MICHIGAN STATE UNIVERSITY
COLLEGE OF NURSING

POST-AWARD OPERATING PROCEDURES

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POST-AWARD OPERATING PROCEDURES

The following CON post-award operating procedures supplement guidelines and/or policies specified by your funding sponsor and/or the University Contract & Grants Administration – please refer to your award documents for details and appropriate web sites as well as the sponsor's Grants Policy Statement, if available.

Start-up Activities

- **Notice of Funding/Award** – When a notice of funding is received, faculty are to notify the following individuals:

  - Dean
  - Associate Dean for Research & PhD Program
  - Associate Dean for Academic & Clinical Affairs
  - Associate Dean for Support Services
  - NRC Grant Administrator
  - Development Officer (for corporate or foundation sponsors)

  NRC staff will need a copy of the notice of award. It is the faculty member's responsibility to provide this information to facilitate set-up of an MSU account.

- **Review Assignment** – Faculty should notify the Associate Dean for Academic & Clinical Affairs if their Program Officer indicates funding is likely. Changes in teaching and/or service assignments should not disrupt the functioning of the College – needs of the students and college must be considered. Changes in assignments occur on a semester basis so it is important the faculty member contact the Associate Dean for Academic & Clinical Affairs upon confirmation from their Program Officer that funding is likely or as soon as the funding notice is received. The PI should also notify the Associate Dean for Academic & Clinical Affairs of other faculty from the College who have teaching assignments and whom will devote effort to their grant.

- **Account Set-up** – NRC staff will coordinate with Contract & Grant Administration (CGA) to receive an account number for your work. Note: CGA will not release an account number until you have IRB approval.

- **Requesting Space** – Space will be allocated by the Associate Dean for Support Services. Refer to the College Policy on Assignment of Space, located in the Faculty Handbook.

- **Requesting Share Drive** – Your data should be stored on a secure network drive with appropriate back-up and intrusion protection. Often, secure space is provided by your data management team, e.g., BRIC, however, a secure network drive can also be requested through HIT. The drive can be set up so that only persons you have approved will have access to documents or data within the share drive. This is a separate drive from your HIT P Drive – we do NOT recommend you store data on your P drive as the P drive is NOT routinely backed up. A CON HIT share drive request can be obtained from the Grant Administrator. This form is not currently available in electronic format.

- **IRB/IACUC Approval** –
  1. Studies involving human subjects - Institutional Review Board approval must be received prior to contact with human subjects. A copy of the current IRB approval must be submitted to the Grant Administrator.

     If work will be completed by subcontractors, IRB approval may be required at each subcontract site depending on their level of engagement. This does not eliminate the need to submit your protocol to MSU for review and approval. If you are unsure whether IRB approval is needed at your subcontractor sites, consult the NRC Coordinator.

     Various mechanisms are available for external partners (subcontractors):
     a. MSU has a process to extend IRB approval to subcontractor sites without a regular Institutional Review Board. The IRB office can assist you to establish an Individual Investigator Agreement with each person/site.
     b. MSU also has reciprocal agreements in place with various Michigan area hospitals. The process to receive IRB approval at an institution with a reciprocal agreement varies so you should contact the MSU IRB office for guidance.
     c. If the site has an IRB but does not have a reciprocal agreement with MSU, you will need to submit a full application to both MSU and the site.

  2. Studies involving animals - Approval must be received from the Institutional Animal Care and Use Committee (IACUC) prior to implementation of the work with animals.

- **Funding Congratulations Letter** – Upon receipt of a notice of funding/award, the CON NRC will prepare a letter to confirm CON resources (effort, space, NRC support) available for the study as well as expectations for required training, participation in RQA meetings, etc. (see attachment 1 for letter template).

Post-award Meetings

- **Start-up Meeting** – A “start-up” meeting will be scheduled within 30 days of award receipt. The following individuals will attend the start-up meeting.

	Research Grant	Education Grant
Faculty Member	X	X
Project Manager (if identified)	X	X
Grant Administrator or Research Secretary	X	X
Coordinator of Nursing Research Center	X	X
Associate Dean for Research & PhD Program	X	
Associate Dean for Academic & Clinical Affairs		X
Associate Dean for Support Services		X

Start-up Meeting Agenda

- ✓ Review terms, conditions, restrictions of NOA, sponsor
- ✓ Review allowable vs. unallowable costs
- ✓ Review budget in relation to funding
- ✓ Discuss various University mechanisms for spending funds based on budget line items
- ✓ Discuss how to hire staff and training requirements for staff
- ✓ Assess whether RQA meetings will be required (required for all externally funded clinical trials)
- ✓ Copier, scanner, printer – use faculty code and scan mailbox

- **Quarterly Meetings** – Quarterly meetings will be scheduled following the start-up meeting for the duration of funding.

Quarterly Agenda

a. Review spending in relation to funding expectations
b. Review No Cost Extension process (if spending is not per budget)
c. Review compliance with required training
d. Review status of IRB
e. Review progress report submission due date

- **Close-out Meeting** – A close-out meeting will be scheduled approximately 90 days prior to the end of funding to review close out requirements.

