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.

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OSP / OVPR UPDATES

➢ Reminders from the Office of Sponsored Projects

- All proposals for external funding are required to receive **Departmental and University approval prior to submission**. Even in cases where the sponsor may accept an application without an "Authorized Signature", the proposal must be given clearance by OSP/BMRA prior to submission. This is true for both federal and non-federal sponsors, and applies even for small dollar requests. When in doubt about the process, please contact OSP Pre-Award Services to resolve your questions.

- Financial Reports that are required in the Terms & Conditions of a grant or contract are ordinarily the responsibility of OSP's Post Award Services Team. PIs and Department Managers are consulted throughout the life of a sponsored award in regard to account balances, interim and final financial reports. Please be certain to coordinate all financial correspondence with OSP prior to submission to a sponsoring agency.

➢ Updated Subrecipient Profile Questionnaire

The Subrecipient Profile Questionnaire has been updated and posted to the OVPR Website under:

http://www.brown.edu/research/sites/brown.edu.research/files/Subrecipient_Profile_Questionnaire_Nov%202012.pdf.

The current version is dated **Nov 9, 2012**. Please share this version with new subrecipients.

> ## Winter Break Proposal Submission Schedule [December 24-28, 2012]

All proposals due during the Winter Break week will be submitted to the Agency from OSP/BMRA by **THURSDAY, DECEMBER 20, 2012**.

Proposal Due to Agency	Proposal Due to OSP/BMRA
December 24 – January 3, 2013 (Thursday)	December 17, 2012 (Monday) by 5:00 pm
January 4, 2013 (Friday)	December 18, 2012 (Tuesday) by 5:00 pm
January 7, 2013 (Monday)	December 19, 2012 (Wednesday) by 5:00 pm

AGENCY UPDATES

NIH UPDATES

> ## NIH Increases Efforts to Ensure Grantee Compliance with the Public Access Policy
> ### NOT-OD-12-160

NIH will **delay** processing of non-competing continuation grant awards if publications arising from that award are **not in compliance** with the NIH Public Access Policy beginning in spring 2013 (at the earliest). This change is being introduced in tandem with the NIH requirement of the Research Performance Progress Report (RPPRs) for all Streamlined Non-competing Award Process (SNAP) and Fellowship awards.

- Compliance when submitting the **RPPR**:

  Grantees are required to report publications using a Commons linked My NCBI account. The RPPR publication section is pre-populated with the PD/PI's publications from My NCBI and the PD/PI simply checks the publications to be associated with that progress report. *Submitting an RPPR with a non-compliant publication will generate an automated email notifying the grantee that the progress report includes citations that are out of compliance with the public access policy and requesting a response by a specified due date two weeks prior to the next budget start date.*

- Compliance when submitting **paper PHS 2590 progress reports:**

  Grantees will be required to provide a My NCBI generated PDF list of publications as part of their progress report. These PDF reports will be required at the time the Research Performance Progress Report (RPPRs) is required for all Streamlined Non-Competing Award Process (SNAP) and Fellowship awards, expected in the Spring of 2013 (see NIH NOT-OD-12-142). Grantees will be able to use these PDF reports on a voluntary basis starting December 2012.

For more information and details regarding this change/process please review the notice [**NOT-OD-12-160**].

> ## NIMH Modifies its Support for Career Development ('K') Programs
> ### NOT-MH-13-001

Effective with applications due **on February 12, 2013, and thereafter,** eligibility for NIMH K01, K08, and K23 mentored career development awards is limited to individuals with **no more than six years** of postdoctoral experience at the time of application (either the initial or resubmission application). The NIMH will generally not consider applications requesting **more than four years** of K01, K08, or K23 support. In addition, effective with applications due on February 12, 2013, and thereafter, the NIMH is increasing the K99 phase salary cap to $75,000 annually.

The updated policy may be found at http://www.nimh.nih.gov/research-funding/training/career-development-programs-k-series.shtml.

