



HEALTH SCIENCES LIBRARY
& INFORMATICS CENTER

Understanding the New NIH Data Sharing Policy

LORI SLOANE, HSLIC DATA MANAGER

NIH Data Management and Sharing Policy & Related Announcements

[NOT-OD-21-013](#) - Final NIH Policy for Data Management and Sharing

[NOT-OD-21-014](#) – Common Elements of an NIH Data Management and Sharing Plan

[NOT-OD-21-015](#) – Allowable Costs for Data Management and Sharing

[NOT-OD-21-016](#) – Selecting a Repository for Data Resulting from NIH-Supported Research

[NOT-OD-21-131](#) – Developing Consent Language for Future Use of Data and Biospecimens

[NOT-OD-22-104](#) - Responsible Management and Sharing of American Indian/Alaska Native Participant Data

Logistics

1. Effective Date: January 25, 2023
2. Required submission of DMS plans **at the time of application**
3. Compliance will be monitored
 - Extramural Awards: part of Term and Condition of the Notice of Award.
 - After the end of the funding period, non-compliance affects the recipient institution
4. Scope: “The DMS Policy applies to all research, funded or conducted in whole or in part by NIH, that results in the generation of scientific data.”

New definition of Scientific Data

“The recorded factual material commonly accepted in the scientific community as **of sufficient quality to validate and replicate research findings, regardless of whether the data are used to support scholarly publications.** “

Doesn't include

Laboratory notebooks	Preliminary analysis
Completed case report forms	Drafts of scientific papers
Plans for future research	Peer reviews
Communications with colleagues	Physical objects (such as lab specimens)

Key elements of a DMS Plan

Recommended Elements in DMS Plans



Data Types



Tools for Access/
Manipulation



Data Access & Reuse
Considerations



Data Standards



Oversight Methods



Data Preservation,
Access & Associated
Timelines



Costs & Budget

“Personnel costs required to perform the types of data management and sharing activities described in the final Supplemental Information are allowable.”

“...funds for these activities must be spent during the performance period, even for scientific data and metadata preserved and shared beyond the award period. NIH funds cannot legally be spent after the award period.”



Guidance for Selecting
a Repository for Data

Data repository

“Primary consideration should be given to data repositories that are discipline or data-type specific to support effective data discovery and reuse.”

Desirable characteristics from NOT-OD-21-016

Unique persistent identifiers	Clear use guidance
Long-term sustainability	Security and integrity
Curation & quality assurance	Confidentiality
Free and easy access	Provenance
Common formate	Retention policy

Creating your DMP

DMPTool - <https://dmptool.org/>



Sign in options

Option 1: If your institution is affiliated with DMPTool.

Your institution

- or -

Option 2: If your institution is not affiliated with DMPTool.

Email address

- or -

Option 3: If not affiliated and you need an account.

Create an account

[About](#) [Terms of use](#) [Privacy statement](#) [Accessibility](#) [Github](#) [Contact us](#)



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Version: v3.1.10;



Gain greater details with the upcoming sessions

New NIH Data Management and Sharing Policy requirements

- 9/28 1-2 pm
- 10/13 10-11 am
- 10/27 2-3 pm
- 11/8 1-2 pm

HSLIC library website under Events: hsc.unm.edu/hslic/events

Health Sciences C&G Update

Non-employee Stipend

- Process change – will now be processed through Chrome River
- Updated Approval Form
- Chrome River Memorized Reports SOP
- Contact your Fiscal Monitor with any question

Effort Certification Update

- Currently Under Audit
- Significant number of certification still pending from periods 202002, 202101 & 202102
- 202201 to start Pre-Review October 2022

NIH Salary Cap Update

- Current Cap - \$203,700 through Sept 30, 2022
 - https://grants.nih.gov/grants/policy/salcap_summary.htm
- MyReports – FSRCAPH NIH Salary Cap New
 - Department responsible for ensuring proper effort percent allocation.

Audit Update

- Federal (Direct) Research and Development Grants
- Test compliance and internal controls as outlined in UG
- Expanding sample on effort certifications

Questions

UNM Policy 4030 – Travel Out of State Mileage: Fly versus Drive

Presented by John Brandt, Associate Controller

HSC Financial Services

September 16, 2022



THE UNIVERSITY OF NEW MEXICO HEALTH SCIENCES

Section 1. General

The University's faculty, staff, and students are reimbursed in accordance with this policy for **reasonable and allowable** costs incurred when traveling on official University business.