Close-out Agenda

a. Review spending in relation to funding – estimate whether funds will be fully expended
b. Review final report submission requirements and due date

- **Research Quality Assurance Meetings** – An RQA Committee will be established for all externally funded clinical trials according to the CON policy located in the Faculty Handbook.

  a. Initial meeting – should occur within the first 90 days of funding.
  b. Protocol Review – should occur prior to collection of data (protocol manuals will be reviewed)
  c. Continuing – will occur at the frequency recommended by the RQA members, not to exceed annually.

Budget Management

- **Allowable vs. Non-allowable costs** – See agency guides for what is considered an allowable cost. For costs to be allowable they must directly benefit the project(s) being charged and they must be reasonable. In addition, allowable project expense must be needed, received and used within the budget period.

  See Federal Cost Policy on CGA website: http://www.cga.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMQAzADQA for definition of reasonable and allowability of common items of cost as well as NIH guidelines at http://grants1.nih.gov/grants/policy/nihgps_2011/index.htm Examples include:

  a. Entertainment costs, i.e., working lunches – not allowed on grant.
  b. Local and cell telephone – should not be charged to the grant unless the phone will be used exclusively for the project, i.e., no employee will ever make a personal phone call.
  c. Office supplies, i.e., wall clocks, calendars, waste cans, paper punches, staplers that might be used for other purposes – not allowed on grant.
  d. Project supplies, i.e., pens, folders, notebooks used exclusively for the project – allowed on the grant.
  e. Memberships, Books and Subscriptions – not allowed on grant.
  f. Travel costs – with a direct benefit to the project are allowed on the grant. Note: The “Fly America Act” requires that air travel to any foreign country (including Canada and Mexico) must use a U.S. air carrier, if available. Additionally, if travel is

extended for personal reasons and/or the most direct route is not taken i.e., flying to Baltimore in order to attend a conference in Washington, DC, documentation must be submitted with reimbursement request showing costs for business travel (without personal days) and/or costs for most direct route, i.e., flying to Washington, DC to attend a conference in Washington, DC. If travel costs are higher to travel earlier/later or via a non-direct route, faculty member will be responsible for the increased expense. It is the responsibility of the faculty member to provide documented evidence of cost savings.

- **Staffing Your Project** – refer to "Staffing Your Project" Guide for helpful information about managing MSU Human Resources.

  (Includes information on appointing/hiring Faculty, Academic Staff, Non-academic staff, On-call/Temp staff, Student employees, Graduate Assistants, Volunteers, posting, submitting hours, job descriptions, evaluations)

- **Contract Staff - Consultants, Vendors and Subcontracts** – The University offers three mechanisms for payment of non-campus vendors or staff who work on your project.

  a. Professional Services Contract – To start a Professional Services Contract (PSC) the business or individual providing the service or goods must complete the Michigan State University Professional Services Contract. The PSC process is then initiated when a requisition is submitted through the MSU EBS system. Purchasing will approve the requisition and will issue a Purchase Order. The amount of the purchase order is encumbered when the P.O. is prepared. Invoices are applied by MSU Accounts Payable to the encumbrance as they are paid.

     Should be used if:
     - ✓ Work that involves intellectual property, i.e., someone will be creating something for you such as a web site or programming and you want to ensure you will own the property afterward.
     - ✓ Speakers and consultants.

     Should not be used if:
     - ✓ Work involves human subjects. HIPAA language is not included in terms and conditions of this contract.
     - ✓ Employment of staff who do not provide similar services to the general public. It is a federal violation to hire staff using the Professional Services Contract.

b. Purchase Order – The purchase order process is initiated when a requisition is submitted through the MSU EBS system. Purchasing will approve the requisition and will issue a Purchase Order. The amount of the purchase order is encumbered when the P.O. is prepared. Invoices are applied by MSU Accounts Payable to the encumbrance as they are paid.

Should be used if:

- ✓ Vendors providing a service, e.g., transcription, website development, data management.
- ✓ Vendors working with human subjects as long as they are not "engaged in research", e.g., passing out fliers, referring subjects to contact MSU for more information. HRPP office can assist with determination of whether a vendor is engaged.

Should not be used if:

- ✓ Work involving human subjects if the vendor is considered "engaged in research". Consenting subjects is considered engaged.

c. Sub-contract – A subcontract should be prepared by the MSU CGA office. The Grant Administrator is responsible for coordination with CGA. The PI or project manager should provide a statement of work and budget for the work that will be completed by the subcontractor along with the name and address of the person to whom the subcontract should be sent for signature. Subcontractor agreements are negotiated annually not to exceed the end of the currently funded project period. As additional funding is received, subcontracts can be amended to add funds and/or extend the project period. Subcontract funds are encumbered when the award is executed. Invoices are applied to the encumbrance by CGA as they are paid.

Should be used if:

- ✓ Someone else will employ staff members to work on your project, especially if those staff members will interact with human subjects, such as consenting subjects or delivery of an intervention.
- ✓ Subcontractor is an academic institution.

➢ Travel –

a. CON Absence from University form - You must complete a CON Absence from the University form prior to travel if you are actively conducting research or receiving funds from the CON (academic year, summer or sabbatical) regardless of whether travel is for MSU business or personal (see CON Travel Policy in faculty handbook).