NSF **UPDATES**

> ## Revisions to the Division of Environmental Biology (CORE Programs) (DEB) Program Solicitation NSF 13-508

*Reminder: The Division of Environmental Biology no longer accepts full proposals without invitation to its core programs except in the case of (1) proposals submitted in response to the CAREER, OPUS, RCN, or DDIG solicitations; or (2) special proposals that are described in the Grant Proposal Guide, i.e., RAPID, EAGER, workshops, and supplement requests. **All other submissions to the DEB core programs must first be in the form of a preliminary proposal, with full proposals submitted only after invitation.***

Revisions clarify the proposal preparation instructions for the cover sheet, project description, biographical sketches, and supplementary documentation for preliminary and full proposals. Additional guidance is also provided for requesting Research Experiences for Undergraduates (REU), Research Experiences for Teachers (RET) or Research Assistantships for High School Students (RAHSS) funds as part of the full proposal.

Due to the significant changes that have been made to the PAPPG the above mentioned Program Solicitation has been revised accordingly. While the two merit review criteria remain unchanged (Intellectual Merit and Broader Impacts), guidance has been provided to clarify and improve the function of the criteria. Changes will affect the project summary and project description sections of proposals, and annual and final reports.

> ## Revisions to the Division of Molecular and Cellular Biosciences: Investigator-initiated research projects Program Solicitation NSF 13-510

The Division of Molecular and Cellular Biosciences has revised the above mentioned program solicitation to address the following community input:

1. **Beginning in November 2013, the Division will have <u>one deadline per year</u> for accepting proposals in response to this solicitation.** All other Divisions that interact with MCB in core viewing proposals have a single deadline. In addition to this submission date, MCB will continue to accept research proposals through other mechanisms, such as CAREER proposals in July and EaGER proposals throughout the year.

2. **The limit on the maximum number of proposals per investigator is removed to encourage submission of collaborative proposals at the interface between two or more disciplines.** Researchers are strongly encouraged to submit only one proposal as the lead principal investigator, but can be a co-principal investigator on other proposals.

3. Division Description is modified to articulate its emphasis on interdisciplinary, quantitative, and predictive research and on development of resources and methods for such research.

4. Names of three clusters and descriptions of all clusters are revised to clarify the cluster scope for accepting proposals and their priorities for funding.

Agency Tip – eRA Training Page

NIH has developed a new eRA Training Page that consolidates resources from various locations across the eRA website into one unified page that provides access to resources for eRA Commons, Internal Assisted Review (IRA), and xTrain for starters. Clicking on each icon gives you access to PowerPoint presentations, Web-Based Tutorials, Quick Reference Sheets, Frequently Asked Questions (FAQs) and other information that was previously located throughout the eRA website.

The new eRA Training Page can be access at: http://era.nih.gov/era_training/index.cfm

COEUS UPDATES

COEUS TIP OF THE MONTH

MODIFYING/STARTING OVER QUESTIONNAIRES IN COEUS!!!

Once a Questionnaire is completed in Coeus, you can modify the selected answers or start the Questionnaire over.

To **modify** the Questionnaire:

- Navigate to the **Questionnaire Section** by selecting **Edit → Questionnaire** from the menu bar. The Proposal Questionnaire window will open. The questionnaire will appear on the left side of the window with a green checkmark next to it indicating that it is complete.
- Click on the questionnaire on the left side of the window to reveal the questions within the questionnaire.
- Select **Edit → Modify** from the menu bar **OR** click on the in the toolbar to open the questions in the Edit Mode.
- Once you open the questions in the Edit Mode, the answer choices are no longer grayed out and you are able to change your answers.

To **start over** the Questionnaire:

- Navigate to the **Questionnaire Section** by selecting **Edit → Questionnaire** from the menu bar. The Proposal Questionnaire window will open. The questionnaire will appear on the left side of the window with a green checkmark next to it indicating that it is complete.
- Click on the questionnaire on the left side of the window to reveal the questions within the questionnaire.
- Select **Edit → Modify** from the menu bar **OR** click on the in the toolbar to open the questions in the Edit Mode.
- Once you open the questions in the Edit Mode, select **Edit → Start Over** from the menu bar or click on the in the toolbar to erase all the previous answers.
- Upon selecting that option you will receive a message stating that you are about to delete all the answers for the Questionnaire. Click [**Yes**] if you want to restart the questionnaire and to continue.
- Upon clicking the [**Yes**] button, all the prior answers will be deleted.

