THE UNIVERSITY of TENNESSEE Health Science Center

The Research Notebook

A Publication of the Office of Research

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Inside this issue:

Dr. Polly Hofmann

Dear Colleagues,

Many of us have successfully established a niche in research. However, our success can breed inertia. To counter that inertia, combined with an ever-growing knowledge base, we must continually come up with fresh hypotheses and approaches. As PIs we sustain current success by completing the smaller pieces that make up a publication, while simultaneously gathering provocative pilot data that will help keep us competitive. I am starting to think a similar mindset and strategy for UTHSC might be applied for support and growth of our research portfolio. By this I mean balancing improvement by incremental steps today, coupled with innovative and bold plans for organizational renewal to grow UTHSC research in the near future.

For the **incremental improvements** in the here and now:

- In this issue of the Research Notebook you will see a reduction in required paperwork for IRB approval of the use of human cell lines purchased from ATCC.
- Recently IACUC rolled out the new animal protocol system called ACAP. The ACAP program starts with a checklist that automatically directs the PI to the necessary sections that need to be completed. ACAP also uses a directed-question format that requires short focused answers and not essays. It is anticipated ACAP will save on time and frustration, and reduce the need for clarifications and revisions.
- Slow turnaround time on MTAs will be addressed by adding a staff person with a legal background. We now have the resources to go forward with that recruit.
- Shortly, Chancellor Schwab will announce plans to return a portion of F&As to those who generate them.

(Continued on page 2)

Research Update (cont.)

I have a running list of many more changes in the works or being considered. However, I've read that when Federal Express was at 5,000 employees in the early 90's, they had >7,500 suggestions/yr for improvements. That is the culture we want. Think of my e-mail address as a suggestion box.

For our **innovative and bold strategy** of the near future, we need resources and a plan. Chancellor Schwab recently outlined new resources for research growth and recruits, so I will not review those here. As to innovative ideas going forward, that will take all of us thinking/discussing/debating to come up with multiple tactics. One approach I strongly favor is establishing incentives and internal awards for investigators that demonstrate credible, new research collaborations between PIs at UTHSC. However, that might not be the best use of our resources, nor is it sufficient by itself. So, I propose we take seriously the strategic planning that we are required to do to meet accreditation standards. Before you groan about another round of "strategic planning," recognize that proactive planning and following a series of steps that better positions us in a rapidly changing research world is something to get enthusiastic about. I believe the right strategy and vision combined with action is crucial for us to move beyond incremental improvements to jumps that help us create the research environment and success we desire.

Polly Hofmann, PhD
Senior Associate Vice Chancellor of Research

My comments here are influenced by a book entitled "*Winning Through Innovation: A Practical Guide to Leading Organizational Change and Renewal*" by Tushman and O'Reilly

Reminders:

- Grant proposals are due at Research Administration 5 business days before their due date at the granting institution. We need time to insure all proposal documents are in a format that will be accepted by the granting institution, and we have seen slowdowns in the NIH server immediately prior to and on the due date.
- Please be sure you and all personnel on your grant proposals who meet the policy definition of "investigator" have completed the new outside interest disclosure form (http://www.uthsc.edu/policies/w932_document_show.php?p=155) and completed the CITI training on Conflict of Interest (see additional information later in this Notebook).

Cancer Research Funding Announcement

The Executive Council of the new combined UT/Methodist/West Clinic Cancer Center program has made $250,000 available for research funding to investigators in the cancer research community. This intramural funding will be awarded to investigators based on review of research proposals. A program to assist residents and fellows in their research is also included, and awards for those projects will be made up to a maximum of $10,000 per project. Applications for residents/fellows must have a faculty sponsor.

Awards for faculty investigators will be made up to a maximum of $50,000 per project. It is expected that projects funded through this program will be aimed at securing preliminary data to provide the basis of proposals to obtain external funding. Projects that have a multi-disciplinary focus, and link basic scientists with clinicians are of particular interest.

