



# RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

JUNE  
2015

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, 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. To subscribe, Faculty/Investigators can go to <https://listserv.brown.edu/archives/cgi-bin/wa?SUBED1=OSPNEWSLETTER&A=1>*

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## OVPR / OSP UPDATES

### ➤ Brown's New Password Requirement May Impact Logging into Coeus Lite

Recently, members of the Brown community have been asked to choose a password that complies with Brown's new password requirements. However, we have noticed that the addition of certain special characters interferes with the ability to log into Coeus Lite.

If you have issues accessing Coeus Lite, we recommend changing your password and avoiding the following special characters:

Accented or non-english alphabetic characters	Ü, î, ø, å, é etc.
Ampersand	&
Back slash	\
Double quote	“
Forward slash	/
Greater than	>
Less than	<
Single quote or apostrophe	'

To change your password, visit [MyAccount](#), click “Manage Account” on the top right to log in, and click “Change Password for Brown Username” on the left menu.

### ➤ Research Development & Grant Writing News – June Issue

The June issue is now available online. (Brown users must sign-in to access this subscription.) This newsletter offers strategies on how to compete successfully for research funding and highlights new funding opportunities. Archived issues are available [here](#).

## FEDERAL AND NON-FEDERAL SPONSOR / AGENCY UPDATES

### AMERICAN HEART ASSOCIATION

#### ➤ **Funding Announcements for the American Heart Association Cardiovascular Genome-Phenome Study (CVGPS) Discovery Grants**

The Cardiovascular Genome-Phenome Study (CVGPS) is a collaborative effort, led by the American Heart Association (AHA) to accelerate the future of cardiovascular medicine. CVGPS combines the power of long-term population studies with the precision of molecular analysis to unravel key distinctions between and within subgroups of patients. The discoveries it generates will point the way toward better targeted, safer, and more effective treatments, based on a deeper understanding of patients' characteristics, including risk profiles and therapeutic needs.

To accomplish the promise of the CVGPS, AHA is offering three funding opportunities to investigators:

Opportunity	Application Deadline	OSP/BMRA Deadline
<a href="#">CVGPS Heart Failure Discovery Grant RFA</a>	07/15/2015	07/07/2015
<a href="#">CVGPS Predictors of CVD Discovery Grant RFA</a>	07/15/2015	07/07/2015
<a href="#">CVGPS HDL Discover Grant RFA</a>	07/22/2015	04/14/2015

Discovery Grants are one-year research awards using phenomic and genomic data from any dataset. The amount of each award is approximately \$160,000; projects will most likely be secondary data analyses, as the goal is to provide outcomes that address a specific question as outlined in each RFA. Work must be completed in one year; there is no opportunity for a typical one-year, no-cost extension.

### NIH UPDATE

#### ➤ **Clarifying Publication Reporting Instructions for Research Performance Progress Reports (RPPR) and Renewal Applications**

[NOT-OD-15-091](#)

A fundamental premise of NIH's public access policy is that awardees are responsible for ensuring that papers directly resulting from their funding award are made accessible to the public on PubMed Central. When awardees list a paper in the progress report publication list of an RPPR or a renewal application, they are claiming that the publication directly arises from that award and the awardee is responsible for the public access compliance of the listed publication. This notice clarifies which papers directly arise from institutional training, career development, and related awards to reduce the burden of unnecessary reporting.

#### **Guidance for Reporting Publications for Institutional Training, Career Development, and Related Awards:**

*(This guidance applies to the following activity codes: T15, T32, TL1, T34, TL4, T35, T90, R25, RL5, R90, K12, KM1, KL2, D43, D71, DP7, U2R, and U45.)*

- Trainee, scholar, and participant publications must be reported in section C.1 of the RPPR if:
  1. The publication was accepted for publication or published during the reporting period; and
  2. The publication resulted from work conducted while the individual was supported by the award (i.e., receiving a stipend or salary from the award).
- Publications resulting from work conducted while not actively supported by the institutional training, career development or related award should not be reported in section C.1.