- ✓ Coverage for your research project must be indicated on the absence form.
- ✓ If absence is extended, e.g., greater than 2 business days, research coverage must indicate a faculty or full-time staff person who can be contacted in case of emergency. On-call or student staff are available limited hours and not appropriate to leave in charge.
- ✓ If a faculty or full-time staff person cannot be identified, the Nursing Research Center Coordinator can serve as the emergency contact/staff supervisor during the PIs absence.
- ✓ Phone messages should indicate hours project phone will be answered and who to contact outside of those hours for emergencies.

Completed forms should be submitted to the Research Secretary who will obtain approval from the appropriate Associate Dean.

Education = Associate Dean for Academic & Clinical Affairs
Research = Associate Dean for Research & PhD Program

b. <u>MSU Travel Authorization</u> – You must complete a University Travel Authorization prior to travel if travel is for MSU Business. The MSU Controller website has helpful information concerning University Travel and Reimbursement, available at http://www.ctlr.msu.edu/COTravel/. Completion of travel forms is the responsibility of the faculty member or their designee.

   A blanket travel authorization for a semester may be processed for routine in-state trips on your project that do not require an overnight stay.

c. <u>MSU Travel Voucher</u> - must be completed following completion of travel in order to receive reimbursement (the MSU Controller website has helpful information concerning University Travel and Reimbursement, available at http://www.ctlr.msu.edu/COTravel/. Completion of travel forms is the responsibility of the faculty member or their designee.

d. <u>International Travel</u> - 24/7 international **emergency assistance** is available by calling the Department of Police and Public Safety at **517-353-3784**. A police cadet will take the call and route it to the most appropriate university official. Such assistance is available to students enrolled in study abroad programs, faculty or staff assisting with study abroad programs, or any student, faculty, staff on university-sponsored travel and registered in the Travelers Database. *MSU does not provide assistance to students, faculty or staff while on vacation abroad.*

Examples of assistance provided in the past include coordination of emergency medical care and evacuation, referral to the University Physician for medical consults, and assistance with replacement of lost documents or credit cards.

The **Travelers Database** administered through the International Studies and Programs Office collects international travel itineraries and emergency contact information for faculty, staff, students, and independent contractors going abroad on MSU business, assignment or programs (excluding study abroad students, faculty, and staff, whose travel is recorded in a separate database). Administrative staff or faculty who prepare travel authorizations within the CON should submit itineraries to the Office of Professional Partnerships for entry into the Travelers Database. All colleges are required to participate in the data entry process. Upon registration, travelers will receive a confirmation e-mail containing extensive pre-departure advice and references. The Travelers Database also enables the University to notify travelers and their associated department of threats to their health or safety while abroad as well as be in a better position to provide emergency assistance. MSU's ability to provide university assistance to non-study abroad travelers is limited, however, if such travelers are not registered in the Travelers Database.

e. Visitors to Campus - Room reservations may be made at the following hotels and charged to an MSU account number.

- Kellogg Center, S. Harrison Road, East Lansing, MI 48824; (517) 432-4000.
- Candlewood Suites at MSU, 3545 Forest Road, Lansing, MI 48910; (517) 351-8181.

The following hotels will send an invoice to be paid by MSU check:

- Towne Place Suites, 2855 Hannah Blvd., East Lansing, MI 48823; (517) 203-1000.
- Gatehouse Suites, 1600 East Grand River Avenue, East Lansing, MI (517) 332-7711.

➢ **Equipment/hardware/software purchases** – Computer hardware and standard software (Office, Antivirus, Adobe, Internet Explorer) must be purchased through Health Information Technology (HIT) to ensure computers and printers are compatible with our system and will be supported. See HIT web page for hardware recommendations.

Non-standard software may be purchased directly from the MSU Computer Store at discounted rates.

If purchasing on a grant or contract account, follow instructions on the HIT website for placing an order.

If purchasing on CON funds, submit a request to Academic Instructional Support Services using the CON Request for Computing Hardware and Software Form, available in the CON Faculty and Staff shared drive in the CON Forms & Policies folder.

Educational equipment purchases must be coordinated with the Director of Academic Instructional Support Services (AISS).

- **Supply purchases** –

  a. Book purchases - Book purchases are usually not allowed on federal grants unless specifically budgeted and not excluded by the grantor. When allowed, orders should be placed with an MSU Bookstore when possible.
  b. Supplies **–** Faculty are responsible for purchasing project supplies on their project account. All supplies purchased on a general fund (e.g., GA accounts) **must** be ordered by the CON Facilities Person. Supplies should be purchased through MSU Stores when possible.
  c. Other Items not available through HIT, the computer store, an MSU bookstore or MSU Stores, may be purchased via:
     1. University Purchase Requisition – These must be processed through EBSP by your Project Manager. If you do not have a project manager, the Research Secretary may be available to prepare and submit the requisition.
     2. Reimbursement – You can purchase the item and submit for reimbursement through the EBSP system. Your Project Manager should initiate the eDoc. If you do not have a project manager, the Research Secretary may be available to prepare and submit the requisition.
     3. Procard - This program has been designed to allow for the direct procurement of low-value, small dollar purchases by the end user through the use of a credit card. The intent is to eliminate the need for small dollar requisitions, reimbursements, etc. If you anticipate needing a high-volume of materials that cannot be routinely ordered through MSU Stores, you may wish to consider requesting a Purchasing Card (Procard). The form can be printed from the Purchasing website at http://usd.msu.edu/purchasing/purchasing-card/about.html . Completed forms should be submitted to the Grant Administrator for signature. You will be required to attend a training session on appropriate and acceptable

use of your MSU Procard. Once you start using the Procard, you will need to upload a copy of each receipt in the EBSP system.