The proposal form, which must be submitted by October 15, 2012, along with further submission information can be found at http://www.uthsc.edu/cancer/. Awards will be announced by November 9th, with funding to begin immediately. These proposals do not need to be routed through PAMS as these will be internally funded.

Research Electronic Data Capture System (REDCap) Now Available

The Office of Biomedical Informatics is acquiring an additional data management system for UTHSC faculty and their colleagues to use. This will be offered along side our current Slim-Prim integrated data system. While Slim-Prim offers a powerful, secure, customizable option for large-scale basic and clinical data management, we understand that more options are needed for faculty with smaller-scale or preliminary research projects.

Thus we have acquired a license for the Research Electronic Data Capture system (REDCap), designed and developed by Vanderbilt University http://project-redcap.org/. REDCap is a user-friendly system that puts the power of development and design in the hands of the PI. In addition to gaining an instance of the REDCap system for UTHSC faculty to use, we also gain access to the "REDCap Consortium" – a knowledge base composed of the 60,000 current users of the system worldwide (at 460 institutions in 49 countries).

REDCap will be offered on a simple fee-for-service schedule to cover database set-up and user-training. We expect to unveil the system later this fall and encourage any faculty interested to contact BMI Director Dr. Ian Brooks at 448-5285 ibrooks1@uthsc.edu

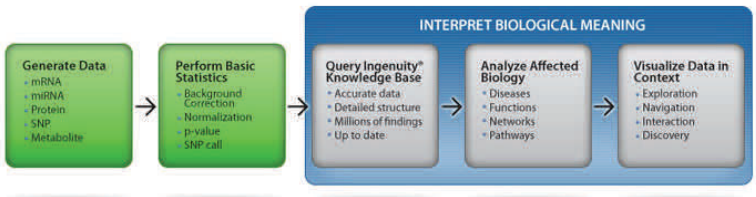
Hold the Date for Partek Bioanlysis Workshop

The MRC will be hosting a two-day Partek bioanalysis software workshop on Oct 31 and Nov 1 in the Cancer Research Building audtiorium. The first day will review analysis of microarray data and the second day will cover analysis of Next Gen Sequencing data. Please contact Terry Mark-Major for details and to register. 901-448-2656 or tmarkmajor@uthsc.edu.

Ingenuity Pathways Systems Workshop

Ingenuity pathways allow investigators to evaluate how lists of genes (e.g., obtained from genetic or gene expression studies) are connected to each other. Enrichments or overrepresentation of specific pathways or gene ontologies can quickly be defined, and associated *p*-values calculated.

The Data Mining Core is planning a workshop on use of "Ingenuity Pathways" in late November - early December at UTHSC in Memphis. We expect to spend approximately 2 hours on a training session for beginners. Please contact Dr. Gerling (igerling@uthsc.edu) if you are interested; then we will find a day and time that works for as many people as possible.



One-on-One Grant Consulting Help

Got grants? Improve your chances by participating in a one-on-one or small group discussion with UTHSC grant consultant, Dr. Israel Goldberg, during his upcoming visit to our campus November 12 and 13. For many years, Dr. Goldberg has been instrumental in helping UTHSC faculty members at all levels write competitive grant applications and become familiar with NIH, NSF and other funding agencies and their grant review processes. Look for details of Dr. Goldberg's consulting schedule to be distributed in the next weeks and plan to sign up for an individual session or confer with research collaborators to request a small group discussion about upcoming grant submissions.

Welcome Andrea Briggs to CRB

Effective September 24, Ms. Andrea Briggs transferred to the Cancer Research Building as an Administrative Aide. In her new role, she will assist the investigators in the building as well as administering the CRB's financial accounts. As such she will be maintaining the CRB web pages, assisting in planning monthly seminars, and handling special projects. In addition, she will help the Pathology PIs with their research supply orders, inventory management, and grant production and routing. Ms. Briggs formerly worked for ten years in the Lab Animal Care Unit where she handled animal ordering and provided overall administrative support. Please welcome Andrea to the CRB.

