

# PROJECT UPDATE

June 2022



## UT RESEARCH MANAGEMENT SUITE

### Project Highlights

- Go-Live: June 27th!
- System Tips
- Training and Support



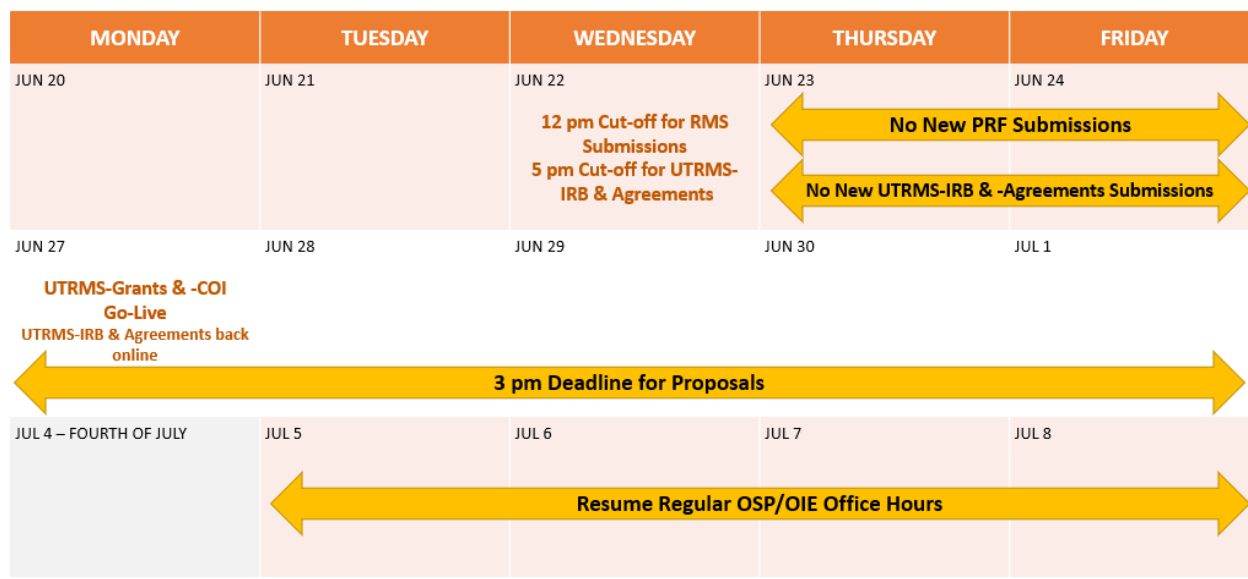
### Austin, We are Ready to Launch!

On Monday, June 27th our new modules, **UTRMS-Grants** and **UTRMS-COI** officially “Go Live”! Are you ready? Keep reading for tips to help you navigate the new system, locate training opportunities and learn where to get support.



### What is Available When?

As we work to move from the old systems to UTRMS, there will be some transition time. Check out the cutover times here. Be sure to note when you will have access to the research systems.



## What Will Be In UTRMS the First Time I Log In?

**GRANTS MODULE:** All "in-flight" proposals and active awards will migrate into UTRMS and be available as shell records. "In-flight" proposals are ones that have been submitted to the sponsor within the last year but have not (yet) been awarded. Active awards are all of the awards with an active financial account.

**COI MODULE:** Data from eProtocol will not be migrated to UTRMS.



## New COI Process for Researchers Beginning June 27th



Previously, for a researcher to be in compliance with COI policy, they would need to complete a FID at least annually in order to update their financial interest disclosures and active research projects. With the new system, researchers will need to certify that their disclosure profile is up to date each time they are added as a Covered Individual to a research project (this includes IRB submissions and Funded Awards).

### What do I do if I'm a Covered Individual on a research project?

You will receive an email notification to your UT inbox letting you know that you have been added to a research project with a link to your COI Disclosure Profile. Click the link and follow the instructions to complete or update your Disclosure Profile. If it is your first time in the COI module, you will need to include in your Disclosure Profile any disclosures you previously made in eProtocol *if they are still applicable and meet disclosure requirements* as well as any new financial interests and current activities. You will receive a UTRMS email notification when

your Disclosure Profile has been successfully updated. Check the COI tab (on the IRB study record) or the COI Disclosure Status window (on the Award record) to confirm you and your team have completed their updates.

## How can I aid the process as a Departmental Admin/Research Coordinator?

Each research project will require a new certification by the Covered Individual. In this sense, it's not possible to get a "head start" on the COI process since it is initiated from the research project record by UTRMS and by central office staff. When a new human subjects research protocol is submitted to IRB, the system will automatically send email notifications to the study team to complete their Disclosure Profile updates. When a new award is created, central staff will trigger the email notifications to Covered Individuals to complete their Disclosure Profile updates. Check the COI tab (on the IRB study record) or the COI Disclosure Status window (on the Award record) to confirm that all Covered Individuals have completed their updates.




