Clinical & Translational Science Center (CTSC) Services

Cite the Grant: *This project is supported by an award from the National Center for Advancing Translational Sciences, National Institutes of Health under grant number UL1TR001449.*

Link the Grant: *To your publication in NCBI My Bibliography (Larson, PI)*

CTSC Overview: Develop, demonstrate, and disseminate innovative research resources

Investigators

Prioritizing Research

- Consider IDT with chairs and deans.
- Prioritizing career development.

Knowledge

Training

- GCP
- FDA
- Commercialization
- Grant Training
- Seminars
- Online or Fac to Face
- Alan Alda Communication Program
- Many new ones

Education

- KL2
- Junior Faculty Mentoring
- Undergraduate Pipeline Network (UPN)
- Masters in Clinical Research (MSCR)
- Clinical & Translational Investigators Training Program
- Mentor Training Program
- Grantsmanship

Support

Cores

- Biomedical Informatics
- Biostatistics
- Community Engaged Research Core
- Drug Discovery
- Clinical Research Unit
- Human Imaging Core
- Translational Lab
- Electron Microscopy
- Animal Research Facility
- Cancer Center Cores
  - Microscopy
  - Genomics
  - Flow Cytometry
  - Biostatistics

Pilot Programs

- Clinical & Translational Pilots
- New Technology and Commercialization
- Linking Clinical Trials to Drug Discovery & Repurposing
- Linking Technology to Clinical & Translational Investigation
- Community Interventions Leading Better Health Outcomes

Teams

Partnering

- Regional Consortiums
- National Labs Los Alamos, Sandia
- State/Community Partners
- New Mexico Angels Funding Program

Facilitation

- Biodesign Program
- Team Science
- VIVO
- Synergy

Effective Science Intramural Funding

- Weekly Announcements of Funding Sources
  - NIH
  - AHRQ
  - HRSA
  - PCORI

Community Engagement and Research Core (CERC) Services

- CERC provides critical support for UNM HSC researchers to engage with rural and underserved communities:
  - Community engagement and outreach
  - Community engagement studios
  - Consultation and training
  - Study coordination
  - Qualitative interviewing
  - Qualitative data analysis
  - Spanish language services
- The Community Health Network (CHN) connects UNM researchers and New Mexico communities.
  - Builds and enhances long-term, bidirectional communications
  - Multiplies impact thru partnerships
  - Helps coordinate participant enrollment in health research
  - Disseminates study results back to communities
  - Improves research efforts by involving communities

Participant and Clinical Interactions (PCI) Services

- Full research coordination, facilitation and recruitment
- Nursing support
- Phlebotomy
- Vital signs
- Medication administration and Pharmacokinetic sampling
- Electrocardiograms
- Emergency Equipment & CPR
- Questionnaire administration
- Bionutrition Services: Meals and Snacks Preparation
- DXA – This “Gold Standard” powerful noninvasive tool provides accurate and highly precise body composition and bone mineral density data.

Regulatory Knowledge and Support (RKS) Services

- Provide assistance to the investigator and research team in all stages of research from conceptualization to implementation of a clinical research endeavor.
- Collaboration with the Western Clinical Group IRB (WCG IRB) as well as utilization of our local IRB submissions through ClickIRB.
- Provide a centralized support to investigators for FDA regulated submissions, ClinicalTrials.gov PRS Registration, and Research Initiation Start-Up Evaluation (RISE).
- Clinical Research Volunteer Registry requests
- Liaison for researchmatch.org

Translational & Clinical Laboratory (T-Lab) Services

- **Clinical Laboratory**- Lab processing and facilitation of sample testing for clinical investigators

- **Translational Laboratory-** Provides specialized laboratory support, customized to meet the needs of the investigators in all aspects of research for clinical investigators and basic scientists.

- There are 3 options of utilization in the CTSC T-Lab:
- Option A: Full service sample testing
- Option B: Equipment utilization by the investigator
- Option C: Preparation of investigator's experiments or train investigator's staff to perform assays and equipment

Informatics Core Services

- Software development and user support
- REDCap
  - Basic and advanced training sessions
- VIVO
  - Faculty profile database
- TriNetX
  - National EHR data network for trials enrollment and observational research
- National COVID Cohort Collaborative (N3C)
- UNM and national Cerner data delivery
  - Access to full UNM EHR
- IBM Marketscan (Medicare and Commercial Claims)

REDCap™ Research Electronic Data Capture

TriNetX

VIVO

National COVID Cohort Collaborative

Cerner

IBM Watson Health

Biostatistics, Epidemiology, and Research Design (BERD) Core Services

- Consultation
- General data analysis
- Spatial modeling & analysis
- Clinical trials design
- Reliability & validity analysis
- Survival analysis
- Linear modeling
- Patient-centered outcomes
- Analysis of SEER & Medicare databases
- Time series & data modeling
- Environmental & ecological modeling
- Meta-analysis

Translational Workforce Development (TWD) Services

- TWD services are professional, personal, and available at no cost to UNM faculty, staff & students.