Section 3. Reimbursement

3.2. Documentation

The University business purpose of the travel, and all required supporting documentation (including receipts) **must** be provided.

Section 3. Reimbursement

3.2. Documentation

To expedite processing of requests for travel reimbursement, travelers should thoroughly explain their travel claims and provide itemized receipts and supporting documentation to verify that the expenses were paid by the person being reimbursed. This is important for processing and to satisfy internal and external reviews and audits.

Section 9.4.2. Out-of-State Mileage

Reimbursement for expenses incurred when traveling by personal automobile in lieu of air travel for out-of-state travel **may not** exceed the cost the traveler would have otherwise incurred if the traveler had flown.

If travelers drive due to personal preference, they **must** provide documentation of what the total costs **would have been had they flown.**

Section 9.4.2. Out-of-State Mileage

This documentation should include at least three (3) airline quotes (include Southwest Airlines when applicable) for the actual travel dates, **the lowest of which should be used in the comparison**, as well as documentation showing what the most economical local transportation would have cost.

Section 9.4.2. Out-of-State Mileage

The reimbursement amount allowed will be the **lower** of the total air travel costs, or the mileage reimbursement.

If the traveler fails to provide the required comparison information, the Financial Services accounting office will calculate the comparison and determine the allowable reimbursement.

Fly versus Drive

The Policy statement concerning “If travelers drive due to personal preference, they must provide documentation of what the total costs would have been had they flown” is too often is not provided. Or done incorrectly.

Then, it is left up to the Financial Services Accounting Office to “obtain the relevant quotes and determine the allowable reimbursement”. This may result on a lessor reimbursement for the Traveler.

Fly versus Drive

If the Traveler has chosen to drive instead of fly the documentation of what the total costs would have been had he/she flown should be done in ADVANCE, before the dates of travel.

It is the Traveler's responsibility to get the supporting documentation whether the Traveler does it himself/herself or asks department administrative office or accountant.

Fly versus Drive

Obtain airfare and ground transportation quotes at least 3 weeks before travel dates.

Use the departure day of travel and the return day of travel for airfare.

PCards should be used for travel purchases – conference registration fee, airfare, lodging (if possible).

Fly versus Drive

Southwest Airlines recently added a new fare:

Wanna Get Away Plus – a transferable flight credit for Rapid Reward Members

- One quote for travel was \$40-60 more

Airlines offer higher fares that refundable but at higher cost

Travel insurance in case flights are canceled

- However, there may be other items included that are a personal benefit: medical, repatriation of remains

BACKGROUND CHECK PROCESS CHANGE

Mike Brown, Director, HR Client Services

BACKGROUND CHECKS

HR will be implementing new processes beginning September 6, 2022. This will include:

- Increased number of staff requiring background checks
- Changes to the Criminal Conviction Form
- Integration with UNMJobs

BACKGROUND CHECKS

- HR will implement a process to require background checks as part of all competitive and non-competitive hiring actions for regular staff employees.
- This includes all newly hired or rehired regular staff employees, as well as existing employees who are selected for a promotion through a recruitment process.
- Current employees who change positions for non-competitive reasons such as reclassification, career ladder, or transfer will not be subject to this requirement.

INCREASED NUMBER OF STAFF REQUIRING BACKGROUND CHECKS

All regular staff will require a background check

- Includes term and contract staff
- Does not include temporary or on-call
 - Departments have the option to have a background check conducted based on criteria listed in UAP 3280: Background Checks
 - New question in the UNMJobs Requisition Request for temp and on-call postings
- Payment for background checks will come from a centralized University fund
 - Departments will be charged for the following background checks:
 - Temp and on-call hires
 - Periodic background checks to be compliant with federal or state requirements
 - Minors on campus requirements

IMPACT

- The existence of a conviction does not automatically disqualify an individual from employment. Adverse information triggers a process, not a result.
- Negative findings may trigger the “adjudication” process to determine whether the candidate’s background renders him or her from employment.
- Each case will be judged on its own merit; however, the individual must have made a truthful and comprehensive disclosure of the conviction for employment consideration.

