



The monthly newsletter provides timely information on agency updates; sponsor and University policy and procedural information; and guidance in all aspects of sponsored project administration for Researchers and Research Administrators. Content for the newsletter is contributed from the offices under the Vice President for Research:

- Office of Research Administration Information Systems (RAIS)
- Office of Research Development
- Office of Research Integrity (ORI)
- Office of Sponsored Projects (OSP)

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<u>Research Administration Updates</u>	Office of Sponsored Projects
Office of Sponsored Projects	➤ National Institute of Health (NIH) Project Outcomes Report - Reminder
Office of Research Integrity	In recent weeks NIH has sent reminders to a few Principal Investigators regarding the format and content of the Project Outcomes Report section of the Interim and Final Research Performance Progress Report (RPPR). Specifically, NIH requirements are that the report is:
Research Development	<ul style="list-style-type: none"> • Written for the general public in clear and concise language; • Suitable for dissemination to the general public; • Does not include proprietary, confidential information or trade secrets; and • Not more than half a page.
Research Administration Information Systems	In a November "Open Mike" Blog , Dr. Michael Lauer, NIH's Deputy Director for Extramural Research goes into specific detail about each of the above criteria. He also reminds Investigators that "project outcomes submitted on or after Oct. 1, 2017 are made available to the general public via NIH's Research Portfolio Online Reporting Tool (RePORTER)."
<u>Upcoming Proposal Submission Deadlines</u>	Further information is available in NIH Guide Notice NOT-OD-18-103 , including a cautionary note that " <i>If the description of the project outcomes are found to be unacceptable, recipients will be required upon NIH request to submit revised project outcomes statements using the Additional Material functionality in place for the Final and Interim RPPR (i.e., Final Report Additional Materials (FRAM) for Final RPPR).</i> "
<u>Sponsor/Agency Updates</u>	Fortunately, the same Guide Notice provides sample text for acceptable project outcomes. Should you have any questions or concerns about project report requirements contact the Grant & Contract Administrator assigned to your department. Contact list is found here .
NSF Update	
Other	
<u>Training & Conferences</u>	
OSP & RAIS Fall Training	
Upcoming Conferences & Programs	

➤ Federal Demonstration Partnership (FDP) Faculty Workload Survey III - 2018

The FDP is an association of federal agencies, academic research institutions with administrative, faculty and technical representation, and research policy organizations that work to streamline the administration of federally sponsored research. In early 2018, the FDP will be conducting its third *Faculty Workload Survey*. The survey solicits data from federally funded Principal Investigators asking how much time research faculty are devoting to administrative tasks (e.g., Proposal Preparation, Project Finances, Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC) and compliance matters). The data gathered by the survey has been shared with funding agencies and with Congress in an attempt to reverse the trend of increasing administrative burden on PIs.

As specific timelines are established for the 2018 survey, we will announce those via the Newsletter and in targeted emails. Your participation is necessary and appreciated.

➤ New Staff Member

OSP is pleased to announce the recruitment of Brandi Glover to our Post-Award Team. Brandi holds an MBA in Business Administration and Management from Southern New Hampshire University and BS in Accounting from Johnson & Wales University. Prior to Brown, Brandi served as an Associate Grants Management Specialist at Connecticut Children's Medical Center in Hartford. A sampling of her assigned portfolio includes: Applied Math, Cognitive Linguistic and Psychological Sciences, Graduate School, Haffenreffer Museum, Institute for Molecular and Nanoscale Innovation, and centralized departments within the Division of Biology and Medicine. Please welcome Brandi to our office.

Office of Research Integrity

➤ Paperless Institutional Review Board (IRB) Submissions

In light of our recent move to South Street Landing and in preparation for an upcoming transition to Brown's all-electronic submission and review system, InfoEd, we are upgrading our submission procedures. **As of January 1, 2018**, please send all IRB submissions via e-mail to the Human Research Protection Program (HRPP) email address: IRB@brown.edu.

- Please do NOT copy individual staff members on your email submission.
- Please DO include all submission materials in ONE pdf document attachment (no zip files or multiple attachments, please).

