On November 22, 2009, HRSA introduced the Electronic Handbook (EHBs) to allow grantees to electronically submit requests to change grant-related information and post award submissions. This year some HRSA proposal solicitations involve a two phase process that includes completion of the proposal submission in the EHBs following a Phase 1 submission via Grants.gov.

It is critical to remember that principal investigators provide access privileges to their grants to the appropriate ORS Authorizing Official (AO) in the grant handbook. Without the appropriate privileges, the AO is unable to complete requested submissions including prior approval for unobligated balance carryovers, extensions, administrative supplements and financial reports. The AO must also be given access privileges to submit non-competing continuations.

Proposal Submissions
Within a few days following submission of the Phase 1 Grants.gov application, ORS receives email notification from HRSA that the proposal is available for completion in EHBs. This notification is then forwarded to the BA. Once the required documents are uploaded in EHBs, the BA must notify the AO and provide the PI’s name and corresponding PD number. The AO will be able to locate the proposal in the Handbook under the ‘view applications’ link and complete the submission. The PD record will be notated regarding completion of the two phase submission. Adherence to the 3-day rule for ORS to receive, review and submit should be adhered to as is the case for all proposal submissions.

Please see HRSA EHBs on page 2

1. Access and training information from PennERA
2. Tips for safe research conduct
3. 5th Annual Symposium of the Delaware Chapter of SRA International
4. Update to JIT practice in NIH Commons
5. NCURA YouTube Trainings

Safe Conduct of Research

People engaged in acquiring knowledge and discovering new scientific principles are morally bound to manage safety in their pursuits. In the past few years, there have been several tragic incidents that underscored the need to pay attention to safety. For example, at University of California, Los Angeles (UCLA) a research assistant died from burns received while working with a pyrophoric liquid, and a Texas Tech student lost three fingers and suffered eye damage while conducting research on explosive compounds. Following basic laboratory safety principles and adequate training could have prevented these unfortunate incidents. According to the US Chemical Safety Board that investigated the Texas Tech incident, a culture of safety is often missing in academic research.

In addition to a moral obligation, there are legal liabilities associated with disregarding safety. For the first time felony indictments were issued against a faculty member for safety violations as a result of the lab fatality mentioned above.

Please see Safe Conduct on page 3
Q&A with PennERA

Penn’s Electronic Research Administration system (PennERA) is the suite of web-based applications that streamline processes and provide more efficient tools for handling pre- and post award administrative tasks related to the sponsored projects of Penn's academic research community.

PennERA is a full life-cycle system for research project development, support, and management. PennERA includes the following:

- PreAward
- Submission of Proposals to Sponsor
- Electronic Notification of Award Notices
- Post Award Management
- Data Reporting for Management

Do I have to use PennERA if I want to submit a proposal through the University?

PennERA must be used for the submission of all New, Competing, or Resubmission (prior submitted proposal which was not funded) applications for externally funded sponsored research projects.

What web browsers are supported for use with PennERA?

It is recommended that users access PennERA via Firefox; however both Internet Explorer (on Windows-based PCs) and Safari can also be used. The following versions are vendor supported:

- For Windows only: Microsoft Internet Explorer version 7 or version 8
- For both Windows and Mac: Firefox 3.6 through 9.0, and Safari 5.x.

The URL of the PennERA application (https://www.pennera.upenn.edu) should be added as a trusted site and pop-ups should be allowed for this URL.

What do I need to do to get access to PennERA?

For general access to all PennERA modules, authorized users will only need to authenticate with their PennKey and PennKey password before accessing the system with a standard web browser.

If you require access to proposals OTHER THAN those on which you are the PI (ORG-based secured access) a Module Access Form must be completed and there is a training requirement if you require edit access.

The Module Access Form can be found at: www.upenn.edu/researchservices/PennERA.html

What training is available for PennERA?

PennERA offers two tiers of hands-on training for the Proposal Development (PD) module. Basic Training provides an overview of proposal creation and maneuvering within Proposal Development. This class is required for new users who will be assisting in simple ORG based administrative editing such as uploading files.

Advanced Training class is a required component if you will be performing more detailed editing such as budget entry.

