Mentorship Program

UNM HEALTH SCIENCES

2025 HSC Staff Mentorship Program

Join us!

Accepting Applications: March 3 to April 11, 2025

The mission of the **HSC Staff Mentorship Program** is to **provide** staff with training resources, to **explore** growth opportunities and to **expand** networking within the University. The mentor-mentee experience is **enhanced** through workshops, university guest speakers and innovative leadership books. The program lasts for six months, commencing in June 2025.

Questions?: HSC-Mentorship-Program@salud.unm.edu.

GROW LEARN MENTORSHIP

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THE UNIVERSITY OF NEW MEXICO HEALTH SCIENCES

Mentorship Program – The Experience

- Develop a helping relationship
- Exchange knowledge, experience and goodwill
- Encourage confidence, purpose, insight and wisdom
- Polish our skills and abilities
- Explore career development
- Key is **Communication!**

Mentorship Program – How to Apply

The 2025 HSC Staff Mentorship Program is now accepting applications and closes on April 11th
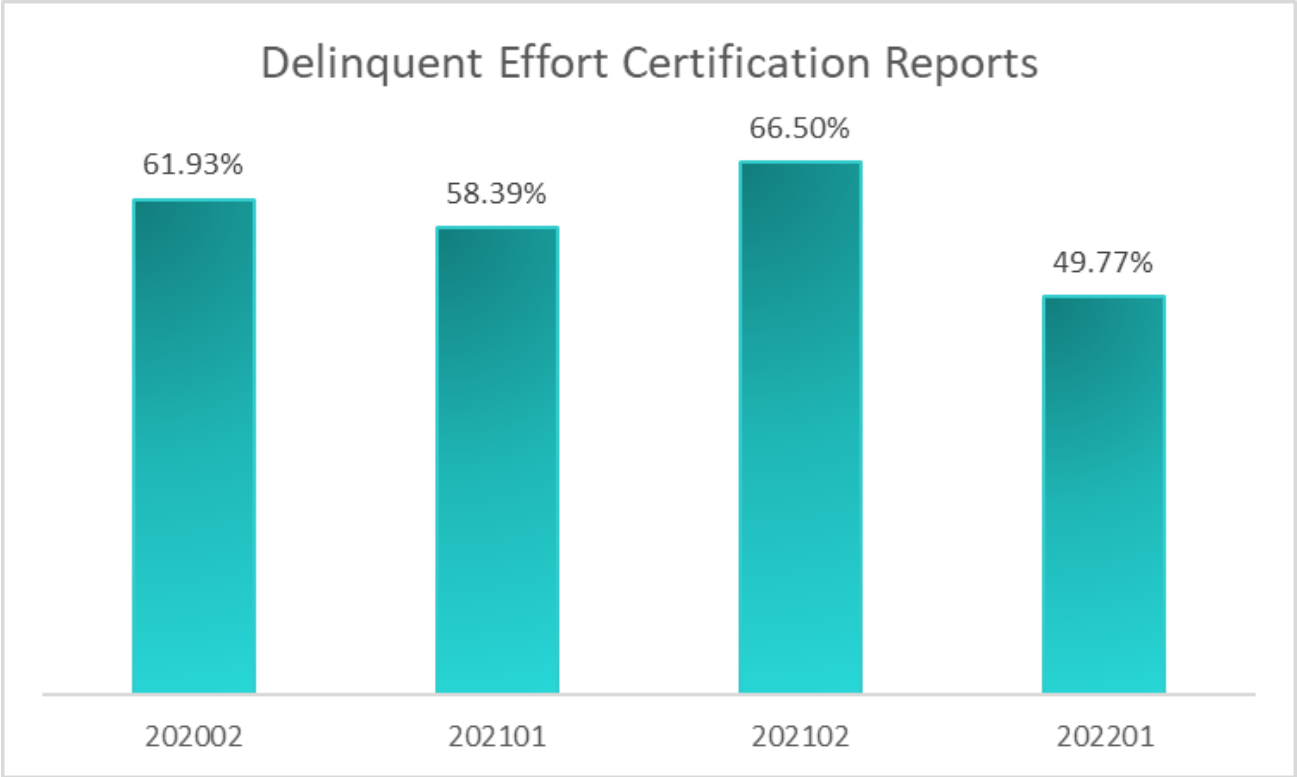
- Visit the website for more information and complete the application:

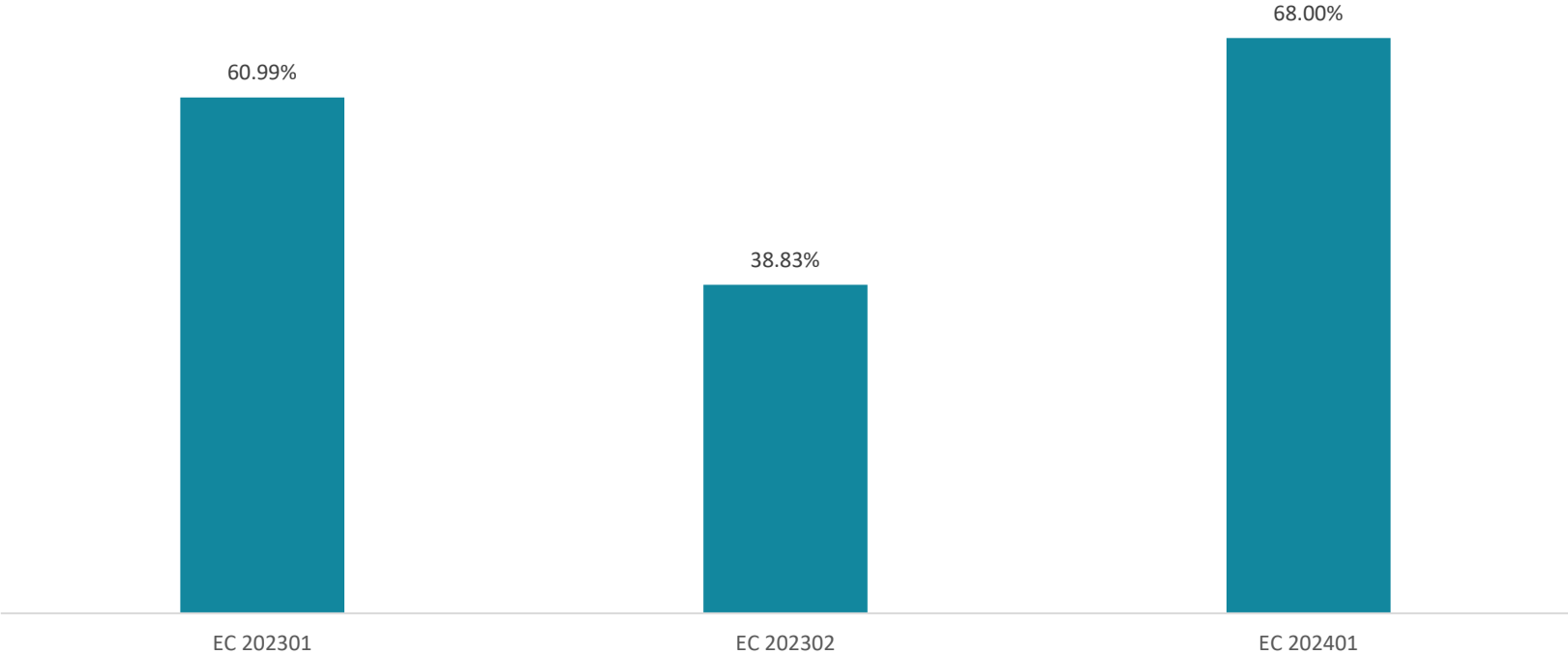   https://hsc.unm.edu/about/finance/administration/staff-mentorship-program/

