Dear Research Quality Teams,

Please see the following RQMP announcements. As always, please contact us at RQMP@duke.edu if you have any questions or need assistance.

**RQT Training Milestone – Invitation for upcoming events**

As we mentioned last week, two RQT Training events will be hosted by the RQMP Central Office this spring: April 7th from 10:00am-1:00pm and May 5th from 12:00-3:00pm. Please be on the lookout for the Outlook meeting invitations later today, which will include the zoom link. Pre-registration is not required.

As a friendly reminder, the RQO and LRA are required to attend at least 1 hour of training offered during Year 3 (and show evidence of dissemination of the training materials to their unit) to fulfill the RQT Training Milestone. These sessions count toward the attendance requirement for that Milestone.

**RCR Training Compliance Milestone – List Distributed**

The list of faculty and staff engaged in research according to the RCR Tracker was distributed to RCR Delegates (as designated in Section T of REDCap) on Thursday, March 3. The delegates have been instructed to review and curate the list by March 30, 2022.

To supplement the detailed information provided by email, we will host Office Hours starting this Wednesday to answer questions related to the milestone, how to navigate within the RCR Tracker, and/or how to review and curate the list provided.

Feel free to drop in at any time via the Zoom link during the following Office Hours:

- Wednesday 3/9/22 2:00-3:00 pm
- Thursday 3/10/22 12:00-1:00 pm
- Friday 3/11/22 9:00-10:00 am
- Monday 3/14/22 10:00-11:00 am
- Tuesday 3/15/22 3:00-4:00 pm

**Research Town Hall – Spread the Word**

The DOSI-ASIST office will be hosting a Research Town Hall next Tuesday. Please spread the word with Faculty in your unit who might benefit from this event. RCR-200 level training credit is available. Pre-registration is required. See event flyer attached and registration details below.

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**Research Town Hall – Getting Ahead of Problems Before They Arise: Research Administration for Faculty**

March 15, 2022 | 2:00 pm to 3:30 pm
Please join us for a virtual Town Hall providing updates and demonstrations of new tools and resources for managing research with integrity at Duke. Leaders from across the institution will present the latest updates on pre- and post-award administration topics and how Duke is evolving to support our research community. Topics will include new content in myRESEARCHsuite, such as resources related to budgeting, common errors, and the five-part communication series; demonstrations of the new 'Intent to Submit' and Other Support tools in myRESEARCHhome; and a review of fundamental concepts, such as prior approvals and communication with sponsors. Attendees will receive a comprehensive overview of the recent developments in technology, process and resources.

Actively participating in this event for a minimum of 60 minutes fulfills the Collaborative RCR-200 requirement.

REGISTER TO ATTEND: https://duke.is/pxhr6
Contact: ASIST asist@duke.edu

Thank you,
- The RQMP Central Office
Dear Research Quality Teams,

Please join us in welcoming Shruti Raja and Laura Becker to the Research Quality Management Program (RQMP) as of February 2022. Shruti joined as the Research Quality Officer (RQO) and Laura joined as the Lead Research Administrator (LRA) for the Duke Early Phase Research Unit (DEPRU).

**RQT Training Events – Save the Date**
The following RQT Training events will be hosted by the RQMP Central Office this spring. Trainings are intended to make RQTs aware of institutional policies and processes to better enable your ability to disseminate information and support faculty and staff within the unit. The RQO and LRA are required to attend at least 1 hour of training offered during Year 3 (and show evidence of dissemination of the training materials to their unit) to fulfill the RQT Training Milestone. Although not required as part of the Year 3 milestone, delegates are also welcome to attend.

Registration information will be provided in coming weeks. In the meantime, please save the date for the event(s) most relevant to your role on the research quality team. The same content will be shared during the April 7 and May 5 events; therefore, we recommend only attending one of the two dates for a given session.