Categories include:

- Good Clinical Practice Certification
- Grantsmanship
- Using Data
- Team Science
- Research Skills & Design
- Regulatory Skills

Questions or more information

For all services:

- Susan Tigert, Research Concierge

HSC-CTSCResearchConcierge@salud.unm.edu

505-272-3183

For TWD services:

- Regis Lacher, Training Consultant

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505-331-8845

CTSC website: https://hsc.unm.edu/ctsc/

UNM HEALTH SCIENCES | UNM HEALTH

Contract & Grant Accounting Update

November 18, 2022

C&G Trainings

- Coming soon – starting in 2023 Quarterly C&G Compliance Trainings

- Suggestions for topics can be shared with your Fiscal Monitor or via the following link – HSC FSD Inquiry Form

Business Purpose

Cost Guidelines (Policy 2410)

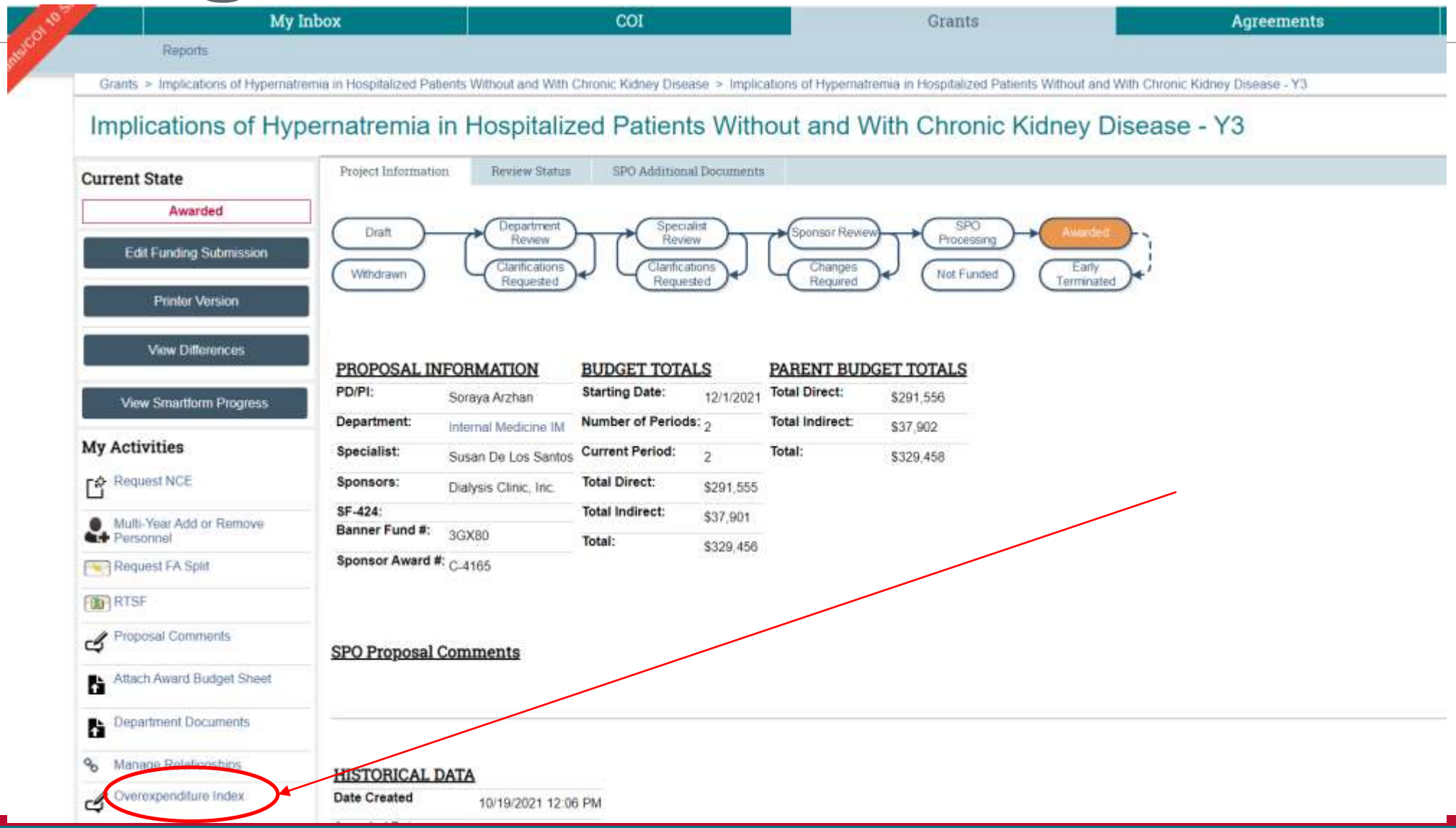
- **Allowable**
  - Allocable and reasonable
  - Complies with the terms of the award
- **Reasonable**
  - Prudent person test
- **Consistency**
  - Consistent with established practices at UNM
- **Allocable**
  - Specifically identifiable costs incurred solely to advance scope of work

