



FRIENDS RESEARCH INSTITUTE, INC.
1040 Park Avenue, Suite 103
Baltimore, MD 21201

Subject: PI Orientation

Division: Research

Date: April 1, 2011

PRINCIPAL INVESTIGATOR ORIENTATION GUIDE

Grants Administration

By managing the functions of grants management, institutional review, accounting, and human resources, FRI administrative personnel relieve investigators of the necessary, but extremely time-consuming, work of grants administration enabling them to focus on their research.

A. Grants Management

Grants management staff are available to assist investigators in all activities related to the pre-and post-award process. In addition, they help to ensure that required laws, regulations, and established policies and procedures are followed; they serve as the central point for receipt and processing of all grant applications and related documents; and they maintain all official files and documentation regarding grants and applications submitted. As such, grants management staff ensure that grants are awarded, administered, and terminated in accordance with established federal and institutional policies and procedures.

Additional grants management services available to investigators include:

Pre-Award

- Assistance with budget preparation and final review;
- Assistance with biographical sketch preparation;
- Assistance with forms management;
- Preparation and signing of agency required certifications, assurances, and representations;
- Review of completed proposals for conformity with agency compliance requirements;
- Preparation and signing of the institutional endorsement letter; and
- Uploading of the grant application to the funding agency.

Post-Award

- Budgeting and budget modifications;
- Subcontract amendments;
- Data management and data analysis services;
- Administrative and clerical support;
- Progress report monitoring and submissions;
- Keeping abreast of NIH compliance requirements ensuring institutional conformity as the work progresses;
- Assistance with no-cost extension requests; and
- Assistance with study closeout (i.e., submission of timely reports and possible disposal of real property, equipment, and supplies).

B. Institutional Review Board

FRI provides initial and ongoing protocol review through our Institutional Review Board (IRB), which has a Federal Wide Assurance (FWA 0002948) from the U.S. Department of Health and Human Services. Our knowledgeable IRB staff are available to assist investigators through the often-daunting process of IRB review and our dedicated and informed IRB members work hard to ensure the highest degree of protection to FRI's research participants.

IRB services available to investigators include:

- Pre-screening of initial, and continuing review of, IRB submission documents including applications, protocols, and consents for consistency, completeness, and compliance with federal and state regulations and institutional guidelines prior to full review by the IRB;
- Transmission of protocols, consents, and other study-related documents to the IRB for review;
- Ongoing contact with PIs regarding approved protocols, consents, and other study-related documents;
- Development of user-friendly IRB documents for PI use on the FRI website;
- Keeping abreast of federal and state regulations and institutional guidelines for the protection of human subjects; and
- Notifying PIs of continuing review of study-related protocols, consents, and other previously approved documents.

C. Accounting

Once a notice of grant award is received, post-award administration becomes the responsibility of FRI as the grantee institution. As part of these responsibilities, the FRI Financial Administrator sets-up a grant/contract account and assists the investigator by interpreting funding agency and FRI policies and procedures concerning fiscal practices and allowable expenditures. The Financial Administrator also assists the PI in resolving any problems related to the financial management of the grant or regarding the accounting reports generated with respect to the grant. In addition, the Financial Administrator provides the investigator with timely information regarding the financial status of grant funds.

Additional accounting services available to investigators include:

- Monthly expenditure reports;
- Up-to-the-minute account balances;
- Accounts payable information;
- Accounts receivables information; and
- Financial status report submissions to NIH.

D. Human Resources / Payroll

Human resources/payroll staff are available to assist investigators with issues regarding managing, overseeing, and communicating with administrative and study-related personnel.

Human resources/payroll services available to investigators include:

- Assistance with employee hiring, orientation, management, development, and training;
- Assistance in addressing employee or administrative personnel work performance issues, conflicts, and/or other performance concerns;
- Assistance with compensation and benefits administration;
- Assistance with employee safety, welfare, wellness and health issues;
- Assistance with performance evaluations, pay increases, and promotions; and
- Compliance with all federal and state laws including Equal Employment Opportunity Commission (EEOC) requirements.