FEBRUARY
2013

RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

OFFICE OF THE VICE PRESIDENT FOR RESEARCH / OFFICE OF SPONSORED PROJECTS

This newsletter is produced by the Office of Sponsored Projects to provide agency updates, sponsor policy and procedural information, and guidance and training in all aspects of sponsored project administration for Researchers and Research Administrators.
Please visit http://www.brown.edu/research/newsletters for archives.

Office of Sponsored Projects / 401-863-2777 / www.research.brown.edu

OSP / OVPR UPDATES

- ### Salary Reallocation Process

The deployment of the new salary reallocation template was successfully tested by a pilot group in December and January. The deployment of the template to the rest of the University community has been underway this month and will continue through March. If you need to schedule a training session please contact Heather Dominey in the Office of Sponsored Projects at extension 3-2238 or email her at heather_dominey@brown.edu.

- ### National Science Foundation's (NSF) Feedback to Brown on Proposal Submissions

NSF's review of proposal submissions has become increasingly discerning over the past months. Below are verbatim examples that OSP has received from NSF on various aspects of the submission. These examples are shared in order to avoid similar errors in future submissions from Brown University:

Research Sections:
- "In the Project Description the page numbers are missing, please add them."
- "If you do not need Facilities, please indicate "No Facilities needed.""

Biosketch & Current and Pending sections:
- "In the Current and Pending section (current) proposal amount is listed as $297,152 it should be $297,153, please revise the amount."
- "Your Biosketch does not provide the required information about the students and postdocs advised: the total number and

- complete list of ALL your PhD thesis students, and the separate list of postdocs advised in the past FIVE years together with the total number of all postdocs advised. It also omits the required list of your editorial collaborators in the last TWO years."

- "The GPG restricts a Biosketch to no more than two pages. No Biosketch may list more than 10 publications of any sort, including patents, videos, books, reviews, journal and proceedings articles, and so on. A Biosketch must also list: all the investigator's collaborators in the past four years together with all the persons who are or have been co-editors with him of a journal, compendium, or conference proceedings during the past two years; his own thesis and postdoc advisors; the total number and the names of ALL the PhD students that he has EVER advised; the total number of all postdocs that he has advised, and the names of all the postdocs he has advised in the past five years. (Numbers alone do not suffice for PhD students: all names are required). These are required elements of biosketches to help screen potential conflicts of interest of possible reviewers. The list of collaborators and other affiliations must be in alphabetical order."

- "Here's what to do:
  - In the biosketch, please provide correct, separate numbers and lists of PhD students and of postdocs for whom you were the advisor. The list of PhD students advised must include all your PhD students ever advised. (PhD students are lifetime conflicts so this is necessary.) Please give the total number of postdocs ever advised, together with a list of all the postdocs advised in the past FIVE years. If you never advised any postdocs, then saying the total number of postdocs advised is 0 or none is sufficient (and necessary); similarly for PhD students.
  - Which co-editors must you list? It's a matter of circumstance that depends on the journal's organization. We need the names of the editors with whom you work: that's the editor to whom you report, those who report to you, and the ones with whom you usually confer about editorial decisions (choice of referees, decisions about acceptance, and so forth).
  - If you run out of space, please delete items that are not required elements of the biosketch: awards, lectures, grants received, and so forth.
  - When revising any section, please format it for letter size paper (8.5 x 11.0 inches); many TeX-based packages use A4 paper as a default size, and that produces sections that violate the margin requirements and that do not print well in the entire proposal."

➢ Brown University Faculty & Postdoc Ombuds Office – What is it? What does it do?

The Brown University Faculty & Postdoc Ombuds Office is a neutral, confidential, independent and informal resource where any member of the postdoc or campus-based faculty community can discuss a complaint, conflict, or problem. The Ombudsperson listens, helps to bring forth a greater understanding of the problem and possible solutions, looks for information applicable to the situation, and provides coaching and training. The Ombudsperson frequently acts as a mediator, facilitator, process design consultant, and informal researcher when needed.

