

# Research Management Meeting

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**DECEMBER 7, 2022**

# Agenda

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- › **Welcome** - *Sarah Axelrod, OSP & Rachel Cahoon, HMS*
- › **DMSPP Updates (NIH Data Management & Sharing Plans)** - *Melissa Korf, HMS; Rachel Talentino, OVPR; Julie Goldman, Harvard Library*
- › **Audit & Legal Issues – Part 1** - *Michael Monaghan, Risk Management & Audit Services*
- › **GSS – International Update** - *Matthew Etre, Global Support Services, Krister Anderson, Global Support Services*
- › **IT Updates** - *Simone Alpen, HUIT/ATS*
- › **Other Updates**
- › **Fringe benefits**
- › **Single Audit Results** - *Sarah Axelrod, OSP & Rachel Cahoon, HMS*

# **Welcome**

*Sarah Axelrod, OSP & Rachel Cahoon, HMS*

## **DMSPP Updates (NIH Data Management & Sharing Plans)**

*Melissa Korf, HMS; Rachel Talentino, OVPR;*

*Julie Goldman, Harvard Library*

# NIH Data Management and Sharing Policy Updates

- OVPR Communication
- GMAS Pilot at HMS

- Resources & Training
- Next steps

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DECEMBER 7, 2022



HARVARD UNIVERSITY  
Office of the Vice Provost for Research



# OVPR Communication

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- VPR John Shaw sent email on October 24th to all researchers who have applied to or received NIH funding in the past 4 years (approx. 1200 investigators)
  - Further shared with stakeholder groups (NIH Data Management and Sharing Policy Workgroup, Research Data Security Operations Committee (ReDSOC), Data Safety & Data Use Agreement (DUA) Workgroups, HUIT newsletter, etc.)
- [The message](#), as well as a news item are on the [OVPR homepage](#)



## Federal Data Management Policies

The University has developed resources to help support researchers and administrators as they navigate federal funding agencies' data management plan requirements. Below are agency-specific materials, and references to the appropriate Harvard tools and offices.

If you have questions about specific sponsor requirements, please speak with your cognizant sponsored research office ([OSP](#), [HMS ORA](#), [HSPH ORA](#)). If you have questions about the sensitivity of your data, or appropriate resources, please speak with your local IT provisioner or [information security officer](#).

### National Institutes of Health (NIH)

Effective January 25, 2023, the NIH will implement an updated [Data Management and Sharing Policy](#), which will require a data management and sharing plan (DMSP) for all NIH-funded projects involving the generation of [Scientific Data](#).

The University has developed several Harvard-specific resources, and additional resources may be available for your specific school and/or unit:

- [Harvard Briefing Sheet for the 2023 Policy](#): An overview and history of the Policy, responsibilities and resources
- [Harvard FAQ for the 2023 Policy](#): Includes Harvard-focused answers based on current NIH guidance as well as school-specific contacts and subject matter experts
- [SEAS Research Data Management](#): Support and consultation on Data Management Plans
- [Longwood Research Data Management \(RDM\)](#): Information and resources on NIH Data Management Plans
- [HCSRA NIH DMS Policy Overview](#): Harvard Chan School Research Administration (HSCRA) guidance, resources, and information, as well as relevant news items.
- [DMPTool](#): Web-based platform to assist with creating and sharing Data Management P The Tool provides step-by-step guidance for drafting DMPs, including NIH-specific templates and samples to address specific requirements.
- [Harvard Library Research Data Management Program](#): Connects members of the Harvard community to services and resources that span the research data lifecycle, to help ensure that Harvard's multi-disciplinary research data is findable, accessible, interoperable, and reusable (FAIR)
- [COGR](#): Council on Government Relations (COGR) NIH Data Management and Sharing Policy resources

OVPR NIH  
DMSP page

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# GMAS Pilot at HMS

- Two new questions added for HMS initial, competing, supplement, and continuation requests as of November 14th:

