

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

a. Available Tool: Projects by Responsible Person 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](#).

Office of Sponsored Programs (OSP)	Office of Institutional Review Board (OIRB)	Research Administration	Institutional Animal Care and Use Committee (IACUC)	Office of Conflict of Interest Review Board (OCIRB)	Materials Transfer Office (MTO)	Radioisotope and Radiation Safety Committee (RRSC)	Campus
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E-Reports Help	Office of Research E-Reports
How To Report an IRAP Problem	Welcome to the Office of Research e - reports webpage, an on - line report generator available to the UAB research community. Report access is permission based. Available reports include reporting for OSP, OIRB, OCIRB, MTO, RRSC, IACUC and Research Administration. If you have questions, please contact the Research Technology and Communications office at irap@uab.edu .
IRAP Training	If you are running reports at the quarters of an hour and receive an error, please run again. The reporting database is refreshed every 15 minutes and may cause a disruption in pulling back the data.

Review the list of available "Office of Sponsored Programs (OSP)" 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"**):

 **Training Grant Table 4**
Allow users to upload list of Blazer IDs for the personnel that they'd like the report 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 personnel folder of the CIRB 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.  

 **VA MOU by School Department or Division**
This report returns are list of all VA MOU records for a given school, department, or division and a given project status.  

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

Enter All Or Part Of Investigator Last Name:	<input type="text"/>	Select an Investigator:	--Enter a Value for the Investigator Last Name Parameter-- 	<input type="button" value="View Report"/>	
  <input type="text" value="1"/> of 1  			<input type="text" value="100%"/> 	  	<input type="text"/> Find Next

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):

PI Name	Responsible Person Name	ROLE	OSP Assigned Number	Date Received	Parent Proposal Number	Project Title	Proposal Type	Sponsor Name	Sponsor Award Number	Project Status	Current Project Status Date	Requested Project Start Date	Requested Project End Date	Awarded Project Start Date	Awarded Project End Date
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(**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**.

Office of Sponsored Programs (OSP)	Office of Institutional Review Board (OIRB)	Research Administration	Institutional Animal Care and Use Committee (IACUC)	Office of Conflict of Interest Review Board (OCIRB)	Materials Transfer Office (MTO)	Radioisotope and Radiation Safety Committee (RRSC)	Campus
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Office of Research E-Reports

Welcome to the Office of Research e - reports webpage, an on - line report generator available to the UAB research community. Report access is permission based. Available reports include reporting for OSP, OIRB, OCIRB, MTO, RRSC, IACUC and Research Administration. If you have questions, please contact the Research Technology and Communications office at irap@uab.edu.

If you are running reports at the quarters of an hour and receive an error, please run again. The reporting database is refreshed every 15 minutes and may cause a disruption in pulling back the data.

Review the list of available e-Reports to locate and select the **Other Support Reconciliation** e-Report:



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 personnel folder of the CIRB 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.



VA MOU by School Department or Division

This report returns are list of all VA MOU records for a given school, department, or division and a given project status.



Other Support Reconciliation

This report returns all projects the searched person is listed as responsible personnel and includes each pending, active and completed project's awarded dates and costs.



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

Enter Investigator Last Name: Select an Investigator: [View Report](#)

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”:

The screenshot shows the UAB Forms Management System interface. At the top, there is a navigation bar with "Welcome", "Home", and "Forms Quicklinks". A dropdown menu is open under "Forms Quicklinks", showing options: "Forms History", "My Approvals", "My Saved Forms", "Reports/Print Views", and "Training/FAQs". The "Forms History" option is highlighted with a red circle and an arrow. The main content area shows a sidebar with "Submit New Forms" and a list of form categories: Legacy Dashboard, External/Internal Activity Approval/Financial Interest Disclosure, Faculty Data Form, Nepotism Exception Form, Position Authorization/Compensation Request Form, and UAB-Related International Travel Registration. The main area displays "Alerts", "Submitted Forms" (0 Forms), and "Forms for Approval" (0 Approval Forms). A table header is visible at the bottom with columns: Form Name, Submitter, Created, Additional Info, Submitted For, and Approval Status.

(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.

Home > Profiles

Profiles

[Log in to the Profiles system](#)

BUILD YOUR CV (BETA TESTING) **ORGANIZE TEACHING AND PROFESSIONAL ACTIVITIES** **STREAMLINE PUBLICATIONS AND GRANTS** **CONNECT WITH COLLEAGUES** **SHOWCASE YOUR ACCOMPLISHMENTS**

