A Guide to UAB Information Sources for Preparing and Reviewing Other Support Pages

Federal funding agencies are giving additional scrutiny of documentation submitted in support of UAB sponsored projects. Federal sponsors are especially focused on Other Support pages.

UAB is taking proactive steps to provide its research community with information and tools needed to navigate this rapidly changing environment, including development of a new UAB Other Support Template with accompanying instructions.

As an additional resource, the following is a guide to available UAB information sources that can assist in preparing and/or reviewing Other Support pages. The information sources set out here are best considered tools for reconciling information to be included in an Other Support page. While Other Support documents may not necessarily identically match the information maintained in these UAB databases, it is important to ensure consistency between information maintained by UAB and information required to be included in an Other Support page. It may be helpful to document where differences exist, why certain information in UAB sources should not be included on an Other Support page and/or, as necessary, request correction of information maintained by UAB:

1. Other Support Section: Active and Pending Projects


The Office of Sponsored Programs provides various reporting tools (e-Reports) derived from data contained within the Integrated Research Administration Portal (IRAP) system. You can find a listing of those reports [here](#).
Review the list of available e-Reports to locate and select the *University Compliance Projects by Responsible Person* e-Report (hereinafter referenced as the “Projects by Responsible Person e-Report”):

<table>
<thead>
<tr>
<th>Sponsor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>This report displays a list of awards by sponsor name. The user is allowed to enter part of a sponsor name and select the project status.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Initial Applications in Date Range by School - Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>A detailed list of all initial applications submitted to OSP for a selected date range and school.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Submissions in Date Range by School - Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>A detailed list of all submissions submitted to OSP for a selected date range and school.</td>
</tr>
</tbody>
</table>

**Training Grant Report**

This report returns a list of OSP projects in a status of active, pending or OSP processing with a project title that includes the word “training”, a training activ...

**Training Grant Table 4**

Allow users to upload list of Blazer IDs for the personnel that they'd like these reports run on.

**University Compliance Projects by Responsible Person**

This report returns a list of projects on which the person included on the criteria page is or has ever been listed as responsible on the project. The related pers...

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You may then enter the last name of the relevant investigator and select from the dropdown menu:

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**eReports**

**IRAP REPORTS**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>This report returns a list of projects on which the person included on the criteria page is or has ever been listed as responsible on the project. The related personnel folder of the IRAP project case in IRAP is the source record used to identify personnel who are considered responsible. Individuals serving in roles not deemed by the project PI as “responsible” are not captured by this report.</td>
</tr>
</tbody>
</table>

**Report Date (mm/dd/yyyy)**

**Enter All Or Part Of Investigator Last Name**

**Select an Investigator:**

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**Export to Excel/Export to PDF/View Report**
The **Projects by Responsible Person** e-Report provides various fields by which you may sort in Microsoft Excel, including **Project Status** (e.g., Active, Pending, Completed, Not Funded, OSP Processing, Resubmitted, Withdrawn):

<table>
<thead>
<tr>
<th>PI Name</th>
<th>Responsible Person Name</th>
<th>ROLE</th>
<th>OSP Assigned Number</th>
<th>Date Received</th>
<th>Parent Proposal Number</th>
<th>Project Title</th>
<th>Proposal Type</th>
<th>Sponsor Name</th>
<th>Sponsor Award Number</th>
<th>Project Status</th>
<th>Current Project Status Date</th>
<th>Requested Project Start Date</th>
<th>Requested Project End Date</th>
<th>Awarded Project Start Date</th>
<th>Awarded Project End Date</th>
</tr>
</thead>
</table>

(Important: Completed projects may remain listed in IRAP as **Active** for a period of time, although the project has been completed. This allows for closeout activities and other system updates for the relevant project. Accordingly, ensure you verify the end dates for any projects listed as **Active** in the e-Report.)

b. **Available Tool: Other Support Reconciliation e-Report.**

The **Office of Sponsored Programs** provides various reporting tools (e-Reports) derived from data contained within the **Integrated Research Administration Portal (IRAP)** system. You can find a listing of those reports [here](#). OSP has developed an e-Report entitled, **Other Support Reconciliation**.
Review the list of available e-Reports to locate and select the **Other Support Reconciliation** e-Report:
You may then enter the last name of the relevant investigator and select from the dropdown menu:

OSP officers utilize this report during operational reviews of Other Support pages submitted to that office.

**IMPORTANT NOTE:** Currently, this report does not contain all historical data for some sponsored projects. Specifically, Committed Effort/Calendar months data for sponsored projects entered into IRAP prior to October 21, 2019, will not be reflected in this report; rather, the Calendar Months field will be listed as "0". For sponsored projects pre-dating October 21, 2019, please review the award documents to determine the accurate committed effort level for those projects.
2. **Other Support Section: Relevant Scientific Appointments**

   a. **Available Tool: External Activity Reports**

   UAB requires faculty and staff to adhere to standards set out in its [Enterprise Conflict of Interest and Conflict of Commitment Policy](#). Approval of external activities and disclosure of financial interests are processed through electronic forms, which can be found [here](#). Relevant scientific appointments that are required to be included in an Other Support page may be reflected through information disclosed in these electronic forms.