EdTech Team Welcomes Gary Shockley and Announces an Upgrade to the Campus Adobe Suite

The UTHSC Educational Technology Team welcomes Gary Shockley, the newest member of our campus Adobe Support Team. Gary comes to us with over eight years of experience in training and supporting educational technology. His primary responsibility is to provide support for the UTHSC Adobe Suite, which includes Adobe Presenter and Adobe Connect.

Adobe Presenter is a Microsoft PowerPoint add-in for Windows computers (Adobe has not produced a version compatible with Mac OS). Presenter allows users to create web-based, self-paced learning modules with integrated voiceovers, movies, interactive quizzes, and images. The UTHSC Adobe team is currently rolling out the latest version of Presenter, version 8. Adobe Connect, our webinar and online meeting software, will be upgraded to version 9 at the end of the fall semester. For more information about the Adobe Suite, visit our site at https://academic.uthsc.edu/edtech/connect/ or contact Gary Shockley at 448-4242 or gshockle@uthsc.edu.

UTRF Lunch and Learn Seminar Series

UTRF will be continuing its seminar series on various technology transfer topics. Our next seminar will take place in November and will cover Patent Basics. Please look for the announcement on the listservs. Other upcoming seminar topics include License Agreements and Technologies in Demand. We provide lunch on a first come first served basis. For more information, you may contact Dr. Lakita Cavin at (901) 448-7825 or Lcavin@uthsc.edu

Recap of the 2012 Nuts & Bolts Annual Research Symposium

The 13th Annual UTCOM-C Nuts & Bolts Research Methods Symposium was held on August 24, 2012 at the UTC University Center. The ninety-eight residents, faculty and others in attendance participated in sessions on mentoring, how to work with the Scientific Research Committee and the Institutional Review Board, perspectives from a principal investigator, categories of data, plus a writing workshop. Evaluations were uniformly positive with several helpful suggestions for enhancements next year. While the symposium is designed for everyone interested in research, it is targeted especially to resident physicians to help them get started toward participation in the UTCOM Chattanooga Research Week held each April.

OHSP 2012 Fall Conference Announcement

Placebo-Controlled Trials: Are They Ethical?

Thursday, October 18, 2012
Student Alumni Center (SAC)
Room 305
8:00 a.m. – 12:00 p.m.

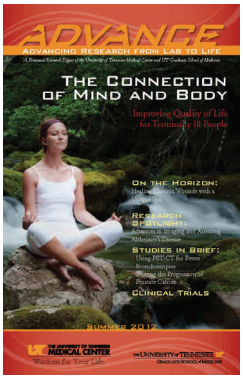
The Biggest Ethical Challenges in our Smallest Research Participants
Robert J. Ferry, Jr. M.D.,
LeBonheur Chair of Excellence in Endocrinology;
Director, Fellowship Training Program in Pediatric Endocrinology;
Professor& Chief, Division of Pediatric Endocrinology, UTHSC

Ethical Design of Placebo-Controlled Randomized Clinical Trials
Terrence F. Ackerman Ph.D.,
Chair, University of Tennessee Health Science Center Institutional Review Board;
Professor of Bioethics, Department of Medicine, UTHSC

Placebo-Controlled Trials: Are They Ethical?
Kenneth Sakauye, M.D.,
Professor and Vice Chair, Psychiatry UTHSC;
Board member, St. Francis Hospital Institutional Review Board

Please register at http://uthsc.edu/research/research_compliance/OHSP/events.php
For additional information please contact Patricia Kerby, OHSP Compliance Officer, 901-448-1869.

Advance Digest Spotlights Research in Academic Medicine



A new research digest, *Advance*, spotlights research programs at the UT Graduate School of Medicine in Knoxville and explains how the work of the institution's researchers impacts healthcare in Tennessee and beyond.

The Summer 2012 issue of *Advance* includes features on connecting mind and body for improved quality of life for terminally ill patients; new tests that help doctors assess the severity of Alzheimer's disease; and new technology for chronic wound healing. Also featured are studies of prostate cancer and bronchoscopies, details on clinical trials, and other research news.

