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.

INSIDE THIS ISSUE

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OSP / OVPR UPDATES

➤ 10 Brown Students Receive NSF Graduate Research Fellowships for 2012

http://www.nsfgrfp.org/

From a pool of approximately 12,000 applicants, NSF recently awarded 2,000 Graduate Research Fellowships, with ten recipients from Brown. Each fellow receives three years of support which provides a total of $126,000 for stipend and cost-of-education allowances.

NSF's Graduate Research Fellowship Program is highly competitive and provides support to graduate students who have demonstrated the potential to be high-achieving scientists and engineers. It also aims to broaden the participation of underrepresented groups in science and engineering. The ranks of NSF fellows include numerous individuals who have made transformative breakthroughs in science and engineering research, many of whom have become leaders in their chosen careers, and some have been honored as Nobel Laureates. The program is celebrating its 60th year in 2012.

➤ NASA Restricts Funding for Bilateral Chinese Collaborations

A new NASA restriction has been added that prohibits recipients of sponsored funding from using NASA funds to "*enter into or fund any grant or cooperative agreement of any kind to participate, collaborate, or coordinate bilaterally in any way with China or any Chinese-owned company.*" This restriction applies both at the prime and subrecipient levels. The restriction was first added last year to funds appropriated on or after April 25, 2011, and applies to FY 2012 funds and all future appropriations. However, this restriction does **not** apply to Brown faculty, staff, or students who may be Chinese foreign nationals.

> ➤ **NASA Restricts Funding for Bilateral Chinese Collaborations** *Continued…*

Proposal Submissions – NASA has inserted a new question to be completed in proposal applications that asks if the proposed work includes any involvement with collaborators in China or with Chinese organizations, or if the work includes activities in China.

Award Assurances – For all newly funded awards and funding modifications, OSP will be required to certify that the University is compliant with the new restriction. OSP will contact individual PIs with each request we receive for certification.

If you have questions or concerns, please feel free to contact your OSP Contract Administrator or, call Norm Hebert at 3-6791.

AGENCY UPDATES

NIH UPDATES

> ➤ **Change in NINDS Salary Caps for the K02, K08 and K23 Career Development Awards**

NOT-NS-12-018

Effective immediately for all competing awards associated with the May, 2012 council round and thereafter, the **NINDS salary caps** will change to:

- ♦ $95,000 for K08 and K23 awards, and
- ♦ $105,000 for the K02 award.

All other budgetary items and policies for NINDS Career Development Awards remain identical, including the policies 1) outlined in NOT-NS-09-015 regarding Mentored Career Development Award salary structure and 2) regarding NINDS K02 award salary structure if the K awardee obtains an NIH R01 during the 5 year K award period.

For awards made before May, 2012, this change will become effective on the next anniversary date of the award (when the non-competing award is made).

> ➤ **IACUC 101 and 201 PLUS Workshops**

NOT-OD-12-107

IACUC 101 and 201 PLUS Workshops will be held on June 13-14, 2012 in Virginia Beach, Virginia. IACUC 101 is a one-day didactic and interactive exploration of IACUC fundamentals appropriate for new and experienced IACUC members, IACUC affiliates, and individuals responsible for their institution's animal care program. The course provides a basic yet comprehensive overview of the laws, regulations, and policies that govern the humane care and use of research animals. Participants have the opportunity to practice what they have learned when they are challenged to consider, deliberate, and develop action plans for a variety of potential IACUC scenarios.

IACUC 201 PLUS is a highly interactive program that takes the fundamentals of IACUC 101 and applies them to the processes and mechanisms of ensuring compliance. The morning and afternoon sessions are divided into 3 tracks based on an individual's IACUC role, responsibility, and interests. Track topics are customized to include subjects of timely interest. The program concludes with open questions and answers to representatives of OLAW, USDA, and AAALAC.

> ➤ *****Reminder*** Final Weeks to Register for NIH Regional Seminar on Program Funding and Grants Administration in Washington, D.C. – June 20-22, 2012**

NOT-OD-12-109

Take advantage of the opportunity to meet and discuss grant issues with NIH policy officers, grants management, review and program officials, as well as NIH senior leadership. The NIH Regional Seminars provide an unparalleled opportunity for participants to gain a better perspective of NIH policies and programs, network with their peers, gather helpful NIH contacts, and to return to their offices and/or labs with additional guidance, resources, and tools to assist in obtaining and managing NIH awards.

To register, please visit http://grants.nih.gov/grants/regionalseminars/WashingtonDC_2012/index.html.