- **Telephone expense** – Coverage of telephone expense is required for funded research. Three options are presented below to cover telephone expenses.

    a. University Calling Cards - If staff will be completing calls on behalf of the project from off-campus, MSU Calling Cards are available through Telecommunications. If using an MSU calling card, calls may be placed using the calling card and charges will automatically be billed to your grant account. You will be liable if inappropriate calls are placed using this card by staff you have employed.

    b. Pre-paid Calling Cards - An alternative to University calling cards may be pre-paid phone cards, although staff need to ensure sufficient minutes remain on the card to complete the call.

    c. Teleconferencing options - CON telephones offer faculty the option to have small conference calls with up to 6 parties (including yourself). If more than 6 parties will be involved, University Telecommunications recommends using the AT&T audio conferencing. You may visit the Telecom site at http://www.telecom.msu.edu/Msutelecom/index.cfm/services/conferencing/for information on how to enroll in the program and set up an AT&T audio conference.

- **Postage expense** – Mail can be sent via the U.S. postal service or via an express mail provider.

    a. USPS - For standard USPS mail, you can complete a green mail request form. Attach the form to your mail and your account will be charged.

    b. UPS – For UPS shipments, you can use the Complete View Shipping module to prepare shipments, print shipping labels and track shipments.

    c. Federal Express – For Federal Express shipments, you can use the FedEx Ship Manager module to print FedEx shipping labels and track shipments as soon as they are picked up by FedEx.

- **Incentives** – – University policy requires the College to maintain a list of all subjects receiving an incentive payment along with verification of receipt such as participant's signature or delivery confirmation. Lists will be retained for the remainder of the current year plus an additional 6 years. The following incentive options are available:

a. Cash – Cash payments are discouraged. For security reasons, University policy states "Petty cash funds must be kept within the department." which makes cash disbursements difficult to administer. If you opt to use cash incentives, you as the Principal Investigator will be liable to the University for any theft occurring among staff with access to the cash. Cash may be requested by completing a Cash Advance Form (CAF) located at http://ctlr.msu.edu/combp/mbp61EBS.aspx and the "Submit an Internal Billing" e-doc in EBSP.

b. University checks- A University Check can be requested. Subjects first need to be set up as a vendor in the MSU EBS system. A social security number will be required. Once approved by Purchasing as a vendor, a Disbursement Voucher can be submitted to pay the incentive. The University will issue a University check and mail via U.S. mail to each subject. Be aware that University records are public property and confidentiality may be an issue.

c. Gift cards – Gift cards such as those available from Target or Meijer are a popular alternative. VISA gift cards are not recommended unless the cards will be disbursed quickly after purchase. Most VISA cards charge an upfront fee to purchase the card and many cards charge a service fee after a certain number of months.

All gift cards and cash should be maintained by the Coordinator for Nursing Research in the CON Research Center safe. Withdrawals from the safe can be made as cards/cash are distributed.

Upon completion of your project, a list of subjects receiving an incentive should be submitted to the Grant Administrator for retention per IRS requirements. Social Security numbers should be provided for any subjects who received $150 or more during the year.

- **No-cost Extension Requests -** It is expected that all CON research and educational grants or contracts will be implemented based on the agency approved project timeline. Post-award support will be provided to monitor spending and to identify when spending/work does not occur according to the project timeline so that problem solving can occur early.

CON recognizes that projects are occasionally delayed due to extenuating circumstances, beyond the Principal Investigator's (PI) control. When efforts to complete a project according to their proposed timeline fail, it may be necessary to request a no cost extension. A no cost extension gives the PI extra time to complete the scope and objectives of the project without additional funds provided by the sponsor. A no-cost extension may not be requested for the sole purpose of spending remaining funds. All no-cost extension requests must be reviewed by the Associate Dean for Research and approved by the Dean prior to submission of the request to the MSU Contract & Grants Administration and the sponsor. Planning for a no-cost extension should begin 3-4 months prior to the end of the project.

If a no-cost extension is needed, the PI, in collaboration with NRC Staff, should review the NOA and/or agency guidelines to determine if the sponsor will allow a no-cost extension on the funded grant or contract and the process to request an extension. Most agencies allow one no-cost extension with a reasonable plan to complete the project. A few agencies will consider a second no-cost extension, however, these are much harder to justify and are not encouraged.

If allowed, the PI, in collaboration with NRC Staff, should develop a budget to expend remaining funds during the no-cost extension period. The PI should also prepare a written narrative including: a description of the reason for the delay, a summary of the plan for completing the work, including a timeline, and an assessment of how the extension will affect the scope/objectives of the project.

The written request and budget should be submitted to the Associate Dean for Research for review. This should be completed approximately 3-4 months prior to the end of the project period. The Associate Dean will discuss the request with the Dean, who will assess the impact of the request on CON resources and on the needs of the college and make the final decision on whether to submit the request for no-cost extension.