IMPACT

- Prior to any exclusion, HR will work with OUC to facilitate the Adjudication Process and will notify the applicant/employee of the preliminary finding and give them an opportunity to respond before a final decision is made.
- Results from the vendor are returned in 24-48 hours, so this change is not expected to elongate or delay the current staff hiring process.

IMPACT

- This change will not slow down the hiring process
- HR will issue the offer letter while the background check is pending
- Offer letters have changed to state

This offer of employment is contingent upon the following and The University of New Mexico reserves the right to delay your start date or rescind this offer of employment if the following conditions are not met.

- *Passing a pre-employment background check. Your pre-employment background check may include, but is not limited to, a criminal history background check, New Mexico Department of Health fingerprint screening, New Mexico Children, Youth, and Families Department fingerprint screening, verification of education credentials, and/or verification of prior employment.*

CHANGES TO THE CRIMINAL CONVICTION FORM

- Will no longer be completed at the department level
- Will be sent to the applicant as part of the on-boarding documents
- HR will notify the department if the Criminal Conviction Form and/or Background Check information results in an applicant being denied
- The Criminal Conviction form will be removed from the HR Forms web page

BACKGROUND CHECK REQUEST PROCESS

- Will no longer utilize the Department Specific Background Check process
- The following will be removed from the webpage
 - Department specific request form
 - Webpage language and spreadsheet of approved positions

BACKGROUND CHECK REQUEST PROCESS

This process does not impact the background check process for the HSC Credentialing Office or for Student Employment. You will continue to follow the processes established by those areas.



QUESTIONS?

Mike Brown, Director, HR Client Services
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HUMAN
RESOURCES

Research Administration Forum & Training Session

Sponsored Projects Office Updates
September 16, 2022

SPO Announcement

- Our annual FSD Financial Services survey is currently open for all Faculty/Staff to complete and provide input. We want to know what is working, not working, and where improvement is needed through the following link:

<https://app.smartsheet.com/b/form/e1dbb12de7e64e40892cc30b5cd3dad8>

SPO Reminder

- F&A Waivers – when submitting to a sponsor in which the RFA has restricted F&A, please obtain your F&A Waiver prior to preparing the application and submitting to SPO for review
- F&A Waivers are now submitted through our SmartSheet link:

<https://app.smartsheet.com/b/form/8976b9df9fa2428db1d4c52f813fef30>

SPO Reminder

- PI Change requests are submitted through our SmartSheet link:

<https://app.smartsheet.com/b/form/96e18347ac3c4c619549b19155a4273e>

SPO Reminder

- Timeline Waiver requests are now submitted through SmartSheet.

<https://app.smartsheet.com/b/form/0f078f9dae3b4e4dbef707ae643018e4#Submission%20Timeline%20Waiver>

SPO Reminder

- Dashboard now available for status updates for F&A Waiver Request, PI Change Request, and Timeline Submission Waiver through the following link:

<https://app.smartsheet.com/b/publish?EQBCT=4f00dd018089403aadaa5d9cf6336e2a#Smartsheet%20Dept%20Dash>

SPO Reminder

- Outgoing Subaward entries open to Departments in Click Agreements Module as of July 1, 2022
 - Departments are required to enter their subrecipient information into Click Agreements for SPO to process the subaward.
 - SPO will not start processing the subaward until the information has been entered into Click.
 - If you have not completed the training, please reach out to our office for further information, HSC-Preaward@salud.unm.edu

MC Offerings

Save the Date for the upcoming

Research Administrators Symposium

OCTOBER 19-20 • 8:00AM-12:00PM

The RA Symposium will offer informative sessions and workshops over Zoom as well as an in-person networking opportunity*

Mark your calendars—registration coming soon!



*subject to change based on local & state health regulations



THE UNIVERSITY OF NEW MEXICO HEALTH SCIENCES

Coming Soon...

- Cost Share Commitment Form in Click
- PI Eligibility Memorandum
- SOP for Incoming PIs not yet hired
- Combined ABS/IBW – to only be submitted at proposal stage, updates will only be requested IF award \$s are different.

Questions

