Town Hall COVID-19 Research Impacts

Evangeline J. Downie

COVID-19 Survey

- We received 54 responses to the CCAS Research Advisory Council COVID-19 Research Impacts survey

- Survey responses were read and discussed by RAC

- Identified areas of concern

- Decided to have two town halls: human subjects & general

- Welcome to Town Hall #2!

- We will summarize information from both town halls and share

Tenure Clock Extension

COVID-19 Tenure Clock Extension Request

The University recognizes that the coronavirus (COVID-19) pandemic has created circumstances that may prevent or interrupt faculty progress toward professional and scholarly achievement. These circumstances pose a unique challenge for faculty working toward tenure within a limited and specified timeframe. Accordingly, the Provost's Office will grant approval upon request for a one-year extension of the probationary period to all applicable tenure-track faculty. A corresponding delay of the mid-cycle or three-year review for one additional year will also be provided upon request.

- https://facultyaffairs.gwu.edu/tenure-promotion
- Those whose research was more severely impacted and need a longer extension can request this

Contract Faculty Renewal

Current status:

- Contract faculty renewal will proceed at regularly scheduled time

- COVID-19 impact can be described within 2-page progress statement within dossier

- COVID-19 impacts will be accounted for in review (department → college (Vice Dean Fac. Affairs) → provost office)

- Reach out to John Philbeck with questions

Requests made:

- Requests have been made to Provost to allow extensions

- Discussion with Provost is ongoing

Intramural Support / Competitions

- All CCAS internal opportunities listed on CCAS Research Blog:

    https://blogs.gwu.edu/ccasresearch/faculty-funding-opportunities/

- University Facilitating Fund https://research.gwu.edu/university-facilitating-fund

- Humanities Facilitating Fund https://research.gwu.edu/humanities-facilitating-fund

- Cross Disc. Research Fund https://research.gwu.edu/cross-disciplinary-research-fund

- REIA https://research.gwu.edu/research-enhancement-incentive-awards

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Intramural Funding: OVPR

- OVPR have launched Cross Disciplinary Research Fund & University Facilitating Fund for FY22

- Humanities Facilitating Fund planned if possible, awaiting more budgetary clarity

- If you have existing funding from OVPR and need an extension, apply using Infoready:

    https://gwu.infoready4.com/#competitionDetail/1808896

Intramural Funding:CCAS

- Mitigation planning is complete, mitigation measures still in place

- CCAS funding <u>all</u> currently on hold (CCFF, DRC, Enhanced Travel, Nick-of-Time, Publishing Support, DICE)

- CCFF is highly unlikely in FY22

- We develop FY22 budgets in spring 2021

- Solid information first at end of spring semester

- ***If possible***: would activate "Nick-of-Time" / Publishing support

- ***If possible***: would plan to run Dean's Research Chair in early Fall '21, decision by October to allow first teaching release Spring '22

Existing CCAS Intramural Funding

- Funds from CCAS transferred already to R-Funds (DRC, Enhanced Travel, Nick-of-Time) can be no-cost extended

- Funds from CCFF are more complicated: they come from college operating funds, so are a fiscal-year-based commitment

- We will endeavor to no-cost-extend CCFF where possible, but may be limited by availability of funding in future years

- Request to convert travel to archive scanning fees: speak to us

Please note: R-fund spending has to follow budgets presented by department to finance team: please check with your chair and / or department administrator before spending :-)

If in doubt, consult CCAS Finance Team

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Start Up

- Have not restricted spending on start-up

- However have required that all start-up spending be budgeted

- If there is an <u>emergency</u> expense which was not budgeted, speak to us

- If start up spending is slowed by COVID-19 and you will need an extension, reach out to us with details, and we will work with you

Please note: R-fund spending has to follow budgets presented by department to finance team: please check with your chair and / or department administrator before spending :-)

If in doubt, consult CCAS Finance Team

Campus Access – Undergraduate Students

Seniors needing access for Capstone projects:

- Kim Gross is gathering names from department chairs

Those not completing Capstone projects:

- CCAS aware, and supportive of, need to engage early in research

- Must be significant, project-driven, research (funding &/ publications)

- If in doubt / special considerations, reach out to ccasres@gwu.edu

- Students must complete form here to request access with letter of support from research supervisor:

https://docs.google.com/forms/d/e/1FAIpQLScaZuaOaHBTUK6PqCuc CqZb3oK4CzywOwTh_orUD63j6sYJjA/viewform?usp=sf_link

