Dear Research Quality Teams,

This is a friendly reminder that the countdown is on for the RQMP Milestones due on December 17, 2021. Please upload your SMART goal and enter the requested information regarding your operational plan, specified delegations, and RCR training plan for house staff in Section T of REDCap at your earliest convenience. Please reach out if you have any trouble uploading or entering your information in REDCap.

We will be reaching out with targeted email reminders this week and next as we approach the deadline. We’re striving for 100% completion rate of the milestones so we welcome status updates, requests for support, and any questions you may have. Our plan is to review all of the submitted SMART goals and provide feedback (if we have any) the first week of January.

We’d like to acknowledge the following units who have completed all of the December 17th Milestones (as of today at 11am). THANK YOU!

Anesthesiology
Cell Biology
BIAC
Neurobiology
Neurology
Pathology

RQMP Winter Roundtable

The RQMP Winter Roundtable will be held on January 10, 2022 from 10:00 to 11:30 AM. We plan to debrief on the fall/winter milestones and look ahead to the spring milestones. Laurianne Torres (Associate Dean, Research Administration) will also be joining us to discuss common errors in grant submissions and proposal routing.

Please register in advance for this meeting using the following registration link:
https://duke.zoom.us/meeting/register/tJwldOqqrzsuGtRHDyWbBwil1_9xxm-upzip

After registering, you will receive a confirmation email containing information about joining the meeting, including an option to “add to calendar.”

Please feel free to reach out to rqmp@duke.edu with any questions you may have.

-The RQMP Central Office
Dear Research Quality Team Members,

Please see the following announcements regarding RQMP.

**Research Data Initiative Town Hall**

We encourage everyone to attend to RDI Town Hall this Thursday, November 18, from 11:00 AM – 12:30 PM if you’re available: [Register to Attend](#)

It will feature a faculty panel discussing the challenges and successes of managing research data; and experts highlighting institutional resources in support of facilitating high-quality research.

**December 17, 2021 Milestone Countdown (1 month until deadline!)**

All units have now completed the first of our fall milestones by attending a meeting with the RQMP Central Office to collaboratively discuss the results of the Data Management Practices and SOURCE surveys. Sincerest thanks to everyone for the enthusiastic engagement on the topics of data management and research integrity. Year 3 of the program is off to a great start!

As discussed during the 1:1 Fall Meeting, please submit your SMART goal in REDCap by December 17th using the template. **Review/approval of the SMART Goal by the Central Office is NOT required prior to the deadline.** We will review all SMART goals following the submission deadline and will let you know during the first week in January if we have recommendations.

Don’t forget to also review and update the RQMP Operational Plan. Document the required information in Section T (see screen shot below).

![Review and Update RQMP Operational Plan - Due December 17, 2021](image)

**RQMP Winter Roundtable**

The RQMP Winter Roundtable will be held on January 10, 2022 from 10:00 to 11:30 AM. Additional details on the topics will be shared as we get closer to the meeting date. Please register in advance for this meeting using the following registration link:
https://duke.zoom.us/meeting/register/tJwldOqqrzsuoGtRHsDyWbBwil1_9xxm-upzip

After registering, you will receive a confirmation email containing information about joining the meeting, including an option to “add to calendar.”

Please reach out to rqmp@duke.edu with any questions regarding these announcements or other research quality issues.

Thank you,
-The RQMP Central Office

Kristi Prather, MPH
Associate Director, Research Operations
Research Quality Management Program
Duke Office of Scientific Integrity
kristi.prather@duke.edu
919-613-9928
Dear Research Quality Team Members,

We are quickly approaching the deadline for completing the December 17th milestones. Please record completion of these milestones in Section T of the RQMP database as soon as possible.

We’ve received a couple of questions regarding the upcoming milestones that we thought might be helpful to share with everyone:

- QUESTION: What sections of the Operational Plan need to be updated?
  - ANSWER: We suggest looking over sections J, K, L, M, Q, and R to make sure they are still up-to-date and revised if needed, especially section J.5 regarding SCAP maintenance plan. Be sure to use the RQMP database (not the old RAOST database) to update your operational plan (aka implementation plan).

- QUESTION: Do all house-staff need to do RCR training? Is this only if they are involved in research?
  - ANSWER: A tailored approach is warranted due to the differing levels of research involvement of house staff depending on discipline, as well as their transient nature as researchers. This is a choice for your unit of whether to require it for house staff or not. Units that choose to require House Staff to do RCR training should also manually add names of House Staff to the RCR Tracker to ease the burden of compliance tracking. Please reach out to the DOSI-ASIST group at asist@duke.edu for questions on how to manually require RCR Training of personnel in the RCR Tracker.

- QUESTION: What are the duties and responsibilities of the delegate for myRESEARCHsuite (MRS)?
  - ANSWER: The MRS delegate will be responsible for promoting MRS usage and liaising with the Duke Office of Research Initiatives as new features are rolled out in the future. In other words, it’s primarily to have a dedicated point person who has the time and interest to give feedback and support faculty and staff on the local level on an ad-hoc basis with regards to MRS.