Advance is available at *http://gsm.utmck.edu/news/advance.cfm* and in hard copy. To request copies, contact the office of Continuing Education and Professional Development, 865-305-9190 or AdvanceDigest@utmck.edu.

The following is reprinted from the Observations column of the Summer 2012 edition of Advance. This and previous issues may be found at: http://gsm.utmck.edu/news/advance.cfm

Dr. Rajiv Dhand

The purpose of *Advance* is to highlight research at the UT Graduate School of Medicine. While we look forward to a bright future, there are important insights if we harken back to the glorious days of early research at our institution. Dr. Alan Solomon, Dr. Wahid Hanna, and Dr. Carmen Lozzio kindly shared with me some of the signature achievements of the researchers at the Graduate School of Medicine from the mid-1960s to the mid-1990s.

During this period, the Birth Defects Center was established and several novel chromosomal abnormalities were described. Our clinicians were among researchers at several centers who conducted the first clinical trials with L-DOPA for treatment of Parkinson's disease. The favorable response in one of the subjects who participated in the study was instrumental in later funding and developing the Cole Neuroscience Center.

Other notable contributions include:

• Development of the K562 cell line from a patient with chronic myeloid leukemia that continues to be used to this day by researchers all over the world to study hematopoietic development;

• Discovery of thrombopoietin;

• Landmark studies on functional properties of erythropoietin, including experiments with NASA to elucidate the cause of anemia during space flight;

• Establishment of several clonal plasma cell lines that continue to provide important insights into the pathogenesis of multiple myeloma; and

• Development of a monoclonal antibody (11-1F4) that specifically binds to amyloid fibrils and is capable of lysing amyloid deposits. The National Cancer Institute has developed a chimeric derivative of this antibody for Phase I clinical trials in humans.

Only a few of the major scientific contributions are mentioned. The list of achievements is long and truly impressive. Scientists currently working at the Graduate School of Medicine celebrate the efforts of our senior colleagues and are proud of their many achievements and valuable contributions to medical science. The cadre of researchers at the Graduate School of Medicine build on what has already been accomplished with the goal of providing novel treatments for treating human illnesses and raising the research enterprise to even greater heights in the future.

The articles in the Summer 2012 issue of *Advance* shine the spotlight on our talented researchers and their current accomplishments. These professionals have the ideal platform to build on our past successes!

Rajiv Dhand, M.D., FCCP, FACP, FAARC
Professor of Medicine
Chair, Department of Medicine

Blanket IRB Exemption for Anonymized Human Cell Lines Purchased from ATCC

Under the federal regulations for the protection of human subjects, the use of human materials is exempt from IRB oversight if those materials are derived from non-living individuals or individuals whose identity cannot be ascertained by the investigator. The determination of exempt status must, however, be made by someone other than the investigator, and the IRB is the designated entity at UTHSC.

In order to ease the paperwork burden for investigators using anonymized human cell lines, the IRB is issuing a blanket exemption for the use of anonymized human cell lines purchased from ATCC. As a result of this blanket exemption, UTHSC investigators using anonymized cell lines from ATCC do not need to undertake any interaction with the IRB. **However, all other obligations to interact with the IBC and IACUC remain in place.** For example, because work with human cells must adhere to OSHA Bloodborne Pathogen Standards it must be conducted at Biosafety Level 2. All work at Biosafety Level 2 must be registered with the IBC.

This blanket exemption does not affect interaction with the IRB in regard to two other groups of cell lines. First, use of anonymized human cell lines from sources other than ATCC must be registered with the IRB using the new cell line registration process, so that the IRB can confirm that the conditions for exempt status are satisfied. Second, the use of human cell lines from identifiable individuals must undergo review and approval using the regular IRB application process and is not eligible for the briefer cell line registration process.

Any questions about this new policy should be directed to Dr. Ackerman (IRB Chair) or Cameron Barclay (IRB Director).