Contract & Grant Accounting Update on Effort Certification

Effort Certification Delinquencies

Delinquent Effort Certification Reports

202002	202101	202102	202201
61.93%	58.39%	66.50%	49.77%

Effort Certification Delinquencies

Delinquent Effort Certification Reports

- 202402 EC opened this week for prereview

Technical Issues

- This year we have had some technical issues with the effort certification module. In order to assist, we have the following instructions available:

    - Use this link : https://lobowebapp.unm.edu/EmployeeSelfServiceAdmin/

- **Do not access via the Employee Dashboard**

Verify the required BAR role:

- To request a BAR, go to https://bar.unm.edu/.
    - Go to "Search Roles"
    - Type in Search "Effort Certification"
    - Add "Department Effort Certification"
    - Submit the request. Your supervisor will be listed on your request. You can reach out to them if necessary to get approval.
    - Remember that on-line training is required to get the BAR role.
- If you need training for the BAR role or if you want a refresher, online training is available through Learning Central (https://learningcentral.unm.edu). Just remember to use the new link rather than the Employee Dashboard once you get ready to certify!
    - Go to "Learning" and search for *EOD 932 – Required Effort Certification Training for Pre-Reviewers and Effort Certification for Certifiers*.

When would a PI need to add the BAR role

Technical Issues

- Make sure you are connected to VPN if you are off campus. The easiest way to connect for effort certification is through this link: https://unmvpn.unm.edu/https/lobowebapp.unm.edu/EmployeeSelfServiceAdmin/

- If you are still having issues, clear your cache. FastInfo ID 4599 can assist with this step: Go to https://unm.custhelp.com/app/answers/list and enter 4599 in the search. Click on "How to Clear Cached Browser Items".

- Try an incognito screen (crtl+shift+N) and use the new link mentioned above.

Still having issues after these steps?

- Please email the C&G office:

  HSC-Effort-Reporting@salud.unm.edu

Effort Certification Status Report

Effort Certification Status Report

Effort Certification Status Report

FNRECRT Effort Certification Status Report Pending Queues
Organization Level: 5 Certification Period: 202402
Search Term(s): '099A'

Employee Banner ID	Employee Name	Queue Member Banner ID	Queue Member	Action Taken By	Member Action	Action Date	Report State	Report Status
XXXXXXX	Louie, Lobo	XXXXXXX	Lucy, Lobo		CERT		UNLOCKED	UNDER_REVIEW

Next Steps Update

- Execute contract with Huron

- Design and build new certification process

- Beta Testing by departmental personnel

- Schedule training sessions and development of training material

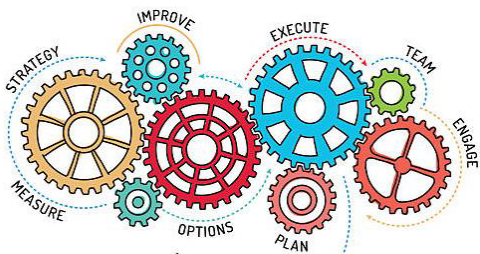- Estimated Go live – Fiscal Year 2026

Questions

DATA USE AGREEMENT (DUA) PROCESS CHANGE

In alignment with guidance from the **Vice President for Research** and **UNM Legal Counsel**, the **UNM Health Sciences Center** will no longer require a **Data Use Agreement (DUA)** for **incoming data** under the following conditions:

1. **No DUA Required by External Party:**
   o If the external party **does not require** a DUA for UNM HSC to receive data, the **Principal Investigator (PI)** must complete the **Incoming Data Tracking Form** and submit it to **HSC-DUASPO@salud.unm.edu**.
   o The **Sponsored Projects Office (SPO)** will log the submission into the **Master DUA Tracking Record** for internal tracking.

2. **Acknowledgment or Access Permission Required:**
   o If the external party **requires only an acknowledgment or permission form**, the PI should complete the **Incoming Data Tracking Form** and send it to **HSC-DUASPO@salud.unm.edu** for SPO review.
   o If the PI must log into a system to request access, they should submit a **screenshot of the terms** or **download the form** and send it to SPO for review.
   o SPO will work with the external party to revise any necessary terms (e.g., indemnification clauses) and notify the PI once access is approved.
   o SPO will also create an **Agreements Record** for tracking purposes.

