University of Northern Iowa
Office of Research & Sponsored Programs

November Newsletter

November 2026 Edition

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Upcoming Training Opportunities

- RSP offers a series of training sessions to help you manage your research and sponsored projects. You can find the complete training calendar here, along with topic descriptions. Upcoming training sessions are noted below.

Topic	Date/Time	Info
Cost Transfers	**Nov 4 / 2:00-3:00**	Register
Final Accounting	**Nov 4 / 2:00-3:00**	Register
Account Reconciliation	**Nov 6 / 2:00-3:00**	Register
Cost Share Reporting	**Nov 11 / 2:00-3:00**	Register
Postaward Project Management	**Nov 13 / 2:00-3:00**	Register

All sessions are held via Zoom and require registration. Please contact rsp@uni.edu if you have any questions or concerns about the upcoming training sessions.

Meet our I-RAISE Intern

- A grant through the National Science Foundation is supporting research administration experiences for an intern at the Office of Research and Sponsored Programs. The ***Iowa Research Administration Internship Student Experience*** **(I-RAISE)** is a project designed to build capacity within the field of sponsored project administration. A key goal of the project is to support the growth of sponsored projects administration professionals at emerging and research intensive institutions.

RSP is pleased to welcome our I-RAISE intern, Ifeoluwa Ogunduyile!

Why I was interested in I-RAISE:

As a graduate student involved in research, most of my experience has been on the scientific side, from designing studies to collecting data and understanding the results. However, I've also come to realize that there is so much more that goes into making research possible beyond the work we do in the lab. I became interested in I-RAISE because I wanted to better understand what happens behind the scenes, particularly how researchers identify funding opportunities, develop proposals, and navigate the processes involved in securing support for their projects. I was also curious about the role research administration plays in helping researchers turn their ideas into meaningful projects. I saw I-RAISE as an opportunity to explore a different side of research, develop skills outside my usual area of study, and gain a broader perspective on the research process that I can carry into my future career.



Fun facts about me:

- I love taking spontaneous dance breaks, especially when I need a little energy boost during a busy day.
- I'm originally from Nigeria, so moving to Iowa for graduate school has definitely introduced me to a very different kind of winter.

I-RAISE

Effort Certification: 2026 Spring and Summer

- A condition of most externally funded grants and contracts is that the University maintains personnel activity reports for employees. These reports are a means of providing “after-the-fact” verification that time and effort was performed relative to how the staff member was paid. The University retains the certified reports for internal and external audits. RSP will be sending out Effort Certification Reports in Workday sometime this Fall semester. Effort Certification Reports will be sent out to employees who were paid a portion or all their salary from a grant or contract during the time indicated on the reports. The reporting period for **Faculty, Academic Administrators, and Graduate Assistants** is the 2026 Spring Semester (i.e. January 2026 – May 2026) and 2026 Summer Session (i.e. May 2026-August 2026). The report period for **P&S and Merit staff** is the second half of the 2025-2026 fiscal year (i.e. January 2026 – June 2026). Each report should be verified and certified by the staff member named in the report and approved by the Department Head.
    - If there are any questions concerning these certifications, or you did not receive one for a grant paid employee, do not hesitate to call Michele Mullings-Shand at 273-6418. Thank you for your cooperation.

Rod Library Open Access Agreements

- Rod Library has Open Access publishing agreements to reduce or eliminate fees with many Cambridge University Press Journals, Oxford University Press Journals, and Springer Nature Journals. Publishing Open Access articles in high quality journals makes your work easier to find and read. Find more information about Rod Library's Open Access Publishing site



Tips & Tricks from the IRB - Tip #4

Q: Can I screen prospective participants before asking them to consent to the research?
A: Yes.

In many studies, it is appropriate to ask a small number of screening questions before obtaining informed consent. In fact, the Common Rule explicitly permits investigators, with IRB approval, to obtain information for the purpose of screening, recruiting, or determining eligibility before informed consent is obtained under specified circumstances. See 45 CFR 46.116(g). [ecfr.gov]

When designing screening procedures, keep three principles in mind:

1. **Keep the screening burden minimal.**
   Screening should be limited to the information needed to determine whether an individual is potentially eligible for the study. Federal guidance emphasizes collecting only the minimum information necessary to assess eligibility.

[irbo.nih.gov], [irb.wisc.edu]

2. **Screening data are for eligibility determination, not research analysis.**
   Information collected before consent should generally be used only to determine whether someone is eligible and interested in participating. If a variable will be included in your research dataset or analyzed as part of the study, plan to collect it again after informed consent has been obtained. This helps maintain a clear distinction between recruitment/screening activities and research participation. [irbo.nih.gov], [research.chop.edu], [ecfr.gov]

3. **Respect participants' time and goodwill.**
   The goal of pre-consent screening is to avoid asking people to spend time reviewing a lengthy consent form and study procedures only to learn they are not eligible. A brief screening process can reduce burden on prospective participants while ensuring that only potentially eligible individuals proceed to the informed consent process. This approach is consistent with the Common Rule's broader emphasis on respecting persons and providing meaningful opportunities for individuals to decide whether participation is right for them. [ecfr.gov], [irb.ucsf.edu]

IRB Tip: If your screening questionnaire starts to look like a survey instrument or collects information you'd like to analyze, it has probably gone beyond simple eligibility screening and may require a different approach.

Contact Us

Contact our office at 273.3713 or email us at rsp@uni.edu or visit us at rsp.uni.edu. Want to highlight something in the next newsletter? Please contact Alex Billman at alex.billman@uni.edu

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