For more information:
  - go to the website: http://brown.edu/ombudsperson,
  - call 401-863-6145, or
  - email Ombuds@brown.edu

AGENCY UPDATES

NIH UPDATES	➢ **NIH Requires Use of RPPR for ALL SNAP and Fellowship Progress Reports, and Expands RPPR Functionality** **NOT-OD-13-035** The use of the eRA Research Performance Progress Report (RPPR) Module for submitting Streamlined Non-competing Award Process (SNAP) and Fellowship progress reports will be **required** for awards with start dates **on or after July 1, 2013** (i.e., due dates on or after May 15, 2013 for SNAP awards and May 1, 2013 for Fellowships). The functionality of the RPPR is also expanding on April 18, 2013 to include requests from the awarding Institutes and Centers (ICs) for additional materials following submission of an RPPR and electronic submission of the additional materials by the grantee.

➢ **Notice of Intent to Publish the Reissuance of Funding Opportunity Announcement "NIH Pathway to Independence Award (Parent K99/R00)"**
NOT-OD-13-034

The NIH and its participating Institutes and Centers, intend to make significant changes to the "NIH Pathway to Independence Award (Parent K99/R00)". The revised FOA will be issued later this year for applications due **February 12, 2014** and subsequently.

The following changes will be implemented when the FOA is re-issued:

- Candidates must have no more than **4 years** of postdoctoral research training experience at the time of the initial application or the subsequent resubmission.
- Although the duration of postdoctoral training may vary across scientific disciplines, candidates must propose a plan for a substantive period of mentored training not to exceed 2 years.
- It is expected that K99 awardees will benefit from **no less than 12 months** of mentored research training and career development before transitioning to the independent, R00 phase of the program.
- Individuals who are close to achieving an independent faculty position, and cannot make a strong case for needing a minimum of 12 months of additional mentored training, are not ideal candidates for this award.
- If an applicant achieves independence prior to initiating the K99 phase, neither the K99 nor the R00 phase will be awarded.

➢ **NINDS Policy for Submission of Applications Containing Clinical Trials**
NOT-NS-13-006

The National Institute of Neurological Disorder and Stroke (NINDS) will **not** accept investigator initiated R01 applications which include clinical trials under the FOA PA-11-260 [Research Project Grant (Parent R01)] and subsequent revisions to this FOA.

Applicants submitting investigator initiated applications to NINDS which contain a clinical trial must submit to one of the following NINDS FOAs specifically designed for clinical trials:

- NINDS Exploratory Clinical Trials (R01) PAR-10-199
- NINDS PHASE III Investigator-Initiated Multi-Site Clinical Trials (U01) PAR-11-173

➢ ***Reminder*** **Changes to the Public Access Policy Compliance Efforts Apply to All Awards with Anticipated Start Dates on or After July 1, 2013**
NOT-OD-13-042

For non-competing continuation grant awards with a start date of July 1, 2013 or beyond:

1. **NIH will delay processing of an award if publications arising from it are not in compliance with the NIH Public Access Policy.**
2. Investigators will need to use MyNCBI to enter papers onto progress reports. Papers can be associated electronically using the RPPR, or included in the PHS 2590 using the MyNCBI generated PDF report.

Please see NOT-OD-12-160 for more details.

In addition, the NIH Office of Extramural Research (OER) published three new podcasts to help grantees understand the NIH Public Access Policy and to introduce investigators and institutions to new tools NIH has made available for ensuring compliance with the Policy.

Following are the available Podcasts:

- Understanding the NIH Public Access Policy
- Using MyNCBI to Manage NIH Public Access Policy Compliance
- Using the Public Access Compliance Monitor Tool

You can find all of these podcasts and their transcripts on the All About Grants podcast webpage (http://grants.nih.gov/podcasts/All_About_Grants/index.htm).