## Edit school specific information



HMS^Harv Med School

Does this project include work related to SARS-CoV-2/COVID-19?	<input type="radio"/> Yes <input type="radio"/> No
→ Does this award/proposal require a data management and/or sharing plan?	<input type="radio"/> Yes <input type="radio"/> No
→ Does this request include a new/updated data management and/or sharing plan?	<input type="radio"/> Yes <input type="radio"/> No

- Will appear regardless of sponsor (NIH is not the only sponsor with such a requirement, though this does not necessarily mean that the requirements of other sponsors are changing)
- We are considering the next month to be a pilot phase to help us gather feedback on the language of the questions, develop tool tip language, and refine the review process





# GMAS Questions University Roll-Out

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- Finalized questions will be added to initial, competing, supplement, and continuation requests university-wide as of January 3, 2023.
- As of January 3rd, these questions will be added to all such pending requests (not in "submitted" status) and will need to be answered prior to finalizing the request.
- To assist with the roll-out, we will
  - Develop an email/announcement that will be posted in the OSP blog as well as school newsletters, etc.
  - Develop a standard set of slides that can be used to describe the new questions and accompanying process

## ROLE

## STEPS TO BE TAKEN

**School Grant Managers:** Grant Managers, Department Administrators, and others who enter proposals and other required sponsor documentation in GMAS.

- Select the "yes" or "no" box, based on applicable sponsor requirements. Either "yes" or no" must be selected.
- Q1: If unsure about whether a DMSP is required, consult sponsor guidance or others in your unit with relevant knowledge-base
- Q2: If unsure about whether a DMSP is included in documentation, confirm with PI. If a DMSP is required - i.e. Q1 is "yes" - the final version (as submitted to sponsor) must be uploaded to GMAS.

**Central Reviewers:** Those in Central Research Administration of fices who review sponsored proposals (and other sponsor requests)

- Confirm that the "yes" or "no" box has been accurately selected for each question.
- If Q2 indicates a new or revised DMSP is attached to the request, confirm DMSP has been uploaded to appropriate "DMP" folder in the Segment Repository in GMAS
- If there is a potential inconsistency between the DMSP and the sponsor instructions, notify Grant Manager. Note that Central Reviewers are not expected to review for technical content.

# GMAS ROLES

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Don't worry, more to come!



