NRSP Award Status Checklist

You've received notice from the sponsor of your application's funding status. What's next?

SHARE THE NEWS
Whether good or bad, please share the news with NRSP right away. Tasks are needed for both funded and unfunded applications.

Application was not funded

☐ Send NRSP (research@son.wisc.edu) the sponsor's decision as soon as you receive it.

☐ Notify your research team and any external partners.

☐ Consider retooling your grant for another RFA. NRSP staff can meet with you to discuss how to pursue this.

Application was funded

☐ Send NRSP (research@son.wisc.edu) the sponsor's decision as soon as you receive it.

☐ **Read your Notice of Award carefully**. It contains important terms and conditions of your award as well as mandatory reporting requirements. Check if any requirements by funder have changed since initial submission.

Schedule Meetings with:

   ☐ Associate Dean for Research and NRSP Director (research@son.wisc.edu) to review PI responsibilities and resources available to assist you in getting started and managing your grant.

   ☐ Associate Dean for Research and Facilities Director to research program staff space needs

   ☐ SoN Business Services (Padmini Prashanth & Max Schmidt) to review the project budget, discuss purchasing policies and processes needed for your budget such as service contracts and consultants, travel reimbursement, and payments to human subjects.

   ☐ Human Resources (Brenda McFarland) to discuss personnel and hiring needs **before** hiring staff.

☐ Check on IRB protocol status, if applicable.
*If you have not already submitted your IRB proposal, do so right away as approval/exemption is required **prior to spending account set up** and the start of any project activities involving human subjects.*

   ☐ Add one person from NRSP to your IRB application with view-only access.

☐ Send IRB approval or exemption letter to NRSP

☐ Consider ancillary approvals that may be required as well (e.g., PRMC, VA, MMSD).

☐ Contact NRSP to discuss additional requirements needed for account set up for your award.

GETTING READY

☐ Review ICTR resources for researchers to see if any would be useful to your study.

Contracts & Subawards

☐ Contact NRSP to start the subaward contract process, if applicable

☐ Contact Business Service to initiate service contracts through purchasing, if applicable

Personnel

☐ Hire your staff. (Always check with HR BEFORE hiring, before offering the position, and before deciding on a salary/pay level.)

☐ *Notify Human Resources of all start and end dates for people hired.*

☐ *Review compliance requirements with HR and NRSP.*

☐ *Non-budgeted volunteers must also follow compliance requirements.*

☐ Notify NRSP of faculty/staff in other University of Wisconsin units with salary support on your grant, particularly if they were not named at the proposal stage.
NRSP will notify department administrators of awards when there are personnel in other schools and colleges.

☐ Complete the Request for Access to authorize study personnel to access research data stored on SoN servers. http://academic.son.wisc.edu/localnet/its/net_access.php
PI must notify IT of termination of any personnel to discontinue any further access to network account, research files or data.

Compliance

☐ Review compliance training for all personnel, including yourself, and document that all mandatory trainings are completed prior to each individual's start on the project. (CITI/HIPAA, OAR, COI, GCP, etc.)

☐ HIPAA - For studies using PHI, review HIPAA requirements for obtaining and managing PHI; ensure all staff and students have completed required training and are knowledgeable about data management. Determine whether there is a need for a Business Associate or Data Use agreement and related compliance requirements.

☐ Conflict of Interest - Principal investigators on Public Health Service grants (e.g., NIH, CDC) must take UW-Madison's Conflict of Interest training course every 4 years.

☐ Review transcription policies on NRSP's Localnet page
(https://localnet.nursing.wisc.edu/departments/research/grantlifecyclesupport/award-management/)

☐ Bayh-Dole Act - Employees and graduate students are required to sign the agreement to comply with the Bayh-Dole Act, which governs intellectual property arising from federal government-funded research.
- *Please contact the NRSP Director if you have questions.*
- *Additional information on Intellectual Property can be found here.*

☐ Clinical Trials Registration - All NIH-funded clinical trials are expected to register and submit results information to Clinicaltrials.gov for competing applications and contract proposals.
- *Clinical trials must be registered prior to beginning study.*
- *UW-Madison has a service within the Office of Clinical Trials that can assist with this registration.*

☐ Export Control – Review federal export control regulations if any foreign nationals will be part of your research team, accessing data.