3. **Terms & Conditions Must Be Reviewed:**
   o If the external party has **terms and conditions** that UNM HSC must agree to, the PI should send both the **terms** and the **Incoming Data Tracking Form** to **HSC-DUASPO@salud.unm.edu**.
   o If the PI does not have access to the terms, SPO will obtain and review them.
   o If a **signature is required**, SPO will coordinate approvals and create an **Agreements Record** for tracking.

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HSC Financial Services Division / Sponsored Projects Office

Incoming Data Tracking Form

PI Name:

PI Department:

PI Email:

External Party Name:

External Party Contact:

External Party Email:

External Party Phone Number:

Study Title:

Short Description (less than 250 words) of data being received:

By providing this form, I, the Principal Investigator of this project am confirming the external entity does not require a Data Use Agreement for UNM HSC to receive data.

PI Name:

PI Signature:

Date:

Please email to HSC-DUASPO@salud.unm.edu

DATA USE AGREEMENT (DUA) PROCESS CHANGE

When is a DUA or Additional Review is Required

UNM HSC **will require** a **DUA** and/or **Privacy/IT Security Review** for:

✅ **Outgoing Data**
✅ **Incoming & Outgoing Data Combinations**
✅ **MTA/DUA Contractual Combinations**

The **new DUA process** is currently being piloted, and if you are interested in being part of the pilot or have questions or suggestions, please contact Aida Andujo **aandujo@salud.unm.edu**.

F&A SPLIT PROCESS

Click F&A Splits

Current State
Draft

Edit Funding Submission

Printer Version

View Differences

View Smartform Progress

My Activities
- Administration
- SPO Administration
- Copy as a NEW Proposal
- Submit For Department Review
- Request FA Split

Request FA Split

F&A Split

This activity will initiate an F&A split and forward it to SPO for approval

Please enter the appropriate info below and click "OK" after reading the disclaimer.

Principal Investigator: Alicia Bolt
Primary Sponsor:NIH / National Institutes of Health
FP Number:FP00016239
Project Title: Investigation of the Role of Bone Marrow Adipocytes in Tungsten Enhanced Breast Cancer Metastasis

* Start Date:
* End Date:

* **HSC Budget Details:**
+ Add
There are no items to display

Main Campus Budget Details:
+ Add
There are no items to display

* **Schools:**
+ Add

School	Amount (Direct Costs)
There are no items to display	

School total: $0.00
Budget total: $84,948.00
Remaining: $84,948.00

❖ As a reminder, SPO specialists will request that the **F&A split be completed once an award is received**

❖ Please complete F&A Split **as quickly as possible** as to not delay your award set-up

❖ **The VPR will no longer be required to approve F&A Splits**

❖ Remember if personnel changes after the split has been established, contact your Fiscal Monitor to update

COST-SHARE COMMITMENTS

⭐ ***The Cost-Share Commitment Form is getting a facelift!***
- We will be updating and/or removing fields from the current form for better tracking and increased compliance!
- Justification field detailing voluntary or mandatory commitments will be required
- Revised Cost Share Commitment Form

⭐ ***Routing Process will change***
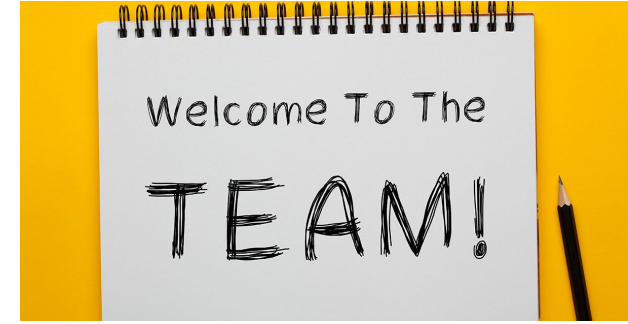
Department → Dept Accountant → Chair → C&G → VPR

⭐ ***Please remember:*** *you cannot cost-share fringe benefits and research with I&G, or any cost that is not an allowable cost on the award*

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INTRODUCING AMANDA HAUER!