#### **General Reminders:**

- Awardees are responsible for ensuring publications are deposited into the NIHMS upon acceptance for publication.
- Authors can use the Applicability & Submission Method Wizard (<http://publicaccess.nih.gov/determine-applicability.htm>) to learn how to bring their publication into compliance and report it to NIH.
- Investigators, authors, and delegates can track public access compliance in My Bibliography (<http://www.ncbi.nlm.nih.gov/myncbi/>). Program Directors/Principal Investigators may wish to track publications they do not author in the collection "Other Citations". "[Other Citations](#)" is especially helpful for managing institutional training grants and complex awards.
- NIH recommends investigators or their delegates check the public access compliance of all the papers directly arising from their award at least once a quarter.

## ➤ HHS Issues PHS 2015-2 SBIR and STTR Omnibus Grant Solicitations

### [NOT-OD-15-101](#)

The 2015 Omnibus Grant Solicitations of the NIH, CDC, FDA and ACF are now available for the SBIR and STTR (NIH only) programs.

The 2015 SBIR/STTR Omnibus solicitations and accompanying resources can be found below:

- SBIR: [PA-15-269](#)
- STTR: [PA-15-270](#)
- [2015 Program Descriptions and Research Topics and Appendix A \(SBA approved topics for budget waivers\)](#)
- [SF424 \(R&R\) SBIR/STTR Application Guide for NIH and Other PHS Agencies](#)

**Standard Application  
Due Dates:**  
September 5, 2015;  
January 5, 2016; and  
April 5, 2016.

## ➤ Deadline for Final Reports Required for Grant Closeout

### [NOT-OD-15-111](#)

For all projects with a period of performance end date **on or after October 1, 2014**, recipients must submit a Final Federal Financial Report (FFR), Final Progress Report (FPR), and Final Invention Statement and Certification (FIS) within **120 calendar days** of the end of the project period. For any projects with a period of performance end date **prior to October 1, 2014**, the reporting deadline will be **90 days** from the project period end date.

This change was first announced in the Interim Grant General Conditions released on February 5, 2015.

These revised deadlines are not yet updated in eRA Commons. It is estimated that they will be updated by July 17, 2015.

## ➤ NIH Biosketch Resources

Don't forget that as of May 25, 2015, the National Institute of Health (NIH) and the Agency for Health Research and Quality (AHRQ) require the new biosketch format for all competing and non-competing applications. If your biosketch does not fit the requirement, you risk NIH rejecting your application as noncompliant.

There are several resources to help you build your biosketch:

- [New biosketch instructions and samples](#)
- [NIH's Frequently Asked Question on Biosketches](#)
- [SciENCv: Science Experts Network Curriculum Vitae](#)

## NSF UPDATE

## ➤ FY 2016 Sustainable Chemistry, Engineering, and Materials (SusChEM) Funding Opportunity

The NSF started this funding initiative in FY13 in response to the America COMPETES Reauthorization Act of 2010 to promote scientific research and a sustainable future. Currently, the participating divisions are Chemical, Bioengineering, Environmental, and Transport Systems; Materials Research, Earth Sciences; and the Materials Engineering and Processing program in the Division of Civil, Mechanical and Manufacturing Innovation. Proposals should be submitted to the correct division within its program window. Projects must conceptually advance sustainability in the fundamental research topic of interest in SusChEM in the project description section of the proposal. For more information, please visit:

[http://www.nsf.gov/pubs/2015/nsf15085/nsf15085.jsp?WT.mc\\_id=USNSF\\_25&WT.mc\\_ev=click](http://www.nsf.gov/pubs/2015/nsf15085/nsf15085.jsp?WT.mc_id=USNSF_25&WT.mc_ev=click)

