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

➢ **Vice President for Research David Savitz and Deputy Vice President for Research Sue Alcock Announce the Creation of Research Development & Support Services**

We are pleased to announce that we are reorganizing those activities in the Office of the Vice President for Research previously identified as the Research Initiatives Office and the Research Opportunities Office into a single unified effort, *Research Development & Support Services (ReDSS)*. In this period of limited federal funding, the Office of the Vice President for Research has been assigned a leadership role in expanding research funding following a recent decline. The goal of this reorganization is to improve the process by which we identify funding opportunities, engage faculty to develop funding applications, and increase the likelihood of those efforts being successful.

The mission of ReDSS is to identify, develop and implement strategies that increase institutional research capacity and competitiveness. The Office will work to link funding agencies and faculty researchers both to find opportunities where Brown can compete for outside funding, not least large multi-investigator awards, and to provide direct assistance to the faculty who are developing such proposals.

➢ **Faculty/Investigators Can Sign Up to Receive the OSP Newsletter**

A listserv has been created for Faculty/Investigators who would like to receive the monthly OSP Newsletter.

*   To subscribe, Faculty/Investigators can go to: http://listserv.brown.edu/archives/cgi-bin/wa?SUBED1=OSPNEWSLETTER&A=1
*   For questions about subscribing to the newsletter please email Kat Szulc (katarzyna_szulc@brown.edu).

The current version and archives of the newsletter can be also found at: http://www.brown.edu/research/newsletters.

➢ Subscriptions for Grant Seekers

- **August Issue - Research Development and Grant Writing News**
  This newsletter offers strategies on how to compete successfully for research funding from federal agencies and foundations. Each issue highlights agency research news and trends, web resources, and new funding opportunities. A link to current and archived newsletters is available on the External Funding Opportunities page of the OVPR website. The newsletter are copy written material, and therefore a Brown log-in is required.

- **COS Pivot**
  This searchable database includes funding opportunities from governmental, private foundation, and international sources. The COS Pivot Funding Alert provides a weekly email with a customized list of funding opportunities based on previously specified criteria provided by the individual COS Pivot members. (See http://libguides.brown.edu/content.php?pid=378488&sid=3100189 for more details).

- **Foundation Directory Online Professional**
  This new University-wide subscription provides access to timely, comprehensive information on private funding sources, including foundations, corporate giving programs, and grant-making charities. Users can search RFPs, funder interests, past grants, and grantees. Please note: Grant seekers looking for funding from private foundations and corporations are encouraged to contact Brown's Office of Corporate & Foundation Relations for support and coordination.

- Additional Resources:
  University Library Grant Finding Guide
  OVPR External Funding Opportunities

➢ NSF Proposal Submission Error – Recent Example

In order to provide the most current interpretation of sponsor proposal submission requirements please see the text below. The email was received in August from NSF's Division of Social and Economic Sciences (SES) Methodology, Measurement and Statistics Program:

****

"This email concerns your recent submission to the Methodology, Measurement and Statistics Program (MMS; NSF 12-510). According to the National Science Foundation Grant Proposal Guide, your proposal is not compliant for the following reason(s):

- *In the Facilities, Equipment, and Resources section, you have not submitted permissible descriptions about the facilities, equipment, etc. Descriptions cannot go beyond basic identification of the facilities to be used, and, as appropriate, indicating their pertinent capabilities relative to the project and extent of availability to the project. We are looking for specifics to your project, not "boilerplate" descriptions. Please remove or revise any sections that do not discuss the resources directly applicable to your project."*

****

To date, OSP has not received similar remarks from other NSF Directorates, however we recommend following the Grant Proposal Guidelines closely during proposal development.

AGENCY UPDATES

NIH

UPDATE

➢ Grant and Contract Submission Requirements Regarding the AVMA Guidelines for the Euthanasia of Animals: 2013 Edition

NOT-OD-13-098

The NIH Office of Laboratory Animal Welfare (OLAW) oversees PHS-funded animal activities by the authority of the Health Research Extension Act of 1985 and the PHS Policy on Humane Care and Use of Laboratory Animals (Policy). The PHS Policy, IV.D., requires that applications and proposals for awards that involve the care and use of animals shall contain a description of any euthanasia method to be used.