If approved by the Dean, NRC staff will submit the request to the MSU CGA or internal sponsor and follow up until a decision is received.

Compliance with Training Requirements

As a recipient of federal research funds, MSU is required to comply with various federal regulations governing the use of human subjects and animals, as well as safety standards governing the use of radiation, chemicals, biological samples, hazardous waste, etc. in research studies. Additionally, federal regulations require that research staff receive training in the responsible conduct of research.

POST-AWARD OPERATING PROCEDURES

All employees and volunteers who work on MSU CON research studies are required to complete training as specified below. Training requirements will vary based on the duties to be performed by the employee or volunteer. Some training requires periodic renewal. All CON faculty, staff and volunteers must maintain compliance with designated University training applicable to their position responsibilities. It is the Principal Investigator's responsibility to assess training requirements and monitor and maintain compliance with training requirements for anyone associated with their research.

Training Program	**Required for:**	**Training Frequency**	**Required By:**
Human subject certification	All employees and volunteers	Initial training plus bi-annual renewal	1 week after start date
Health Insurance Portability and Accountability Act certification (HIPAA)	All employees and volunteers who have access to human subjects or their identifiable data or specimens	Initial training	1 week after start date
Laboratory safety training	All employees and volunteers who work in a laboratory.	Initial training plus annual renewal	Prior to lab work
Radiation safety training	All employees and volunteers with access to radioactive materials.	Initial training plus annual renewal	Prior to handling
Bloodborne pathogen training	All employees or volunteers with access to bloodborne pathogens.	Initial training plus annual renewal	Prior to handling
Responsible conduct of research (RCR)	All on-call, temp, student employees and volunteers	Initial training plus annual renewal	3 months after start date

Instructions to access training are provided below:

➢ Human Subjects

Responsible Party	**Activity**
Employee/Volunteer	**Initial Training:** Complete online MSU IRB training Module

	Access the module at http://www.humanresearch.msu.edu/requiredtraining.html a. Click on the “MSU IRB Tutorial” link. b. Click “Continue to Investigator screen”. c. If you have not registered with the MSU IRB Online System: 1. Click the “I’m New” link (towards the bottom of the page) 2. Enter all required information and click “Add Investigator” 3. Click on the link “online IRB Tutorial” to start the tutorial d. If you have already registered with the MSU IRB Online System: 1. Enter your investigator ID# (i.e., A-PID, Z-PID, Guest ID) and click “Start Search” 2. Under the “Investigator Training and Contact Information” header, click on “Go to the IRB Tutorial” link 3. Click “Begin Tutorial” to start the tutorial e. Print certification at the end
Employee/Volunteer	**Biannual Renewal:** To renew training, individuals are required to complete any six CITI, Course in the Protection of Human Research Subject, online modules.
	Access the modules: https://www.citiprogram.org/Default.asp? a. Click on the “Register Here” link b. Under the “Participating Institutions” drop-down menu, select “Michigan State University (MSU)” and click “Submit” c. Create a username and password and click “Submit” d. Enter the requested information (i.e., first name, last name, etc.) and click “Submit” e. Click on the link "Continue to Question 1 at this time" f. Select “Group 1 – MSU Investigators who are required to renew their Human Subjects Protection Training. You are required to complete the introduction, the MSU Module and any 6 additional modules appropriate to your work and interests.” and click “Continue” g. For the question "Also a VA member?", select “No” h. To access the modules, under "My Courses," click the "Enter" link i. Complete the Introduction and the MSU Module , print the certification j. Select and complete any 6 CITI modules (please note that an 80% cumulative score on the quizzes is needed for completion), print each certification

➢ HIPAA Certification

Responsible Party	**Activity**
PI/Project Manager	Request use ID and password from Grant Administrator for each employee/ volunteer with access to human subject data/specimens and/or contact with human subjects.
Employee/Volunteer	Complete the on-line compliance module and print the certificate indicating successful completion of the module. Access the module via the internet at www.healthteam.msu.edu. a. Select the "Links" option on the right side of the screen. b. Select "Get to HIPPA and Fraud Awareness Training Here" option. c. Log into the training module using your password provided by the grant administrator. d. Select HIPPA Compliance Training. e. Follow the on-line instructions as indicated in the module. f. Complete the exam at the end of the training module. g. Print the certificate of completion.

➢ Laboratory Safety

Responsible Party	**Activity**
Employee/Volunteer	**Initial Training:** Complete online training module: Chemical Hygiene & Laboratory Safety
	Access the module via http://www.orcbs.msu.edu/ a. Click on "On-line Training" on the right side of the screen. b. Scroll down and click on "Chemical Hygiene & Laboratory Safety" c. On the first screen of the module, look to the right and click on "handout". This will open a handout in another window. Print this handout before beginning the module. d. Complete the online module and print the certification at the end
Employee/Volunteer	**Annual Refresher** Complete online training module: Hazardous Waste Refresher
	Access the module via http://www.orcbs.msu.edu/ a. Click on "On-line Training" on the right side of the screen. b. Scroll down and click on "Hazardous Waste Refresher" c. Select your job description as either "laboratory personnel" or "other" d. Complete the online module and print the certification at the end

