Welcome to the Inaugural EMRA Newsletter!

There are a great deal of new things happening in the research arena and we are excited to present you with this first of our monthly newsletters to the EM research community. Our hope is this will be a great tool to share with you all the important updates, research activity, tips/tricks/pitfalls of grant submissions, as well as post award information, and general updates. Please feel free to send us any feedback or additional items or topics you would like to see in future editions.

Grant Submission Deadline Policy Changes

Submission Deadline Changes take affect Monday, January 6, 2020!

The Office of Research and Sponsored Projects (ORSP) has instituted changes to their submission deadlines that will affect your future grant submissions. Under ORSP’s internal deadline policy, proposals must be finalized for ORSP to review. Proposals will receive one of the following levels of service, and could be at risk of not being submitted, depending on when the proposal is finalized:

**Full Review**

Submitted to ORSP 4 days prior to deadline. ORSP guarantees

**Limited Review**

Submitted to ORSP less than 4 days but at least 15 business hours in
At Risk

Submitted to ORSP less than 15 business hours before the sponsor submission deadline. ORSP will make a reasonable effort to submit the proposal deadline but they do not guarantee the proposal will be submitted by the deadline.

To learn more about how these changes will affect your current and future proposals, including department deadlines, please review our FAQ page for more information.

New Proposal Intake Form!

To serve our investigators more effectively and to increase efficiency in Emergency Medicine Research Administration (EMRA) we have created a new proposal submission intake form. Simple, fast and effective, this form is intended to allow you, the investigator, to notify EMRA of your intent to submit a proposal and receive back important proposal submission information including internal submission deadlines as soon as possible.

To access the new proposal intake form click here, or visit our FAQ page to learn more.

Updated NIH Policy Statement Emphasizes "Other Support" Reporting
ACTION REQUIRED FOR ALL NIH PI AND KEY PERSONNEL
All faculty who serve as the Principal Investigator or one of the key personnel on an NIH award or pending proposal are required to [review this guidance](#) and address the two parts below, as appropriate, by [January 20, 2020](#):

**Part 1:** Amend, as necessary, their “Other Support” documents for submission to the National Institutes of Health, and

**Part 2:** Update, as necessary, their outside interests through the University of Michigan’s Conflict of Interest disclosure system, [M-Inform](#).

The EMRA staff are happy to assist you with this process, please contact us if needed. Please cc [Shelley Haack-Withem](mailto:shelleyh@med.umich.edu) when you have submitted so that we can check you off the list!

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**Winter Break Hours**

Please note that the Emergency Medicine Research Administration staff will be out of the office from Monday, December 23, 2019 thru Friday, January 3, 2020. If you have an urgent proposal submission arise during this time please contact Shelley Haack-Withem directly at 734-763-9914. Please note that both the Medical School and ORSP are closed during part of the winter break, as well.