NSF UPDATES

> ➤ **NSF Posts Frequently Asked Questions on Career-Life Balance**

The FAQ can be viewed at: http://www.nsf.gov/pubs/policydocs/clb/clbfaqs.jsp?org=NSF

UPCOMING PROPOSAL SUBMISSION DEADLINES

NIH

Below are upcoming due dates for the most commonly used activity codes for **_NIH Proposal Submissions_**. Please continue to refer to the funding opportunity announcement (FOA) for due date information.
Click here to view the listing of all the upcoming due dates for NIH.
All Proposals are due to OSP / BMRA at the close of the business day unless a time is indicated below.

Activity Code	Program Description	Sponsor Due Date		OSP/BMRA Due Date	
		New Application	Resubmission, Renewal, Revision Application	New	Resubmission, Renewal, Revision Application
R01	Research Grants (R01)	06/05/2012	07/05/2012	05/29/2012 *(9 am)*	06/27/2012 *(9 am)*
K Series	Research Career Development	06/12/2012	07/12/2012	06/04/2012	07/05/2012 *(9 am)*
R03, R21, R33, R21/33, R34, R36	Other Research Grants	06/16/2012	07/16/2012	06/11/2012 *(9 am)*	07/09/2012 *(9 am)*
F Series Fellowships	Individual National Research Service Awards	08/08/2012		07/31/2012	
T Series	Institutional National Research Service Awards	09/25/2012		09/17/2012	

NSF

Below are upcoming due dates for the most commonly used Activity codes for **_NSF Proposal Submissions_**. Please continue to refer to the funding opportunity announcement (FOA) for due date information.
Click here to view the listing of all the upcoming Due Dates for NSF.
All Proposals are due to OSP / BMRA at the close of the business day unless a time is indicated below.

Program Guidelines	Program Title	Sponsor Due Date	OSP/BMRA Due Date
09-539	Geophysics	06/05/2012	05/29/2012 *(9 am)*
11-540	Research Training Groups in the Mathematical Sciences	06/05/2012	05/29/2012 *(9 am)*
12-545	Research on the Science and Technology Enterprise: Statistics and Surveys	06/06/2012	05/29/2012
12-499	Core Techniques and Technologies for Advancing Big Data Science & Engineering	06/13/2012	06/05/2012
11-560	Innovation Corps Program (I-Corps)	06/15/2012	06/07/2012
11-531	Research Coordination Networks	06/16/2012	06/11/2012 *(9 am)*
12-559	NSF/DOE Partnership on Advanced Combustion Engines	Letter of Intent - Required 06/18/2012	OSP / BMRA Submission **is not** required
12-548	Small Business innovation Research Program Phase I Solicitation FY-2013 (SBIR)	06/19/2012	06/11/2012
12-516	Industry/University Cooperative Research Centers Program (I/UCRC)	Letter of Intent – Required 06/29/2012	06/25/2012 OSP / BMRA Submission **is not** required
PD 98-1391	Archaeology and Archaeometry	Archaeology – Senior Research 07/01/2012	06/25/2012 *(9 am)*
12-547	Frontiers in Earth System Dynamics	Preliminary Proposal 07/02/2012	06/26/2012
12-537	GeoPRISMS Program	07/02/2012	06/25/2012 *(9 am)*
11-533	Integrative Graduate education and Research Traineeship Program (IGERT)	07/02/2012	06/25/2012 *(9 am)*
10-500	EAR Postdoctoral Fellowship (EAR-PF)	07/02/2012	06/25/2012 *(9 am)*

Agency Tip
Let the NIH eRA "LikeThis" Tool Help You

"*LikeThis*" is a thesaurus-based search tool that can aid Principal Investigators in finding and learning about other research projects that have similar goals and objectives as their own.

The tool enables Investigators to:

➢ Search by scientific text;
➢ Access your previous funded and unfunded grants to find similarly funded projects;
➢ Obtain information on the NIH funding Institute and study sections where the projects were reviewed
➢ Determine which NIH Institute or Study Section to list as a preference in your cover letter

To learn more about "*LikeThis*", navigate to the "*LikeThis*" homepage
http://era.nih.gov/services_for_applicants/like_this/likethis.cfm

or download the User Guide
http://era.nih.gov/files/LikeThis_user_guide.pdf

COEUS UPDATES

COEUS TIP OF THE MONTH

RESUBMISSION APPLICATIONS
VS.
REVISED BUDGETS

At times, there is confusion when submitting a **Resubmission** application versus a **Revised Budget** in Coeus. While both require that the Proposal Type is "Resubmission", they represent two unique types of submissions. In an effort to clarify, each application type is outlined below:

RESUBMISSION APPLICATION

"Resubmission" is an application that has been previously submitted to a sponsor, but was not funded, and is being resubmitted for **new** consideration. Often significant changes to the application must be made (narrative changes, budget changes, etc.).