# Next Steps

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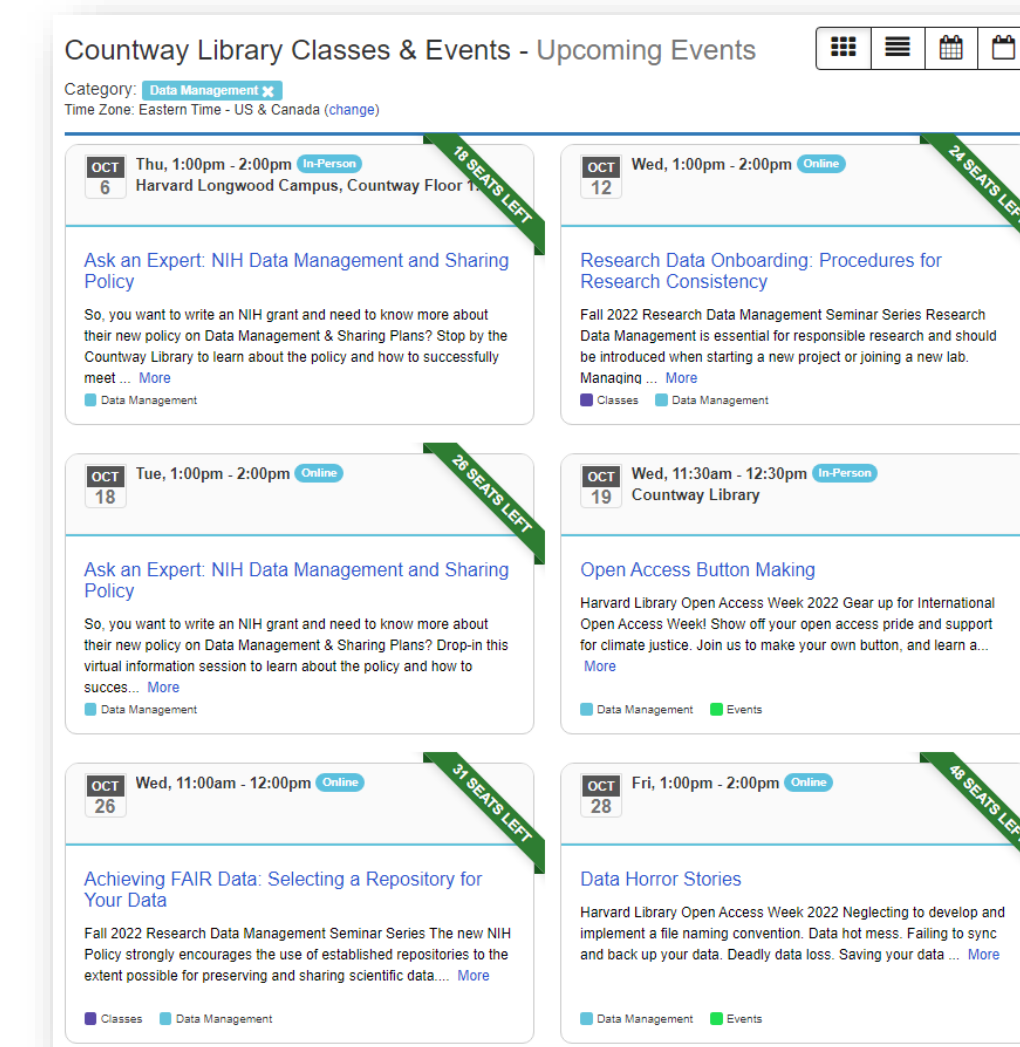
- Developing process documentation for GMAS DMSP document management
  - Adding a “tag” to easily identify the final, approved DMSP
  - Developing a QA process to use the new GMAS questions to ensure the DMSP is uploaded and tagged appropriately
  - Eventually, creating a link to the DMSP to facilitate sharing with non-GMAS users
- Continue HMS Pilot, and share outcomes
- Finalize high-level roles and responsibilities and accompanying resources
- Develop Budgeting/Application Instructions "tip sheet" for the department administrator
- ***“First year of implementation will be a learning period for NIH, applicants and recipients. We will use the pilot to gather data that will inform future compliance efforts and to assist folks with neutralizing the process.”*** - Michelle Bulls, Director, NIH OPERA





# Training Opportunities

- Countway Library RDM Seminar Series
  - Online sessions open to all Harvard affiliates
  - Recordings and slides are made available
  - Generally, two seminars per month
  - Topics cover the entire data lifecycle
  - Instructors from the library and experts in the field
  - <http://bit.ly/RDM-Seminars>
- Request a training session with campus experts
  - <https://harvard.libwizard.com/f/Data-Services-NIH-DMSP>





QUESTIONS?

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## **Audit & Legal Issues – Part 1**

*Michael Monaghan, Risk Management & Audit Services*

## **GSS – International Update**

*Matthew Etre, Global Support Services,  
Kristen Anderson, Global Support Services*



HARVARD GSS

# PARTNERING FOR INTERNATIONAL SUCCESS

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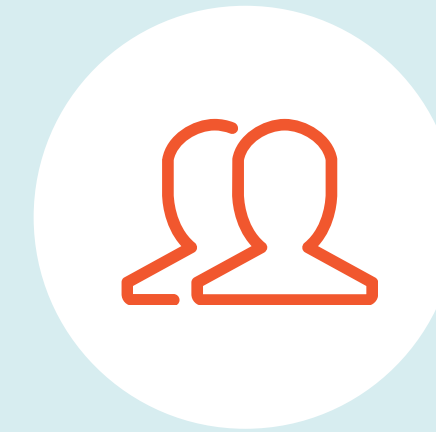