Congratulations to Kim Prachniak

The UTHSC IRB is pleased to announce the promotion of Kim Prachniak to Sr. Regulatory Specialist. Kim joined the IRB five years ago with a background in training, quality assurance and research. During her tenure with the IRB, Kim has earned certifications as an IRB Manager (CIM) and IRB Professional (CIP); assisted with the development and testing of iMedRIS; has been responsible for conducting IRB and iMedRIS training sessions and the development of the accompanying online user guides and tips; and has been appointed as a Board member to each section of the IRB.

Please join us in congratulating Kim on her promotion and wishing her continued success with the IRB!

UTRF Welcome to New Faculty

UTRF welcomes this year's new faculty to UTHSC. We wish you success as you begin your academic research at UTHSC. Our office provides technology transfer services to the HSC campus. We facilitate the transfer of University inventions developed out of academic research funding to the private sector. We would like to get to know you and learn about your research and tell you more about who we are and what we do. For more information about UTRF, you may visit our website at utrf.tennessee.edu, call us at (901) 448-7827 or stop by our office at 910 Madison, Suite 827. We look forward to meeting you.

If You Ask, the IRB Can Help

Submission of research proposals to the IRB can sometimes be a rather daunting task for investigators, especially individuals who are infrequent or first-time users of iMedRIS, or who lack dedicated research staff to handle the IRB interface. Many investigators assume that they are doomed to navigating the IRB application and review process alone. However, this is quite untrue, because there are a variety of helpful resources available to mitigate any difficulties encountered.

As chair of the committee, I am often consulted by investigators prior to the submission of applications regarding the best way to design studies in order to meet the requirements of the federal regulations for the protection of human subjects. These discussions frequently enable investigators to avoid review of their proposals by the full Board (a more involved process than exempt or expedited review), to clarify the circumstances under which informed consent may be waived (as in certain kinds of medical record studies), or to identify creative ways of altering the consent process to meet the needs of a particular study design (like a survey of children at summer camp).

Once investigators are prepared to complete the IRB application, there are important resources available to facilitate the process. Our professional staff members are available to assist applicants when they have questions about how to complete the application. An individual staff member is assigned as the "analyst" for each IRB submission, and investigators may interact with that staff member directly when they are preparing or revising their applications. Our staff members are ready and willing to help, and many investigators have praised their friendly and efficient guidance in simplifying the tasks involved.

In addition, the IRB website contains a plethora of user guides that can be consulted regarding the general features of iMedRIS and the completion of various IRB application forms. These guides cover topics such as registering the use of human cell lines, completing the application for a new study, using the investigator response form, submitting applications to continue or revise approved studies, and sending correspondence through iMedRIS. The guides provide step-by-step instructions and include serial screen shots of the iMedRIS interface that remove any guesswork in completing forms.

Finally, the analyst assigned to a particular study is available to address questions about changes to the study required by IRB reviewers. If a proviso is unclear, it can be clarified with a phone call or e-mail to your assigned analyst. If you believe that a recommendation is based on the reviewers' misunderstanding of your study, is not a practical suggestion, or is otherwise not manageable, these matters should be discussed with your analyst so that the reviewers can revisit the matter. Although many revisions must be made in order to meet the requirements of the federal regulations, there are often creative solutions that meet both the needs of the study and regulatory requirements.

The primary function of the IRB is to assure that we conduct research in accord with the federal regulations for the protection of human subjects. We must satisfy this obligation as a condition of receiving federal research dollars and as part of our mandate to engage in ethical research. At the same time, the IRB endeavors to facilitate as much as possible the review and approval of applications, thereby easing the burden associated with the regulatory process. If you call, write or visit our website, we can help. The main phone number is 448-4824 and you can ask for Dr. Terry Ackerman (IRB Chair) or Ms. Cameron Barclay (IRB Director). The e-mail address is irb@uthsc.edu and the web address is http://www.uthsc.edu/research/research_compliance/IRB/.

New Animal Protocol Online Submission Form

A new animal protocol form is available for immediate use at https://uthsc.tera.tennessee.edu/acap/. Its use is optional for October submissions. Beginning November 1, all submissions must use the new form. This applies to new protocols and 3rd annual renewals, as well as major revisions. This form is a component of an integrated system that will manage protocol submission and review, animal ordering, census records, and billing.