- QUESTION: Please define ‘scientific review’ of grant applications for the new financial, administrative and scientific review of grant applications delegate? Do you mean additional support, or do you mean the department should conduct its own assessment of the science of grants submitted by department members?
  - ANSWER: Currently, the intent is to simply have someone on the local level who can serve as a resource for financial, administrative and scientific review of grant applications when requested by a central office. In other words, there’s no expectation at this time that each department conduct its own assessment of the science of all grants submitted by department members, but we need to start working toward the ability to liaison quickly and officially with units on a case-by-case basis when issues arise in applications, such as potential overlap.

- QUESTION: Can the current RQO or LRA be named as the delegate for these three roles: RCR compliance, myRESEARCHsuite, and financial, administrative and scientific review of grant applications?
  - ANSWER: It is highly recommended that the RQO and LRA assign these specific delegation responsibilities to a delegate(s) to ensure adequate bandwidth to accomplish the tasks. However, the RQO or LRA may serve as the representative for these responsibilities if deemed appropriate (e.g., smaller unit where compliance tracking is more manageable). An RQT may already have delegates assigned to one or more of these responsibilities. The same delegate(s) can remain in the role(s) if the arrangement is working well. Document the names of the delegates in Section T even if it is the RQO or LRA.

Email us at rqmp@duke.edu if you have any other questions or need access to the RQMP database.
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Thank you,
-The RQMP Central Office
Dear Research Quality Team Members,

As we mentioned in the last announcement, section T (Year 3 Milestones 2021-2022) is now available in the RQMP database in REDCap. Please record completion of Year 3 milestones within that section.

We are only 2 months away from the December 17th milestone deadline, see detailed handout attached and checklist pasted below. Email us at rqmp@duke.edu if you have any questions or need access to the RQMP database.

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Dear Research Quality Team Members,

Please see the following announcements regarding RQMP.

Section T of RQMP REDCap Database

The new Section T (Year 3 Milestones 2021-2022) designed to capture information related to the upcoming milestones is now live in the RQMP database in REDCap. Use this section to record completion of milestones as described in the attached Detailed Handout document. The SMART goal template and examples are embedded within the section for easy access. For more information about the new section or to request access to the RQMP database, please reach out to us at rqmp@duke.edu.

SCAP Attestation Tracker

Please see the attached workbook “SCAP_Attestation_Tracker_2021-10-01” for the current status of SCAP attestations in your unit.

In this update we have not hidden the personnel who have already attested to the SCAP; they will show with the date of their attestation in Column Q. Personnel who have not yet attested will have a “No” listed in Column Q. You may filter personnel by Department/Center/Institute using the filters on Column O. Note that this tracker is using the October 1st 2021 RCR training required cohort as its source. Reach out to us if anyone on the list needs to be exempted or removed.

As a reminder, all faculty and staff engaged in research are required to attest to the Science Culture and Accountability Plan (SCAP) for the Department/Center/Institute of their primary affiliation. Please be sure to inform any researcher who has not yet attested in your unit to do so in accordance with your SCAP maintenance plan.

We provide updates on a Quarterly basis. The next report will be sent in early January 2022.


Request for Input – Research Data Initiative Draft Policy

As a reminder, the Office for Research & Innovation is seeking input from all research personnel on the draft policy relating to the management, access, and transfer of research data and outputs owned or used by Duke University research personnel. We ask that you please encourage participation in this RFI from researchers in your unit. Please see the following survey link to provide input on the draft policy: Draft Policy Input Survey. Researchers will have until October 6th to provide feedback. More information including frequently asked questions can be found on the Research Data Initiative Website.

Please reach out to rqmp@duke.edu with any questions regarding these announcements or other research quality issues.
Thank you,
-The RQMP Central Office
Dear Research Quality Team Members,

Please see the following announcements regarding RQMP this Fall.

**Year 3 Milestones - Detailed Handout and Slides/Recording of 9/13 RQMP Roundtable**

Please see the attached word document for the detailed explanation of Milestones for Year 3 of RQMP. In addition please see the following links for the slides and recording from the 9/13 roundtable concerning new research policy requirements and the Year 3 milestones for RQMP.

- **RQMP Year 3 Kick-off and Roundtable Recording**
- **RQMP Year 3 Kick-off and Roundtable Slides**

These will also be posted to the [RQMP/DOSI website](http://www.rqmp.duke.edu).

**SMART Goal Examples and Template**

To assist the Research Quality Teams with how to formulate their SMART goals as part of the December 17 milestone, we have prepared and attached two examples of SMART goals in the attached pdf as well as a template document. Please use this template document when documenting your unit’s SMART goal.

**Section T of RQMP REDCap**

Section T of the RQMP REDCap, which will allow teams to track and submit information pertinent to the Year 3 Milestones, will be live later this week. Section T will also contain the Year 3 milestone detailed handout as well as the SMART goal examples and template attached to this email. For more information about the new Section or to request access to the RQMP REDCap, please reach out to us at rqmp@duke.edu.