Campus Access – Graduate Students

Those with Fall 2020 access:

- Have received email giving link to form to request continued access

- If you didn't fill out that form → assumed you don't need access

- If you do need access follow guidelines below

Those not approved for Fall 2020 access:

- Apply for spring 2021 access by **NOON today** by completing form:

https://docs.google.com/forms/d/e/1FAIpQLSc5dGp5diCdFsH5RvC8L1BOGtxoHJ4uJt2QvOmbghmv-OYeew/viewform?usp=sf_link

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Campus Access - Faculty

Those with Fall 2020 access:

- Have received email giving link to form to request continued access

- If you didn't fill out that form → assumed you don't need access

- If you do need access follow guidelines below

Those not approved for Fall 2020 access:

- Apply for spring 2021 access by Dec. 18th by completing form:

- https://t.e2ma.net/click/hev0yc/9f7gex/l1ndrs

- Note: even if you were denied access in Fall, you should still apply if you feel you need access

Campus Access – Staff & Special Cases

- Staff access needs assumed to be constant from semester to semester

- Approach HR if you need access for a staff member

- Protocols in place for contractors

- "Special case" access – reach out, we will help

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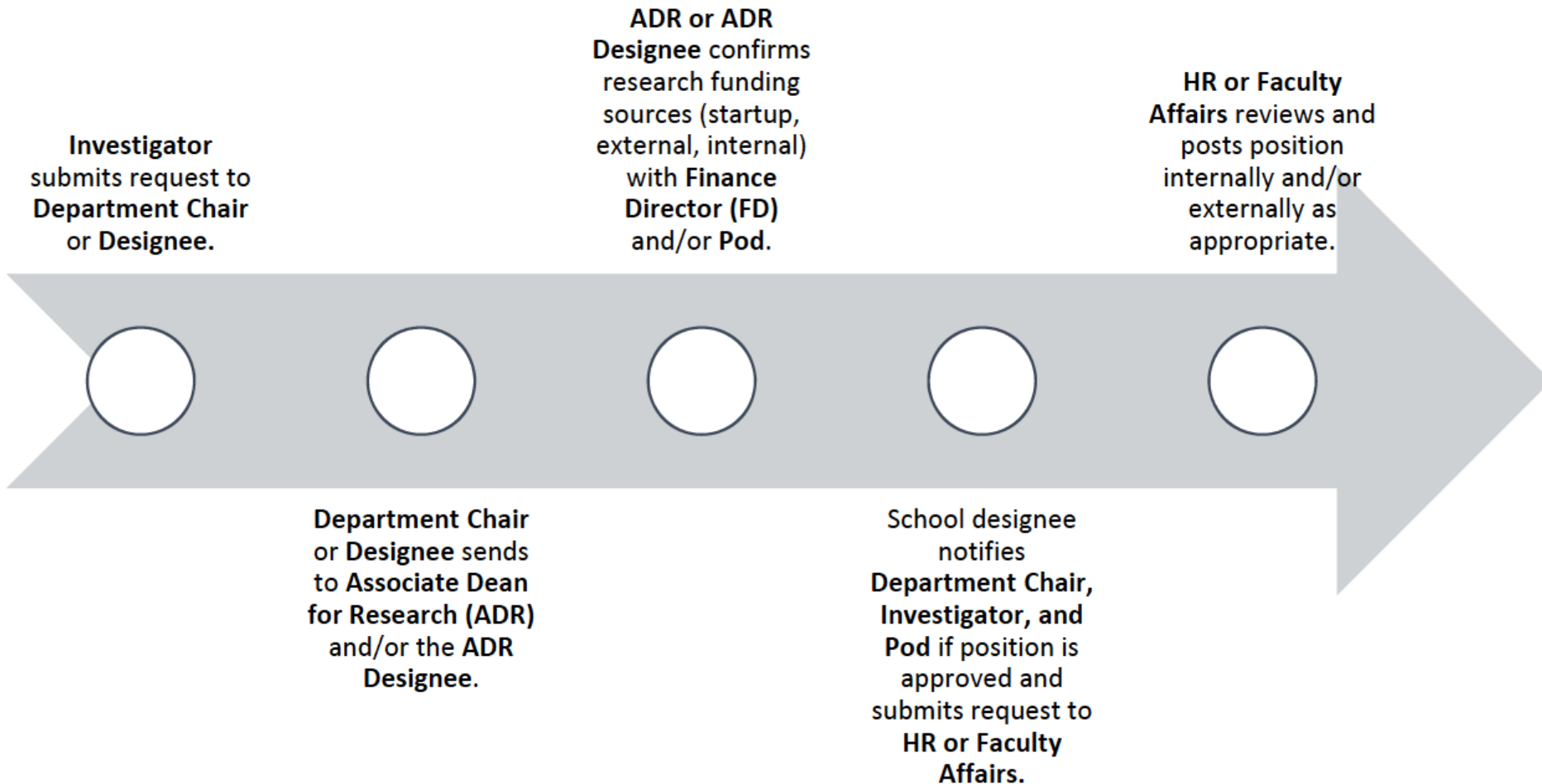WASHINGTON
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Campus Access