NSF UPDATES

➢ Increased Automated Compliance Checking for NSF Proposals

Beginning **March 18, 2013**, the NSF will enhance the FastLane system to begin automated compliance checking of all required sections of proposals.

The **GPG-required** sections of a proposal include:

Project Summary *****	Budget Justification
Project Description	Current and Pending Support
References Cited	Facilities, Equipment and Other Resources
Biographical Sketch(es)	Data Management Plan *****
Budget	Postdoctoral Mentoring Plan (if applicable)*****

* *These proposal sections are already being auto-compliance checked by FastLane.*

Proposal submission instructions for conferences, symposia or workshops, international travel grants, or program solicitations may deviate from the GPG instructions. **If the submission instructions do not require one of the above sections to be provided, proposers will need to insert text or upload a document in that section of the proposal that states, "Not Applicable."** Doing so will enable FastLane to accept the proposal.

Additionally, for proposals submitted directly in FastLane, proposers providing Biographical Sketches and/or Current and Pending Support information for Principal Investigators (PIs), co-PI(s) or Senior Personnel in a single PDF file associated with the PI, **must insert text or upload a document in the Biosketch Section in FastLane of the proposal that states, "Not Applicable," for any co-PI or Senior Personnel so that FastLane will accept the proposal.**

PIs will receive a warning message if any of the GPG-required sections is missing and FastLane will prevent submission to NSF.

Proposals submitted through Coeus to Grants.gov, must include all GPG required sections or include a document stating that the section is "Not Applicable."

Agency Tips

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Grants.gov Improved Search Feature

In the upcoming March update release of Grants.gov, users will begin to see an increased precision and relevance of search results for Grant Opportunities and site content.

The enhanced Grant Opportunity Search Result page will now:
- Include both, the Open and Close dates in all views
- Display file names for any attachments included with the Grant Opportunity

The enhanced Site Content Search and Result page will now include:
- Improved display, sorting, and pagination

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New Podcasts on NIH Public Access Policy

The NIH Office of Extramural Research (OER) published three new podcasts to help grantees understand the NIH Public Access Policy and to introduce investigators and institutions to new tools NIH has made available for ensuring compliance with the policy.

- In the first podcast, Understanding the NIH Public Access Policy, OER's Dr. Neil Thakur, program manager for the Public Access Policy, gives an overview of the policy and describes NIH's efforts to enhance policy compliance.
- In the second podcast of the series, Using MyNCBI to Manage NIH Public Access Policy Compliance, Dr. Bart Trawick of the National Library of Medicine discusses how MyNCBI can be used by authors to collect citations from PubMed and determine which publications fall under NIH's Public Access Policy.
- In the final podcast, Using the Public Access Compliance Monitor Tool, Peter Cooper of the National Library of Medicine describes a tool for research administrators that allows them to monitor and report on NIH Public Access Policy compliance across their research institution.

You can find all of these podcasts and their transcripts on the All About Grants podcast webpage.

COEUS UPDATES

COEUS TIP OF THE MONTH

WHEN TO USE AND WHEN NOT TO USE THE MULTI-PI CHECKBOX

- The **Multi-PI Checkbox** applies **only** to proposals being submitted to the **NIH Sponsor Group** – it should **NOT** be used for proposals being submitted to other sponsors.
- The **Multi-PI checkbox** must be checked for **ALL Investigators** considered Multiple PI – including the Contact PI (the individual that has the PI Checkbox checked!)

We have built a validation in Coeus that will check to see if the Multi-PI checkbox has been checked for proposals that are not being submitted to the NIH Sponsor Group.

For example, if you are submitting a proposal to **NSF**, and you check the Multi-PI checkbox for any Investigator in the Investigator Tab, you will receive the following **ERROR message** and will need to uncheck the checkbox in order to route the proposal for approval.