**April 7, 2022:**
- Session 1 (10:00-11:00 am): Research Publishing & Productivity - Megan Von Isenburg and Jenny Ariansen
- Session 2 (11:00-12:00 pm): Expectations for Pre- and Post-award Management – Laurianne Torres and Rebecca Brouwer
- Session 3 (12:00-1:00 pm): Research Security - Lindsey Spangler

**May 5, 2022:**
- Session 1 (12:00-1:00 p.m.): Research Publishing & Productivity - Megan Von Isenburg and Jenny Ariansen
- Session 2 (1:00-2:00 p.m.): Expectations for Pre- and Post-award Management – Laurianne Torres and Rebecca Brouwer
- Session 3 (2:00-3:00 p.m.): Research Security - Lindsey Spangler

**RCR Training Compliance Milestone – Office Hours**
As we mentioned earlier this month, we will host Office Hours in March to answer questions related to the RCR Training Compliance Milestone. This will be offered in addition to the detailed information emailed to the RCR Training delegates later this week. Feel free to drop in at any time via the [Zoom link](#) during the following **Office Hours**:
- Wednesday 3/9/22 2:00-3:00 pm
- Thursday 3/10/22 12:00-1:00 pm
- Friday 3/11/22 9:00-10:00 am
- Monday 3/14/22 10:00-11:00 am
- Tuesday 3/15/22 3:00-4:00 pm

Please contact us at RQMP@duke.edu if you have any questions.

Thank you,
Dear Research Quality Teams,

Please see the following RQMP announcements.

**Disseminating Survey about Research Data Resourcing Needs**

There’s only one week left to participate in the Office for Research & Innovation (OR&I) survey about Data Resourcing needs around Duke. Please disseminate the following message to Faculty and PIs in your department/center/institute. Thank you for your help in spreading the word!

**Needs Assessment for Research Data Resources**

The Office for Research & Innovation (OR&I) is seeking input from Faculty and PIs to help us understand research data resourcing needs across the University. This request is part of the Duke Research Data Initiative’s commitment to engage the research community. Prior to February 22nd use the survey link below to help us understand how the institution can help support the management and preservation of data (estimated 10 mins to complete). **Faculty and PI respondents will be entered into a raffle to win an Apple Watch or Bose Environmental Speaker!**

[Link to Survey](#)

For more information about the Research Data Initiative, please see their [website](#).

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**RCR Training Milestone – Mark your calendars**

In preparation for the upcoming RCR Training Milestone, the RQMP central office will contact RCR training delegates in early March with a list of faculty and staff engaged in research according to the RCR Tracker. We will work with each RCR training delegate to ensure the list is accurate and that expectations are clear.

As part of those efforts, we will host Office Hours in March to answer questions related to the milestone, how to navigate within the RCR Tracker, and/or how to use the curated list specific to each unit. Feel free to drop in at any time via the [Zoom link](#) during the following **Office Hours**:

- Wednesday 3/9/22 2:00-3:00pm
- Thursday 3/10/22 12:00-1:00pm
- Friday 3/11/22 9:00-10:00am
- Monday 3/14/22 10:00-11:00am
- Tuesday 3/15/22 3:00-4:00pm

In the meantime, please continue to track and reach out to those in your unit who are currently out of compliance, or have training due soon. The higher the compliance is within your unit now and in the coming months, the easier it will be to achieve success on this milestone by June 30, 2022.
As a reminder, success for this milestone is based on the following levels of RCR compliance within each unit:

- <3 researchers out of compliance in units with less than 40 researchers
- <5% researchers out of compliance for units with 40 - 500 researchers
- <26 researchers out of compliance for units with greater than 500 researchers

Please contact us at RQMP@duke.edu if you have any questions.

Thank you,
-The RQMP Central Office
Dear Research Quality Teams,

Please see the following RQMP announcements.

Updated RQT Directory

Please join us in welcoming to Shanta Garvin and Christoph Hornik to the Research Quality Management Program (RQMP) as of January 2022. Shanta joined as the Lead Research Administrator (LRA) for the Duke Cancer Institute (DCI) and Christoph joined as the Research Quality Officer (RQO) for the department of Pediatrics.

All current RQOs and LRAs are included in the RQMP Directory, see attached. We also maintain a current version of the directory on the DOSI RQMP webpage for easy reference. Please email our office at RQMP@duke.edu if there are any changes to your research quality team. We’ll be happy to assist you with orienting new members (including delegates) to the program.

Disseminating Survey about Research Data Resourcing Needs

The Office for Research & Innovation (OR&I) is requesting your assistance in disseminating the following message to research faculty and PIs in your department/center/institute. The survey will collect information about Data Resourcing needs around Duke. Please reach out to researchdata@duke.edu with any questions or concerns. Thank you for your help in spreading the word!