Welcome To The
TEAM!

Sponsored Projects Officer, Contracts
LAHauer@salud.unm.edu

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A FEW FRIENDLY REMINDERS…

❖ <u>ALL</u> sponsored project proposals must be reviewed by SPO prior to submitting to sponsor

[Sponsored Projects Policies and Guidance](#)

[Memorandum: Penalties for Proposal Submissions not reviewed by SPO](#)

❖ A Material Transfer Agreement (MTA) must be in place (and reviewed by the HSC Sponsored Projects Office), prior to sending or receiving materials

[Memorandum: Penalties for MTA's not reviewed by HSC Sponsored Projects Office](#)

❖ Please remember to use the non-federal IBW if the funding Sponsor is a private industry or foundation partner

** Failure to comply could result in fines, or forfeiture of funding

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Q&A SESSIONS - SPO/C&G ACCOUNTING

The Q&A Sessions jointly hosted by SPO and Contract & Grant Accounting are in full swing!

These sessions are a great opportunity to get your questions answered and learn more about our processes and services!

Upcoming : Wednesday, March 26, 2025
                                12:00 pm – 1:00 pm
Where: https://hsc-unm.zoom.us/j/93087984116?from=addon
              Passcode: Q&A

You can pre-register for these sessions with the following Link:
Q&A Sessions with SPO and C&G Accounting

Additional dates are scheduled for the 2nd and 4th Wednesday of the month, including:
- **April 9   12:00 pm – 1:00 pm**
- **April 23 12:00 pm – 1:00 pm**
- **May 7   12:00 pm – 1:00 pm**

* changes to these dates and times will be announced in advance

To receive additional information and assistance you can contact our office through various means:

Phone: 272-9383
Email: HSC-PreAward@salud.unm.edu
Physical Location: 1650 University, UNMHSC Business & Communications Center, 2nd Floor, Suite 2200

Please remember that you can always reach out to your SPO Specialist or a SPO Manager directly for assistance.

We are here to help!

NIST SP 800-171

What We'll Cover Today:
- What is Controlled Unclassified Information (CUI)?
- What is NIST 800-171?
- What is the NIH Genomic Data Sharing (GDS) Policy?
- What is the impact on our organization & research?
- What work are we doing for 800-171 compliance?
- How can we support you? Secure Enclave Design Considerations

What's in it for me?

Why This Matters to You as a Researcher

- **Funding at Risk**
  - Compliance with NIST 800-171 is required for NIH, DoD, and federally funded research.
  - Non-compliance could impact future grants and contracts.

- **Genomic Data & Security Compliance**
  - NIH now mandates NIST 800-171 security for genomic data research.

- **Protecting Your Research**
  - Prevent unauthorized access, data loss, and compliance penalties.

- **Institutional & Legal Risks**
  - Increased federal enforcement (e.g., Penn State, Georgia Tech cases).
  - UNM Health must implement security controls to avoid legal risks.

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What is CUI, NIH Genomic Data Sharing Policy & NIST 800-171?

- **Controlled Unclassified Information (CUI)**
  - CUI includes sensitive but unclassified data.
  - This includes Protected Health Information (PHI) and Personally Identifiable Information (PII) in healthcare.
  - Must be protected under NIST 800-171 and federal compliance requirements.
  - **More on CUI**: https://www.archives.gov/cui

- **NIH Genomic Data Sharing Policy (NOT-OD-24-157)**
  - The NIH Genomic Data Sharing (GDS) Policy has been updated to modernize how genomic data is handled and shared.
  - NIH has categorized genomic data as "controlled-access data" (but not CUI).
  - Although genomic data is not CUI, NIH requires NIST 800-171 compliance for projects handling genomic data.
  - **NIH Genomic Data Sharing Policy**: https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-157.html