REMINDER

Coeus User Group PowerPoint Slides from the **February 20, 2013** meeting are available for viewing on the Coeus User Group website (http://www.brown.edu/research/proposals-awards/coeus-access-support/coeus-user-group/coeus-user-group)

If you missed any prior meetings, this site also contains presentations from previous gatherings!

COEUS USER GROUP MEETING

The meeting is intended to allow Coeus Users to network, share best practices, learn new business process changes, and address Coeus issues.

If you have ideas for topics to discuss please email Kat Szulc.
Next Meeting:
April 17 , 2013 –Smith-Buonanno Hall-G01
10:00am – 11:30am

TRAINING

OSP TRAINING SPOTLIGHT

Sponsored Projects Trainings
Spring 2013 Schedule

To register for classes, please navigate to www.brown.edu/learningpoint and log in using your Brown User Name and Password.
~ The training classes can be found by clicking on the "*Sponsored Research Related Training*" from your homepage.

Date	Class
03/05/2013	Pre Award: Introduction to Grant Budgets
03/05/2013	COEUS: How does COEUS populate your Grants.gov forms?
03/08/2013	Pre Award: Research Equipment & Property Management
03/12/2013	*Certificate Training**
03/19/2013	Pre Award: Subcontracts Demystified
03/21/2013	Post Award- Commitments
03/21/2013	Coeus : Proposal Hierarchy
03/25/2013	Pre Award: NIH Assorted Training - Ruth L. Kirschstein NRSA Individual Fellowships
03/27/2013	Pre Award: Cost Sharing on Sponsored Projects
04/02/2013	Coeus: Advanced Budgeting
04/02/2013	Direct Charging Administrative Costs
04/09/2013	*Certificate Training**
04/12/2013	Post Award - Supporting Documentation and Justification
04/17/2013	Post Award- Cost Transfers
04/18/2013	Coeus: Lite Proposal Development-New Users
04/23/2013	Coeus : Viewing Proposal and Award Information
04/24/2013	Post Award – Xtrain
05/02/2013	Post Award – Allocation of Costs
05/09/2013	Post Award - Traveling on Sponsored Funds
05/13/2013	Post Award – Effort Reporting
05/14/2013	*Certificate Training**
05/16/2013	Post Award - Financial Closeout of Sponsored Projects
06/11/2013	*Certificate Training**
*	*Only for those enrolled in 10 month program*

ABOUT OSP TRAINING

The Office of Sponsored Projects is pleased to offer numerous training opportunities for faculty and staff. Topics Include:

- **Coeus Training**
  - *Learn how to use the University's sponsored projects management system.*
- **Pre-Award Training**
  - *Learn best practices in Pre-Award management. Sessions range from preparation of proposals and budgets to negotiation of award terms & conditions.*
- **Post-Award Training**
  - *Learn best practices in Post-Award management. Sessions ranging from travel on sponsored projects to allocation of costs.*

Sponsored Projects Training Sessions are now on LearningPoint, Brown's new Professional Development System.
~ To register for classes, please navigate to www.brown.edu/learningpoint and log in using your Brown User Name and Password.
~ The training classes can be found by clicking on the "*Sponsored Research Related Training*" from your homepage.

GRANT CONFERENCES & NCURA EDUCATIONAL PROGRAMS

2013 NCURA Region 1 Spring Meetings
New Castle, NH
April 30-May 2
- Over 40 Sessions spanning 3 days
- Topics address all areas of research administration
- For more information and registration, click here

2013 SRA Northeast/Midwest Sections Meeting
Biltmore Hotel, Providence, RI
May 5-8
- Topics focused on Professional Development, Financial Management, Clinical Trials, and more
- For more information and registration, click here

NCURA provides instant education with YouTube Tuesdays
With over 100,000 views, NCURA's YouTube Tuesdays is an efficient way for research administrators to learn quick tips from your colleagues in the field. Subscribe to NCURA's YouTube Channel today!