Scheduled classes are posted on Knowledge Link.

Check regularly as registration is limited!

Where can I find up-to-date reference material and information for PennERA?

PennERA reference materials can be found on the ORS website at:
http://www.upenn.edu/researchservices/PennERA.html
This information is updated on an ongoing basis, check periodically for any new updates!

Q&A with PennERA

Prior Approval Submissions

The PI prepares the request for prior-approval submissions in the Handbook. The required privileges for many tasks to be submitted by the Pre-Award AO are identified under ‘other submissions’. ‘Other submissions’ are defined as post award submissions that do not fall under the three general categories of Non-Competing Continuations, Performance Reports, Progress Reports and Financial Reports. In order for the AO to complete the submission, the BA must provide to ORS the grant number, PI’s name and type of request to be reviewed. Submission requests for progress reports and supplements require a paper transmittal be forwarded to ORS for processing and updating of the PD record.

New features will be added to the handbook in July 2012. These include a one page listing of all the PI’s grants upcoming submission deadlines and enhanced functionality for navigating within the Handbook.

For additional information, please visit the following links:

- EHBs homepage: https://grants.hrsa.gov/webExternal/
- Knowledge Base Resource: https://help.hrsa.gov/display/EHBSKBFG/index
- Post Award Submission information: https://grants.hrsa.gov/webExternal/
The Regents of the University of California were also indicted for felonies. Furthermore, Cal/OSHA fined UCLA $31,000 for not correcting deficiencies noted in internal safety inspections months before the fatality.

Penn through administrative support functions, particularly the Office of Environmental Health Radiation Safety (EHRS), provides guidance and resources to assist in establishing and maintaining a safe workplace. EHRS cannot assure safety alone. Safety in a research or teaching laboratory, machine shop or art studio is a collaborative undertaking involving students—graduate and undergraduate, postdoctoral fellows, staff and faculty. Everyone must be actively involved to create a culture of safety at Penn.

While it is impossible to create a zero-risk environment in a laboratory, EHRS provides faculty and other supervisors the guidance and resources listed below to assist them in providing an environment free of recognized safety deficiencies:

- Provide lab coats, safety glasses and gloves to all lab users and aggressively ensure that they are used. Ensure proper clothing is worn in the lab. Do not permit unsafe behaviors in the lab to go unchallenged. Support lab members that wear proper safety equipment and challenge those that do not.
- Keep lab safety training current. Graduate students and all lab staff must complete the Penn Profiler every year and complete all training assigned to them. Undergraduate students must complete similar training and be closely supervised when working in the lab. People must be trained to work safely with the hazards to which they may be exposed.
- Identify high-risk activities in the laboratory and provide task specific training. Document training in a lab notebook or other traceable manner. EHRS can assist you with training and risk assessments. Science is not static, so as procedures change training about new hazards is warranted.
- Develop SOPs for your laboratory/shop to serve as a reference to all personnel. SOPs are particularly important for high hazard work and also for tasks that occur infrequently. Keeping SOPs aligned with actual practices is vital to assuring safe teaching and research. Changes in procedures, e.g., scaling up, or working with new chemicals require a reassessment of the risks covered by an SOP.
- Participate in laboratory audits. Assign your lab manager or senior graduate student or post doc as your safety officer to participate in the audit if you cannot attend and review audit results as soon as practicable. Correct the deficiencies identified by the audit as quickly as possible and return the audit letter to EHRS as confirmation of completion.

Please discuss these issues with your group and colleagues, and don’t hesitate to contact EHRS with ideas on how to improve safety at Penn.

Delaware Valley Chapter of SRA International Holding 5th Annual Symposium

The Delaware Valley Chapter of the Society for Research Administrators International will hold its fifth annual symposium on Monday, June 11, at the University of Delaware’s Clayton Hall Conference Center.

The day-long conference will welcome research administrators from universities and colleges from across eastern Pennsylvania, northern Delaware and central and southern New Jersey. The keynote address will be presented by Charles G. Riordan, Vice Provost for Graduate and Professional Education, and Professor of Chemistry and Biochemistry at UD.