SAFETY AND  
SECURITY



HEALTH



CULTURE



INTERNATIONAL  
SOS



OUTBOUND  
IMMIGRATION



EMPLOYMENT

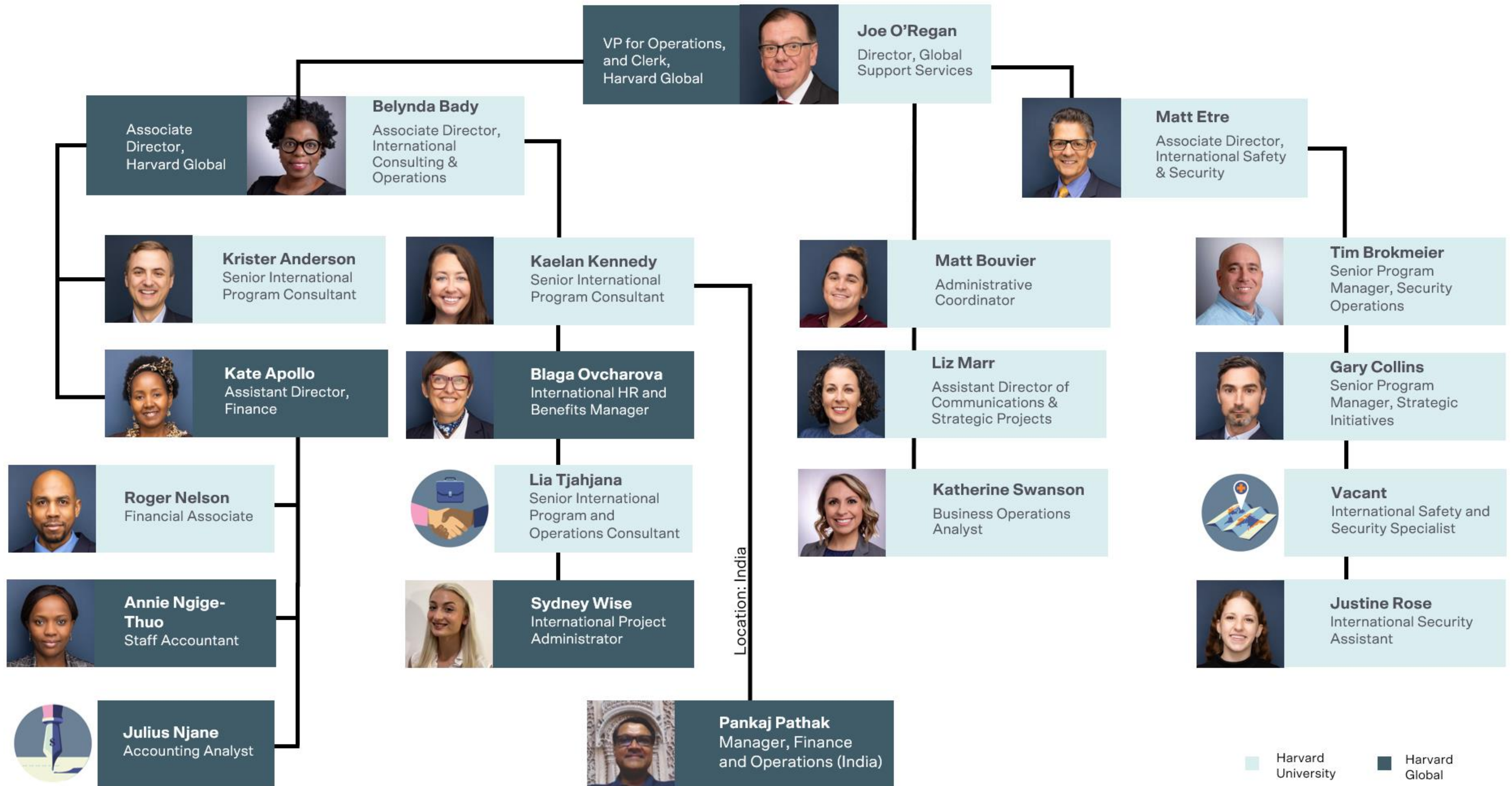


FINANCIAL AND  
LEGAL MATTERS



RESEARCH CENTER  
OPERATIONS

# ABOUT HARVARD GLOBAL SUPPORT SERVICES







Harvard Global, our affiliated nonprofit legal entity, provides a suite of fee-for-service operational capabilities.



#### KEY CAPABILITIES AND SERVICES

- Establishing overseas offices and entities
- Employment and payroll
- Mechanisms for tax-efficient giving from donors abroad
- Receiving and managing grants to fund research activities in US and abroad

→ 11 entities in 8 countries

→ Expanding capabilities to hire and/or receive gifts and grants—particularly in EU, UK, and India





- Partner with Harvard's Office for Sponsored Programs to provide grants administration services, including by serving as the awardee on sponsored agreements the University otherwise would not be able to accept due to financial/legal risk
- Serve as direct awardee, but activity is performed by Harvard researchers using University resources, under contract to Harvard Global by way of intercompany agreements—and soon inter-department and School agreements
- Research is subject to University and School policies governing research conduct.



- European Commission
  - Includes European Research Council
  - Does not include Marie Curie, which may go through the University
- Foreign Commonwealth and Development Office (FCDO) in UK
- Flight Attendant Medical Research Institute (FAMRI)
- Other awards on a case-by-case basis following review and approval by University leadership and Harvard Global



Awards follow a unique grant flow process to facilitate appropriate review by School, OSP, and Harvard Global.

#### KEY CONSIDERATIONS WITH INTERNATIONAL FUNDERS

- Highly complex
- Often consortium-based with many institutions collaborating and sharing a single funding source
- Special requirements for purchasing equipment
- Different timekeeping and effort reporting
- Foreign currency exchange



