



## What's New in Research Administration

### NIH dbGaP: What You Need to Know

By Mich Pane

The dbGaP (database of Genotypes and Phenotypes) is an NIH repository for results of studies on the interactions of genotypes and phenotypes used by many Stanford investigators. To use the data, research investigators are required to abide by the **dbGaP Code of Conduct**. Here are a few key elements:

- The dataset requestor must be identified as PI in eRA Commons and be PI-eligible at Stanford.
- All individuals accessing data must be listed in the dataset application and approved by dbGaP as Approved Users.
- Only Approved Users within Stanford may use the data, and data may not be distributed to any individual or entity outside of Stanford.
- If an Approved User changes institutions during the approved access period, he/she must submit a new request for access via his/her new institution.
- The data may be used only for the research project described in the application.
- Data access is approved for one year at a time. At the end of the approved period, the PI must either:
  - (a) Close out the award by submitting an Annual Data Use Report and certifying that the data have been destroyed, OR
  - (b) Submit a renewal application to continue use of the data.

Specific rules and requirements may vary for each dataset, so individual applications (**and PDRFs!**) are required.

PIs must list a Signing Official (SO) on the application – the Contract & Grant Officer assigned to the PI's department should be listed as the SO.

The Office of Sponsored Research manages the dbGaP application and award process at Stanford. **Want to know more?** Please contact your OSR Contract & Grant Officer.

### NIH Transition to Subaccounts: New Timeline

By Tim Reuter

Last Fall, OSR notified you that NIH would **transition from pooled accounts to subaccounts** for each award by 9/30/15. This deadline has now been pushed out to 9/30/16 to reduce grantee burden.

#### Revised Timeline

**New/renewal awards** issued between 10/1/13 and 9/30/15 will be issued under individual subaccounts.

**Non-competing continuation (NCC) awards** made on or after 10/1/15 will be transferred to an individual subaccounts. The original competitive segment will be split into 2 shorter segments.

- The **original segment** will end on the last day of the FY15 budget period, and a close out will be performed. A Subaccount Transitional Federal Financial Report (FFR) will be due **no later than 90 days after the end of the calendar quarter in which the budget period ends**.
- The **new segment** will start on the first day of the FY16 budget period and will include any future budget period that was part of the original segment.

#### Supplements

For awards issued on or after 10/1/15, competitive revisions/administrative supplements will also be issued in a subaccount. This change will occur whether the parent grant is still in a pooled account or has transitioned to a subaccount.

As the new deadline approaches, OSR will send out guidance on carrying over funds and FFRs for NCC awards. [CLICK HERE](#) for more information.

### April through June:

- ✓ New accounts opened = 414
- ✓ Proposals submitted = 360
- ✓ Awards processed = 788
- ✓ Number of closeouts = 299

**OSR Stats**

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**SUMMER 2014**

### Of Special Interest:

- R U a dbGaP-er? Look to your right.
- Have an NIH award? NIH has changed its timeline for changing its payment method.
- Meet Your Peeps in the OSR Spotlight!
- Game Time! Name that country in 2 clues ... **\$5 Coupa Café gift cards to 5 lucky winners...** Email your winning answers to [aileent@stanford.edu](mailto:aileent@stanford.edu).

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**A smile for your day...** ☺

*Hot off the Press ... News You Can Use!*

**Real Headlines from Around the Globe:**

- City unsure why sewer smells.
- Starvation can lead to health hazards.
- Army jeep disappears after being painted camouflage.
- Homocide victims rarely talk to police.
- Utah Poison Control Center reminds everyone not to take poison.
- Man eats underwear to beat breathalyzer.

**BREAKING NEWS**



We ♥ Brown Bags!

**COMING ATTRACTIONS**  
**Upcoming OSR Events**

Nuts & Bolts of Research Administration

OSR Brown Bags!  
11:30-1:00

- September 9
- October 14
- November 11

[Schedule/Locations](#)

OSR *Seminar Series!*  
Times vary

- August 28
- September 8
- October 2

[Schedule/Locations](#)

OSR SPOTLIGHT



**Meet SUE CHAU,**  
**Federal Reporting Analyst**

Do you like getting your grant funds on time? Then give a BIG thank you to Sue. As part of the Superusers team, Sue helps solve billing problems so your funds flow *uninterrupted*. Sue came to New York in 1985 from Taiwan, where she was a teacher and young mother. To “retool,” Sue took classes in COBOL and accounting. When COBOL died, accounting looked pretty good! She came to Stanford in 2002 as a research accountant in Biology. While she loved it there, Sue made the leap to OSR in 2005. As she put it, “I like BIG numbers so I came to OSR.” Worked great for us! After working her analytical muscles all day, Sue decompresses by letting her husband cook for her (you go girl), playing the piano, and making exquisite Japanese-style *Ikebana* flower arrangements. (We’re VERY nice to Sue, because she could SO easily hang out her shingle and have a thriving business creating these masterpieces!) Coming to Porter? Stop by and say hi to Sue!