## NASA UPDATE

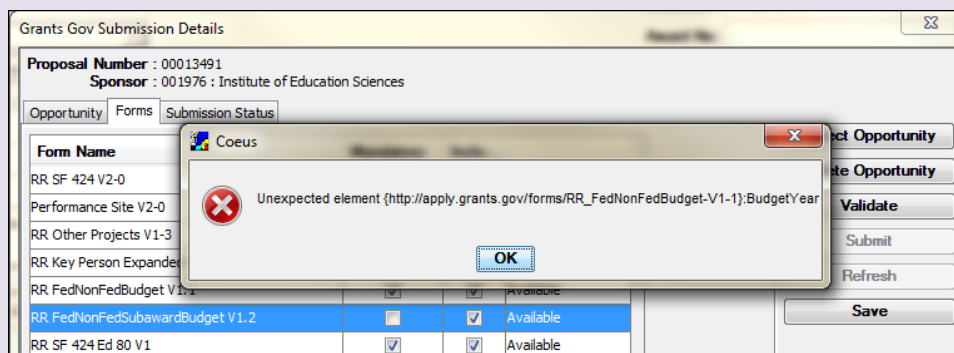
## ➤ Quick Tip: Gmail and NSPIRES Email

If you are using Gmail to receive emails sent from NSPIRES, there is a possibility that Gmail will flag these NSPIRES emails as spam and divert them to your Gmail junk folder. If you have not received an expected NSPIRES email, check your Gmail junk folder, note that users at universities and colleges should pay particular attention to this issue. You can configure your Gmail to accept all future NSPIRES emails by following the steps shown at: [http://nspires.nasaprs.com/tutorials/UG\\_NSPIRES\\_Gmail\\_Spam.pdf](http://nspires.nasaprs.com/tutorials/UG_NSPIRES_Gmail_Spam.pdf)

## COEUS UPDATES & REMINDERS

### Coeus Bug: RR FedNonFed Subaward Budget V1.2 Form

Recently an issue with the **RR FedNonFed Subaward Budget V1.2 Form** was identified. If your proposal contains subcontracts and the funding opportunity utilizes this version of the form, you will be unable to generate a preview of the individual form or the grants.gov package in Coeus. Attempting to print the form in the Grants.gov Submission Details window will result in the following error message:



Proposals requiring the use of this form cannot be submitted System-to-System using Coeus at this time. While our Coeus team is working to resolve this issue, if your proposal contains subcontracts and requires the use of the **RR FedNonFed Subaward Budget V1.2 Form**, the proposal will have to be submitted using the Grants.gov Adobe Forms package.

We will notify the community once the issue is resolved. Please direct any questions or concerns to [Coeus\\_Help@brown.edu](mailto:Coeus_Help@brown.edu).

### New Fiscal Year Rate Updates in Coeus

With the new fiscal year, it is important to make sure your proposal is set up with the correct rates and salary effective dates, especially when you copy a proposal from a prior fiscal year or use a Department Template proposal, created in the prior fiscal year.

#### Items to update or review:

1. **Fringe Benefits and F&A Rates** on copied proposals or proposals with date modifications:  
Be sure to Sync the Proposal Rates on proposals to ensure you are using the FY16 and later Fringe Benefit and F&A rates.

#### Sync to Rates – Quick Guide:

1. Open your Budget in Modify mode
  - a. Edit → Budget
  - b. Click the Modify button
2. Once in the Budget, open the rates table
  - a. Edit → Rates
3. The Modify Rates for Proposal window will open above the Modify Budget window. Click the Sync button.
4. You will be prompted to answer the following question: “Do you want to Sync Proposal rates with the current Institute rates?”
  - a. Click the Yes button

Your proposal will re-calculate with the University approved rates for the respective periods.

2. **Effective Date of Base Salary:** When budgeting for personnel, be sure to check the Budget Persons window to make sure you are using the correct Effective Date for the salary entered. In most instances, you will want to use the effective date of 07/01/2015 for the individual’s current FY16 salary.
3. **Update Department Templates:** If your department uses a Template to create proposal from, be sure to update the Budget Persons window with the individual’s new salary and effective date information, as well, as the rates table.