Needs Assessment for Research Data Resources

The Office for Research & Innovation (OR&I) is seeking input from Faculty and PIs to help us understand research data resourcing needs across the University. This request is part of the Duke Research Data Initiative’s commitment to engage the research community. Prior to February 22nd use the survey link below to help us understand how the institution can help support the management and preservation of data (estimated 10 mins to complete). Faculty and PI respondents will be entered into a raffle to win an Apple Watch or Bose Environmental Speaker!

Link to Survey

For more information about the Research Data Initiative, please see their website.

Thank you,
The RQMP Central Office
Dear Research Quality Teams,

As mentioned during the last Monday announcement, Laurianne Torres (Associate Dean, Research Administration) will be discussing common errors in grant submissions and proposal routing during the Winter Roundtable on Monday. We’re excited to announce there is a new page in myRESEARCHpath dedicated to this topic: [https://myresearchpath.duke.edu/common-errors-proposal-development-and-how-avoid-them](https://myresearchpath.duke.edu/common-errors-proposal-development-and-how-avoid-them). If you have a moment, take a quick peek before the meeting. Send any advance questions for the ORA team to ROMP@duke.edu and they’ll do their best to address them during the presentation. They will also be happy to take questions during the Q&A session.

If you haven’t already, please register in advance for the Winter Roundtable using the following registration link: [https://duke.zoom.us/meeting/register/tJwldOqqrzsuGtRHDyWbBwil1_9xmx-upzip](https://duke.zoom.us/meeting/register/tJwldOqqrzsuGtRHDyWbBwil1_9xmx-upzip)

*NOTE: Attendance is not mandatory but we encourage RQOs and LRAs to attend if possible. A recording of the event will be made available afterwards for those who cannot attend.*

**SCAP Attestation Tracker**

See the attached workbook “SCAP_Attestation_Tracker_2022_01_04” for the current status of Science Culture and Accountability Plan (SCAP) attestations in your unit. As a reminder, all faculty and staff engaged in research are required to attest to the SCAP for the Department/Center/institute of their primary affiliation in accordance with your unit’s SCAP Maintenance Plan. Please forward this information to the SCAP Tracker delegate(s) within your unit, if needed, so that they can inform researchers who are out of compliance within your unit to attest as soon as possible. Use this survey link for attestations: [http://bit.ly/SCAPattest2020](http://bit.ly/SCAPattest2020).

We have not hidden the personnel who have already attested to the SCAP; they will show with the date of their attestation in Column P. Personnel who have not yet attested will have a “No” listed in Column P. You may filter personnel by Department/Center/institute using the filters on Column O. Let us know if you have any concerns or need assistance navigating the spreadsheet.

This tracker is using the January 4, 2022 RCR training required cohort as its source. If the individual is NOT engaged in research or has left Duke, please ensure they are exempted from the RCR Tracker that feeds the cohort for the SCAP Tracker. Complete the following steps to exempt an individual from the RCR Tracker. *NOTE: the RCR Tracker administrators for your unit should have the ability to exempt individuals that you feel should be exempted (i.e., not engaged in research or no longer working at Duke). If you do not have RCR Tracker administrator rights and/or have trouble exempting them within the system, please let the ASIST@duke.edu team know and they’ll be happy to help.*

- Search for the individual under the required section on the RCR tracker.
- When their name appears, click on the circle with a minus symbol next to their name.
- From there, provide a reason for their exemption, provide a note of why they are being exempted if you would like, and select the timeframe for how long the exemption should last (a maximum of 3 years).
We provide SCAP Tracker updates on a Quarterly basis. The next report will be sent in early April 2022.

Thank you!

-The RQMP Central Office
Dear Research Quality Teams,

We hope everyone had a safe and joyful holiday break. Many thanks again for the successful completion of the December 17th milestones. We have reviewed the SMART goals and plan to reach out to each RQT individually by the end of this week.

**RQMP Winter Roundtable**

The next RQMP quarterly Roundtable will be held NEXT MONDAY, January 10, 2022 from 10:00 to 11:30 AM. Laurianne Torres (Associate Dean, Research Administration) will be discussing common errors in grant submissions and proposal routing. This will be an open discussion forum so we look forward to hearing your thoughts!

**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