

# S.M.A.R.T.

## School of Medicine Administrator's Roundtable

Wednesday, February 11, 2009  
Clark Center Auditorium  
9:00AM – 10:30AM

# SMART AGENDA

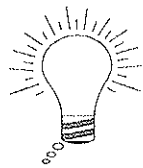
Wednesday, February 10, 2009

9:00AM – 10:30AM

Clark Center Auditorium

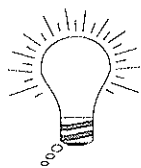
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# Review of the Recent Direct Cost Audit



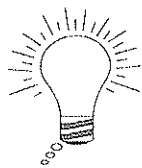
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# Update on the New Commitment Management System (CMS)



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# Overview of the New OTL Research Portal for Invention Disclosure



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# Researcher Portal



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## Researcher Portal

Your gateway to:

- the on-line disclosure form for submitting new inventions
- detailed patent, marketing and financial information on your active inventions
- information on your industrial sponsored research, collaborations and MTAs

Please register below or log in if you already have a username and password.

We look forward to working with you!

Please note: Your login information is unique to this site and your username is self-chosen.

Mac users: If you're having difficulties with the site in Safari, please try Firefox or Internet Explorer.

If you have any problems logging in or have any questions about the site, please contact Jody Sumrall at 650-725-9034 or [jodys@stanford.edu](mailto:jodys@stanford.edu).

### Login

Username

Password

Login

### Register

If you do not have a login please register. Registration is free.

User Registration

### Forgotten Password

If you are already a registered user, but have forgotten your password, enter your e-mail address in the entry blank below. Then click the Email Password button. Your password will be e-mailed immediately.

Email Password

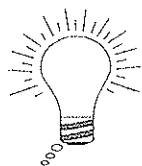
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<https://otlportal.stanford.edu>

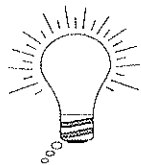
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# New Resident Fellow / Clinical Fellow Approval Form



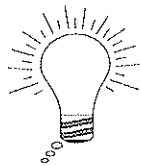
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# Closeout Reminders



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# Charging Administrative Expenses on Grants



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# NIH Updates



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# Enhancing Peer Review: The NIH Announces Updated Implementation Timeline

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**Notice Number:** NOT-OD-09-023

## Key Dates

Release Date: December 2, 2008

## Issued by

National Institutes of Health (NIH), (<http://www.nih.gov>)

## Background

The mission of the NIH is to support science in pursuit of knowledge about the biology and behavior of living systems and to apply that knowledge to extend healthy life and reduce the burdens of illness and disability. As part of this mission, applications submitted to the NIH for grants or cooperative agreements to support biomedical and behavioral research are evaluated for scientific and technical merit through the NIH peer review system. In June 2007, the NIH initiated a formal, agency-wide effort to review the NIH peer review system (<http://enhancing-peer-review.nih.gov/>). After careful deliberation and consideration of the recommendations resulting from this year-long effort, an initial implementation timeline for enhancing peer review was announced earlier this year (NOT-OD-08-118; <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-118.html>). Below is the updated implementation timeline for key actions that will be implemented in the NIH peer review system.

## Implementation

<b>January 2009 Due Dates</b> (for potential FY2010 funding)	<ol style="list-style-type: none"> <li>1. Early Stage Investigator (ESI) and New Investigator Policy (NOT-OD-09-013; <a href="http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-013.html">http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-013.html</a>)</li> <li>2. New NIH Policy on Resubmissions (NOT-OD-09-003; <a href="http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-003.html">http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-003.html</a>)</li> </ol>
<b>May 2009 Review Meetings</b> (for potential FY2010 funding)	<ol style="list-style-type: none"> <li>1. 9-Point Scoring System</li> <li>2. Enhanced Review Criteria</li> <li>3. Formatted Reviewer Critiques</li> <li>4. Scoring of Individual Review Criteria</li> <li>5. Clustering of New Investigator Applications During Review</li> </ol>
<b>January 2010 Due Dates</b> (for potential FY2011 funding)	<ol style="list-style-type: none"> <li>1. Shorter Applications for R01s and Other Mechanisms</li> <li>2. Restructured Applications to Align with Review Criteria</li> </ol>

Additional information is available in Guide Notices [NOT-OD-09-024](#) "Enhancing Peer Review: The NIH Announces New Scoring Procedures for Evaluation of Research Applications Received for Potential FY2010 Funding" and [NOT-OD-09-025](#) "Enhancing Peer Review: The NIH Announces Enhanced Review Criteria for Evaluation of Research Applications Received for Potential FY2010 Funding".

## Inquiries

Questions should be directed to [EnhancingPeerReview@mail.nih.gov](mailto:EnhancingPeerReview@mail.nih.gov). For more information on NIH's Enhancing Peer Review effort visit <http://enhancing-peer-review.nih.gov/>.