Signature Authorization Forms

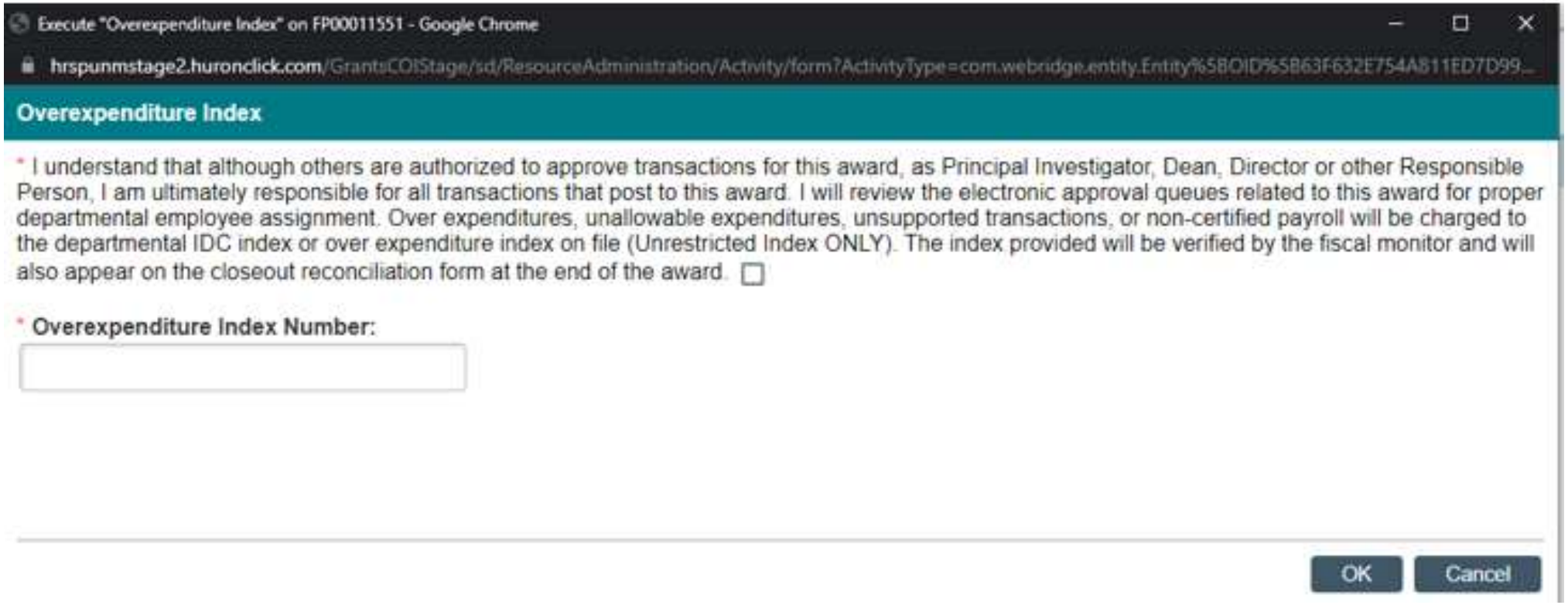
- The current Signature Authorization Form used to declare members of a project who are authorized signatories for various aspects of the project is being transitioned to Click.