For this type of application in Coeus, complete the components in accordance with the applicable instructions paying close attention to the following elements:

♦ **Proposal Type** must be "Resubmission"
♦ **Sponsor Proposal No.** field may need to be completed based on the Sponsor Instructions
♦ **Original Proposal No.** field must be completed with the Original Coeus Institute Proposal Number

Please refer to the applicable Application Instruction Guide for complete policies and procedures applicable to such application types.

REVISED BUDGETS

A **"Revised Budget"** is needed when an application has been submitted to a sponsor and may be recommended for funding; however the sponsor requests that we submit a Revised Budget and/or other revised components of the application. It may also be required when the awarded amount is significantly reduced from what was originally requested.

For Revised Budgets in Coeus, complete the components in accordance with the applicable instructions paying close attention to the following elements:

♦ **Proposal Type** must be "Resubmission"
♦ **Original Proposal No.** field must be completed with the Original Coeus Institute Proposal Number
♦ **Yes/No Question 0B19** (Is this a revised Budget?) in the Yes/No Question Section must be answered **"YES"**

POST-AWARD UPDATES
AWARD MANAGEMENT

RECONCILING ACCOUNTS

Are you new to research administration? Could use some good account reconciliation tips? Below are some useful tips which may enhance your account reconciliation process:

TIPS FOR IMPROVING SALARY RECONCILIATION PROCESS
- ✓ Prepare and maintain a salary distribution worksheet for all employees in your department;
- ✓ Compare salary distribution worksheets to Monthly Labor Distribution and Project Salary reports at the end of each month and if there is a discrepancy, process salary reallocation immediately;
- ✓ Meet with PIs at least quarterly to verify accuracy of time and effort reflected on your worksheet for each employee.

TIPS FOR IMPROVING RECONCILIATION PROCESS FOR NON-SALARY RELATED CHARGES
- ✓ Establish an expenditure folder for each grant account;
- ✓ Institute an approval process for all expenditures (e.g. an official request form for all purchases providing justification for how purchase relates directly to the project being charged);
- ✓ Purchases should be pre-approved by PI or Project coordinator;
- ✓ Copies of approval should be maintained in each account folder (e.g. approval may be via email or an official request form);
- ✓ Reconcile transaction detail list from web ledgers with documents in account expenditure folder monthly;
- ✓ Follow-up immediately if there are any difference between records;
- ✓ Provide reconciled detail transaction from web ledgers to the PI or Project Coordinator for review;
- ✓ Reach out to your peers to see what reconciliation processes they may have in place.

REMINDERS

X-TRAIN
When completing trainee termination notices in the eRA Commons xTrain system, remember to recalculate the amount of stipend that should have been paid to the trainee and confirm that the amount agrees to both Brown's internal Project Salary report and the amount input by the PI or designee into the xTrain system as stipend paid. The xTrain system understands that in instances of early terminations there may be a slight variance between the amount input by the PI or designee as stipend paid and the xTrain system calculated amount of stipend owed.

UPCOMING ARRA DEADLINES

June 7th
- All ARRA Payroll Distribution Data for May 2012 should be entered into ARRA reporting Tool by ARRA Administrators.

June 11th
- Principle Investigators must update Project Status page with:
  - project status to date;
  - significant deliverables for the quarter; and
  - flag Final Report designation as Y/N.

TRAINING

| OSP TRAINING SPOTLIGHT | ABOUT OSP TRAINING |

Upcoming Trainings

Click on the class to register. You will be prompted to enter your Brown User Name and Password first.

Date	Class
06/06/2012	Pre Award - Budgeting Basics
06/06/2012	Post Award – Traveling on Sponsored Funds
06/07/2012	Post Award – Commitments
06/08/2012	Post Award – Allocation of Costs
06/08/2012	Post Award – XTrain
06/11/2012	Post Award – Financial Closeout of Sponsored Projects
06/12/2012	Pre Award – Cost Sharing on Sponsored Projects
06/14/2012	Pre Award – Reading the Funding Opportunity Announcement (FOA)
06/19/2012	Post Award – Effort Reporting
06/20/2012	Post Award – Supporting Documentation and Justification
06/22/2012	Pre Award – Cost Sharing on Sponsored Projects

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 ranging from preparation of proposals and budgets to negotiations 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.

Update on LearningPoint ~ Accessing Class Materials

OSP has migrated the class materials for Sponsored Projects Training classes to Brown's new Professional Development system, **LearningPoint**. To access LearningPoint, navigate to **www.brown.edu/learningpoint** and log in using your Brown User Name and Password.