The American Veterinary Medical Association (AVMA) issued and posted an update to the 2007 Guidelines on Euthanasia with a new title, **AVMA Guidelines for the Euthanasia of Animals: 2013 Edition** available at https://www.avma.org/KB/Policies/Documents/euthanasia.pdf (PDF). The PHS Policy requires that euthanasia be conducted according to the AVMA Guidelines on Euthanasia. **After September 1, 2013**, the Vertebrate Animal Section (VAS) of grants and contracts must be consistent with the 2013 Guidelines. In their submission to NIH, grant applicants and contract offerors are required to describe any method of euthanasia to be used and the reasons for its selection and to state whether the method proposed is consistent with the 2013 AVMA Guidelines. If the proposed method is not consistent with the AVMA Guidelines, a scientific justification must be included in the VAS.

➢ Notice of NIH Guidance on the Family Acknowledgement and Use of HeLa Cell Whole Genome Sequence Data

NOT-OD-13-099

NIH strongly encourages all grantees, contractors, and NIH researchers proposing to generate HeLa cell whole genome sequence data to include a plan for submission of these data to the database of Genotypes and Phenotypes (dbGaP) as part of the "Research Sharing Plan" provided with each application. The plan should include provisions for the data to be added to the dbGaP study page for HeLa Cell Genome Sequencing Studies, and an acknowledgement that the researcher has read and will agree to the provisions of the HeLa Genome Data Use Agreement (available at http://dbgap.ncbi.nlm.nih.gov/aa/wga.cgi?view_pdf&stacc=phs000640.v1.p1).

NIH also encourages grantees who have used or generated HeLa whole genome sequence data that is under controlled access in dbGaP to acknowledge Henrietta Lacks and her family by using this sample language (or something similar) in their publications, presentations, or other public reporting of research using these genomic data:

"The genome sequence described/used in this research was derived from a HeLa cell line. Henrietta Lacks, and the HeLa cell line that was established from her tumor cells without her knowledge or consent in 1951, have made significant contributions to scientific progress and advances in human health. We are grateful to Henrietta Lacks, now deceased, and to her surviving family members for their contributions to biomedical research. This study was reviewed by the NIH HeLa Genome Data Access Working Group (http://acd.od.nih.gov/hlgda.htm). The genomic datasets used for analysis described in this manuscript were obtained from the database of Genotypes and Phenotypes (dbGaP) through dbGaP accession number phs000640.v1.p1."

➢ Extension of eRA Commons User IDs to Individuals in Graduate and Undergraduate Student Project Roles with Measurable Effort on an NIH Annual Progress Report (PHS2590 & RPPR)

NOT-OD-13-097

On August 15, 2013, the NIH made Undergraduate, Graduate Student, and other project personnel roles available in eRA Commons and over the next year NIH will start requiring an eRA Commons ID for all individuals in Graduate and Undergraduate Student roles who participate in NIH-funded project for at least one person month or more. That

information will appear on NIH progress reports (PHS2590 and RPPR).

- Beginning on **October 18, 2013 a warning** will be generated when an RPPR is submitted that lists individuals in a Graduate or Undergraduate Student role who have **not** established an eRA Commons ID.
- Beginning in **October 1, 2014**, RPPRs lacking the eRA Commons ID for Graduate and Undergraduate Students will receive an **error** and the RPPR will not be accepted by the NIH without this information.

In addition, Graduate students and Postdocs who complete their eRA Commons Profile will be required to answer certain demographic questions related to their date of birth, gender, race, ethnicity, disabilities, US citizenship status and country of citizenship; and where applicable, they will need to indicate their highest educational degree and the institution where it was earned, in order to complete the data collection. For items that request information on gender, race and ethnicity, and disability one of the acceptable responses will be "I Do Not Wish to Provide".

Once phased in, this new policy will extend the existing eRA Commons ID requirement for Program Directors/Principal Investigators (PDs/PIs) and postdoctoral researchers. In addition to providing information on PD/PIs and those in the training phases of their careers, grantee institutions will be encouraged to create an eRA Commons Account for all other personnel listed on the All Personnel List of the PHS 2590 or in the Participant Section (D.1) of the RPPR. This new collection will provide more comprehensive information about the size and nature of the biomedical research workforce.