- Campus access requires adherence to strict protocols:

- Training; weekly COVID-19 testing; daily symptom survey; mask-wearing in all public spaces; flu vaccination

- If you can not adhere to this / do not need to have regular access, remember you can gain one day temporary emergency access via the existing protocols which are found at the bottom of the page: https://coronavirus.gwu.edu/new-information-about-campus-access-and-testing-protocols-faculty-and-staff

- Note: Gworld cards are not being physically renewed for those not in the on-campus cohort, but are being extended electronically

- When you go to GWPD, they will check the validity of your status online – you do not need the printed date to be valid

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Hiring – RAC Exemption

- Exemption from Resource Allocation Committee (RAC) process for positions funded **at least 75%** by any combination of:

    → External research funding

    → Formal cost share for external funding

    → Start-up funds

    → Other committed funds (UFF, CDRF, CCFF, DRC, directed endowments and gifts etc. *but not REIA*)

- Remaining 25% can come from any combination of available funds

- All other new / position changes still run through the RAC

- NOTE: student positions do not go through RAC

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RAC Exemption Process

Investigator submits request to **Department Chair** or **Designee**.

ADR or ADR Designee confirms research funding sources (startup, external, internal) with **Finance Director (FD)** and/or **Pod**.

HR or Faculty Affairs reviews and posts position internally and/or externally as appropriate.

Department Chair or **Designee** sends to **Associate Dean for Research (ADR)** and/or the **ADR Designee**.

School designee notifies **Department Chair, Investigator, and Pod** if position is approved and submits request to **HR or Faculty Affairs**.

Process from Provost Email October 9th 2020

CCAS Process: PI & Chair's Role

- PI consults with SRA & Dept. to ensure sufficient funds are available

- PI completes form, and submits to chair for signature

- Chair signs to acknowledge position and to indicate that, where REIA funds form are involved, sufficient funds are available to the PI

- This is crucial: *we can not see the individual-level distribution of REIA accounts at CCAS level – chair must check REIA availability*

CCAS Process: College Level

- If external funds are involved: SRA checks availability of funds and certifies their availability

- If *only external funds* are used: *Associate Dean for Research* certifies that RAC exemption criteria are met and funding is available → HR hire process can commence

- If a *mixture of funding* is involved, SRA → *Finance Director* (Sara Evans) who verifies that all internal funds are available, the RAC exemption criteria are met → HR hire process can commence

- **Either** the ADR **or** the FD's signature allows the position to proceed

- Full description and form download here: https://blogs.gwu.edu/ccasresearch/resource-allocation-committee-exemption/

CCAS Process: Form

CCAS Research Hire Form

This form replaces the Resource Allocation Committee process and must be fully complete before hiring can commence. It should only be used if 75% or more of the total funding for a position comes from external funding, start-up, and / or committed internal funding and cost share. Please consult with your School Research Administrator (SRA) / Department Administrator to ensure that there are sufficient funds before beginning this process, and with your Human Resources client partner to ensure that the proposed salary is reasonable for the planned position. The hire can proceed after either the Associate Dean for Research **or** the Finance Director of the relevant school has certified that the funding is available and the 75% rule is fulfilled.