   External activity and financial interest disclosure data and other helpful information can be found at the links illustrated below. Select “Forms Quicklinks” and then “Forms History”:

   (Note: The form history information above is only accessible by limited individuals, including the UAB employee that completed the form(s). As a result, administrators may find it helpful to reference this to faculty members as an available tool when preparing/reviewing an Other Support page.)
b. **Available Tool: The UAB Profiles system**

In 2014, UAB began developing a profile system that would assist faculty members with a number of endeavors, including tracking scholarship and professional activities. The Profiles system was created to help reduce the typically labor intensive task of collecting faculty activity information from various information sources within the institution, including Banner, VIVO, Oracle, IRAP, and information maintained by faculty and their respective administrators (e.g., intramural grants). Since early 2019, this system has been implemented in most schools and departments. Accordingly, it may be a good resource for faculty and designated administrators to reference when reviewing/preparing an Other Support page.
This illustration provides an overview of the various information sources used to populate a faculty member’s profile:
c. **Available Tool: CIRB e-Reports**

The Office of Sponsored Programs provides various reporting tools (e-Reports) derived from data contained within the Integrated Research Administration Portal (IRAP) system. You can find a listing of those reports [here](#). Review the brief list of available CIRB e-Reports to locate and select the **Investigator Financial Interests Report**. By reflecting financial interests submitted by the relevant faculty member, it may be helpful for identifying relevant appointments that may need to be listed on an Other Support page. **(Note: This report will not reflect unpaid appointments that may otherwise need to be included on an Other Support page)**
Once you have selected the **Investigator Financial Interests Report**, you may then enter the last name of the relevant investigator and select from the dropdown menu:

The **Investigator Financial Interests Report** e-Report provides various fields by which you may sort in Microsoft Excel, including Entity Name, Activity, Start Date and End Date.

<table>
<thead>
<tr>
<th>Primary Department</th>
<th>COI Case Status</th>
<th>COI Case Status Date</th>
<th>Most Recent Certification Date</th>
<th>Entity Name</th>
<th>Kind Of Entity</th>
<th>Kind Of Business</th>
<th>Entity Founder</th>
<th>Activity</th>
<th>Who has Activity/FI?</th>
<th>Start Date</th>
<th>End Date</th>
<th>Financial Type</th>
<th>Value</th>
</tr>
</thead>
</table>
3. **Other Support Section: Support for Laboratory/Research Members**

   a. **Available Tool: Visiting Scholars and Scientists Funding Sources Report.**

   The [Office of Research](https://www.research.uab.edu) has established the [Transparency in Research site](https://transparency.research.uab.edu), which offers information and other tools to help promote transparency and integrity in sponsored research at UAB, including ensuring Other Support pages are prepared with complete and accurate information. At the [Transparency in Research site](https://transparency.research.uab.edu), you will find a link to a report entitled, *Visiting Scholars and Scientists Funding Sources.*

   The [Visiting Scholars and Scientists Funding Sources](https://transparency.research.uab.edu) report identifies those individuals working in UAB labs, etc., and with J-1 visa types as maintained in the Office of International Students and Scholar Services (ISSS). The report provides relevant fields by which you may sort in Microsoft Excel, including Faculty Sponsor to locate the relevant faculty member. Other fields provided will assist you in completing the section on *Support for Laboratory/Research Members,* including the following:

   - Job Title (at UAB)
   - Position Title in Home Country
   - Employer or Institution
   - Program Sponsor Funds (provided by UAB)
   - Government Funds (provided by a foreign government)
   - Other Org. Funds (provided by an organization other than UAB or a foreign government directly)
   - Personal Funds
b. **Available Tool: Oracle**

The UAB Oracle system may also be utilized to help identify UAB sponsored projects from which individuals may also be receiving support. The Office of Financial Affairs provides a voluminous list of training tools for using Oracle.

4. **Other Support Section: Other Resource Materials and Technologies**

a. **Available Tool: MTO e-Reports**

The Office of Sponsored Programs provides various reporting tools (e-Reports) derived from data contained within the Integrated Research Administration Portal (IRAP) system. You can find a listing of those reports here. Among those reports, you will also find the MTO e-Report.
The MTO eReport provides information on requests submitted to the Materials Transfer Office for processing. Among the various fields from which you may sort in Microsoft Excel are the following:

<table>
<thead>
<tr>
<th>MTA Ref No.</th>
<th>Agreement Type</th>
<th>Investigator</th>
<th>Outside Entity</th>
<th>Current Status</th>
<th>Effective Date</th>
<th>Internal Entity</th>
<th>Material Name</th>
</tr>
</thead>
</table>

It is important to remember this e-Report is not a comprehensive listing of any and all materials/resources that are required to be listed on an Other Support page. Rather, it is a tool to facilitate preparation/review of an Other Support page. If you are assisting a faculty member, please ensure he/she has also reviewed and is familiar with the [UAB Other Support Template with accompanying instructions](#), especially the instructions related to the section on Other Resource Materials and Technologies:

“The OTHER RESOURCES format below should list high-value materials required in order to engage in your research endeavors that are not freely available (e.g., biologics, chemical, model systems, technology, etc.) and are in current use. This does not include support for personnel. Include in table above. If you have paid for a material or service, or could have bought the biologic from a commercial vendor this does not need to be included nor if the material was generated from NIH funded sources and is mandated to be shared. If none, put none.”