- **NIST 800-171 Compliance**
  - A federal security framework with 110 security controls to protect CUI and federally regulated data.
  - Required for NIH, DoD, & federally funded research contracts.
  - **NIST 800-171 Overview**: https://csrc.nist.gov/publications/detail/sp/800-171/rev-2/final

Impacts on UNM Health

- **To continue receiving federal contracts, UNM Health must transition to NIST 800-171 compliance.**
  - **Near-term impact:** NIH and DoD research contracts involving PHI or PII require compliance.
  - **Long-term impact:** All federal contracts involving PHI or PII will require compliance.

- **Data Use Agreements (DUAs):**
  - Before a DUA is finalized, confirming whether CUI or genomic data is being handled will be necessary.
  - Any DUA involving CUI will trigger 800-171 security requirements.

- **NIST 800-171 compliance is not a trivial effort:**
  - We do not yet have all the required security controls.
  - Extensive documentation is required beyond technical controls.

- **Federal enforcement is increasing:**
  - Due to cybersecurity lapses, Penn State and Georgia Tech faced legal actions under the False Claims Act.
  - More on enforcement actions: https://therecord.media/penn-state-fined-millions-cybersecurity
  - https://www.internetgovernance.org/2024/08/27/the-justice-department-sues-georgia-tech-a-teachable-moment-in-cybersecurity-management

Our Current Work on NIST 800-171 Compliance

- **Phase 1 (Complete):**
  - Met NIH compliance requirement by January 25, 2025, for genomic data sharing on N:\Research Studies.
  - Completed NIST 800-171 self-assessment and POA&M in January 2025.
  - ISO signed the attestation memo dated Jan 25, 2025.

- **Phase 2 (In Progress):**
  - Developing a CUI secure enclave with an implementation goal of July 2025.
  - This enclave will also incorporate NIH genomic data security requirements.

- **Phase 3 (Future Consideration):**
  - Long-term issue – the secure enclave will meet research security requirements but may not be sufficient for federal contracts in clinical or academic services.

Key Security Areas We Must Address

- **Multi-Factor Authentication (MFA)**
  - Required for accessing CUI.

- **Endpoint connection design & restrictions**
  - Citrix? Endpoints outside the enclave boundary cannot process or store CUI data.

- **Accountability & control of removable media**
  - If removable media (e.g., USB drives) is allowed, strict accountability measures must be implemented.

- **Specific CUI training**
  - Security awareness training covering insider threats, phishing, and best practices.

- **Access controls**
  - Role-based access management ensures that only authorized users handle sensitive data.

- **Network segmentation**
  - Sensitive research data must be isolated within secure environments.

- **Audit & logging**
  - Continuous monitoring of data access and usage.

- **Formal compliance documentation**
  - System Security Plan (SSP), SOPs, and work instructions must be maintained.

Help Shape the Secure Enclave!

- **Your feedback is critical to designing a research security environment that meets your needs while maintaining compliance.**

- **Please take a few minutes to complete our survey.**

- **Survey Link: https://forms.office.com/r/LzSRkzKiJm**

- **Scan the QR code to access the survey instantly.**

Secure Enclave Researcher Needs Survey

How Can We Support You?

- **What data storage requirements do you have?**

- **Do you need to access research data remotely from UNM Health & Health Sciences Network (e.g. from Home)?**
  - How important is remote access to your work?

- **When the secure enclave is implemented, will you require access to the public internet while working within it?**
  - Do you need access to specific online research databases, cloud tools, or external applications?

- **What computing power or software do you need for your research?**
  - Do you need access to specialized software or analytics tools?
  - Will you run AI models, simulations, or other computationally intensive tasks?

- **Do you collaborate with external researchers or institutions that will need access?**
  - Would you require a secure way to share files with non-UNM researchers?

- **What challenges do you foresee in adapting to a secure enclave?**
  - What barriers to compliance do you anticipate?
  - Are there any technical, usability, or workflow concerns that should be addressed?