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[Weekly TOC for this Announcement](#)  
[NIH Funding Opportunities and Notices](#)

Office of  
Extramural

National Institutes of  
Health (NIH)

Department of Health

# Salary Limitation on Grants, Cooperative Agreements and Contracts Under the Current Continuing Resolution

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**Notice Number:** NOT-OD-09-037

## Key Dates

Release Date: January 16, 2009

- Update of Notice [NOT-OD-08-035](#)

## Issued by

National Institutes of Health (NIH), (<http://www.nih.gov>)

This notice provides updated information regarding the salary limitation for NIH grant and cooperative agreement awards and extramural research and development contract awards (referred to here as grants).

The Consolidated Appropriations Act, 2008, Public Law 110-161, restricts the amount of direct salary of an individual under an NIH grant to Executive Level I of the Federal Executive Pay scale. NIH continues to operate on a continuing resolution (CR) through March 6, 2009. The CR applies the terms of the FY 2008 appropriations into the period covered by the CR. The Executive Level I annual salary rate was \$191,300 for the period January 1 through December 31, 2008. Effective January 1, 2009, the Executive Level I salary level increased to \$196,700. When the final FY 2009 Appropriation is enacted, we will publish our annual NIH Guide Notice on the legislative mandates included therein with additional information on the salary cap.

## Inquiries

Questions concerning this notice or other policies relating to grants or contracts should be directed to the grants management or contracts management office in the appropriate NIH Institute or Center.

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[NIH Funding Opportunities and Notices](#)



Office of  
Extramural  
Research  
(OER)



National Institutes of  
Health (NIH)  
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Bethesda, Maryland  
20892



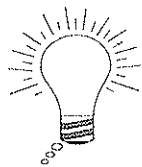
Department of Health  
and Human Services  
(HHS)



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**Note:** For help accessing PDF, RTF, MS Word, Excel, PowerPoint, RealPlayer, Video or Flash files, see [Help Downloading Files](#).

# No Cost Extension Form



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**Research Management Group**  
**This form is required for all no cost extension requests.**

**REQUEST FOR NO COST EXTENSION**

<b>Date:</b>				
<b>To:</b>			Research Management Group	
<b>From (PI):</b>			Department	
<b>SPO Number:</b>		<b>Grant Number:</b>		
<b>Sponsor:</b>				
<b>Current project end date:</b>		<b>Requested new end date:</b>		
<b>PI current effort:</b>		<b>IRB approval date</b>	<b>IACUC approval date</b>	

**Instructions**

- For federal grants that fall under Expanded Authorities (e.g. NIH, NSF, DOE, DOD, Army), complete Sections A and B and return to your RPM for review and approval (via email is ok).
- For other grants that do not fall under Expanded Authorities, complete Section A. Return the signed form to your RPM with the letter being sent to the sponsor.

**A.**

Projected account balance at end of current period:	*		
<i>*a detailed budget may be required, depending on sponsor requirements</i>			
Will there be a change in effort of key personnel during the no cost extension period? <i>Reminder (NIH awards): please notify NIH if effort will be reduced during a NCX period.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<i>If yes, complete table below. (For NIH, only include those people listed on the NOA.)</i>			
<b>Name</b>	<b>Role</b>	<b>Current Effort</b>	<b>NCX period effort **</b>

**B.**

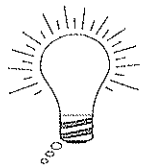
*\*\*For NIH grants, a measurable amount of effort is required for key personnel during the NCX period. Cost sharing approval is required if that level of effort is not charged to the grant. (Measurable effort is 1% or greater).  
 \*\*\*Stanford Policy requires the PI to devote at minimum 1% effort. An effort waiver must be on file for "as needed" effort during a NCX period.*

**Scientific justification**  
 Describe Reason For Request: (Provide a brief description of the work that will be conducted during the extension period. Please also include an explanation of what funds are available and why?).

PI signature (or attach email) \_\_\_\_\_ Date \_\_\_\_\_

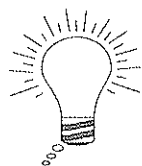
Institutional Approval \_\_\_\_\_ Date \_\_\_\_\_

# Fellowship Corner



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# Skills Building Session – Tips for Working with Adobe Forms



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# SMART Tip

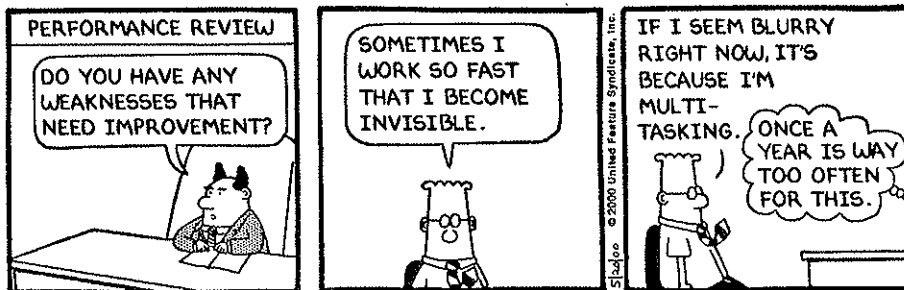
Reminder: Indirect cost waivers for “for-profit” sponsors will not be considered.

Refer to RPH 3.10 <http://rph.stanford.edu/3-10.html>



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# Monthly Funny



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