

## NRSP PI Post-Submission Checklist

---

A variety of tasks are required during post submission. The time frame for each task varies. This document outlines the University's requirements before an award can be issued or accepted. PIs are responsible for each task. You will not be able to begin spending your award until these requirements are met.

### Your PI Portal: A tool to stay organized

The PI Portal contains information on pending applications and active projects; financial data, grant-supported personnel training, human subjects protocols, and effort certification. A one-stop site to manage your awards.

### Required Training, Certifications, and Reports

Required training may need to be completed before the UW can accept an award. As the PI, you are responsible for ensuring that key personnel on your projects have fulfilled all training and certification requirements.

- **IRB. IRB approvals are required for account set up if your study involves human or animal subjects.** You will not be able to spend from your grant until IRB is approved. If you are conducting multi-site research funded by the NIH, you may need to comply with the Single IRB Policy. Contact the campus IRB to discuss compliance issues.  
*Consider SoN expertise.* (1) The Wisconsin Network for Research Support (WiNRS) provides consultation to improve IRB recruitment procedures and materials. They have special expertise to improve sample diversity. (2) The Center for Aging Research and Education (CARE) provides consultation to improve IRB procedures for working with older populations and topics that concern aging research.
- **CITI Training.** Faculty, students and staff engaged in research involving human subjects must complete CITI human subjects training and avoid lapses in CITI certification. The HS IRB requires completion of biomedical CITI modules.
- **Good Clinical Practice.** If your study is an NIH clinical trial, you must complete the CITI Good Clinical Practice Training - Social and Behavioral Research Best Practices for Clinical Research course.
- **COI Training (Conflict of Interest).** All investigators engaged in federally funded and/or human subjects research must complete financial conflict of interest training every four years.
- **OAR (Outside Activity Reporting).** All faculty, academic staff with 50% or greater appointment, and individuals listed for any percent as participants on human subject protocols or on federal grants must complete an annual OAR. Any changes in outside activities must be reported within 30 days of the change for any research staff receiving a PHS award.
- **Clinical Trials Registration.** All NIH-funded clinical trials must be registered via Clinicaltrials.gov  
*Resources: Campus clinical trials guidance, NIH clinical trials guidance*

### **Sponsor Requests for Supplemental Proposal Materials / Just-In-Time**

Some sponsors request additional information prior to proposal review, sometimes referred to as Just-In-Time requests. This information may include items such as F&A rate agreement letters, NIH Other Support documents for key personnel, IRB approvals, and certification of required training. Sponsor requests for this information are usually sent to both the authorized official (campus RSP) and the Principal Investigator. The PI prepares the documentation and provides it to NRSP for review. NRSP will coordinate submission to the sponsor with campus RSP.

### **Prepare for the Business Functions of Your Research Project**

Administrative Affairs will help you navigate personnel, purchasing needs, and general budget management throughout the life of your grant. Post submission is an important time to learn current policies and procedures to begin staging critical business functions.

- **Hiring.** Meet with Brenda McFarland to discuss hiring processes and timing. There are several classifications of project staff, each requiring slightly different steps. *Do not offer employment to anyone before speaking with HR.*
- **Purchasing.** Contact Max Schmidt to discuss procurement and budgeted equipment or services that are greater than \$5,000.
- **Budget Planning.** Meet with Padmini Prashanth to discuss budget and establish a system to monitor your project spending. Include your fund number (available in your PI Portal) in communication with Padmini.
- **WISER.** Use WISER to track your grant funds after award set-up. Changes in budget or planned expenditures must be discussed with Padmini Prashanth.  
*Common Issue:* Plan and communicate changes in student or staff effort to ensure effort aligns with payroll. Payroll changes should not be scheduled retroactively.

### **Miscellaneous**

- **PubMed Central ID.** All peer reviewed journal articles supported in part by a federal awards must be submitted to PubMed Central. Include the PMCID numbers on your CV and biosketch to demonstrate compliance. Establish your account in MyNCBI if you don't have one and assign delegate status to your NRSP Research Administrators (Samantha Kimball and Nicole Schmidt).  
*Bucky Submit* is a campus tool that assists PIs with submission to PubMed Central.
- **Record Retention.** Contact IT to obtain the digital file folders on your R drive for organizing and maintaining the required documents.

Links to many of the resources in this document are on the Localnet's NRSP pages.