

THE  
UNIVERSITY  
OF RHODE ISLAND

# Research Community Meeting

March 2, 2023

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**Celebrate Ethics Awareness at URI – March 2023**  
**Communications Plan**

#	Timeline	METHOD	TARGET AUDIENCE	PURPOSE	CONTENT
1	February 28th	Presentation	<b>Presidents Stewardship Council</b>	Solicit the Council's support for Ethics Awareness Month participation	Share the Ethics Awareness month communication plan. Recognize the importance of leaderships commitment to maintaining an ethical workplace. Request their support in encouraging employee participation.
2	February 28th EOD	MEMO/Email from Lindsey	<b>Leaders &amp; Managers</b>	Notify leadership and seek support for Ethics Awareness Month participation	
3	March 1st	Rhody Today	<b>All Employees</b>	Kickoff and general awareness	<ul style="list-style-type: none"> <li>• Visit the Ethics Awareness Webpage</li> <li>• Watch the Ethics Video</li> <li>• Register: RI Ethics Commission &amp; Code of Ethics Training</li> </ul>
4	March 6th (Week 1)	Rhody Today	<b>All Employees</b>	SPEAK UP	<ul style="list-style-type: none"> <li>• Visit the URI Ethics Awareness Webpage</li> <li>• Watch the Speak Up Video <ul style="list-style-type: none"> <li>○ Learn Tips for Speaking Up</li> <li>○ Read: Ethics in Higher Education Article</li> </ul> </li> <li>• Play the Can you Spot It Game</li> <li>• Test your awareness by taking the Scenario Quiz</li> <li>• Register: RI Ethics Commission &amp; Code of Ethics Training</li> </ul>
5	March 13th (Week 2)	Rhody Today	<b>Leaders &amp; Managers</b>	LISTEN UP	<ul style="list-style-type: none"> <li>• Visit the URI Ethics Awareness Webpage</li> <li>• Watch the Listen Up Video <ul style="list-style-type: none"> <li>○ Read: 6 Ways Effective Listening Can Make You A Better Leader</li> <li>○ Read: Guide to Civil and Respectful Workplaces</li> </ul> </li> <li>• Register: RI Ethics Commission &amp; Code of Ethics Training</li> </ul>
6	March 20th (Week 3)	Rhody Today	<b>All Employees</b>	Rhody Report It Tool	<ul style="list-style-type: none"> <li>• Visit the Rhody Report It Website</li> <li>• Watch the Rhody Report It Video</li> <li>• Download the Rhody Report It Reference Sheet</li> <li>• Register: RI Ethics Commission &amp; Code of Ethics Training</li> </ul>
7	March 27th (Week 4)	Rhody Today	<b>All Employees</b>	Closing Message	<ul style="list-style-type: none"> <li>• Visit the URI Ethics Awareness Webpage &amp; Feedback Survey</li> <li>• <i>Last chance to register:</i> RI Ethics Commission &amp; Code of Ethics Training</li> </ul>

# URI Employee Training

## 2023 RI Ethics Commission & Code of Ethics Training

- Purpose:** The Rhode Island Ethics Commission is presently scheduling trainings for Rhode Island public officials and employees to introduce people to the Ethics Commission and present information about the Code of Ethics by which all elected and appointed officials and employees of the state and local governments are bound.
- Instructor:** Lynne Radishes, Ethics Commission's Education Coordinator
- Method:** Live in person with remote zoom option
- Duration:** 45-min
- Location:** Hardge Forum Room  
Multicultural Student Services Center  
Kingston Campus  
74 Lower College Rd, Kingston, RI 02881, USA
- Cost:** None
- Date/Time:** March 29, 2023; 5-5:45pm, or  
March 30, 2023; 10-10:45am
- Course Summary:** This course is intended to provide participants with an introduction to the Rhode Island Ethics Commission and the Rhode Island Code of Ethics which sets forth standards of conduct for all Rhode Island public officials and employees. At the conclusion of this course, participants will have been provided with general information about the following: a brief history of the Ethics Commission and the Code of Ethics; a selection of statutory and regulatory provisions of the Rhode Island Code of Ethics, including those addressing conflicts of interest, nepotism, recusal, contracts with state or municipal agencies, vendors to state agencies, secondary employment, gifts, honoraria, transactions with subordinates, the revolving door, and representation of self/others before a state/municipal agency; complaints alleging Code of Ethics violations; the purpose of advisory opinions and how to obtain them; and financial disclosure.
- Registration:** [Click to register](#) for the in person or remote options.

