

OSP Compliance Updates

Effective September 1, 2017 the Office of Sponsored Programs will be making changes and updates to its compliance procedures.

- ▶ **Responsible Conduct in Research Training (RCR)** - All current employees and students who are working on sponsored projects have 30 days to complete RCR training. All new employees and students must complete RCR training prior to beginning work.
www.citiprogram.org
- ▶ **Medical Health Questionnaire & Certification** - Current employees and students who work with animals on funded through a sponsored project will have 60 days to complete the questionnaire. All employees and students hired after 9/1/17 will need to complete the form prior to beginning any work on a sponsored project. Please see form in OSP forms library.
- ▶ **Financial Conflict of Interest (FCOI)** - All employees who are working on sponsored project will need to complete a renewal FCOI form, and submit it to OSP by October 1, 2017. Forms will need to be renewed on an annual basis unless a significant change occurs.
- ▶ **Institutional Animal Care and Use Committee Final Report (IACUC)** - PIs with an approved IACUC protocol will be required to submit a final report within 30 days of the protocol's expiration date or expiration of the sponsored project. Please see form in OSP forms library.
- ▶ **Institutional Review Board Final Report (IRB)** - A final study report will be due one year from the approval date. If the project is the same without changes, and the project needs to continue beyond the one year approval an IRB Continuing Review Form must be submitted for consideration prior to the anniversary date. Please see form in OSP forms library.
- ▶ **Quarterly Compliance Review** - memos will be sent to all current PIs quarterly (October, January, April, July) who are out compliance: time and effort, technical reporting, CITI training, IRB Reporting, FCOI. PIs will have 30 days from receipt of the memo to comply. A final notice will be sent and expenditures for all awards will be suspended until compliance is met.

FOR MORE INFORMATION PLEASE CONTACT:

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