➢ Radiation Safety

Responsible Party	Activity
Employee/Volunteer	**Initial Training:** Sign-up for and complete an initial radiation safety training session.
	Access the module via http://www.orcbs.msu.edu/ a. Select "RADIATION SAFETY" on the left side of the screen b. Click on "Training" c. Scroll down to "Course Title: RADIATION SAFETY INITIAL" and click on the button "Schedule/Sign-up" d. A schedule of available training will come up on the next screen. All trainings are 3 hours long and take place in (C-30 Research Complex - Engineering) e. Once you have identified which training works for your schedule, fill in the registration information (name, PI, PID, email, job title, phone, start date etc.) and click "sign me up" f. Attend the training.
Employee/Volunteer	**Annual Refresher:** Complete the online radiation safety refresher module
	Access the module via http://www.orcbs.msu.edu/ a. Select "RADIATION SAFETY" on the left side of the screen b. Click on "Training" c. Scroll down to "Course Title: RADIATION SAFETY REFRESHER" and click "Link to Course" d. Complete the online module, be sure to answer all questions e. At the end of the module, Fill in your registration information (PID, name, email, PI/PM, etc) and print the confirmation screen.

➢ Bloodborne pathogens

Responsible Party	Activity
Employee/Volunteer	**Initial Training:** Complete online training module and then you must complete a site-specific training checklist with your supervisor (or departmental trainer) **within 30 days** of completing the online training.
	Access the module via www.healthteam.msu.edu a. Select "Health Professional Portal" on the left side of screen b. Scroll down to the heading "Links" and select "EHS Bloodborne

	Pathogens Initial Training Program”. c. Read through the module by using the “next” button at the bottom of the screen d. Once you are comfortable with the material, go to the last page of the module to fill in your registration information (PID, name, email, PI/PM, etc) and answer all of the quiz questions below. *Note: You must get at least 80% of the quiz questions correct in order to pass.* e. Click “Submit Registration” once you are finished and print the confirmation screen? f. After completing the module and printing the confirmation screen, there will be a link that will allow you to print a site-specific training checklist for completion. This form is meant to serve as a tool to provide you with an interactive opportunity to review information with your on-site supervisor or training coordinator.
Employee/Volunteer	**Annual Refresher:** Complete the online training module
	Access the module via www.healthteam.msu.edu a. Select the “Health Professional Portal” on the left side of screen b. Scroll down to the heading “Links” and select “EHS BBP Annual Refresher Training Program”. This will take you to the welcome screen. c. Read through the module by using the “next” button at the bottom of the screen and answer all questions as you go. d. After completing the general module, you will need to select your workplace description “healthcare”, “laboratory”, or “first-aid” to complete the site specific refresher training. e. Complete your sit-specific refresher training module by reading through all the pages and answering all questions as you go. f. Once you reach the last page of the module, enter in your registration information (PID, name, email, PI/PM, etc) and click “Submit Registration” g. Print the confirmation screen. h. After completing the module, there will be a link that will allow you to print a site-specific training checklist for completion. i. This form is meant to serve as a tool to provide you with an interactive opportunity to review information with your on-site supervisor or training coordinator.

➢ Responsible Conduct in Research

Responsible Party	**Activity**
Employee/Volunteer	**ANGEL Coursework**
	Register for the course at: https://noncredit.msu.edu/ a. If you already have an Non-Credit Registration System (NCRS) account 1. Click "log-in" on the upper right part of the screen 2. Enter your MSU ID and password 3. Click "Individual Registration" 4. Under Offering Catalogs Click "Health and Medicine" 5. Scroll down to "CON-N001 College of Nursing RCR ANGEL Training" and click on it 6. Select Add to Shopping Cart 7. Select Check Out 8. Click "Register" b. If you do not have an NCRS account 1. Click on "create account" on the upper right part of the screen - If you have an MSU NET ID, click "Next" under "Option 2" and fill in the information needed (name, address etc) to create your account. - If you do not have an MSU NET ID, fill in your email address under "Option 2" and click next. Continue to fill in the information needed (name, address, password etc) to create your account 2. Once you have created your account, click the "HOME" tab 3. Under Offering Catalogs Click "Health and Medicine" 4. Scroll down to "CON-N001 College of Nursing RCR ANGEL Training" and click on it 5. Select Add to Shopping Cart 6. Select Check Out 7. Click "Register" **Access the course** at https://angel.msu.edu/default.asp a. In the upper left hand part of the screen labeled "Log On", select from the drop down menu either "MSU NetID" or "Community ID" b. Click Proceed c. Enter your ID and password d. In the upper left box labeled, "My Angel Courses", click on the course labeled "NTS-NON-CREDIT-CON-N001. RCR for CON-NC"

	e. Click on the folder that you would like to work in f. Click on the PDF Chapter and read it g. Go back to the folder and click on the Quiz h. Answer all quiz questions i. When you have finished the quiz, print out the quiz page j. Bring this sheet to your PI/PM to discuss any questions you may have missed k. Your PI/PM will then sign your quiz print out l. Give the signed print-out to the research secretary
PI/PM	**ANGEL Coursework Review**
	1. After a student/volunteer has completed a chapter in the ANGEL course, you will need to review his/her quiz in person to go over what he/she missed. 2. After the discussion, sign the printed quiz sheet and return to the student/volunteer so that he/she can give it to the research secretary

Data Management

Data collection - management resources are available on-campus within MSU BRIC. If data is collected and maintained outside of BRIC, procedures must be in place to protect the data (See MSU College of Nursing Data Storage Guidelines for additional policy information.