➢ Centers of Excellence for Big Data Computing in Biomedical Sciences (U54)

RFA-HG-13-009

NIH will hold an informational webinar about this FOA to prospective applicants on **September 12, 2013 from 3:00 pm – 5:00 pm**. The webinar will provide an overview of the FOA and answer questions. The webinar is open to all prospective applicants. For more information and instructions on how to participate in the webinar please visit: http://bd2k.nih.gov/workshops.html#sthash.K96weiQ9.QLedBHzX.dpbs.

NSF UPDATE

➢ Dear Colleague Letter – Announcement of Intent to use an Asynchronous Review Mechanism for Proposals submitted to the Physics Division during the FY2014 Competition

NSF 13-119

Date: August 8, 2013

This message is to inform you that the Physics Division will be reviewing proposals submitted for review during the FY2014 competition using a combination of *ad hoc* and panel review. The panel review portion may use an asynchronous mechanism the Division piloted in FY2013. The review principles remain the same as those with which you may already be familiar. The only mechanistic difference is that panel members are able to review and provide input to the panel discussion in the weeks prior to the panel meeting rather than limiting the discussion to the narrow range of time dedicated to the face-to-face panel meeting itself. Our experience with the pilot indicates that the extra time that this mechanism allows can lead to a more thorough examination of all the proposals by the full panel and hence more useful input to the NSF and feedback to the PIs. In the course of implementation, all normal rules of conflict of interest and confidentiality of information will apply.

It is important to stress that the review will strictly follow the established NSF review criteria of intellectual merit and broader impact. Each of the PHY Program Officers will decide on whether to employ this asynchronous mechanism or to continue their review process as they have in the past. Please visit the NSF merit review website for complete information about the merit review process http://nsf.gov/bfa/dias/policy/merit_review/.

If you have any questions about this process, please contact the cognizant Program Officer for the program to which the PI is applying. The names of these individuals are attached to the Program Descriptions for the respective programs on the Physics Division web page at http://www.nsf.gov/div/index.jsp?div=PHY.

NIH/NSF UPDATE	➤ **NIH-NSF Ecology and Evolution of Infectious Diseases Program: A joint Program for Multidisciplinary Research** **NOT-TW-13-010** The Fogarty International Center (FIC) and the National Institute of General Medical Sciences (NIGMS) of the National Institutes of Health (NIH), the National Science Foundation (NSF) and the United States Department of Agriculture (USDA) have identified ecological and evolutionary sciences, including field biology and mathematical modeling, and socio-ecology as essential disciplines to understand and predict transmission of zoonotic and other infectious diseases that involve biotic or abiotic vectors, including diseases of humans, other animals, and plants. As described in the NSF Program Solicitation (**NSF-13-577**), the purpose of this Ecology and Evolution of Infectious Diseases (EEID) Program is to support multidisciplinary teams in the development of predictive models that integrate ecology and evolution with the goal of discovering principles governing the transmission dynamics of infectious disease agents to humans and other hosts. Application submission is through the National Science Foundation and potential applicants are strongly encouraged to contact NIH or NSF program officials prior to submitting an application. It is anticipated that eight awards will be made through this program in fiscal year 2014 for projects to begin in the summer of 2014. The maximum total (for all years) award size is $2.5 million, including indirect costs, and the maximum award duration is five years. Awards made by components of the NIH may receive support of up to $350,000 in direct costs per year for up to five years. **The proposal deadline is November 20, 2013.**
DOD UPDATE	➤ **FY 2014 Multidisciplinary Research Program of the University Research Initiative (MURI)** This Department of Defense (DoD) program is focused on multidisciplinary research efforts where more than one traditional discipline interacts to provide rapid advances in scientific areas of interest to the DoD (see full announcement for 2014 topics at http://www.grants.gov/web/grants/view-opportunity.html?oppId=240153). **White Paper Due Date: 10/15/2013** **Award Information: Typically $1.25M - $1.5M per year for 3 years, with a 2 year option period.**

 Agency Tip

NIH Applicants: Paper Size Matters!

In July 2013, NIH implemented system validation to enforce the 8.5 x 11 inch paper size limit for documents included within the application. Prior to that date, this page size requirement was not systematically enforced.

With that said, NIH will now systematically enforce paper size; however, the system will not throw an ERROR message until the file is well out of the paper size range (bigger than 9 x 12 or 12 x 9). **NIH Staff however will continue to strictly enforce 8.5 x 11 inches for the attachments with page limits.**

Also, NIH is phasing out the resizing of documents. If an attachment is submitted that is bigger than 8.5 x 11 inches and the assembled image is not formatted correctly in eRA Commons (i.e. text falls of the page or the footers overwrite document text) it will **not** be considered a system issues and will **not** allow corrections after the deadline. As always, it is highly recommended to submit the application early and carefully check the assembled application image in eRA Commons before the deadline while corrections are still possible.