# Sponsored Projects Reminders

- Proposal Submission Deadline
  - Fully routed and approved proposals – 5 days prior to submission deadline
  - Proposals that are submitted on time will be given first consideration over proposals that are submitted late.
  - **For proposals submitted within 5-day deadline, there is no guarantee that the proposal will comply with the sponsor's guidelines, nor that URI will be able to accept the resulting award.**

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# InfoEd and Proposal Submission

All proposals must be completed and approved in InfoEd before proposal/funding request is submitted to a sponsor

Sponsor	Submission Process
DHHS/NIH	Submit directly from InfoEd to Grants.gov. URI does not use grants.gov workspace
DOC/NOAA	
DOD	
NSF	Submitted as an "Other" proposal in InfoEd. Then submitted through Research.gov
NASA	Submitted as an "Other" proposal in InfoEd. Then submitted through NSPIRES
Foundations	Proposal prepared and approved in InfoEd. PI responsible for submission to outside portals.

# InfoEd – Revised Budgets

- When a revised budget is needed following proposal submission, OSP will send an InfoEd email notification to PI and identified local research administrator with instructions.
- Guidance is available here:  
[https://apps.its.uri.edu/research-office-files/InfoEdSecure/Quick-Reference-Guide-DEPT\\_PI-RevisedBudgetRequestedGuide.pdf](https://apps.its.uri.edu/research-office-files/InfoEdSecure/Quick-Reference-Guide-DEPT_PI-RevisedBudgetRequestedGuide.pdf)

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# Website Content Reminders

- [Prior Approval Matrix](#)
- [Research Performance Progress Report \(RPPR\)](#)
- [No-Cost Extensions](#)
- [InfoEd Training Resources](#)

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# Audit Risks

- **Publication costs** – If the publication references support from multiple awards, ensure that costs are allocated appropriately
- **Equipment purchases** – Equipment is intended to benefit the project. Purchase near the end of the award suggests the equipment likely has little or no value
- **Meals** - Meals are only allowable on travel and for workshop participants as part of the workshop/training and for non-URI attendees
- **Cost transfers greater than 90 days**

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# SMILE Program

- Assistance with proposals that require educational outreach
- Additional information: <https://web.uri.edu/research-admin/office-of-research-development/proposal-writing-guides-and-resources-general-advice/>
- Upcoming activity on campus:
  - The SMILE High School Engineering Challenge is March 10, 2023 from 10am-8pm at URI Memorial Union Ballroom. The Challenge involves designing, building and testing Offshore Wind Turbine Jackets (that protect and support the wind turbine) and Drones to inspect them after natural Hazards such as earthquakes and hurricanes. This is a SMILE Educational Outreach part of an NSF grant with Dr. Meng Wei URI GSO.

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# Due Diligence/OSP Review Process

- Step 1: Transmittal Form Review
  - Jean Gentile, Grants and Contracts Specialist
  - PI must review form carefully and must be accurate
  - Sends to FSO and ECO for further review
  - FSO and ECO work together and must both approve in InfoEd
- Step 2: Conduct Security Review
  - Cort Burke, FSO
  - Example: E-Verify Clause
- Step 3: Conduct Export Control Review
  - Carol Connolly, Export Control Officer
  - Example: International travel with controlled equipment

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# Research Integrity Updates

- Human Subjects Research
  - Beginning the implementation of a new InfoEd IRB Module. Expected to go live in summer 2023. Please review existing protocols and close any protocols that are no longer active.
- Reminder: Undergrad Responsible Conduct of Research Training
  - Undergraduate students participating in NSF and USDA-NIFA sponsored research are required to be trained in the Responsible Conduct of Research.
  - Training provided through CITI. For info: see URI's [CITI training page](#).

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# Research Brown Bags

- Monthly Research Brown Bag Forums – First Wednesday of the month @ Noon
- All recordings are here: <https://web.uri.edu/research-admin/externalrelations/news/>
- Topics:
  - **May:** How do I complete a subaward w/ Ted Myatt
  - **June:** HR Issues Related to Research w/ Laura Kenerson
  - **September:** Cost Share: What is it and How do we Monitor It
  - **October:** Subrecipient Monitoring: PI and Department Responsibilities
  - **November:** Overview of New Procurement Requirements w/ Tracey Angell
  - **December:** Allowable, Questionable and Unallowable Costs w/ Sara Clabby
  - **February:** Legal review of procurement contracts and research agreements - Carol Connolly
  - **March:** How do I complete a subaward - start to finish - Jean and Ellen

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# Upcoming Brown Bags

- April 5, 2023 – Do's and Don't when creating proposals in InfoEd

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# Working Groups Reminder

- InfoEd Working Group – Meets monthly
- NIH Working Group – Meets quarterly
- Contact [tedmyatt@uri.edu](mailto:tedmyatt@uri.edu) to be added to invite.

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- Pre-proposal submissions – don't wait until the deadline

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