**SCAP Attestation Tracker**

The next iteration of the Science Culture and Accountability Plan (SCAP) attestation tracker report will be sent out the week of October 4th. This will include an updated researcher cohort for all units as of October 1st. As a reminder all faculty and staff engaged in research are expected to read and attest to the SCAP for the School/Dept/Cen/Insti. of their primary affiliation. Use this [survey link for attestation](http://bit.ly/SCAPattest2020).

**Request for Input – Research Data Initiative Draft Policy**

The Office for Research & Innovation is seeking input from all research personnel on the [draft policy](http://www.duke.edu) relating to the management, access, and transfer of research data and outputs owned or
used by Duke University research personnel. We ask that you please encourage participation in this RFI from researchers in your unit. Please see the following survey link to provide input on the draft policy: Draft Policy Input Survey. Researchers will have until October 6th to provide feedback. More information including frequently asked questions can be found on the Research Data Initiative Website.

Please reach out to rqmp@duke.edu with any questions.

Thank you,
-The RQMP Central Office
Dear Research Quality Team Members,

Please see the following links for the slides and recording from yesterday’s roundtable concerning new research policy requirements and the Year 3 milestones for RQMP.

[RQMP Year 3 Kick-off and Roundtable Recording](#)
[RQMP Year 3 Kick-off and Roundtable Slides](#)

These will also be posted to the RQMP/DOSI website.

Please reach out to [rqmp@duke.edu](mailto:rqmp@duke.edu) with any other questions.

Thank you,

-The RQMP Central Office
Dear Research Quality Team Members,

Please see the following announcements regarding RQMP this late Summer and Fall

**RQMP Year 3 Kick-off Roundtable**

Please see the below link to register for the RQMP Roundtable on Monday September 13th from 2:30-4:00pm. The event will include a talk from the Office of Research Administration regarding overlap in applications as well as an overview by the RQMP Central Team of the milestones for Year 3 of the program.

Please use the following link to register for the event over zoom:  
https://duke.zoom.us/meeting/register/tJwode2trDIiHNRwA-WDxy8dB5BNxgja5coK

**Fall meetings with the RQMP Central Office**

At the beginning of August the RQMP Central Office reached out to the various Research Quality Teams to schedule 1:1 time to review the results of the Fall 2020 Data Management Practices Survey, SOURCE Survey, as a general status catch up. If you have not yet scheduled a meeting with the RQMP Central Office please reach out and confirm by August 30th, 2021 with your preferred date and 1 hour time slot between Sept 1st and Nov 30th 2021. We ask that the RQO and LRA attend at a minimum.

Please reach out to rqmp@duke.edu with any questions.

Thank you,

- The RQMP Central Office
Dear Research Quality Team members,

We would like to first congratulate all Research Quality Teams for successfully completing all of the Year 2 milestones. Thank you for your continued support for the program.

**Summer/Fall meetings with the RQMP Central Office**

As we move into the late Summer and Fall, the RQMP Central Office will be reaching out to the various Research Quality Teams to schedule 1:1 time to review the results of the Fall 2020 Data Management Practices Survey for that particular unit as well as a general status catch up. We understand that many take vacation during this part of the year and will be flexible in order to accommodate various scheduling needs.

**Science Culture and Accountability Plan Attestations and RCR Compliance**

The latest iteration of the SCAP attestation report will be sent out later this week. Please remember as part of the RQT responsibilities, research personnel with their primary affiliation within your unit must review your unit’s Science Culture and Accountability Plan (SCAP) and complete the SCAP attestation using the following link.

In addition please continue to encourage and ensure compliance for RCR Training within your unit. Research Quality Team members may reach out to DOSI-ASIST at asist@duke.edu for compliance reports, questions concerning exemptions and current individual RCR Training statuses. In addition those with RCR Tracker admin access can pull reports for their unit using the RCR Tracker.

**Duke Secure Cloud Storage Event**

Due to high interest we will be hosting another event regarding the new Duke Secure Cloud Storage on **Wednesday August 11th from 9:00-10:00am**. This event will be open to both Research Quality Team members as well as any researchers that would be interested. Please see the following link to register for the event: https://duke.zoom.us/meeting/register/tJEtc-GhqDMpGNHaZVYyT7Y3-k1vhsG22UiE

**Duke Office of Scientific Integrity Job Posting**

The Duke Office of Scientific Integrity is looking for a Program Manager regarding the new Duke Research Data Policy Initiative. Please feel free to forward the following links to any interested persons.

Program Manager, Data Policy (124788)

For Internal Candidates: https://performancemanager4.successfactors.com/sf/jobreq?jobld=124788&company=dukeuniverP1

For External Candidates: https://career4.successfactors.com/sfcareer/jobreqcareer?
Please reach out to rqmp@duke.edu with any questions.

Thank you,
-The RQMP Central Office