

**Core Facilities Brown Bag**  
**March 3, 2021**

<b>Zoom Meeting Recording:</b>	<a href="https://northwestern.zoom.us/rec/share/y2Uft4RS1XcAuf5hQK3IDtRz_9N1c_xfcEz7QdDqa4YiScAN227kp7un1myyPGK0.CJtrk3F5Psg9Ytwd">https://northwestern.zoom.us/rec/share/y2Uft4RS1XcAuf5hQK3IDtRz_9N1c_xfcEz7QdDqa4YiScAN227kp7un1myyPGK0.CJtrk3F5Psg9Ytwd</a>
--------------------------------	---

● **VPR Address**

**Updates:** Review of last year’s activities, advice for Northwestern staff seeking vaccines ([Illinois Vaccination Planning Guide](#)), financial performance of the cores and leadership perspectives on returning to work.

● **Announcements**

**Visitors:** must have approval from Risk Management and follow municipal COVID policies and guidelines.

[Risk Management Visitor](#) | [City of Chicago Travel Order](#) | [Evanston Covid-19 Webpage](#)

**Box:** to be retired, begin planning transition of data from Box within six to nine months.

**NU Antivirus Software:** NUIT changing virus protection software; replacing Symantec Endpoint Protection with CrowdStrike Falcon.

**S10 SIG/HEI:** announcements were distributed on March 1<sup>st</sup>. Note key dates.

Internal letters of intent due from PIs	<b>March 12, 2021</b>
Internal approval notifications sent to PIs	<b>April 2, 2021</b>
NIH deadline, full proposal	<b>June 1, 2021 (5:00 PM local time)</b>

Refer to CFA website: [Core Management – Grants – Federal Opportunities – National Institutes of Health \(NIH\)](#)

**UBI:** urgent - decrease tax liability. Work with [Yan](#) in the next few weeks to have everything in order by the **deadline, March 19<sup>th</sup>** (submission of tax/usage data to Regulatory Services).

**Signature Routing (LSA/NDA/MOA):** streamlined process. Refer to CFA site for link to Smartsheet form for signature request submissions: [Core Facilities – External Users Getting Started – External Researchers](#).

Direct Form Link: Office of the Vice President for Research [Intake Portal for Non Proposal Signature Requests](#)

**LABIT:** – refer to slides and recording to get highlights. Assistance will come from core or units that support the core. Contact [Andy](#) for timeline.

● **Annual Report Update**

Annual report instructions will be updated and posted on April 1st.

CFA: [Annual Report Documents](#)

FSM: <https://www.feinberg.northwestern.edu/research/cores/funding/review.html>

● **Core Support for External Audits – Jennifer Mitchell**

Slide Presentation: [Core Facilities – Preparation for Financial Audits](#)

Presentation starts at **45:47** in recorded video.