Complications require innovation. We're working with OSP to improve our services to departments, centers, and Schools.

#### NEXT PHASE

- Improved communication
- Streamline approaches
- Simplifying processes for “frequent flyer” departments





We help our clients stay safe and travel smart, no matter where they're headed.

#### CORE PROGRAM OBJECTIVES

- **Pre-departure client engagement:** orientations, briefings, consultations, and assessments
- **Country program and center awareness:** country, program, and site familiarization visits
- **Emergency response program:** manage IEMT and International SOS vendor relationship



Pre-travel preparation and awareness are key—even for the well-traveled—and we can help you make informed decisions.

#### KEY AREAS OF FOCUS

- Research and consider country-specific factors in the context of your identity, in-country activities, and familiarity with the country and its culture
- Anxiety and mental health concerns when traveling
- Consider the potential impact of global events on your safety and security
- Continue to research COVID entry and exit requirements: vaccination, testing, quarantine





International SOS is our vetted partner for emergency response. Their medical, mental health, and travel security services are available to eligible students, faculty, staff, and researchers who are traveling or working overseas on behalf of Harvard.



#### KEY CAPABILITIES AND SERVICES

- Routine and emergency advice, assistance, and evacuations
- 24/7 hotline: [+1-617-998-0000](tel:+16179980000)
- Travel registration: [globalsupport.harvard.edu/mytrips](https://globalsupport.harvard.edu/mytrips)
- Proactive incident communications
- Member portal: country guides, COVID trip planner, and alerts
- Mobile app (iOS, Android): trip registration, country guides, alerts, COVID trip planner, and real-time check-in and chat

→ Trip registration required for all Harvard affiliates now

→ Proof of registration required for reimbursement



Find out more about how GSS can help get you where you want to be.