COEUS UPDATE & REMINDERS

Resources for Submitting Upcoming Proposals via Grants.gov:

ALL NIH** proposals **for the upcoming deadlines will need to be submitted directly to Grants.gov (i.e. Grants.gov Forms package will need to be manually filled out). We will send out notification when the C-forms are available. Below is a list of resources to assist users with entering proposals directly into Grants.gov:

- The Coeus User Group PowerPoint presentation – an overview of the steps needed to entering your proposal in Grants.gov.

- **Link to download a funding opportunity in Grants.gov:**
  http://www.grants.gov/web/grants/applicants/download-application-package.html

- **SF424 (R&R) Application Guides for Restructured Application Forms**:
  http://grants.nih.gov/grants/funding/424/index.htm

- **Brown Proposal Preparation Information Sheet:**
  (Please refer to this sheet for DUNS number, Cognizant Federal Agency, Human Subjects or Animal Welfare Assurance numbers, etc.)
  http://www.brown.edu/research/sites/brown.edu.research/files/Proposal_Preparation_Sheet_revised_9_18_13.pdf

- **Opportunity to Connect to B1 Forms to produce the R&R Budget V1-1 : PA-11-196**
  - This is an option available to users to generate a print out of their Coeus budget with the details to be entered on the R&R budget form within the Grants.gov application.
  - You should only connect to this opportunity to generate the budget form.
  - You should DISCONNECT from this opportunity once you generate your budget form.

- July 24, 2013 Coeus User Group Meeting Notes - Detailed Powerpoint presentation of the changes made to the updated Grants.gov Forms.

- WorkFlow for Non System-to-System (S2S) Proposal Submissions - Overview of completing the Coeus record for proposals that are NOT submitted S2S to Grants.gov.

Updates to Coeus to Accommodate Forms-C updates:

- Two new fields added to the Proposal Tab to support the SF424 (R&R) Cover V2-0 Form -
  - **Previous Grants.gov Tracking ID:** *(Under the Agency Div Code field – will map to field 4.c. Previous Grants.gov Tracking ID)*
  - **Agency Routing Identifier:** *(Under Agency Program Core field – will map to field 4.a. Federal Identifier)*

WORKDAY REPORTING UPDATE

NEW Manager Budgetary Balance Report Update

The Manager Budgetary Balance Report is now available to all Grant Managers and Grant Financial Analysts. This report allows you to view budget to actuals for your sponsored awards. A guide detailing how to run this report and the current report limitations is available here:

http://www.brown.edu/research/sites/brown.edu.research/files/uploads/Manager_Budgetary_Balance_Report_Guide.pdf

We would like to highlight a modification that has been made to better meet the needs of our users:
 Employee names are now associated with salary expenditures allowing users to see salary expenditures by employee.   In addition, you have the ability to view into the employee position and see pay allocations and compensation.

If you have any questions or encounter any issues please contact Marisa_Schasel, Comfort_ Brownell, Mary_West.

NEW REPORTS FOR REVIEWING SPONSORED AWARD EXPENDITURES

- **Sponsored Award(s) Activity Statement-Actuals**
- **Sponsored Award(s) Activity Statement-Actuals & Obligations**

These reports are now available in your financial reporting worklet.
Please use these reports to review your sponsored award revenue and expenditure activity.

Roles that have Access to Report:

- **Grant Manager**
- **Grant Financial Analyst**

Awards and Grant Organizations you can Access:
Any award (Grant Award Hierarchy) and grant organization (e.g. gr523331) that you hold a role on are available to you.

Activity Included in Report:
Life to Date expenditure and revenue activity is included in this report. You also have the ability to view a specific period of time (e.g. July 2014), a summary period of time (e.g. award start date through July 2014), or Life to Date (e.g. start date through today).
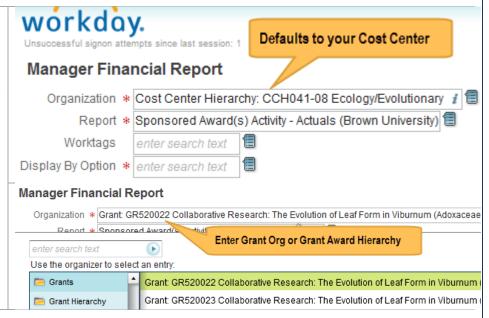
TIP:
The first prompt field – *Organization* will default to your Cost Center

Please enter the grant org /worktag (e.g. GR520022) here.   If you have the grant manager or grant financial analyst role for that grant org/worktag the report will run and return expenditure activity.