- **Storage of data** – Both paper and electronic data must be retained following IRB approved procedures and per sponsor retention policies, e.g., typically 3 years from submission of the final report. The NRC can provide storage for non-active research files until the discard date. Secure electronic file space is available on campus through BRIC, if using BRIC for data management or through HIT. Both BRIC and HIT provide back-up and intrusion protection. The Grant Administrator can assist with requesting a HIT share drive if needed.

- **Transfer of data to the CON Data Warehouse** – Under Development

Reporting

- **ClinicalTrials.gov** – By law (Title VIII, Section 801 of Public Law 110-85), the Principal Investigator or designee must register clinical trials on the ClinicalTrials.gov Protocol Registration System Information Website. NIH encourages registration of all trials whether required under the law or not. For more information, see http://grants.gov/ClinicalTrials_fdaaa/. The Office of Regulatory Affairs manages MSU user accounts.

- **Monthly Financial Reports –** The Grant Administrator will prepare and distribute financial reports monthly showing charges and encumbrances against your account. If an error is identified, please see the Grant Administrator ASAP. It is more difficult to correct the error if more than 90 days have elapsed since the error was incurred.

- **Effort Reports –** MSU CGA requires that all staff paid with external funds certify their effort semi-annually. An electronic system calculates your effort on each account number based on appointment papers processed during the period. Principal Investigators and MSU staff receive an email notification when their effort report is ready for review and certification. Principal Investigators and MSU staff must carefully review the report to confirm that the effort shown is accurate – appointment paper changes processed only a few weeks prior to the period end date may not be reflected in the electronic report. When this occurs, the PI/MSU staff member should make adjustments to their reported effort prior to certifying. Principal Investigators will be required to certify effort for all hourly and/or Graduate Assistant staff.

- **Progress Reports –** Writing progress reports is the responsibility of the Principal Investigator. Reports should be submitted to the Grant Administrator for Research Center Files. Educational grants will also need to submit a copy to the Associate Dean for Academic & Clinical Affairs.

- **Final Reports –**
  a. Narrative – Writing the required narrative report is the responsibility of the Principal Investigator. Reports should be submitted to the Grant Administrator for Research Center files. Educational grants will also need to submit a copy to the Associate Dean for Academic & Clinical Affairs.
  b. Invention – The Grant Administrator will coordinate with MSU CGA to submit the Invention report.
  c. Financial – MSU CGA will prepare the final financial report. The Grant Administrator will receive a copy of the final financial report to review prior to submission to the study sponsor.

Dissemination of Materials and Study Results

- **Logos vs. Visual Identity –** The MSU CON logo must be included on materials distributed for your project. Jill Vondrasek should be consulted for how to position the logos according to University policies. Individual project logos are not allowed, however, artwork may be allowed on print materials along with the MSU logo only.

- **Posters and presentations** – The CON has developed templates which should be used for all posters and/or presentations. Templates are available on the Faculty & Staff Resources share drive. Poster printing may be obtained through the College of Engineering (DECS), or from off-campus vendors such as Kinkos for a fee. Funding for these services should be paid on the grant. See the Research Secretary for more information on the DECS service.

- **Publications** – Publications should follow the CON Author Guidelines. Each faculty member is responsible for providing the Research Secretary will a copy of their publications. External and internal reports will be prepared using the information on file in the Nursing Research Center.

- **Funding agency acknowledgement** – All materials, publications, presentations should provide an acknowledgement of funding support and an disclaimer such as "This project described was supported by Grant Number (grant number) from the (sponsor's name). The content is solely the responsibility of the authors and does not necessarily represent the official views of the (sponsor's name)."

- **PubMed Central** –Publications based on NIH funding must comply with the NIH Public Access Policy, which requires submission to PubMed Central (PMC) upon acceptance for publication. The author's final peer-reviewed manuscript is defined as the final version accepted for journal publication, and includes all modifications from the publishing peer review process. For additional information, please visit http://publicaccess.nih.gov. Many publishers provide complimentary submission to PubMed Central.

Intellectual Property

- **Copyright** - Materials developed by MSU faculty are owned by the University unless the University has disclaimed ownership (See University policy at http://www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Faculty/ResearchCreativeEndeavor/vi-copyrightedmaterial.htm for details.)

  The MSU Copyright Handbook (https://www.msu.edu/unit/oip/LEED/copyhand02.pdf) contains frequently asked questions to clarify the MSU Copyright policy.

In summary, copyright is a form of protection provided by the laws of the United States to the authors of published and unpublished “original works of authorship” including education materials, newsletters, literary, drama, music, art, software and certain other intellectual works.

No action is required to copyright works. Copyright protection subsists from the time the work is created in fixed terms. A copyright notation can be added to the footer of your work as “© year Michigan State University Board of Trustees”.

