Today’s Agenda

• Announcements
• IRB: Industry Sponsored Fee Schedule
• After-the-Fact Proposals
• Fiscal Year End Reminders
• Subcontracts Module: Subprojects and New Subawards
Announcements
Sponsored Research Staffing

- Contracts & Negotiations
  - Contracts Officer x 2
  - Associate Contracts Officer (posting soon)
- Proposals & Awards Acceptance
  - Sponsored Research Officer (posting soon)
  - Associate Sponsored Research Officer x 2
  - Assistant Sponsored Research Officer (posting soon)
  - Coordinator Sponsored Research (posting soon)
- Awards Management
  - Awards Management Associate x 2
- Administration
  - Admin Assistant IV
# Upcoming NIH Due Dates

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Description</th>
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| **September 25* (Saturday)** | All - new, renewal, resubmission, revision  
• Program Project Grants and Center Grants (P-series)  
• Research Demonstration Edu. Projects (R18, U18, R25)  
• *Institutional* National Research Service Awards (T-Series)  
• Multiple other activity codes (C, D, G, S, U) |
| October 5      | R01 (new)  
U01 (new) |
| October 12     | Research Career Development (new) K-series                                  |
| October 16* (Saturday) | Other Research Grants and Cooperative Agreements (new) R03, R21, R33, R21/R33, R34, R36, U34, UH2, UH3, UH2/UH3 |

*Reminder: For all of these deadlines, new Other Support format and PI signature required. See the SR website for more information.*
IRB Industry-Sponsored Fee Schedule
# Updated IRB Fees for Industry-Sponsored Research Studies

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fees</th>
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<tbody>
<tr>
<td>New Study Application</td>
<td>$3,000</td>
</tr>
<tr>
<td>Modifications (Inclusive, billed annually)</td>
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</tr>
<tr>
<td>Continuing Review</td>
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</tr>
<tr>
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<td>Reportable Events</td>
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</tr>
<tr>
<td>Compliance Maintenance (Billed annually)</td>
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Industry-Sponsored Research Fees

• These fees are applicable when Northwestern is the IRB of Record and when Northwestern cedes review to an External IRB.

• If subjects are never enrolled, or the study terminates before milestones are met, the investigator and/or department are still responsible for IRB fees.
IRB Fees

The Northwestern University IRB Office established fees to help fund services provided by the IRB which include study review, education initiatives, and compliance monitoring activities. Currently, the IRB Office charges fees for industry-sponsored research and research where Northwestern is the Single IRB for external federally-funded sites conducting non-exempt human subjects research.

Industry-Sponsored Research Fees

IRB fees for industry-sponsored research cover the real cost associated with protocol review by the IRB. These fees are applicable when Northwestern is the IRB of Record and when Northwestern codes review to an External IRB. If subjects are never enrolled, the study terminates before milestones are met, expenditures exceed revenue, or a contract is never finalized, the investigator and department are responsible for all expenditures not covered by the sponsor, including IRB fees. These fees are in addition to the Feinberg School of Medicine regulatory preparation fee that must be included with all industry sponsored research budgets submitted to the Office for Sponsored Research after February 1, 2010. Trials performed through the Robert H. Lurie Comprehensive Cancer Center remain subject to the Cancer Center’s Clinical Research Office’s standard regulatory preparation fee.

Initial Applications submitted in eIRB+ on or after 9/1/2021 are subject to the following fee schedule:

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After-the-Fact Proposals
After-the-Fact Proposals

• **AVOID** if possible!
• There will inevitably be situations that occur that will result in an ATF application. For example
  – Some industry engagements
  – Fellowship applications (typically to foundations or other smaller organizations)
ATF Proposals: Compliance

• Compliance issues
  – COI non-compliance at proposal stage
  – Restrictions that were not vetted during a typical review
  – Incorrect budget and/or rates utilized

• Award acceptance will be significantly delayed in order to complete
  – All the compliance checks that are typically done at proposal stage
  – Standard review/negotiation
ATF Proposals: Submission Process

• As soon as department is notified, initiate an InfoEd record.
• SR will not recognize the award as received until after the proposal has been routed, reviewed, and closed out.
• The record should include all the typical proposal documents, at minimum:
  – Detailed budget
  – Justification
  – Solicitation
  – Full proposal that was submitted
  – Award documentation
Fiscal Year-End Reminders
FY Close Award Set-Up

Helpful Reminders

• Get back to us as quickly as possible on awards that are awaiting department action.

• If your budget includes subawards, include the specific entity name(s), detail(s), and amount(s) for each.

• Refrain from sending status checks. If InfoEd shows a system status of awarded, know that it is in our queue and we will get it set up as soon as we can.

• Awards are processed in the order they were received.
Subprojects and New Subawards
Background

• Separate projects in NUFinancials have separate (but related) entries in InfoEd

• Subawards are entered into InfoEd budgets at many places in the process:
  – By RA, when proposal budget is originally entered. (If on proposal, carries over automatically to award.)
  – By SR, when award is set up, if not proposed
  – In old CR module, by Subaward team when processing new subaward agreements

• If the subaward doesn’t already exist (i.e., it’s a new subaward being added after award setup), the submission of the New Subcontract request will create the subaward record in InfoEd
Importance of Correct Data

• In order to match up data appropriately, reduce confusion, and ensure reports work correctly, it’s important to know which project the subaward is on when you have multiple projects on an award.

• The InfoEd data needs to exactly tie out to the NUFinancials data so that the subawards are located in the same place in both systems.

• This data feeds into various reports such as GM092 for subrecipient monitoring.
How to Find Subprojects in InfoEd

• Click on the SP Number to bring up the navigation menu.
• Hover the mouse over Proposal Tracking and click View.
• In the left navigation menu that appears, click Awards.
Identify the Correct Subproject

- Scroll down to the bottom of the Awards menu to locate the Subprojects associated with the SP number.
- When you create the subaward request, enter the PROJ subproject number – NOT the parent SP number.
Additional Details on Subprojects

• You can see the title of the subproject when you mouse over the blue hyperlink listing the PROJ number for each.

• You can also review details of the subproject if you click “detail” – this will take you to InfoEd page for the subproject, and show any subawards
Subproject Table in InfoEd

- If you click on the Subproject tab in InfoEd (under Awards), you will get a table view of all the subprojects with PI, total dollars, and title.
Alternatively: NUFinancials

- Navigate to Grants in the main menu, then Awards, then Project.
- Search by Project number from the chartstring.
Alternatively: Cognos

- The link between InfoEd numbers and NUFinancials projects is stored in Cognos InfoEd ad hoc query data
  - It does not show up on regular Cognos reports
Cognos Continued

• Select Level 1 and Level 2 Institution numbers (these will be main SP proposal number and PROJ numbers) and PeopleSoft Project ID

• You can filter the Level 1 for just the proposals you care about
If You Need Help

• Contact the SR Business Systems & Operations Team for technical assistance at osr-info@northwestern.edu
Questions?
Join us for the next CLEAR webinar:

Tuesday, October 12, 10:00am