPR through eRA Commons.
- **Good Clinical Practice Training:** NIH-funded investigators and clinical trial staff [must complete Good Clinical Practice \(GCP\) Training for any NIH-funded clinical trial](#). UWM principal investigators involved with clinical trials will receive additional information from OSP in the near future regarding GCP training.

### **Effective January 18, 2017:**

- **Clinical Trial Reporting Requirements:** NIH-funded clinical trials [must be reported within 21 days of first patient enrollment](#) in ClinicalTrials.gov. Results of the clinical trials [must also be submitted within one year of trial completion](#) in ClinicalTrials.gov.

### **Effective January 25, 2017:**

- **Appendix Materials:** NIH has [eliminated most types of appendix materials for grant applications](#) due on or after this date, unless specifically required under a funding opportunity announcement.
- **Post-Submission Materials:** NIH has [clarified the specific types of information](#) that may be submitted following a proposal submission.
- **Updated Font Guidelines:** [NIH has updated its recommended font list](#) and no longer requires that black text be used within grant application attachments.

### **Effective February 9, 2017:**

- **Interim RPPRs:** Applicants that submitted a renewal application (Type 2) [must still submit a progress report via eRA Commons](#) no later than 120 calendar days from the period of performance end date of the existing award.