PI Name:			PI Email:		
Position Title:			Position Type: Faculty ☐ Staff ☐		
Planned Annual Salary:			Full time ☐ Part time ☐		
			If Part Time, specify time fraction:		
Total Salary Cost:			Total Fringe Cost:		
Proposed Start Date:			Proposed Position Duration:		
Funding Sources					
Banner Index	Funding Type	Grant title & funding source, description of other funds. Clearly denote REIA funding.	% distribution (must total 100%)	Total to be charged (salary + fringe)	
	☐ Grant ☐ Cost Share ☐ Start-Up ☐ Other				
	☐ Grant ☐ Cost Share ☐ Start-Up ☐ Other				

CCAS Process: Form

Certifications		
Principal Investigator (PI): I certify that there is sufficient and allocable funding in the accounts listed above, and that the total of external grant funding, cost share, and other committed funds and start-up exceeds 75% of the total position cost over its planned lifetime.		
PI Name:	**PI Signature:**	**Date:**
Chair / Program Director: I certify my awareness of this position request. Where REIA funds are included in the distribution, I additionally certify that REIA funding of that level is available to the PI.		
Chair Name:	**Chair Signature:**	**Date:**
School Research Administrator (SRA) *If any external grant funding is used:* I certify that the external grant funds listed above are available and not, to the best of my knowledge, planned for other purposes at this point in time.		
SRA Name:	**SRA Signature:**	**Date:**
Associate Dean for Research (ADR) *If purely external grant funding is used*: I certify that the external grant funding identified above is available and covers 100% of the total position cost, and that thus this position is exempt from RAC review.		
ADR Name:	**ADR Signature:**	**Date:**
Finance Director (FD) *If any mixture of funding which includes other than external grant funding is involved*: I certify that the internal funding sources identified above are available for this use, and that the total funds needed for this position are available. I additionally certify that the total of external grant funding, cost share, start-up, and other committed funds involved exceeds 75% of the total position cost, and that thus this position is exempt from RAC review.		
FD Name:	**FD Signature:**	**Date:**

Note: Hire can only be completed if <u>EITHER</u> the Finance Director <u>OR</u> the Associate Dean for Research has signed.

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REIA

- Indirect Cost (IDC)Return to PIs and Department
  - 100% of IDC on GRA positions, salary and fringe
  - 100% of IDC on Doctoral Dissertation Research Improvement Grants
  - 8% of remaining IDC to PI
  - 4% of remaining IDC to Department

- Controlled at Provost Level (above OVPR)

- OVPR, College, FSRC advocating strongly for continuation

- Waiting on official communication from Provost

POD 1

- Research administration restructure happened in summer

- POD 1 will provide support for:
  - Graduate School of Education and Human Development
  - Business School
  - Columbian College of Arts and Sciences
  - Elliott School of International Affairs
  - College of Professional Studies
  - Libraries & Academic Innovation

- Each of the PODs provide administrative support for proposals and post-award work