- A new activity will be added to all Click records

Signature Authorization Forms



Signature Authorization Forms



- **<u>Attestation:</u>** This states that you are authorized to add this account into the record
- **<u>Add the over expenditure index:</u>** Be sure to add the correct unrestricted index that this project can draw from if there is an overage in spending.

Questions

Guidance on Allowable Holiday Events

John Brandt

Associate Controller

Unrestricted Accounting
UNM Health Sciences

November 18, 2022

UNM Policy 4000 - Allowable and Unallowable Expenditures

UNM Policy 4000 - Allowable and Unallowable Expenditures is the only Policy that provides guidance on the types of events providing employee meals not related to travel.

If the event includes outside parties/guests it MUST promote or advance the University's mission.

UNM Policy 4000 - Allowable and Unallowable Expenditures

Generally, holiday parties/events or holiday breakfast/lunch/dinner functions for faculty/staff are NOT allowed.

You cannot have a holiday party or event for faculty/staff just to have a holiday party or event.

Holiday parties/events or holiday breakfast, lunch, dinner functions for faculty or staff will be approved or disapproved based on UNM Policy 4000.

What *Is* Allowable?

It is allowable during a holiday season for a department to have a business meeting with meals or hospitality event with meals as long as the event meets the requirements per UNM Policy 4000.

See sections 5.1- Business Meetings and 5.2- Hospitality Events That Include Outside Parties.

What *Is* Allowable?

If you have a legitimate reason to have a business meeting or hospitality event and it is during a holiday season such as Christmas, you can hold the event with a Christmas ***theme*** *or a 4th of July* ***theme*** *or similar.*

It should ***NOT*** *cost significantly more than it would any other time for a typical business meeting or hospitality event. We review the cost per meal per person to assess if it is* ***reasonable****.*

How do You *Justify* It?

First, a department or Center should **NOT** call it a "Christmas Dinner" or a "Christmas Reception" or a "Christmas Lunch" or a Christmas Fundraiser".

That is a "Red Flag" for why the purpose or business reason for the event is being done.

Are you having a holiday event or a business event with a holiday **theme**?

Examples of What to Describe Your Event

- A dinner to recognize the contributions of donors and will be held with a Christmas theme.
- A lunch for staff appreciation to recognize its past fiscal year accomplishments and will be done in a Christmas theme format. Agenda is attached.
- A fundraiser dinner for donors or potential donors that will be held on 4th of July
- Lunch provided during business meeting to review department newly funded program and will be done in the spirit of Halloween. Encourage staff/faculty to wear Halloween costume. Agenda is attached.

Examples of Holiday parties/events that would be ALLOWABLE under UNM Policy 4000

1. Working breakfasts/lunches when that is the only available time for all parties to attend the meeting. These must have an agenda. (Business dinners are rare and may need special approval.) Examples are:

- To hold a debrief for an event, program, process, etc. that just ended
- To discuss current or future topics such as department budget plans or goals, participation in an upcoming conference or workshop, or any topic that requires faculty or staff to be in attendance
- Facilitation of the communication of intellectual ideas, new programs or services

2. Recognition, appreciation or promotion of exemplary achievement or accomplishment of a faculty member(s), staff member(s) or the department as whole entity.

- This can include non-monetary awards or gifts/prizes that are of de minimis cost $5-10 gift cards or gift baskets and/or promote the department, such as a polo shirt or hat that is embroidered with the HSC or UNM logo (must meet UNM requirements for logo).

Examples of Holiday parties/events that would be ALLOWABLE under UNM Policy 4000

3. Workshops/seminars/retreats
4. An event to honor donors
5. A fundraising event for donors or potential donors
6. An event to honor non-UNM volunteers or dignitaries
7. Recognition of contributions to UNM/HSC by community leaders
8. An event to promote a program, services, accomplishments, etc. for a HSC department or Center

Some Tips

- Check in advance if you are not sure.
- If event may not fall within allowable criteria we recommend get pre-approved using *Staff Recognition and Awards* form.
- Department/Center should include the "5 Ws" (who, what, when, where, why) to give your DDD and HSC Unrestricted Accounting as much detail as possible including all estimated costs, number of persons, venue, etc.
- It can be problematic having a holiday event at someone’s home. There could be liability issues. Should be reviewed and approved in advance.
- UNM does not pay for Holiday decorations including flowers and tabletop décor.