CONTACT US

+1-617-495-1111

globalsupport@harvard.edu

globalsupport.harvard.edu

REGISTER TRAVEL

International SOS MyTrips

globalsupport.harvard.edu/mytrips

EMERGENCIES ABROAD

International SOS

+1-617-998-0000

Mobile app

International SOS Assistance app

Available from the Apple App and Google Play stores

# IT Updates

*Simone Alpen, HUIT/ATS*

# HUIT Updates

# Research Management Meeting

December 7, 2022

Simone Alpen ([simone\\_alpen@harvard.edu](mailto:simone_alpen@harvard.edu))  
Senior Director, Research Administration and Compliance Systems



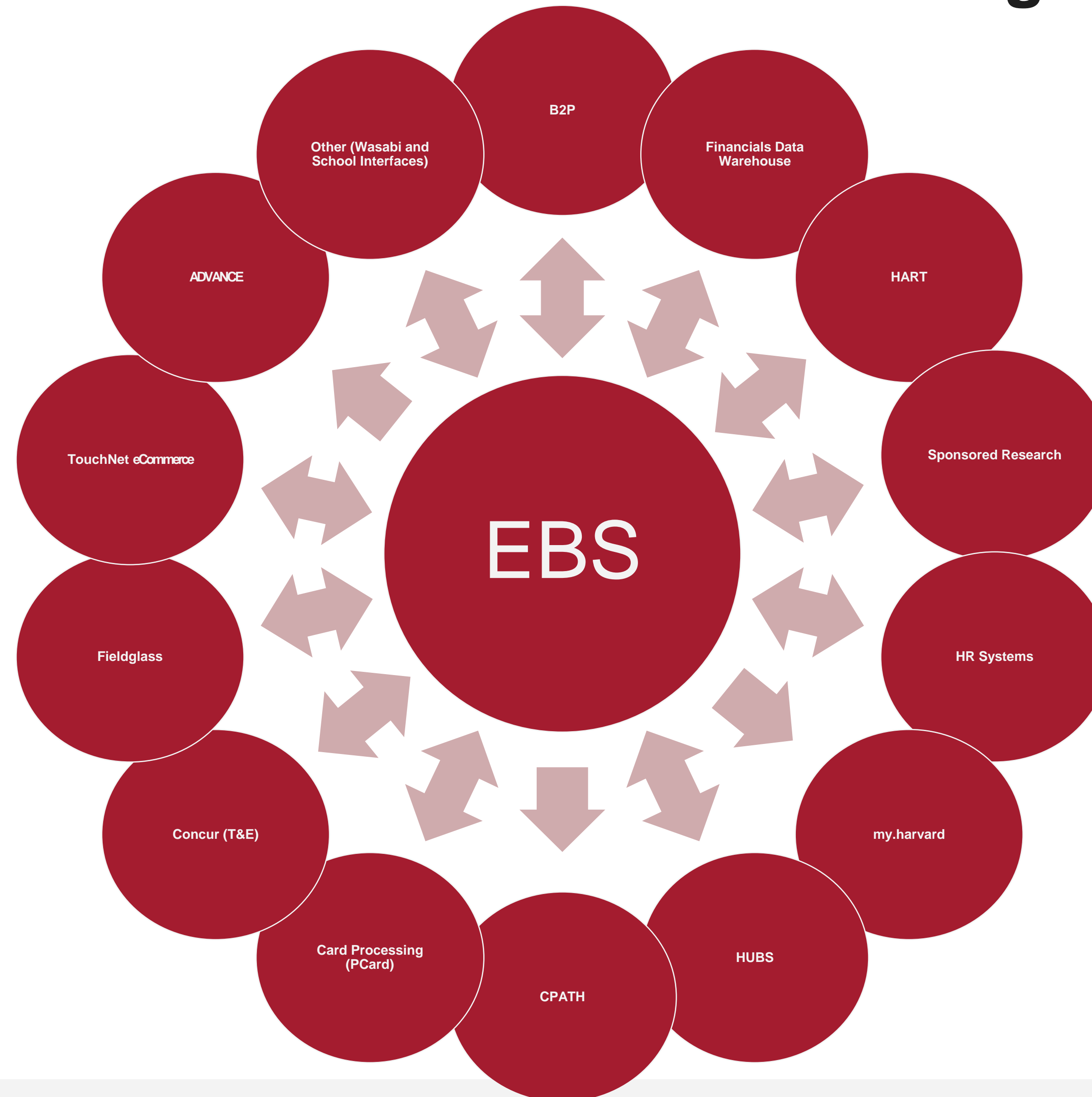
# Oracle eBusiness 12.2 Project

## Upgrade Project

# Cutover and Outage Schedule

- **When is the outage for Oracle eBusiness Suite (EBS)?**
  - **Tuesday 4/18/2023 (5PM) through Monday 4/24/2023 (8AM)**
  - Additional details about this week:
    - Patriot's Day is on Monday (4/17)
    - 3Q Quarter close is complete (4/14)
    - School vacation week
- **How were the outage dates selected?**
  - Reviewed potential weekend dates from March – June 2023
  - Analysis on key events and pros/cons for each weekend
  - Preference to begin new system usage on a Monday
  - Groups involved in selecting date are: FAR, Strategic Procurement, OTM, OSP, HUIT, Financial Systems Executive Committee, Financial Systems Leadership Group

# Oracle EBS is the Center of Financial Processing



# Oracle Outage Impact: Sponsored Research Systems

System	During the Oracle Financial Outage
GMAS	<ul style="list-style-type: none"> <li>• GMAS up and available</li> <li>• Data up-to-date through 4/17/2023 (no new updates 4/18-23)</li> <li>• No new sponsored/GMAS accounts can be set up during the outage (segment revisions can be completed, but any new/modified accounts will not be sent until 4/24/2023)</li> <li>• Sponsored budgets will not be sent to the GL until 4/24/2023</li> <li>• Interim financial deliverables with “deliverable period end dates” of 03/31/2023 