Sessions on topics critical to the professional administration of sponsored programs and clinical research will be offered, including responsible conduct of research for research administrators, a panel of experts from the National Institutes of Health (NIH), a National Science Foundation update, conflict of interest and the NIH final rule deadline of August 2012, fiscal stewardship, the new America Invents Act, effort certification and more.

For detailed information or to register, visit registration website.
**In the News...**

**Just In Time Update**

Reprinted from the NIH Extramural Nexus

We know it can be confusing when you see that Just in Time link appear in the Commons. What does it mean? Does this mean I will be funded? When do I need to submit my Just in Time information?

To make it clear, we’ve recently adjusted the Commons so that the link becomes active for every application within 24 hours of release of your impact score. For those applications that receive a score of 40 or less, you will receive an email request asking that you submit your Just in Time information. These emails will be sent from the Commons to the investigator 2 weeks after release of the impact score.

We hope this change makes it easier to understand when you should and should not submit your Just in Time information.

The current issue of the NIH Extramural Nexus can be found at [http://nexus.od.nih.gov/all/monthly-issue/?theyear=2012&month=4&which_view=article](http://nexus.od.nih.gov/all/monthly-issue/?theyear=2012&month=4&which_view=article).

**New Indirect Cost Recovery Methodology on Donor-Restricted Funds**

Effective July 1, 2012, the process of charging indirect costs to donor-restricted funds will be simplified. For gift funds, indirect costs are charged on gifts received, and for endowment funds, indirect costs are charged on investment income distributed. As discussed with the Senior Roundtable, the Business Advisory Board, and the Senior Business Officers, the terminology is being changed to make it clearer that schools and centers have indirect costs associated with administering donor-restricted funds, and that it is appropriate for 20% of the gift or endowment income to be retained by the school or center to cover those indirect costs.

The new process will simplify the logic by charging indirect costs when the gift cash and investment income cash is received regardless of the fund’s reclass code. This will mean no change for automatically reclassed funds (about 95% of existing funds), but for manually reclassed funds, the amount shown as available for future spending will already be net of all indirect costs regardless of whether any expenses have been charged. The actual fund balance will remain as temporarily restricted (in NAC 1), but the amount available for spending will be the actual cash balance in the fund.

This new methodology will make it easier to budget available balances in manually reclassed funds since there will be no need to calculate the amount of indirect cost still to be charged to the fund. The only difference between automatically reclassed funds and manually reclassed funds will be that all unspent cash will be in NAC 0 in the automatically reclassed funds and in NAC 1 in the manually reclassed funds.

In order to implement this change, a one-time charge of 20% will be made on all existing manually reclassed balances (for funds coded as subject to indirect costs) to take the indirect costs from the fund and credit the recovery to the school center. These charges will occur before the end of FY 2012. Then starting in FY2013, indirect costs will be charged on any new gifts and any new investment income as the income arrives.

If you have any concerns or questions, please do not hesitate to contact Peg Heer at 898-1903 or heer@upenn.edu.

**NCURA YouTube Trainings**

The National Council of University Research Administrators produces YouTube videos on a variety of topics related to research administration. It is a fun way to get a brief overview of specific issues or questions. You can find the videos at [http://www.youtube.com/user/NCURA1959/videos?feature=context-chv&sort=dd&page=1&view=0](http://www.youtube.com/user/NCURA1959/videos?feature=context-chv&sort=dd&page=1&view=0).

**HHS Financial Conflict of Interest Update**

The U.S. Department of Health and Human Services (HHS) has issued a final rule in the Federal Register that amends the Public Health Service (PHS) regulations on Responsibility of Applicants for Promoting Objectivity in Research for which PHS Funding is Sought (42 C.F.R. Part 50, Subpart F) and Responsible Prospective Contractors (45 C.F.R. Part 94). An Institution applying for or receiving NIH funding from a grant or cooperative agreement must be in compliance with all of the revised regulatory requirements no later August 24, 2012. The University is currently engaged in revising related policies and procedures and will be communicating these revisions over the coming months.

**Have You Heard?**

Recommendations for future newsletter articles or questions that you would like addressed may be sent to Pam Caudill at caudill@upenn.edu.