Published Articles and NIH Progress Reports

PMCID Numbers

When you are preparing an NIH progress report, it is important that all publications associated with the grant have a PMCID number or be listed in MY NCBI as “in process.” It should be noted, however, that some NIH institutes do not accept the “in process” designation as acceptable and require a PMCID number. Non-compliant manuscripts are flagged by NIH at submission time with a warning and must be brought into compliance with NIH’s public access policy before a Notice of Award is issued.

If a progress report is submitted without a PMCID number, a Progress Report Amendment (PRAM) filed through eRA Commons may be required by the grant management specialist (GMS) at NIH that includes a MY NCBI Report PDF that shows the PMCID number for the previously non-compliant publication. Sometimes GMSs will allow an OSP signing official to mail the MY NCBI Report PDF directly to them via e-mail without requiring a PRAM. If a non-compliant manuscript is identified, the PI will need to supply a PDF of his/her MY NCBI Report to OSP. The assignment of an NIHMSID number by the MY NCBI system will not automatically bring the manuscript into compliance. It simply starts the process for a PMCID number to be assigned, which can take from 6 to 8 weeks after the PI has addressed the manuscript’s compliance status in is MY NCBI.

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Office of Sponsored Programs (OSP) Website

Be sure to periodically check out the News and Announcements section of our website. The website address is listed in the highlighted box to the right of this article.

In this section, you’ll find helpful information pertaining to recent NIH policies, such as those pertaining to resubmissions and early stage investigators.

We’ve also posted lots of new links to find funding opportunities.

As always, you can find the OSP route sheet and Quick Facts document on our website, too.
Published Articles and NIH Progress Reports

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It cannot be emphasized enough the value of obtaining a PMCID number at the time a manuscript is published. There may come a time in the near future where continued non-compliance causes NIH to identify manuscripts without a PMCID number at the time of the progress report as an error, which could seriously delay the issuance of a new award. The importance of following NIH’s public access policy with a link to the public access website is stated in NIH Notice of Awards. For more information, see NOT-OD-08-033 and the public access website: http://publicaccess.nih.gov/.

Generally NIH progress reports should be submitted via eRA Commons, unless otherwise directed in the Notice of Award. NIH progress reports are due at least 45 days ahead of the project period end date and should be accompanied by a completed, signed OSP route sheet sent by e-mail to: Lee.Paradise@ttuhsc.edu.

For progress reports to agencies other than NIH, it is also important to submit them in a timely manner, as well as in compliance with their associated guidelines. Like NIH, failure to submit timely progress reports to other funding agencies may delay or even cause the termination of continued funding.


OSP Website: Funding Opportunities Listed

Be sure to check out the funding opportunities listed on the Office of Sponsored Programs website. The opportunities listed are updated often.

When determining your grant submission timeline, please remember that all proposals in their final state (ready to be submitted to the funding agency) must be submitted to the Office of Sponsored Programs no later than 5 business days prior to the agency deadline.

For more information, go to:
http://hscweb.ttuhsc.edu/sponsoredprograms/Calendar_of_Deadlines.aspx

NIH Grant Applications and Conflict of Interest Financial Disclosures

It is very important that all key personnel listed on an NIH grant have current Conflict of Interest (COI) Financial Disclosures filed with their institutions.

Grants cannot be submitted until all key personnel listed at TTUHSC have a current COI Financial Disclosure on file with TTUHSC. If you list someone in the key personnel section (paid or unpaid), that person must have a current COI Financial Disclosure filed at his or her institution.

Please take care of this ahead of time, as it becomes very stressful to obtain this information at the last minute.

Institutions that submit NIH grants usually have a policy in place for their investigators to follow. However, if you are listing someone as key personnel who is at a foreign institution and no policy exists, the person can complete our COI Financial Disclosure. It is easy and only takes about 5 minutes to complete.

This requirement is not tied to whether a person is paid from the grant or not, because the purpose of the federal requirement is to help assure objectivity of the data.

Even if a person says he or she has no conflict of interest, a COI Financial Conflict of Interest Disclosure still has to be completed and on file.
Clinical Trials and Material Transfer Agreements (MTAs)

June Howard has retired from the Office of Sponsored Programs. Therefore, investigator-initiated clinical trials are now being handled by Lee Ann Paradise. Lee Ann Paradise continues to handle NIH grants cradle to grave.

Many of you know that Pamela Frazier handles industry-sponsored clinical trials. When deciding on who to contact, consider the following:

- Pamela Frazier handles clinical trials that are developed and written by private companies.
- Lee Ann Paradise handles investigator-initiated clinical trials, even though it may be sponsored by a private company. If the research is ultimately funded by the federal government (NIH, DOD, etc.) in any way, Lee Ann Paradise is the processing individual.

Pamela Frazier now handles all MTAs and non-disclosure agreements.

Pamela Frazier can be contacted at:
Pamela.Frazier@ttuhsc.edu.

Lee Ann Paradise can be contacted at:
Lee.Paradise@ttuhsc.edu.

New NIH Biographical Sketch Requirement

As many of you know, NIH is requiring the use of new biographical sketch forms. NIH posted a notice about it (NOT-OD-15-024) in November 2014.

On December 5, 2014, NIH sent out an updated notice (NOT-OD-15-032) that supersedes the notice sent in November. NIH is giving PIs more time to use the new biographical sketch forms. You now have until May 25, 2015.

However, NIH encourages the use of the new forms now, if possible. NIH says, “We still encourage folks to move to the new format for due dates on/after January 25. We plan to remove the old format pages and samples from our web site January 25 (leaving only the most current version approved by the Office of Management and Budget), but will continue to accept the old format until May 25.”


More on Progress Reports

Regardless of the funding source, most funding agencies require some sort of progress report. When TTUHSC accepts funds from a funding source, the guidelines regarding progress reports are usually stated in the award notice. It is important to read all award notices, not only to know when reports are due, but also to know other requirements associated with the award.

NIH grant progress reports are generally due 45 days prior to the new funding year. NIH sends out automatic reminders via e-mail to the PI and does not send those reminders to the Office of Sponsored Programs.

If you have questions about when a progress report is due, please feel free to contact the Office of Sponsored Programs and we’ll confirm the date for you. Please be sure to provide the grant number, funding source, and project title, as well as the project year end date.

Failure to submit timely progress reports cannot only delay funding for the next year, but it can also compromise funding for the entire institution if progress reports are significantly tardy.
Celebrate life!

Office of Sponsored Programs
Newsletter

OUR MISSION

The purpose of the Office of Sponsored Programs (OSP) is to assist faculty and staff in identifying, obtaining, and maintaining external funding that support the TTUHSC mission of instruction, research, and patient care. Numerous resources are utilized to assist faculty in identifying possible funding opportunities. The OSP is responsible for reviewing and approving proposals seeking external funding from federal, state, and local agencies and negotiates the contractual funding agreements with such entities (with the exception of clinical trials with drug companies). Upon receipt of an award, the OSP provides assistance and oversight, including budget set-up and project revisions. In addition, the OSP assists with several internal TTUHSC seed grant programs.

http://www.ttuhs.edu/sponsoredprograms/