or prior will be processed normally</li> <li>• Final financial deliverables can be processed if journal adjustments have been documented and a final figure has been identified</li> <li>• For sponsored payments, receipts can be created and receivables can be updated, however payments will not post to the GL until after the outage is complete</li> <li>• No letter of credit (LOC) draws will occur during the outage, but draws will resume their normal schedule after the outage is complete</li> </ul>
PI Dashboard	<ul style="list-style-type: none"> <li>• PI Dashboard up and available</li> <li>• Data up-to-date through 4/17/2023 (no new updates 4/18-23)</li> </ul>
eCRT	<ul style="list-style-type: none"> <li>• eCRT up and available</li> <li>• Data up-to-date through 4/17/2023 (no new updates 4/18-23)</li> </ul>



# Next Steps

- More detailed updates in early 2023
- Detailed information regarding impact to each system to be provided

## **Other Updates**

*Sarah Axelrod, OSP & Rachel Cahoon, HMS*

# Fringe rate consolidation

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- 6 fringe categories will be consolidated into 3 rates
- New rates will be effective in FY24
- The proposed consolidated FY24 fringe rates look like this:

<b>Current Fringe Categories</b>	<i>Exempt</i>	<i>Union</i>	<i>Faculty</i>	<i>Post Doc</i>	<i>Teaching Assistants</i>	<i>Temporary Workers</i>
<b>Proposed Fringe Categories</b>	<b>STAFF</b>		<b>ACADEMIC</b>		<b>OTHER</b>	
<b>Change</b>	↑	↓	↑	↓	↓	↑

# Fringe rate consolidation

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- New rates will be charged to awards starting on July 1, 2023
- Federal award budgets must use the current approved rates until the new rates are negotiated
- The federal agency has agreed to expedite the review & approval of Harvard's submission
- Other fringe rates, such as the extra compensation rates or the supplemental rates for HMS and SPH, will not be impacted or changed