Below is a quick summary of how to access the materials. For detailed instructions, please see Accessing OSP Training Materials in Learning Point.

There are two ways to access training materials:
1. **From your *Transcript*** - To locate materials for a class you are registered for or have already attended:
   - Click on **View Transcript** in the "My Professional Development InBox".
   - Click on the Class you wish to get materials for and scroll down to the "Pre-Work" section.

2. **From *Connect*** – Locate materials for any OSP class WITHOUT being registered for the class.
   - Click on **Connect** on the top navigation bar.
   - Use the *Search Connect* box to search for a class / materials.

OSP BROWN BAG LUNCHEON SERIES

Through quarterly noon-time sessions, the Brown Bag Luncheon Series covers topics of interest to Brown's research community. All are welcome to attend, no registration required.

Next Brown Bag: June 26, 2012 ~ 12pm to 2pm ~
Chancellor's Dining Room

GRANT CONFERENCES/NCURA EDUCATIONAL PROGRAMS

- **NCURA – Fundamentals of Sponsored Project Administration Workshop**
  June 18–20, 2012
  Cambridge, Massachusetts
  For more information and to register please visit:
  http://www.ncura.edu/content/educational_programs/workshops/fundamentals/registration.php

- **NCURA - Pre-Award Administration Conference**
  July 18 – 20, 2012
  Vancouver, Canada
  For more information and to register please visit:
  http://www.ncura.edu/content/educational_programs/sites/pra6/

- **Nominations Sought for NCURA Travel Award for the Pre-Award Administrative Conference**
  The Awards Committee of NCURA Region I invites your participation in nominating individuals for a travel award to help defray the costs of attending the conference. The award amount is up to $1,000 per travel award. Please refer to the Region I Website for **travel award** description, eligibility, criteria and nominating/selection procedures.

SUBAWARDS UPDATES

USE OF SUBAWARD AGREEMENTS AT BROWN

"Subawards", "subcontracts" and "subrecipient" agreements are all synonymous in the OSP lexicon. Not only are subawards becoming increasingly critical for the advancement of research, but many funding agencies have expressed a strong desire for collaboration among both domestic and foreign institutions, using subawards as the instrument to do so. These instruments have long been a standard in Research Administration. They are a vital tool used to share resources and research information, promote cross-disciplinary endeavors and encourage partnerships across different types of entities. As a member of the Federal Demonstration Partnership, Brown University benefits from the use of a standard subaward template which requires little or no negotiation at the award stage. The template utilizes the Research Terms and Conditions (RTC), which provide uniform requirements that can be easily reviewed and agreed upon by both parties. OSP uses the template as often as possible and it has greatly streamlined the subaward issuance process.

Subawards carry unique compliance requirements, particularly those issued under federal prime grants and contracts. In the last few years, the domestic funding agencies have increased subrecipient monitoring requirements, including the identification of all federally funded subawards on a public website - usaspending.gov. The next several issues of the OSP newsletter will include details on subaward requirements at the proposal, pre-award, award and close-out stages of a sponsored project life cycle.

         In the interim, should you have any questions regarding subaward policy and procedures or items of interest to include in the series, please email the Team at subawards@brown.edu. This is a shared email that is reviewed throughout the day for incoming messages.

SPONSORED PROJECTS REPORTING

REPORTING UPDATE

➢ **PI Percent Effort**

The PI's Percent Effort, as listed in the 'Investigator' Tab of Coeus, has been added to the following reports:

- Report of Open Awards
- Custom Proposal Activity Report

➢ **Expenditure Account Detail Update**

Further detail has been added to the Expenditure portion of the Standard Award, Proposal & Expense Report. The addition of the Account Number provides expense detail of the 5 & 6 ledgers that have been classified as Research, for each of the individuals listed.

➢ **User Suggestions**

- User Suggestions are always welcome.

- Note that most report enhancements, including the ones listed above, have been suggested by users at the Reporting User Group meetings.

- If you have a suggestion that would enhance a report, come to a Reporting User Group Meeting or use the OSP Report Request Form at the below link and send it to OSP_Reporting@brown.edu.

Requesting an Ad Hoc Sponsored Projects Report

The OSP Report Request Form on the OSP Website now has the capability to be filled in on-line!

All Sponsored Projects report requests should be sent to:
OSP_Reporting@brown.edu
Please use the "OSP Report Request Form", located at the below link, for all ad hoc report requests:
http://www.brown.edu/research/sites/brown.edu.research/files/Report%20Request%20Form_0.pdf

REPORTING USER GROUP MEETING

July 26, 2012
1:00 PM
BOB - 2nd Floor Conference Room