Attractive features of the new process include the following:

- The form can be accessed and modified by personnel other than the PI, facilitating protocol preparation. (The PI must authorize final submission.)
- Existing protocols can be cloned, simplifying the preparation of subsequent protocols that involve overlapping procedures and personnel.
- The new form solicits more responses to specific queries than did its predecessor, which should reduce requirements for additional text entry.
- Minor revisions will be made by direct modification of the original protocol. The current approved version will always be a complete, self-contained document.

Other notable changes:

- Designation of pain and distress categories will follow the lettered USDA format in place of the current numerical system. A guide to translation is available at http://www.uthsc.edu/research/research_compliance/IACUC/pain_and_distress.php.
- Each protocol is limited to studies involving a single species, due to system constraints and the requirement to discriminate individual strains for rodent species.
- The accompanying animal ordering system (ACIM), also now being activated Dec 1st, will utilize a dropdown list of the specific species and strains approved for each protocol. For currently active protocols the system is partially pre-populated based on recent prior orders under the old system, but investigators should check their strain lists in ACAP and identify any approved strains that may need to be added. ***Going forward, it will be imperative that each strain be unambiguously identified in a protocol so that orders can be processed correctly.*** This may require consulting vendor information to verify nomenclature.

In making this transition, every effort will be made to provide assistance from the IACU office as well as Electronic Research Administration staff. Please contact the IACU office @ 448-3904 for assistance.

Now Departing…

In our PHS Assurance, UTHSC's animal care and use program agrees to follow the 8th Edition of the *Guide for the Care and Use of Laboratory Animals* (the *Guide).* In doing so, institutions are given a certain amount of flexibility to establish performance practices based on scientific need and good animal welfare. One area where flexible performance practices may be very important to UTHSC investigators is the consideration of rodent housing strategies that may depart somewhat from traditional ones outlined in the *Guide*.

The NIH Office of Laboratory Animal Welfare (OLAW) provides guidance on the interpretation of the *Guide* itself, what constitutes a departure from the *Guide*, and how the IACUC should handle departures from the *Guide* related to, for example, animal housing issues (see, e.g., http://grants.nih.gov/grants/olaw/faqs.htm ; FAQs C7 and F10).

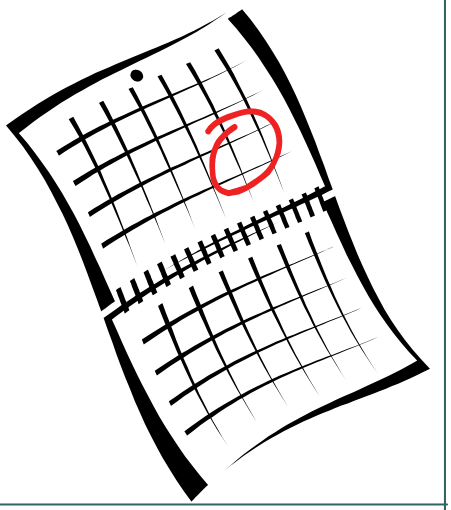
In short, these as well as several of the other FAQs make certain things more clear:

- IACUC-approved departures from the *Guide* are allowable;
- Proposed departures should be critically evaluated by the IACUC;
- Assessment of performance indices such as health, reproduction, growth, behavior, activity, and use of space are essential;
- The IACUC should consider relevant factors when determining adequacy of animal housing;
- These factors may include average litter size of the strain(s) of rodents; whether multiple litters are present in the cage; difference in the age of the pups of different litters; growth rate; need for cross-fostering; cage dimensions; and overall management and husbandry practices such as cage sanitation or bedding change.

Questions about departures from the *Guide* related should be addressed to the IACUC by contacting the Office of Research Compliance, Mary Frances Braslow, IACU Administrator at mbraslow@uthsc.edu.

Posting Seminar and Conference Information

Have a seminar or conference you would like to have listed on the UTHSC Research home page? Enter the seminar or conference details on the campus calendar through this web interface http://events.uthsc.edu/events/index.php?com=submit and choose Research as one of the Event Categories. Your seminar or conference will automatically be added to the Campus home page calendar as well as the Office of Research home page calendar.