BEFORE THE START THE STUDY

☐ Set-up your project file on SoN secure server R: drive, labeled with your last name or initials and the IRB protocol number.
- *Review instructions for Storage Policy for Active Protocols on NRSP's Localnet page. If you do not have a copy of these files in your R drive, please contact IT in the SoN or download the template here.*
- *More information on data management for researchers can be found here.*

☐ Confirm your project account is open for spending.
- *Multi-year studies may have a new project account number each budget period. You can find this information in your PI Portal.*
- *Use the appropriate account number when communicating with Business Office about expenditures.*

☐ Confirm any subaward agreements (NRSP) or service contracts (Business Services) have been fully executed.
Multi-year studies will require renewal of subaward agreements each budget period.

☐ Set up a schedule of meetings with Business Services to review budget and expenditures and establish a system to monitor your project spending.
Financial information can be found in WISDM/WISER and accessed from your PI Portal.

☐ Discuss reporting requirements with NRSP staff who will set up reminders, assist in completion of the progress reports, and get the reports reviewed and approved by campus RSP prior to submission to the sponsor.

DURING THE PROJECT

☐ Make sure your Outside Activities Report (OAR) remains up-to-date. The OAR must be filed annually.

☐ Maintain all research documents in the locations and with the security specified in your IRB proposal.
- *You will be sent a document storage update form at the end of each academic year & at the completion of your project.*
- *(Note: The campus Post Award Monitoring (PAM) program conducts random audits of research files storage/security compliance. The self-assessment can be found here.)*

☐ If any study personnel leave or are terminated, inform IT to discontinue any further access to network account, research files or data, and Facilities to return keys and remove building access as needed.

☐ Work with NRSP to renew subaward agreements 2 months prior to the start of each budget period.

☐ Frequently review financial information in WISER, which can also be accessed from your PI Portal.
Discuss any concerns with Business Services to take corrective action as needed.

MISCELLANEOUS HOUSEKEEPING

☐ Confirm that NRSP has added new grant information to your Digital Measures account.
This will be used in future NIH Other Support document.

☐ Create a MyNCBI account, if you haven't already done so.
Please add Samantha Kimball and Nicci Schmidt as "delegates" to your MyNCBI account for updating purposes. Instructions on how to do this can be found here.

☐ Include your grant in the Wisconsin Idea database if your project is within the scope of the Wisconsin Idea.

☐ Consider signing up for the UW Madison Badger Talks to share your work and gain visibility for the SoN.

NEARING COMPLETION

☐ **Close Out:** Meet with NRSP and Business Services at the beginning of the final grant year, and then quarterly during the final year to make sure commitments are in place and spending is on track.
For 12-month grants, schedule meetings 6- and 3-months prior to end date.

☐ Discuss final reporting requirements and timing with NRSP staff as this is often different than annual reporting.

☐ Contact NRSP if you anticipate needing an extension to the grant timeframe (no cost extension)
Sponsor requirements vary, contact NRSP as early as possible to ensure request is sent in time to meet the sponsor's minimum required notice.

☐ Notify Human Resources of your project end date and all grant-funded employees

☐ Contact Facilities to discuss procedures for returning keys and removing building access as needed for grant personnel.

☐ Check to be sure that the required files are maintained in the file folders provided at the beginning of the study. These files can be obtained from IT if you do not have them. The folder storage template can be accessed at this [file storage](#) link.

☐ Contact SoN IT and NRSP to arrange for the transfer and secure storage of all research-related records and data, electronic/digital and hard-copy, for a minimum of 7 years after the study is closed.
You can also refer to the Storage Policy for Closed Studies on NRSP's Localnet page:
https://localnet.nursing.wisc.edu/departments/research/grantlifecyclesupport/reporting-closeout/

POST PROJECT
☐ Meet public access compliance requirements.
Most U.S. government agencies and an increasing number of private foundations require the published results of funded research be made publicly accessible through federal institutional repositories. UW-Madison offers [BuckySubmit](#), which provides researchers with a time-saving, one-step service that submits researchers' papers to their funders' institutional repositories.

☐ ICTR funded projects must include acknowledgement in publications and/or presentations and be reported to NRSP to include in ICTR reporting.

ICTR projects funded between 6/27/12-9/21/17:
This project was supported by the Clinical and Translational Science Award (CTSA) program through the National Center for Advancing Translational Sciences (NCATS)

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*This project was supported by the Clinical and Translational Science Award (CTSA) program through the National Center for Advancing Translational Sciences (NCATS) grant **1UL1TR002373** and the University of Wisconsin-Madison School of Medicine and Public Health's Wisconsin Partnership Program gran**t #4358. ADD per ICTR website: The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIH.***