The University retains ownership of copyrighted works created by one of more of its employees within the scope of their employment during the following circumstances:

1. Creation of the work involved substantial use without charge of equipment, materials, or staff services of any of the various units of the University.
2. Creation of work supported with money, released time or other substantial resources from any unit of the University, i.e., works developed with external funds.
3. Creation of work directly commissioned by the University or one of its units, where the employee(s) who created the work did so using come part of the time for which compensation was received from any University budget, including any grant or contract budget administered by the University or any budget based on special legislative appropriations.
4. Creation of work in University-approved faculty outside work for pay, if in the opinion of the administrators approving such outside work for pay the work predictably competes with University functions or products that are, or might be, developed and offered by the University in the furtherance of its mission.

The University will consider the sale or licensing of University-owned works to third parties. The written agreement (Authors Statement form) of University Authors is a prerequisite to such sale or licensing, although such agreement may not be “unreasonably withheld” by the University Authors. The Copyright policy sets forth a royalty-sharing payment schedule for University Authors.

In the Copyright policy, the MSU Board of Trustees has delegated to University Authors the authority to transfer copyright on such manuscripts to publishers, providing the following conditions are met:

“University Authors who create a peer-reviewed or public service/outreach work that is University-owned under the provisions of Section II are delegated authority to transfer the copyright in that work to a publisher without administrative intervention, provided all of the following conditions are met:

a. such transfer is agreed to in advance by the complete set of authors,

b. the work in question was not directly commissioned by the University,
c. neither the authors nor their unit(s) will receive compensation for such transfer,
d. such transfer is reported promptly to the University via the administrative system provided for that purpose,
e. except for the transfer of copyright, the transfer agreement does not contractually bind the University,
f. the work and the copyright transfer do not violate third party rights, and
g. the work and the copyright transfer otherwise conform to scholarly norms."

Note: If a peer-reviewed manuscript results from NIH funding during or after Fiscal Year 2008 (10/1/07 – or later) and this manuscript is accepted for publication in a journal on or after April 7, 2008, you may be required to submit the final manuscript to PubMed Central (see http://www.grants.nih.gov/grants/guide/notice-files/NOT-OD-08-033.html and http://publicaccess.nih.gov/FAQ.htm for additional information on the Public Access law). As an author of this manuscript you need to ensure that you do not transfer the entire copyright. The CIC has issued a statement on Publishing Agreements with a suggested "Addendum to Publication Agreements for CIC Authors" which may be attached to a publisher's copyright transfer form in order to ensure you retain certain rights. A copy of this statement and addendum is available electronically at ______________________.

Students who author or create copyrighted works which are submitted to meet course requirements own the copyrights to such works, even if they have been created using University facilities. Neither the course instructor nor the University may utilize or distribute student-owned copyrighted works for purposes beyond those of the course in which they are submitted without obtaining the written permission of the student. Students also own the copyrights in their theses and dissertations.

Other

- **Research Support for Research Intensive Faculty** - In addition to existing support for research as described in the "Work Assignment Principles and Guidelines" document, additional support may be available for faculty upon receipt of a second RO1 or RO1-like federally funded grant, for which they are the Principal Investigator and the F&A is fully funded at the current rate for Research as negotiated with the Department of Health & Human Services (DHHS).

  1. **PI Share of F&A:** Faculty may request a share of the allocated F&A cost recovery funds received by the College for the PI's research grant activity upon the PI's receipt of funding for a second RO1 or RO1-like grant (with full "Research" F&A as negotiated with the DHHS) for which they are the Principal Investigator. The

amount allocated to the faculty will be 5% of the F&A cost recovery funds (with the College retaining 15% of the F&A cost recovery funds) in each year of the second RO1 grant. The funds will be released to the PI based on the university's allocation schedule. The funds may be spent at the discretion of the PI on research related activities according to the policies and procedures of the college and the university. Investigators are encouraged to spend the funds in a timely fashion and for the purpose of positioning the investigator to attract additional research support. Unspent funds will carry-forward from year to year in a manner consistent with the university carry forward policy and restrictions. Funds unspent at the point of a faculty member's departure from the university will revert to the CON.

2. **CON Contributed Research Time**: Faculty who receive federal research grant funding as PI may request an additional 10% of CON contributed time, upon receipt of funding for a second R01 or R01-like grant with full "Research" F&A as negotiated with DHHS, to publish, submit a grant, or conduct pilot work for future grants. Consideration will be based on the needs of the college and the specific plans for the contributed time.

EBS System

- **Form processing** – All financial paperwork is processed electronically using the Enterprise Business System (EBS). MSU staff can request access to the EBS system and receive training on preparation of forms to process expenditures. The Grant Administrator will coordinate with the CON Business Office to request access to the EBS system when needed.

- **Form routing and approval** – All financial eDocs for research accounts are routed to the CON Grant Administrator, who serves as the fiscal officer. The Grant Administrator is responsible for assessing whether costs are allowable and verification that funds are available in the budget line item to cover the cost. Upon Grant Administrator approval, the eDoc routes to the Associate Dean for Research for approval and then on to central administration for processing.

  Financial eDocs for non-research accounts are routed to the CON Financial Administrator for approval, then to the Associate Dean for Support Services and the Dean for approval prior to routing to central administration for processing.