Welcome Comparative Medicine Resident - Dr. Yada Akkhawattanagkul

The Department of Comparative Medicine offers a residency training program for graduate veterinarians who seek further training in laboratory animal medicine. This three-year program is certified by the American College of Laboratory Animal Medicine (ACLAM), a veterinary specialty recognized by the American Veterinary Medical Association. David Hamilton, DVM, DACLAM, is the program director and residents receive formal training in laboratory animal medicine, disease pathophysiology, management and regulatory policies and procedures. The residents are also mentored in basic research techniques and methodology, usually through partnership with a UTHSC principal investigator. Residents rotate through the various animal facilities on campus and get to work with all the commonly used laboratory animal species. The goal of the training program is to produce quality laboratory animal veterinarians who, upon completion of the residency program and the publication of a first author manuscript, are eligible to sit for the ACLAM board examination, offered every July.

Dr. Yada Akkhawattanagkul

The newest veterinarian to join the residency program is Dr. Yada Akkhawattanagkul. Dr. Yada is from Thailand and graduated from the Faculty of Veterinary Science, Mahidol University, Thailand, in 2007. She previously worked as a part of the academic staff at Mahidol before joining the UTHSC residency program in May 2012. Dr. Yada says that: "being part of the residency training program is an immense pleasure for me. It is not just an issue of studying but it also is a great opportunity to get to know about the country and its culture." She has been doing some travel within and outside of Memphis to explore and take advantage of the many great activities and sights this city and region have to offer. Dr. Yada is currently situated in the Nash building and helps oversee the health of the research animals in the Nash and Cancer Research buildings.

Office of Research Administration

Try the New Like This Search Tool Available Through eRA Commons

Reprinted from the NIH

Principal Investigators, have you ever wanted to see what NIH has awarded in your area of interest? Would you like to find out which study section reviews the applications similar to the ones you are proposing?

If so, we encourage you to explore LikeThis (beta), a new search tool linked to the eRA Commons! You can enter a scientific abstract or access your own applications or grants and then click on LikeThis to get a listing of similar grants and/or publications.

No need to worry about your proposed research strategy being seen by others. The LikeThis beta version requires a Commons login, so any information you enter is confidential.

After you log into Commons, you will find the link along the right side of the home page at the bottom of the Additional Links section.

Here are some helpful resources — an Overview, a User Guide and FAQs to navigate LikeThis.

So go ahead and use the LikeThis tool and send us your feedback or questions to the LikeThis mailbox.

In case the new tool makes you want to sing, go ahead and get your beat box on…
Ya wanna find new ideas for research on the fly?
*Do it **LikeThis**!*
Wanna find a grant like yours in just one try?
*Do it **LikeThis**!*

Planning to submit some grant applications?
You can look for the right study sections.
Avoid all the other frustrations!
*Find it **LikeThis**!*

PAMS Tips

General Info Page – Funding Agency

The "funding agency" for PAMS purposes is the other party. Please enter information here about the agency funding the project or, in the case of a contract such as a confidentiality agreement or MTA, the name of the other party (e.g., provider of material or information). In the case of a subaward, enter the name of the party from whom UT will receive funding directly (e.g., St. Jude, Case Western); then, enter the name of the prime agency (e.g., NIH Institute) as the "Prime funding agency" in the appropriate spot further down the page. For CDAs and other documents involving a contract research organization (CRO), the "funding agency" should be the party with whom UT is contracting.

Budget – For the budget section in PAMS, be sure that you do NOT attempt to enter information into the gray boxes at the top; you must click on the green "plus" buttons to enter information . . . the totals will auto-fill at the top.

Abstract Page - When entering CDAs and MTAs, be sure to use the template abstract language provided via the link provided for this purpose.

