RCRA Newsletter

Research Compliance News from your Trusted Partners

August 2026, Issue 113

Top 10 Common NIH Biosketch Issues

NIH requires submission of a biographical sketch (also referred to as biosketch) for each proposed senior/key personnel and other significant contributor on a grant application. Some funding opportunities or programs may also request biosketches for additional personnel (e.g., Participating Faculty Biosketch attachment for institutional training awards).

NIH biosketches **must** conform to a specific format. Applicants and recipients must use SciENcv to prepare their biosketch. SciENcv is a researcher profile system for all individuals who apply for, receive or are associated with research investments from federal agencies

Check for these high-frequency issues before you submit:

- Improper Citation Format (e.g. full bibliographic citations included in Contributions to Science)
- Citing products not listed in the Product section
- Using the wrong NIH Biosketch form or SciENcv template
- Missing or mismatched ORCID
- Submitting a draft or Word version instead of the certified PDF
- PDF modified after download (inadvertently or intentionally)
- Confusing professional and institutional appointment reporting requirements
- Personal Statement tailored for a different proposal or project
- User-added hyperlinks, URLs, or publication links included
- Leaving formatting issues unresolved (e.g. special characters, line breaks, spacing, etc.)

Rule of thumb: Always generate and carefully review the PDF before submission to identify formatting issues, missing sections, duplicated content, and other technical errors. Consult the NIH common forms FAQ if additional guidance is needed.

NSPM-33/ Emory Research Security Program

In January of 2021, in response to increasing concerns of foreign interference and exploitation of federally funded research, the U.S. Office of Science Technology and Policy issued National Security Presidential Memorandum 33 (NSPM-33). Designed to strengthen research data protections, the memorandum imposes disclosure, travel, and cybersecurity requirements on both institutions and researchers receiving federal funding.

Current Status

- Revisions to the NSPM-33 guidelines are slated for release by the U.S. Office of Science and Technology Policy, providing further details on compliance requirements for federally funded grant recipients.
- The Office of Information Technology is working to connect Emory's Research Security Compliance Dashboard to Insight, delivering up-to-date NSPM-33 compliance status of research study teams.

Upcoming

- This July, Emory's Office of Research Compliance & Regulatory Affairs will publish a simplified decision tree to guide international travelers through requirements for their travel.
- In August of 2026, Emory's Office of Global Engagements will launch ITRIP, a travel registry system designed to meet NSPM-33's foreign travel requirements and strengthen Emory's emergency response capabilities.
- Pending release of revised cybersecurity guidelines, the Office of Information Technology will develop a centrally managed repository for protection and storage of applicable data sets.

What can I do now?

1. Complete required disclosures in Insight, as outlined in the disclosure requirements matrix.
2. Ensure that you have completed the **Export Control training module** and the **Research Security training module** in Brainier. See instructions on accessing the trainings here.
3. Register for an ORCID iD, and set Emory as a trusted institution.
4. Disclose international travel in Insight.
   - Disclose Emory-related international travel early
   - Follow data security recommendations while traveling
   - Use loaner laptops for high-risk or sensitive travel
     - Please note that EEI filing may be required for devices taken abroad

Research Policy Digest

As part of Program Effectiveness's initiative to provide quarterly updates to keep stakeholders informed, this edition of the *Research Policy Digest* summarizes research compliance policies that were approved during Q2 of FY26. It includes a link to the full policy and policy brief for each policy. Policy Briefs provide a quick overview of scope, applicability, and compliance with university policies

Click to view the 2nd edition!

View the full Research Compliance policy handbook on our Program Effectiveness Website

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Research COI/COC News You Can Use

Important Reminders

Conflict of Interest (COI) compliance in research is important because it safeguards the credibility, objectivity, and trustworthiness of scientific work.

- Individuals should disclose potential conflicts of interest and commitment when carrying out their external and University education, research, scholarship, or service responsibilities.
- All external relationships, domestic and international, should be transparent and must be disclosed in a manner that is consistent with applicable requirements, including federal and state. laws/regulations/agency guidance, as well as Emory University's policies and procedures.

Significant Financial Interests (SFI) requiring disclosure are interests held individually by the investigator, their spouse or same-sex domestic partner, and dependent children, and must be added together; the aggregate value is used to determine the limits set forth by our **policies**.

Annual Cert Update - 2025

Thanks to everyone for your help with the Annual Certification cycle, which ran from December 1, 2025, to February 28, 2026. The COI Office is pleased to report a ***100% completion rate*** for Covered Individuals.

Walk-in Wednesday

Please join our COI/COC Office for virtual Walk-In Wednesday (WIW) sessions on the 4th Wednesday of each month from 11 a.m. to 12 p.m. COI/COC Office members will happily answer questions during these sessions and periodically host COI/COC learning sessions. Join the session **via this link**.

Emory IACUC Resources Repository

IACUC Newsletter

Check out the latest issue for updates and resources. **Topics include:**

- *IACUC Policy Updates*
- *Regulatory Agency announcements*
- *Notice to eIACUC Users*
- *Post-Approval reminders*
- *EHSO reminders*
- *Guidance on assigning animal activities to minors*
- *Alternative searches in protocols*
- *Resources for Researchers*
- *Office Contacts for IACUC and RCDC*

New Resource

STOP - Read the label Before you Administer!

Site Inspections

IACUC inspections are underway - view the schedule and learn how to prepare.

Need Support? Contact the IACUC Office at iacuc@emory.edu for assistance with new submissions, triennial reviews, or amendments.

