Research Administration Practices (RAP) Sessions

Workspace Proposal Demos

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with

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Agenda

RAP Sessions: Targeted skills based educational offerings open to the Research Administration community at MIT. Information gathered and shared with attendees can be taken back to their desks and applied immediately.

- Welcome
- Workspace Updates
- Best Practices and Workspace Demo
- Resources, Questions, and Help

Workspace Transition and Updates

- Existing Guidance updates and New Documentation
  - [Applying through Workspace](#)
  - [Quick Reference Cards – Workspace](#)
  - [DLC Checklist for Workspace Proposals](#)
  - [MIT Facts reference, formatted to cut and paste directly into Grants.gov forms](#)
  - RAP Session: [Workspace and Grants.gov](#) *(most recently held December 16, 2021)*

- The RA Support team is available to assist you and your DLC with this Workspace. Please reach out to us at ra-help@mit.edu for email consultation or to meet via Zoom.

Workspace Proposal Best Practices

- Browsers
  - Some users have experienced quick timeout when using Chrome – try another browser like Firefox

- Use Adobe Acrobat **Reader only** when downloading/uploading forms

- Attachment Names and Character lengths
  - No more than **50 characters**, paying attention to solicitation instructions on naming conventions and character limits

- [KC Detailed Budget and new KC Budget Report](#) **

  - 9. RR Budget Report
  - 10. RR Fed Non Fed Budget Report

It's a budget print **report and not something to upload to the Workspace

Best Practices Cont'd: WHENEVER POSSIBLE

Complete the Forms List in the order in which they're listed.

These forms packages are "stitched", which is to say that their completed fields will link to other forms in the package. Phrased another way, when select fields completed in a form will auto-populate forms further down the Forms list. For example:

RR Other Project Information Form

If answering Yes to Human Subjects, it will feed to Human Subjects Clinical Trial Information form

Workspace Demo -Subawards

- Adding Subaward in Workspace:

	R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V3.0]	Optional	---	---	---	Lock | Download | Upload | Reuse | Webform
☐	Go To Subforms (0)					

- If Form is Optional, select to include:

	R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V3.0]	Optional	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	Go To Subforms (0)					

- Use "Go to Subforms" to enter row(s). Once row is added, you may use "Webform" to complete the information and Save, or use "Download" to open/save with Adobe Reader to send to Subawardee to complete:

Manage R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V3.0]: Subforms (1 of 30)	View Subform Participants	Reorder Subforms ↑↓	Add Subform Row (30 MAX)
Subform Name (Click to Edit)	**Subform Status**	**Last Updated Date/Time**	**Locked By**	**Subform Actions**
Massachusetts General Hospital	---	---	---	Lock | Download | Upload | Webform | Rename | Delete

Special Note – there is a chance of sending a form to a Subawardee and receiving a corrupt, or incorrect file for this Workspace. If Subawardee has Workspace ID, you may add them as participant to your Workspace, giving them access only to the Subaward form.

Workspace Demo -Subawards

- When form is completed, use "Upload" to add to Workspace proposal:

KC System Note – if searching for Subaward to add to your KC proposal and you cannot find, contact ra-help@mit.edu. They could already exist in KC, but under different search criteria. If RA Support confirms they do not exist, request New Subaward Organization and New Address Book Entry/Non MIT Employee (for Subaward Investigator(s)) through OST ticket request (ost.mit.edu) or through online form submission (https://kc.mit.edu/forms-requests).

Workspace Demo –Human Subjects, Subform(s)

- If PHS Human Subjects form is marked mandatory in Workspace, then must answer question in Research and Related form first:

	PHS Human Subjects and Clinical Trials Information [V3.0]	Mandatory	In Progress	Dec 06, 2021 09:56:46 AM EST	---	Lock | Download | Upload | Reuse | Webform
	Go To Subforms (0)					

- Research and Related Form information for Human Subjects, Exemption 4:

HUMAN SUBJECTS:

1. Are Human Subjects Involved?
   - ● Yes
   - ○ No   *

   1.a. If YES to Human Subjects
   Is the Project Exempt from Federal regulations?
   - ● Yes
   - ○ No   *

   If yes, check appropriate exemption number:
   - ☐ 1
   - ☐ 2
   - ☐ 3
   - ☑ 4
   - ☐ 5
   - ☐ 6
   - ☐ 7
   - ☐ 8
     *

   Human Subject Assurance Number: 00004881

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Workspace Demo –Human Subjects, Subform(s)

If "Yes" to Human Subjects on Research and Related Other Project Information, then under "PHS Human Subjects and Clinical Trials Information" form, add Subform Row(s) for Study Record(s):

Workspace Demo –Human Subjects, Subform(s)

- Once the Subform Row(s) are added, may use "Webform" and save to enter information, or use Download and open with Adobe Reader to send to Investigator to complete:

Manage PHS Human Subjects and Clinical Trials Information [V3.0]: Subforms (1 of 150)	View Subform Participants	Reorder Subforms ↑↓	Add Subform Row (150 M
Subform Name (Click to Edit)	**Subform Status**	**Last Updated Date/Time**	**Locked By**	**Subform Actions**
Workspace Demo Study Record	---	---	---	Lock | Download | Upload | Webform | Rename | Delete

- If Investigator completes form, upload to corresponding Subform rows:

☑	PHS Human Subjects and Clinical Trials Information [V3.0]	Mandatory	In Progress [Locked]	Dec 06, 2021 10:04:12 AM EST	Kimberly Mann	Unlock | Download | Upload | Reuse | Webform
	Go To Subforms (1)					

- Now use Webform to complete this information on the PHS Human Subjects Form and Save:

USE OF HUMAN SPECIMENS AND/OR DATA:

Does any of the proposed research in the application involve human specimens and/or data?

- ○ Yes
- ◉ No

*

Provide an explanation for any use of human specimens and/or data not considered to be human subjects research.

[   ] [ADD ATTACHMENT] [DELETE ATTACHMENT] [VIEW ATTACHMENT]

We Appreciate Your Feedback

Please use one of the following methods to share your feedback:

- **QR code** below to access the survey using your phone or mobile device

- Click this link (copied to the chat):

https://mit.co1.qualtrics.com/jfe/form/SV_4TTolvu9zD9Mi5U

The link will also be provided in a follow-up email.

Resources - Questions – Help

Your RAS Contract Administrator
- By DLC
- By Sponsor/Agency

RA Support Team – ra-help@mit.edu

Community Drop In Sessions
- Held every Monday (non holiday), 1pm-2pm
- Zoom mtg link: https://mit.zoom.us/j/91518116791