Game Time!



**Let's Play... Name That Country!**

Two clues form two unique words. Combine the words to get the name of a country. Words may combine to SPELL the country or SOUND LIKE the country.  
**Example:** blue and yellow mixed + solid ground  
**Answer:** green + land = Greenland

1. Something that makes you sick + an indefinite number
2. Sheep talk + drought cure
3. In a hurry + verbal filler
4. A swindle + to move or travel
5. An animal's shelter + a visible sign
6. Chinese life flow + Hawaiian necklace

Send your correct list of **clues (words) AND countries** to [alleent@stanford.edu](mailto:alleent@stanford.edu) by 4:00 p.m. on Friday, August 8, and be entered to win one of five \$5 Coupa Café gift cards!

What's Up with SeRA?

SeRA's Corner

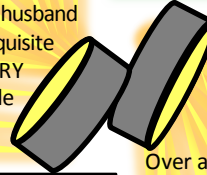
The SeRA team has been working on **MORE** enhancements for SeRA! Our latest release was on July 26 and included the following.

- **The Other Support – General Report** now provides more data (i.e., effort and months, project funding to date, etc.).
- **The Other Support – NIH Report** allows you to download the data in the exact NIH format.
- **Start and end dates** can now be set for *Other Stanford Faculty* in a proposal.
- **Project-level attachments** can be easily accessed within an Award transaction.

**Planned enhancements in our next release include:**

- The ability to merge a renewal award into an existing segment; and
- PTA Manager fixes and updates.

Also, check out the SeRA Basic Training Series in the *Seminar Series* under **Coming Attractions!**



**Meet SHEREDA JULIAN**  
**Contract and Grant Associate**

Shereda has been here, there, and everywhere, and is STILL going places!

Over almost 9 years in OSR, Shereda has made the rounds, starting as an admin. associate, then moving to Post Award as an accounting associate, and now to Pre Award as a contract and grant associate. This is great for her customers, because she can answer just about any question about OSR! She has traveled the world and seen many interesting things – among them the “fever pitch” of a World Cup game in South Africa ... yes, she lived to tell about it. Recently, she has become a running enthusiast (well, she was a runner before she was a running enthusiast), starting out in 5K races, graduating to 10K, and then completing her first half marathon in April. As you can see, Shereda has that \*golden\* quality of *sticktuitiveness!* Good thing, because she’s using it in double doses in her dual role as a business administration student. Add to the mix her main gig as mom to a “tweenager” and you can see why Shereda is a hands-on, “hands-full” person! Works for us, for sure!

MEET YOUR PEEPS!

Subawards Invoice Certification

By Mich Pane, Director, OSR Post Award

Per Stanford Policy (RPH 16.4), the PI’s signature on an invoice signifies that the costs incurred by the subrecipient are **(a)** in accordance with the budget and subaward agreement, **(b)** allowable, allocable and reasonable, **(c)** incurred within the performance period, and **(d)** aligned with the scientific progress reported to date.

Effective June 1, 2014, Stanford requires that language be included on each approved invoice that reflects adherence

to this policy. Therefore, the following statement should be included on each approved invoice:

In signing below I approve payment of this invoice and attest that the charges appear reasonable, and progress to date on this project is satisfactory and in keeping with the statement of work.

Signature - Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_

An enhancement to iProcurement is in the works for the user to confirm that the language and signature are

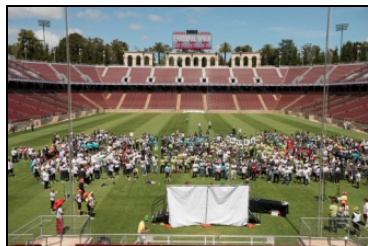
included on the invoice. University policy and process documents are also being updated to reflect this requirement.

Want to have stamps made? Email JP Cooke at [sales@jpcooke.com](mailto:sales@jpcooke.com) and request the stamp ordered by Stanford University Dept. of Sponsored Research on February 7, 2013. Don’t want to invest in a stamp? No problem! Hand-written text or a label will work. Can’t get a wet ink signature because the PI is traveling? That’s okay too – include the language in an authorization email from the PI along with the invoice.

# OSR Campus and Community Events

## Cardinal Walk

It was another successful Cardinal Walk for OSR as 35 OSR staff joined 1,700+ members of the Stanford community on the 1.5-mile walk around campus on May 9.



## Spring Volunteer Event

Nineteen happy OSR-ers spent the morning at Lytton Gardens Senior Communities in Palo Alto volunteering at its annual Clothing Swap in June. OSR staff handled event set-up and clean-up, helped residents get from their rooms to the event, helped residents select clothing, and even gave manicures!



## OSR Open House

OSR welcomed over 250 guests to its Open House on May 29. Everyone had a wonderful time meeting new colleagues, catching up (in person!) with friends and networking with fellow research administrators.