## New Instructional Documents on the Coeus Proposal Development Webpage

The following new documents have been posted on the Coeus Proposal Development Webpage:

- [Revised Budget Process Overview](#): This new guide clarifies the Coeus process for submitting revised budgets.
- [NASA Specific Grants.gov Instructions](#): This document provides clarification on new NASA specific application requirements and how they are handled for applications submitted through Grants.gov.
- [eBRAP Specific Grants.gov Instructions](#): The Electronic Biomedical Research Application Portal (eBRAP) serves the USAMRMC, USAMRRA, CDMRP, and DHP. This document provides some eBRAP specific Coeus instructions when submitting proposals System-to-System (Coeus to Grants.gov).

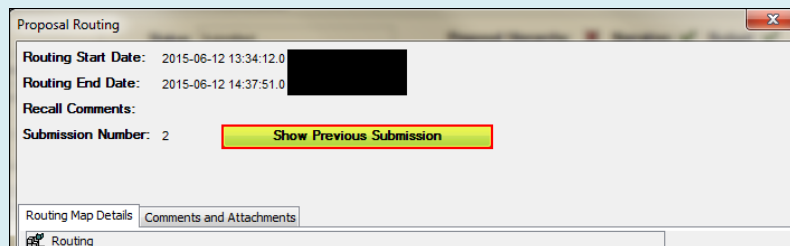
## Coeus Tip of the Month

### Navigating to the Attachments in the Approval Routing Window in Coeus Premium

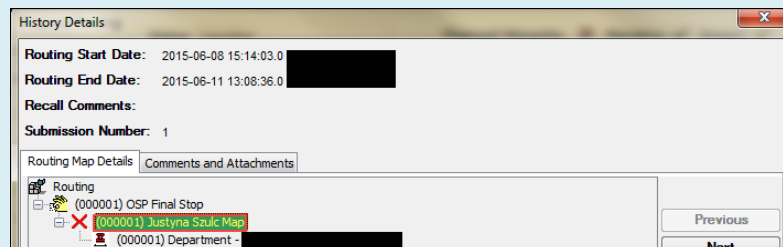
When proposals are returned to Departments for corrections, Contract Administrators will attach a document outlining their comments and corrections in the Approval Routing Window.

Instructions on how to access the comments/corrections attachments while the proposal is in “Rejected” Status are as follow:

1. In the Proposal Record, select **Action** → **Show Routing** from the menu bar to open the Proposal Routing Window. Click on the **[Show Previous Submission]** button in the Proposal Routing Window.



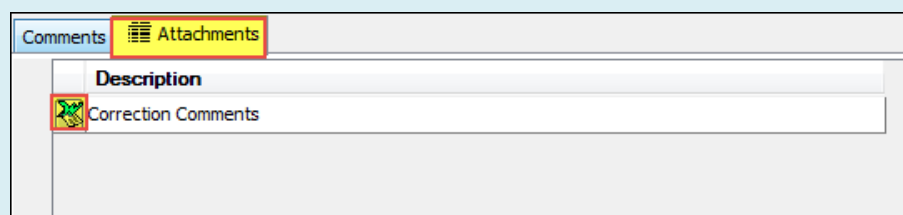
2. The History Details Window will be displayed. In the window, click on the Approval Stop that has the following symbol next to it [✗].



3. Upon clicking on that Approval Stop, the bottom portion of the History Details Window will indicate who rejected the proposal, click on that individual.

Sequential Stop 1			
	jszulc	Szulc, Justyna	Rejected 6/11/15 13:08
	epasadas	Pasadas, Eva J	Rejected by other 6/11/15 13:08

4. Upon clicking on the individual that rejected the proposal the bottom portion of the History Details Window will display Comments and Attachment information. To access the Attachment, click on the Attachments Tab. To open the attachment, click on the PDF or Word Symbol next to the Description.



## **COEUS 'DELETE PROPOSAL DEVELOPMENT' SCRIPT WILL RUN ON JULY 1, 2015!!!**



The Delete Development Proposal Script runs quarterly to remove proposals that cannot be deleted from the system manually.

