

## MESSAGE REGARDING CLASP ELECTIVE CREDITS

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It is now possible to obtain elective credits for CLASP certification through a self-study option.

While instructor-facilitated sessions are believed to be the most effective education medium, acknowledgement is also given to the reality that CLASP electives are offered in limited quantity and often conflict with other commitments or life situations (i.e., maternity or medical leaves of absence).

Effective immediately, following is the procedure for self-study elective credit:

- Email Gerri Wind in ORPA (CLASP Registrar) regarding your intention to reserve a “Qualifying Video” (QV) for CLASP elective credit.
- Initially QVs can be borrowed for a maximum of five business days to accommodate the anticipated level of interest in this option of obtaining credit. When you email Gerri, she will respond as to the availability of your requested QV. You may then make a reservation.
- Each video typically consists of six-to-eight segments. Each segment averages 20 – 30 minutes. To obtain credit, select four segments of most interest/relevance to you. As you watch the segments, make written notes of the important concepts covered by the panelists on the video.
- When the QV is returned to Gerri, provide a copy of your notes regarding the four segments viewed. Gerri will forward your notes to Mike Ritz who will determine whether or not credit is granted. Mike will communicate with you via email message whether credit is earned.

*It is only possible to earn one elective credit through self-study means each calendar year.* The list of QVs will be updated periodically and consist of pre-recorded NCURA teleconferences.

The initial list of QVs is as follows:

### **NCURA WORKSHOP DVD – “Effort Reporting”**

Segment 1	What are the Rules?
Segment 2	How Does an Institution “Do” Effort Reporting?
Segment 3	How Does a Research Group “Do” Effort Reporting?
Segment 4	What is Driving the Government’s Concern With Effort Reporting?
Segment 5	What are the Special Reporting Concerns of Academic Medical Centers?
Segment 7	Effort Reporting Challenges for the Department Administrator

Segment 8 What are the Concerns of Faculty Members Regarding Effort Reporting?

### **NCURA WORKSHOP DVD – “Complex Agreements”**

Segment 1 Overview of Complex Agreements  
Segment 2 Coordination  
Segment 3 Intellectual Property Agreement Issues  
Segment 4 Human Subjects and Animal Use  
Segment 5 Export Controls, ITAR, Access Restrictions, Chemical/Bio Security  
Segment 6 Best Practices

### **NCURA WORKSHOP DVD – “Managing Cost Issues”**

Segment 1 Personnel and Payroll Issues  
Segment 2 Cost Transfers  
Segment 3 Cost Sharing Management and Companion Accounts  
Segment 4 Costing and Billing Service Centers  
Segment 5 Allowability of Certain Troublesome Costs  
Segment 6 Procurement Cards

### **NCURA WORKSHOP DVD – “Conflict of Interest: How to Spot It and Manage It”**

Segment 1 Why are Federal Agencies Concerned?  
Segment 2 What are the Basics?  
Segment 3 How are Institutions Implementing Conflict of Interest Regulations?  
Segment 4 Informing the University Community about Conflict of Interest Obligations  
Segment 5 How is the Review Process Handled?  
Segment 6 What Management Options Exist?  
Segment 7 How Does One Write a Formal Conflict of Interest Management Plan?  
Segment 8 What are the Institution’s Responsibilities for COI in Subrecipient Monitoring?  
Segment 9 Role of Department Administrators  
Segment 10 How Does the COI Policy Intersect with the Institutional Review Board?  
Segment 11 What Other Policies Should We Keep In Mind?  
Segment 12 What are the Expectations for Institutional Conflict of Interest?

All sessions (with the exception of “Complex Agreements”) were previously used in CLASP facilitated elective sessions. If you attended the earlier facilitated session, it is not possible to obtain elective credit for a private (self-study) viewing of the video.

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PLEASE NOTE: Traditional, instructor-led/instructor-facilitated CLASP elective sessions are planned to continue. The next such elective is anticipated to be facilitated session using a NCURA DVD of a workshop titled “Good Customer Service: How to

Support the Research Endeavor at Your Institution”. The panelists will explore ways to enhance the way you service your customers—faculty and sponsors. Panelists include representatives from University of Wisconsin, Pennsylvania State University and Belmont University. This elective is likely to be offered in January 2009.

### Reminder Regarding UR GEMS

The forthcoming UR GEMS training sessions will count for CLASP credit. These sessions have been delayed beyond the original anticipated dates for the general University community (except for the approximate 15 departments that have been working with the prototype software). The formal UR GEMS sessions are anticipated to qualify for three (3) CLASP elective credits.

If you have not yet satisfied your CLASP elective credit for calendar 2008 and your department has made a commitment to adopt UR GEMS, then it is possible to defer your CLASP re-certification until you obtain the formal UR GEMS training. Look for a future ORPA-L with details about UR GEMS training for non-prototype users. Upon completion of the UR GEMS training, three credits will be granted and can be applied using one of two options as follows:

Option 1—Two retroactive credits for calendar 2008, one credit for calendar 2009; or

Option 2 – One retroactive credit for calendar 2008, two credits for calendar 2009.

***To qualify under this UR GEMS elective deferral option, the UR GEMS training must be completed by 6/30/08.***

If you have any questions about the QV self-study or UR GEMS training, please email Mike Ritz, CLASP Facilitator.

Thank you for your continued support of the CLASP program.