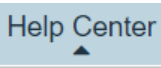
For more information on covered individuals, please see the [Office of Research Support and Compliance website](#).



## System Tips

### How to Find Help Within UTRMS

When you are working in UTRMS, there are a variety of ways you can find help just as you need it. See if you can find each of these when you log in. Be the first to send a screenshot of yourself logged in to the live system on June 27th with each of these 4 help resources circled and you will get a UTRMS Swag Bag! Email your screenshot to [eRA@austin.utexas.edu](mailto:eRA@austin.utexas.edu).

	The circled question marks on the SmartForms provide additional context to help with answering questions.
	Click on the Get help button at the top center of the screen to begin a guided walk-through.
	Find topical help videos by clicking on the Help button with the circled question mark in the top right of each workspace.
	Under the the top ribbon, in the sub-menu for each module there is a Help Center. Find user guides and videos here.

### Department Review Bubble



In UTRMS, the Funding Proposal (FP) moves to "Department Review" once it is submitted as seen by the Department Review bubble highlighted in orange. Initially, upon submission, all FPs will be assigned to Elena Mota. Once it is "on her desk", Elena assigns a central staff member to handle the record. When that assignment is made, the "Specialist Review" bubble is highlighted orange and the assigned specialist's name displays on the FP in the Information Summary at the top of the record.

## Understanding Grants Record Numbers

FPXXXXXXXX

In UTRMS, each new funding proposal (FP) is assigned a number that begins with FP and has 8 trailing numbers. Remember that the Funding Proposal SmartForms are replacing the old PRFs (Proposal Review Form).

AWDXXXXXXXX

Each funded award record has an award number that begins with AWD and has 8 trailing numbers. While the AWD number does not match the FP number, the two records are linked in UTRMS.

XXXXXXXXXXFP

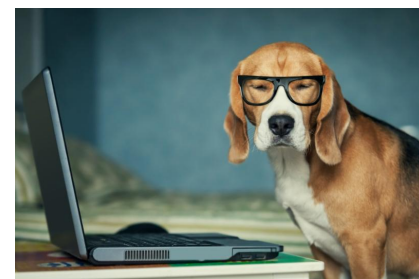
Legacy records that are migrated into UTRMS from RMS will maintain their OSP number followed by "FP" on funding proposals or "AWD" on awards. For example:

XXXXXXXXXXFP

XXXXXXXXXXAWD

## Who Can See What?

Will Departmental Research Administrators be able to see the funding proposals (FPs) and awards for the PIs they support? Yes! Automatically at Go-Live, everyone who has requested departmental access via the Qualtrics survey and been approved, will see the FPs and awards associated with their department. If you need departmental access granted, please submit an OSP **ERA Help Ticket**.

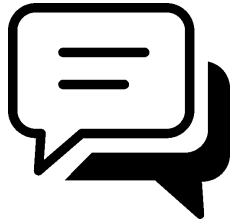


## Training and Support

### Training Webinars in June and July

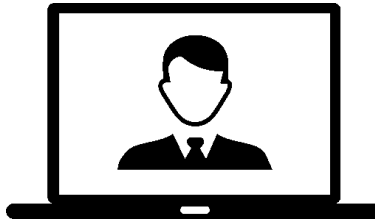
Are you interested in learning more about UTRMS-Grants and UTRMS-COI? There are a variety of training sessions available. Visit our **website** to read more about each session and to register.

## Where to Find Personalized Support



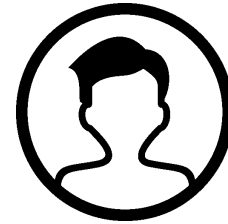
### Live Chat:

On-demand support from 7 AM to 7 PM Monday through Friday during the first two weeks after Go-Live (and 9 AM to 4 PM thereafter). Click on the *UTRMS Chat* button on the right side of the **Project's Get Help webpage** to begin.



### Virtual Office Hours:

Drop-in assistance and information about the Grants module from the project team and central staff at 11 am Wednesdays over Zoom. Look for a permanent link to be shared **here** shortly before Go-Live.



### Concierge Appointment:

Contact **OSP Concierge Services** to set up an in-person or virtual appointment to get help with making a submission in the Grants module.



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*Do you think a coworker would find this helpful? Please forward to a friend. **Sign up** for our newsletter.*

*If you have a project-related question, concern, request for additional information, or training inquiry, you may reach us via the **contact form** on our project website.*

## UT Research Management Suite

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