**\*\*\*This script will delete "Rejected" or "Approval in Progress" Proposals that are no longer needed if you follow the process outlined below\*\*\***

### **Future Schedule:**

The Delete Script will run automatically on the **1<sup>st</sup> business day** at the start of each quarter:

- October 1, 2015
- January 4, 2016
- April 1, 2016

### **Please follow the process below to delete proposals that you no longer need:**

- Review any unwanted proposals from your Development Proposal List window. These proposals must have the status of **"Rejected" or "Approval in Progress"**.
- **For "Approval in Progress" proposals - Have the next approver reject the proposal to change the status to "Rejected".**
- In the Proposal Tab of the Proposal Record, select the **Proposal Type - [X – Delete from the System]** and save the record.

**All proposals with the Proposal Type marked as [X – Delete from the System] will be deleted from the system when the script is run. Once deleted from the system, they will NOT be able to be recovered!**

## **Coeus User Group**

The Coeus User Group meetings are intended to allow Coeus users to network, share best practices, learn new business process changes, and address Coeus issues.

### **Next Meeting:**

Thursday July 30, 2015  
Smith Buonanno, Room 201  
Time: 10:00 to 11:30

If you have ideas for discussion topics, please email Justyna Szulc ([Justyna\\_Szulc@brown.edu](mailto:Justyna_Szulc@brown.edu))



# TRAINING & CONFERENCES

## OSP TRAINING

The Office of Sponsored Projects offers a variety of research administration training opportunities in order to provide staff with the knowledge base to support faculty and researchers in the management of their research.

### Traveling Sponsored Projects Training



While Sponsored Projects Trainings are not scheduled during the summer, we do offer to “travel” to departments to conduct trainings upon request. We currently offer over 20 classes that range from how to use Coeus, to guidelines on award management. Visit the [Sponsored Projects Training Webpage](#) to learn more about the classes and to obtain class materials.

Sponsored Projects Trainings		
<a href="#">Pre-Award</a>	<a href="#">Post-Award</a>	<a href="#">Coeus</a>
Cost Sharing on Sponsored Projects	Allocation of Costs	Advanced Budgeting
Introduction to Grant Budgets	Commitments	How Does Coeus Populate Your Grants.gov Forms?
NIH – Career Development Awards (CDA) (“K” Awards)	Cost Transfers	Lite Proposal Development – New Users
NIH - NRSA Individual Fellowship (F) Grants	Direct Charging Administrative Costs	Premium Budgeting Basics
NIH - NRSA Institutional Training (T) Grants	Effort Reporting	Premium Proposal Creation and Finalization
Reading the Funding Opportunity Announcement (FOA)	Financial Closeout of Sponsored Projects	Proposal Hierarchy
Research Equipment & Property Management	Supporting Documentation and Justification	Viewing Proposal and Award Information
Subcontracts Demystified	Traveling on Sponsored Funds	Coeus/Pre-Award: NIH ASSIST Training

## CONFERENCES & NCURA PROGRAMS

### **NCURA Region I Workshop**

Brookline, MA – July 14, 2015

“Essentials of Sponsored Research Administration” – includes coordination and review of proposals and budgets, negotiation and acceptance of awards, financial and administrative management, closeout and audit, and compliance

Register now!

<http://ncuraregioni.org/workshops.html>

### **NCURA Traveling Workshop**

San Antonio, TX – September 9-11, 2015

- Level I: Fundamentals of Sponsored Project Administration
- Level II: Sponsored Project Administration
- Financial Research Administration

Sign up now!

<http://www.ncura.edu/Education/TravelingWorkshops.aspx>

### **NSF Grants Conference**

Arlington, VA – November 2-3, 2015

Sign up to be notified when registration opens:

<https://www.signup4.net/Public/ap.aspx?EID=NSFN10E>

Questions or comments about the Newsletter should be directed to the editors:

[Cathryn Henderson](#), eRA & Grant / Contract Accountant & [Justyna Szulc](#), eRA & Grant / Contract Administrator