From the Desk of Research Controlled Drug Compliance (RCDC)

FY27 Overview

RCDC will introduce several new compliance initiatives during FY27. These initiatives will help improve data accuracy, strengthen regulatory compliance, and enhance institutional inspection readiness.

- Existing DEA and GBP registrants will be assigned License Lifecycle Training through EHSA to reinforce their responsibilities for maintaining accurate licensing information throughout the lifecycle of their registration.
- **Beginning in December 2026**, RCDC will conduct semi-annual compliance reconciliations through EHSA to verify key institutional records, including registered locations, authorized purchasers, authorized users, and controlled drug storage information.

Questions about RCDC compliance? Visit the **RCDC website** or contact us at **rcdc@emory.edu** for assistance.

Important Updates & Reminders

Credit Card Purchases of Controlled Drugs are Prohibited!

All controlled drug purchases, except those that qualify for an exemption under Emory Policy 7.25 or Policy 7.14, must be processed through Emory's eProcurement System (currently Emory Express).

The use of P-Cards, corporate cards, personal credit cards, or any other credit card to purchase controlled drugs is strictly prohibited. Reimbursements for controlled drug purchases are also prohibited.

Dangerous Drug Self Inspections are Due!

Dangerous Drug self-inspections were assigned in May 2026 and were **due July 6, 2026.** As of this newsletter, **only 45% of registrants have completed their assessments**. Completion is ***required*** under Emory Policy 7.25.
These self-inspections help researchers maintain inspection readiness in preparation for random inspections conducted by the Georgia Drugs and Narcotics Agency (GDNA)

Self-Inspections Instructions

GBP License Renewals

Thank you to all GBP Researcher License holders for achieving a ***100% on-time renewal rate*** before the June 30 deadline!

All DEA and GBP license holders are required to register their licenses with Emory. If you have not yet done so, please complete the **Controlled Drug Compliance Disclosure & Notification Form**

FY26 Annual Inspections

RCDC is concluding FY26 with a series of random onsite compliance inspections. We appreciate the continued cooperation of our research community in maintaining safe, secure, and compliant research environments.

Policy 7.25 Update

A summary of upcoming revisions to Policy 7.25, *The Use of Controlled Drugs in Research*, is available on the **RCDC website**. The revised policy will be assigned as required training through EHSO's EHSA system.

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Research Misconduct Prevention

Emory University Policy 7.8, the **Policy on Research Misconduct**, establishes clear requirements aligned with federal expectations, including those of HHS Office of Research Integrity (ORI). All faculty and research staff share responsibility for fostering a culture of integrity, transparency, and accountability in all research activities. To support this effort, we strongly encourage principal investigators and research faculty to utilize institutional tools such as iThenticate to review manuscripts, grant proposals, and other scholarly outputs prior to submission in a secure environment. Proactive use of these tools helps identify potential overlap and supports responsible authorship and publication practices.

The use of plagiarism detection tools is also consistent with NIH guidance on fairness and originality in research. Please refer to the NIH Guide Notice: **Supporting Fairness and Originality in NIH Research Applications (NOT-OD-25-132)**, which emphasizes that submissions must reflect original ideas and highlights risks associated with inappropriate use of AI or unverified content

Key Best Practices for Faculty and Research Teams:

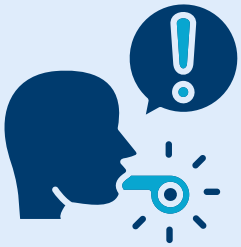
- Review manuscripts and proposals using approved tools (e.g., iThenticate) prior to submission
- Maintain clear documentation of data sources, analyses, and authorship contributions
- Ensure proper citation and attribution of all external content
- Avoid reliance on unverified or AI-generated text without appropriate review and validation
- Engage collaborators early to align on authorship and data integrity expectations

Find additional resources and guidance on our **Preventing Research Misconduct webpage**.

Reporting Research Misconduct:

Any concerns related to research misconduct —*including fabrication, falsification, or plagiarism*—must be promptly reported in accordance with **Policy 7.8**.

Deepika Bhatia serves as Emory's **Research Integrity Officer (RIO)** and is available as a resource for confidential consultation, guidance, and support. The RIO team can be reached at **rio@emory.edu** for questions, clarification, or to report concerns.



Minors in Research Form

Policy 7.21, Minors Participating in Research Activities at Emory University, requires PIs/sponsors to complete a Minors Registration Form if they plan host minors in their lab. The Minors' Registration form is **now available online**.

- Minors are permitted to enter laboratories or participate in research activities at Emory University only if they are participating in an approved program (hosted by a PI/sponsor who has received pre-approval for the project).
- The minor cannot begin participating in research activities until Program Effectiveness/RCRA provides final approval.
- The minor is authorized to participate only in the activities specified in the approved form. Any changes to these activities require an updated form and RCRA approval.

Approval Process:

1. The PI/sponsor will need the minor's name and email to begin the form.
2. After saving the minor's information, the minor will receive an email link to complete their portion of the form and to enter their parents' and school official's email.
3. The parent and school official will receive links to complete their portions of the form.
4. The PI will then receive an email notification that the minor, parent, and school official have completed their portions of the form and asking the PI to go in the portal to complete the remaining sections of the form.
5. Once the PI completes the form, internal review will be triggered based on applicability (EHSO, research security/export control, and IACUC).
6. Once the internal Emory offices have signed off, RCRA will issue final approval. The minor can begin participating in research activities only after RCRA issues approval.

Please note: Approval timelines may vary. PIs are strongly advised to submit the form at least four weeks prior to the anticipated start date to allow adequate time for review and processing. Once final approval is received, PIs may begin training and onboarding the minor.