You can also search by Grant Hierarchy. For Grant Hierarchy use the drop down list and select the award based on Coeus award number (e.g.GRH_AWD_001998)

If you run the report with CC in the Org Field and Grant Org/Worktag in the Worktag prompt field you will get an error message or incomplete results

September 2013

Important Note Regarding Facility & Administration Costs

There currently is a "bug" where F&A is calculated on 'in progress' and 'cancelled' journals. We are working with Workday to resolve this issue. Until this issue is fixed there is a small population of awards where the F&A is incorrect. Grant Managers and Grant Financial Analysts will receive a separate report identifying any awards/grant organizations impacted by this bug via a separate email.

Important Note Regarding Grant Life to Date Balances

Grant life to date expenditures has been loaded. In addition, cumulative revenue for all awards except for the Department of Health and Human Services and National Science Foundation awards under a letter of credit have been loaded. The cumulative revenue for these awards is expected to be loaded by the end of September.

Informational Sessions Coming Soon

The Office for Sponsored Projects will be scheduling sessions beginning in mid-September to review this report in more detail with end users. We will notify Grant Managers and Grant Financial Analysts once schedule is finalized.

If you have any questions re this information please contact

Marisa_Schasel@brown.edu, or Comfort_Brownell@brown.edu, or Mary_West@brown.edu.

TRAINING

| OSP TRAINING SPOTLIGHT | ABOUT OSP TRAINING |

OSP TRAINING SPOTLIGHT

SPONSORED PROJECTS TRAINING
FALL 2013 SCHEDULE

To register for classes, please navigate to Brown Learning Point Page 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
09/27/2013	Coeus Premium: Proposal Creation & Finalization
09/30/2013	Coeus Lite: Proposal Development
10/03/2013	Post Award: Direct Charging of Admin Costs
10/04/2013	Coeus: Viewing Proposal & Award Information
10/07/2013	Coeus Premium: Budgeting Basics
10/08/2013	Pre-Award: Reading the Funding Opportunity Announcement (FOA)
10/15/2013	Post Award: Commitments
10/15/2013	Certificate Program in Research Administration and Compliance*
10/18/2013	Pre-Award: Research Equipment & Property Management
10/21/2013	Coeus: Advanced Budgeting
11/01/2013	Coeus Premium: Proposal Hierarchy
11/04/2013	Post Award: Effort Reporting
11/05/2013	Pre-Award: NIH Assorted Training - Ruth L. Kirschstein NRSA Individual Fellowships
11/12/2013	Certificate Program in Research Administration and Compliance*
11/13/2013	Pre-Award: Budgeting Basics
11/14/2013	Coeus Lite: Proposal Development
11/19/2013	Post Award: Allocation of Costs
11/20/2013	Pre-Award: Subcontracts Demystified
12/02/2013	Coeus: How Coeus Populates your Grants.gov Forms
12/05/2013	Post Award: Cost Transfers
12/05/2013	Pre-Award: NIH Assorted Training - NRSA Institutional Training (T) Grants
12/10/2013	Certificate Program in Research Administration and Compliance*
01/08/2013	Coeus/Pre-Award: ASSIST
01/14/2013	Certificate Program in Research Administration and Compliance*

* Only for those enrolled in the 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 subawards.*

- **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 listed on LearningPoint, Brown's 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.

CONFERENCES & NCURA EDUCATIONAL PROGRAMS

National Science Foundation Grants Conference
Hosted by: Colorado State University
Westin Denver Downtown, Denver, CO
October 21-22, 2013

- Key representatives from the NSF, as well as your colleagues - faculty, researchers, and grant administrators - representing colleges and universities from around the U.S. will participate
- For more information click **here**.

Questions or comments about the Newsletter should be directed to the editor:
Katarzyna Szulc, Senior Contract & eRA Administrator (Katarzyna_Szulc@brown.edu)