PROFILES **SCHOLARS@UAB**

Update your information in Profiles

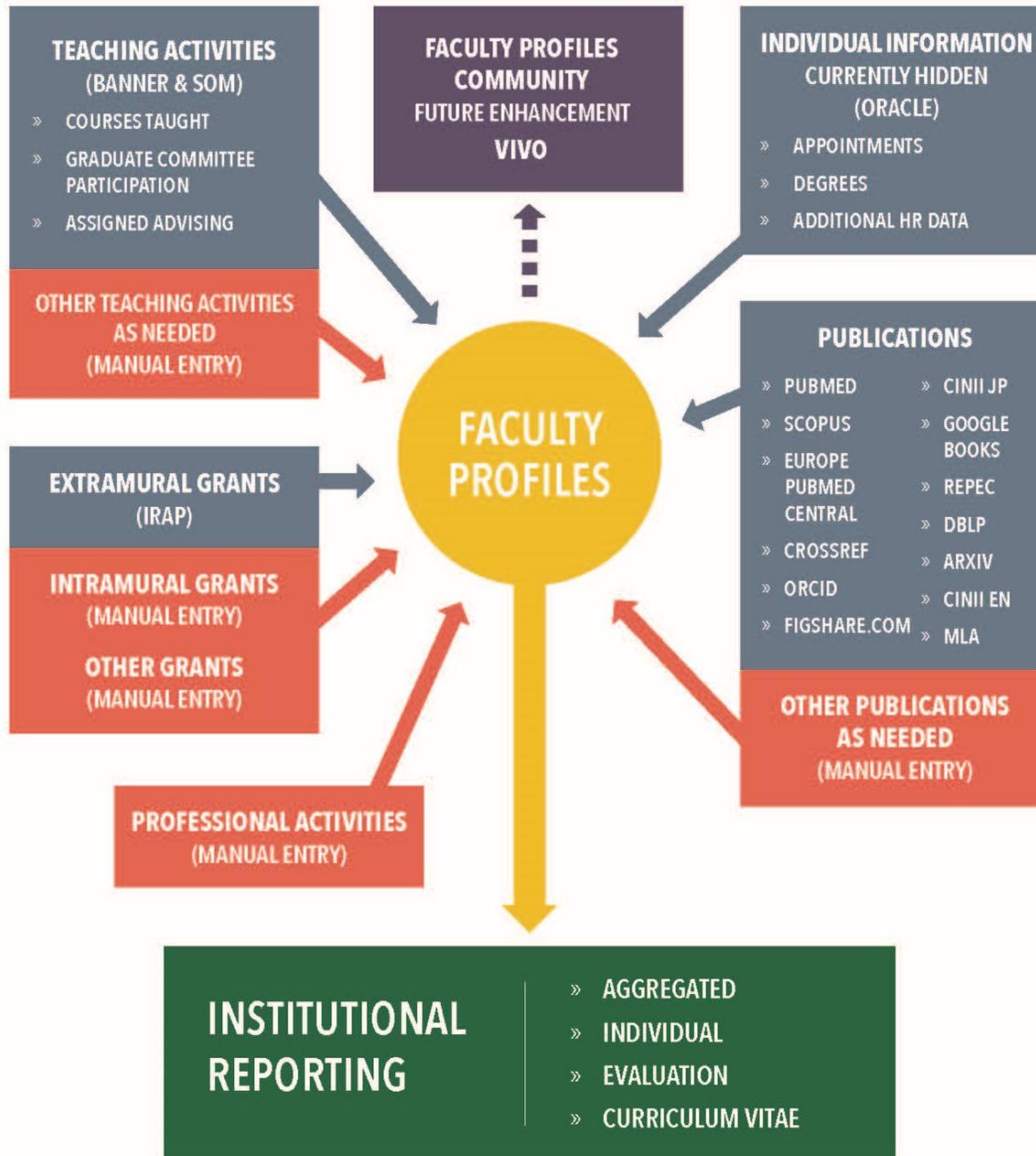
- Manage your accomplishments

View your Profile at Scholars@UAB

- Access UAB faculty bio

This illustration provides an overview of the various information sources used to populate a faculty member's profile:

FACULTY PROFILES DATAFLOW



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)



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Office of Conflict of Interest Review Board (OCIRB)

The Office of Conflict of Interest Review Board (OCIRB) is charged with the ongoing development of procedures for identifying, reviewing, and managing financial conflicts of interest (FCOI) as they relate to extramurally - funded research and all research involving human subjects regardless of the funding source. Information about actual, potential or perceived financial conflicts of interests (FCOI) of UAB Investigators with research may be viewed on the CIRB web site under the COI policies tab.

(1) reports found.

Reports

List View Grid View



Investigator Financial Interests Report

This report returns a list of all current (current calendar year and previous calendar year) financial interests that you have disclosed and all active and pending grants on the report date. Delegates can run this report for individuals that they are a delegate for and individuals with security access for a particular organization will be able to view all the records in which personnel having a primary appointment in that organization are named.

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:

Enter Investigator Last Name Select an Investigator:

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.

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

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

The [Office of Research](#) has established the [Transparency in Research site](#), 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, you will find a link to a report entitled, ***Visiting Scholars and Scientists Funding Sources***.

Template	Transparency In Research
Frequently Asked Questions	Disclosure, transparency and data security in research
Other Support Instructions Video	Since the University of Alabama at Birmingham's inception as an independent university in 1969, achievements in research would not have been possible without collaborations of all kinds, including those with our international colleagues.
Town Hall Slides December 2019	UAB is proud of its strong tradition of global engagement, with faculty, staff and students from more than 100 countries represented on campus. We are committed to our shared values of collaboration, integrity, stewardship and accountability in the way that we handle the nearly \$600 million in extramural funding that helps to power our world-changing research enterprise.
Visiting Scholars and Scientists Funding Sources	Over the last year, Congress and several federal agencies, including the National Institutes of Health, the National Science Foundation, the U.S. Department of Defense and the U.S. Department of Energy, have expressed growing concerns about foreign influence on academic research. This site will help to make you aware of how federal sponsors are requiring greater transparency in declaring international collaborations. It also will guide you to what actions you personally must take to ensure compliance, as well as the actions that UAB's research enterprise is taking.
Transparency In Research	

The ***Visiting Scholars and Scientists Funding Sources*** 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.

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Materials Transfer Office (MTO)

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:

MTA Ref No.	Agreement Type	Investigator	Outside Entity	Current Status	Effective Date	Internal Entity	Material Name
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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. “