Office of Research Administration

Tips for Taking CITI Training for Conflict of Interest

We appreciate everyone's cooperation in taking the required Conflict of Interest Training that was part of the new UTHSC procedure implemented in August as a result of the new federal (PHS) regulations on conflict of interest. FYI, CITI is the "Collaborative Institutional Training Initiative" used by many academic and research institutions for on-line compliance training. Many folks have already completed the required CITI Conflict of Interest Training; but if you have not, here are some tips that may be helpful:

- Use the *Conflict of Interest* link on the Research web pages under *Quick Links*
- On the CITI screen, sign in with your CITI username and password. If you do not already have an account, you will need to create an account. UTHSC-specific instructions can be found at https://www.uthsc.edu/research/research_compliance/OHSP/register.php You will need your employee or student number to complete the registration. Your business manager has this information if you don't know it.
- Once logged in choose 'add a course.'
- The Conflicts of Interest Course, for folks on the Memphis campus, is number 6, so you must scroll down to find it.
- You will be able to print a certificate after adding and completing the course. Your account will document your completion and a copy will also be sent to UTHSC's Office of Finance and Operations for their files. You may print a copy for your records. You will receive an automatic notification when it is time to renew the training.
- Make a note of the username and email you use to register. You will need this should you later need password assistance from CITI.

NIH Announcements

NIH has just announced the publication of its revised Grants Policy Statement and that it will be moving to electronic submission of multi-project applications. Please see the links below for more complete information.

- Publication of the Revised NIH Grants Policy Statement (Rev. 10/1/2012): Policy Changes and Clarifications Notice (NOT-OD-12-157) National Institutes of Health
- NIH Announces Plans to Transition to Electronic Submission of Multi-Project Applications (NOT-OD-12-161) National Institutes of Health

Important Reminder

Do not route incomplete or preliminary federal grant proposals in PAMS! Once we receive the grants via PAMS, we review them, make necessary changes, and submit; so we expect that the package we are reviewing is the FINAL package ready for submission.

Thanks for your cooperation.

Debbie

Office of Research Administration

Conflict of Interest FAQs

Q: Must I to complete the new Conflict of Interest training before I submit a proposal?
A: Yes. UTHSC policy requires that prior to participating in any sponsored activity, all "investigators" as the term is defined in the policy complete the training. Because some proposals are funded more quickly than others, ORA is asking that everyone complete the training prior to submission of proposals.

Q: Who has to disclose outside interests?
A: UTHSC policy requires that all "investigators" as the term is defined in the policy (and including subawardee investigators and consultants) disclose any significant financial interests prior to submission of a proposal.

Q: What if I took the NIH CoI training, do I still have to take CITI?
A: Yes, CITI is the officially approved CoI training for UTHSC. Individuals who took the NIH training when the policy was first published will want to complete the CITI training as soon as possible so that you will receive automatic reminders for renewals.

Q: Do volunteers have to take CoI training and make disclosures?
A: Yes, if they are involved in proposed or funded Sponsored Activity.

Q: Do my collaborators at other institutions have to comply?
A: Yes, if UT is the prime awardee, collaborators that meet the definition of "investigator" must take the CoI training and disclose any outside interests for PHS-funded projects.

Q: What does ORA need from collaborators/consultants/subawardees?
A: If the collaborator is an individual/consultant, we need a statement in the support letter to indicate that the individual has no conflicts and has completed required training. If the subawardee is an institution, we need the institutional letter to contain a statement that it is in compliance with the new PHS policies unless the institution is listed on the FDP clearinghouse of compliant institutions (http://sites.nationalacademies.org/PGA/fdp/PGA_070596.)

Q: How will I know when I have to re-take the training?
A: You will receive an automatic notification from CITI when your certification is about to expire.

Q: Does my post-doc have to take the CITI training?
A: Yes, if the post-doc meets the definition of "Investigator": ". . . project director, or principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research and/or other sponsored projects externally funded, or proposed for such funding, which may include, for example, collaborators or consultants. This term includes Sub-Investigators, Senior/key Personnel, and any other person identified as senior/key personnel by the HSC in the grant application, progress report, or any other report submitted as part of a sponsored project."

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