- Office of Sponsored Projects staff will be embedded in PODs

- Service level planned to be commensurate with prior CCAS support

POD 1 Structure
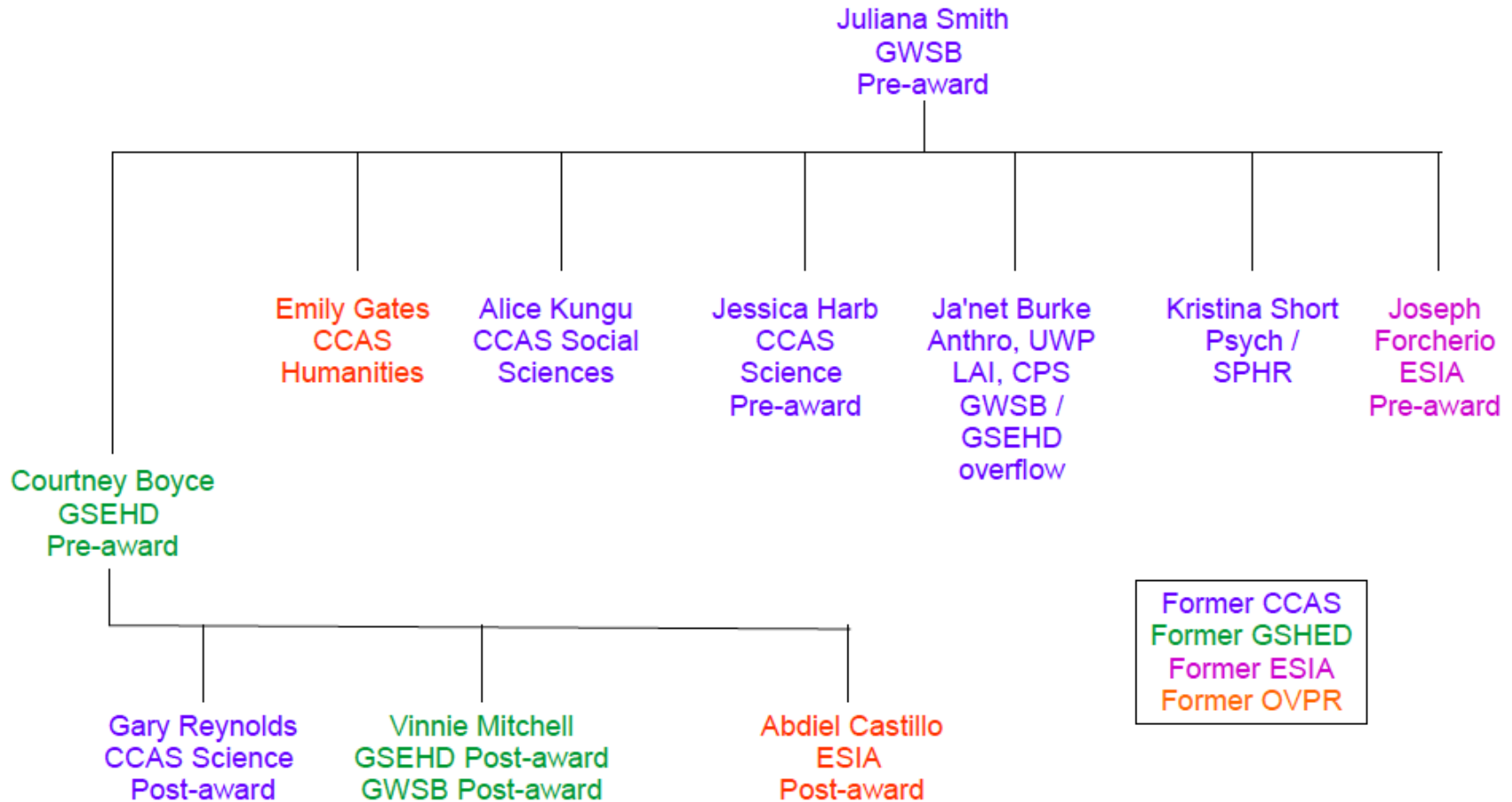
OSP Staff embedded in POD 1:
Contracting Officer: Lisa O'Neil
Pre-award SPAs: Rebekka Egger, Rada Faguy
Post-award SPAs: Robert Harrison, Rinki Sagoo

Where Can I Find POD Information?

- POD 1 blog: blogs.gwu.edu/pod1/

- SRA portfolios:
https://blogs.gwu.edu/pod1/school-research-administrator-portfolios/

- Effort reporting: https://blogs.gwu.edu/pod1/effort-reporting/

- Proposal submission:
https://blogs.gwu.edu/pod1/proposal-submission/

- Email juliana5@gwu.edu; edownie@gwu.edu

Research Administration POD1

Serving the Business School, Columbian College of Arts and Sciences, the Elliott School of International Affairs, and the Graduate School of Education and Human Development.

HOME   SCHOOL RESEARCH ADMINISTRATOR PORTFOLIOS   **PROPOSAL SUBMISSION**   EFFORT REPORTING

How to Submit a Proposal in POD 1

We are very happy to support you in the proposal submission process! We are working on unifying practices and expect these instructions to evolve. During the transition period, to make the experience go smoothly for all concerned, please adhere to the following guidelines:

1. As soon as you become aware of the opportunity and are able to work on some parts of the proposal, the POD 1 "Intent to

Which resources can I consult?

- CCAS Research Blog: https://blogs.gwu.edu/ccasresearch/

- POD 1 Blog: blogs.gwu.edu/pod1/

- Office of the Vice President for Research (OVPR): https://research.gwu.edu/

- Office of Sponsored Projects: https://sponsoredprojects.gwu.edu/

- Research Enhancement Unit: https://sponsoredprojects.gwu.edu/research-enhancement

- Sponsored Project Handbook: https://go.gwu.edu/osphandbook

- Research Integrity: https://research.gwu.edu/research-integrity

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Questions?