

September 2024 Research Administration Forum Q&A

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Human Research Protection Program

Q1: Regarding studies in the pre-submission stage, when would be the last day to submit them for IRB review in WebIRB before we would need to create a new submission in BruinIRB?

A1: Studies created in webIRB that are currently in the states PRE-SUBMISSION or WITHDRAWN (due to non-response to correspondence) will be advised that the submission/response to IRB requests must be finalized and SUBMITTED by 12/31/24. Any submissions that are not submitted by 12/31/24 will be archived. Should the team wish to continue with the submission in the future, it will have to be re-created in BruinIRB.

Q2: For the BruinIRB resource library, is there a guide on how to download the IRB approval certificate? I can't seem to find this in the current list of quick guides. Our PIs have struggled with finding this document in webIRB.

A2: The IRB final determination letter (approval certificate) for the initial study and all subsequent submissions (amendment, continuing review, PAR) may be accessed under the NOTICES tab in the main study workspace. The notice is available as an HTML link and may be downloaded to your local drive for printing or addition to your regulatory binder. A quick guide on navigating your BruinIRB workspace will be posted shortly to the BruinIRB Library.

Contract and Grant Administration

Q1: For outgoing subs, depts are asked by OCGA to upload the fully executed agreement back into BB+. Unfortunately, there is always an error message triggered by the BB+ system on the FE copy being too large for upload. Is OCGA OST aware of this issue? We should find a more streamlined way for this last step.

I went to yesterday's AP Hot Topics webinar and they said to email the FE copy back to Purchasing. If that's the case, I think that OST should just cc them at the last step to streamline the entire process.

A1: Purchasing was requesting the upload of the FE'd agreement into BB+ and we were not aware that the size of the upload was an issue. We'll get in touch with Purchasing about the issue.

Q2: Is there a template LOI for incoming subawards? Some institutions that I have worked with don't provide a template like the OCGA version for outgoing subs.

A2: Yes, we are a member of the FDP EC so [this template](#) can be used.

Q3: We are working on an NIH CF and we have two subawards that are included. I notice one of the subawards budget is requesting \$15K equipment that was never in the proposal budget. Can a subaward buy equipment with our NIH funds? Who keeps ownership of such equipment and is responsible for inventory compliance, since NIH gave us the funds?

A3: It depends on the terms of the specific incoming award, but likely they can; equipment will vest with the subrecipient (again, unless terms of the incoming award say otherwise).

Q4: Can the ORA Portal be updated to include a section for OST, where OST can upload FE Agreements so that department personnel can download them? Right now, FE Agreements are only emailed and to a particular fund manager, but if that fund manager fails to save it somewhere, it's gone. Having it on the portal, like we do for other sponsor awards/agreements, would be great.

A4: This is on our "wish list," and like Tracey stated, we are working with IT on this. One thing slowing it down is that there is only one incoming award, but there can be up to 500+ outgoing awards. But again, thank you for the good suggestion and it is on our wish list too.

Q5: Even though the MCA commitment form and all corresponding documents were reviewed by OCGA during proposal stage, the turnaround for an MCA to be issued tends to be around 6-8 weeks. It even takes 1-2 weeks for an MCA request to be assigned to an officer. What is the expected turnaround for an MCA to be issued in the future when all documents are on hand?

A5: Per our [Outgoing Subawards](#) web page, these are our current turnaround times: New MCAs: 28 business days, MCA Amendments: 19 business days, New Subawards: 74 business days, Subaward Amendments: 41 business days.

Q6: Is the updated version the subrecipient letter of intent uploaded to the OCGA subaward page? The last revised version currently available is from 3/8/24.

A6: That is the latest version. This run-through was really just meant as a refresher.