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:
January 16, 2013 – Robert Center – Petteruti Lounge
10:00am – 11:30am

PRE-AWARD UPDATES

DETAILED R&R SUBAWARD BUDGET TIPS

Generally, Subaward Budgets are entered on the Adobe Subaward Budget Form which is extracted from the Grants.gov Adobe Form Package that is designated for the FOA the proposal is being submitted in response to. There are many Grants.gov Subaward Budget forms available and each FOA will specify which form is required.

While most of the proposals submitted are routed to the agency via System-2-System and entry of most of the administrative components is eliminated, there are still some things that one must keep in mind while preparing and/or reviewing subaward budgets:

➡ ALL Subaward Budget forms must completed in FULL

➡ ALL the mandatory and other applicable fields must be filled out (mandatory fields appear in yellow and are marked with an asterisk)

➡ Effort (Cal. Months or Acad. and/or Sum Months) must be entered for all Senior/Key Personnel listed in Section A of the Budget [entry of "0" in all three fields is NOT valid and will cause a submission error]

➡ File Name for the Subaward Budget Form cannot contain any spaces or special characters. Also, various agencies may have specific file name requirements (e.g. First 10 letters of the Subaward Organization Name), see FOA for specific instructions

➡ The Budget Justification file attached to the Subaward Budget Form must follow the applicable naming conventions of no spaces of special characters. Also, the file name for the Budget Justification **must be a distinct file name that is not used anywhere else in the whole proposal application** *(if more than one attachment is included in a grant submission and two or more files have the same name, the grant application will NOT be processed by grants.gov)* **[e.g. you cannot have 2 (or more) files in your Proposal that have a file name of "BudgetJustification"]**

➡ Always keep in mind that once you click on the **[Next Period]** button, a NEW budget period is activated with mandatory fields. If this budget period is not needed you must click the **[Delete Entry]** button in order remove it. If you fail to remove the extra budget period, the application will be rejected by Grants.gov.

*__***General Reminder*** __Limit file names to 50 characters and do not use special characters (example: &, -,*, %, /, #) in attachment names and application form fields (including periods (.), blank spaces and accent marks) or attach documents with the same name. An underscore (example: my_Attached_File.pdf) may be used to separate a file name. Please note that if these guidelines are not followed, your application may be rejected!*

TRAINING

GRANT CONFERENCES & NCURA EDUCATIONAL PROGRAMS	ABOUT OSP TRAINING

GRANT CONFERENCES & NCURA EDUCATIONAL PROGRAMS

- **NCURA Region 1 – RADG-Federal Update**
  December 11, 2012
  Boston Commons Hotel & Conference Center
  Boston, MA
  Registration Open:
  http://www.ncuraregion1.org/radgmeetingdec.html

- **14th Annual NCURA Financial Research Administration Conference**
  March 10 – March 12, 2013
  New Orleans, Louisiana
  Registration Open:
  http://collaborate.ncura.edu/FRA14/Home/

- **7th Annual NCURA Pre-Award Research Administration Conference**
  March 13 – March 15, 2013
  New Orleans, Louisiana
  Registration Open:
  http://collaborate.ncura.edu/PRA7/Home/

- **2nd National Science Foundation Grants Conference of Fiscal Year 2013**
  March 11 – March 12, 2013
  Hosted by Howard University
  Arlington, Virginia
  Registration will be open in January 2013.

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 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.

NOW RECRUITING FOR THE 2012-2013 NCURA REGION I MENTOR PROGRAM!

Deadline Extended to December 14th!!!

If you have been working in the field of Research Administration for less than 5 years or if you are an experienced research administrator (more than 5 years), please consider participating in the Region I Mentor Program. The Mentor Program provides participants with an opportunity to share insights and perspectives to better navigate the many unique issues and scenarios we face as research administrators.

Participating in the Mentor Program can be wonderfully rewarding. Among the benefits, Mentors gain satisfaction from sharing their expertise and Mentees gain support and knowledge. Both gain a friendly ear with which to share frustrations and successes!

For more information about this program or on how to participate, please go to http://ncuraregion1.org/mentorprogram.html.