➤ Two Locations for IRB Open Hours

The HRPP now offers Open Hours for two locations:

- Tuesdays, 12:00-1:00 pm; room 494 at South Street Landing
- Wednesdays, 11 am – 12:00 pm; room 603 at BioMed Center

Getting to South Street Landing (SSL) is quick and easy! Hop on the Express Shuttle that runs between Hillel and South Street Landing regularly throughout the business day. Once in SSL, take the second set of elevators (by the East Entrance) to the 4th Floor. The receptionist will direct you to the Open Hours room.

➤ Institutional Biosafety Committee (IBC) to meet more frequently!

You talked, we listened! Starting in **February 2018**, the IBC will meet monthly with the exception of the month of July. Dates for the 2018 IBC meetings and submission deadlines can be found here. Please remember that per regulatory requirements, the Institutional Animal Care and Use Committee (IACUC) must wait for IBC approval to issue its approval. In addition, if you conduct human subjects research that involves human source material, including blood, body fluids, tissues and/or cell lines, infected clinical specimens or biologically contaminated specimens, IBC approval is needed. Importantly, if you plan to conduct human gene transfer experiments, the IBC is required to provide oversight in accordance with https://osp.od.nih.gov/wp-content/uploads/NIH_Guidelines.html and you **must** contact the IBC prior to submitting a human subjects protocol.

➤ **Animal Research Protection Program (ARPP) Updates**

- The IACUC has retired its outdated *Amendment Significance Policy*. Newer policies, including the [Veterinary Verification and Consultation \(VVC\)](#) policy, reflect current practices.
- The IACUC has adopted a new practice of allowing a 6-month grace period for laboratories to come into compliance with newly approved policies. The ARPP will continue to circulate all newly approved (or revised) IACUC policies via email to the research community, and will educate lab members on new policies/policy changes as they arise during semi-annual inspections.
- Speaking of semi-annual inspections, the winter inspections will be conducted over an 8-week period beginning in January 2018. Please respond promptly to emails from the ARPP regarding scheduling.

➤ **Responsible Conduct of Research (RCR) Training**

Brown Ethics And Responsible Conduct Of Research Education (BEARCORE) *Spring 2018 (Full RCR Course and RCR Refresher)*

The BEARCORE program is an in-person Responsible Conduct of Research (RCR) training course administered by the Office of the Vice President for Research/Office of Research Integrity. The course fulfills the NIH and National Science Foundation (NSF) requirements regarding RCR training.

BEARCORE is offered to students and trainees from a variety of academic fields, biomedical and non-biomedical, which are funded by NIH and NSF grants and are required to complete RCR training. The 2018 course is offered as a combination of mandatory sessions and electives. BEARCORE sessions can also be taken to fulfill RCR refresher requirements.

Course Dates:

Mandatory sessions: Thursdays, March 8, 15, 22, and April 5, 2018, 11 am – 1 pm.

Various one-hour elective sessions are offered on Mondays and Thursdays, 11 am – 12 pm or 12 pm – 1 pm, between April 9 and April 30, 2018.

Course Location:

Mandatory sessions: Science Library 520

Elective sessions: TBD

For more information or to register for the 2018 BEARCORE course (full course or refresher option), please check ORI's [website](#) or contact Rebecca Haworth in ORI (Rebecca_haworth@brown.edu or 401-863-2041)

➤ **Annual COI Assurance and Reporting for Calendar Year 2017**

Every year, Brown requires Brown faculty with appointments greater than 50% and [Investigators](#) on research administered through Brown to submit an annual Conflict of Interest (COI) Assurance form. The "Annual COI Reporting Cycle" will kick off in early February 2018 and will run through mid-March 2018. Reporting will be conducted in Brown's electronic research administration system, [InfoEd](https://infoed.brown.edu) (<https://infoed.brown.edu>).

As in years past, Brown's Vice President for Research will send an Annual COI Reporting "kick-off" announcement to all faculty and researchers who are required to submit the annual COI form. Once the kick-off date has been confirmed, ORI will notify Department Managers and Administrators, and will distribute guidance documents and links to COI/InfoEd resources.

➤ **Upcoming Export Control Open Hours/Brown Bag**

ORI is hosting winter Export Control Open Hours and an Export Control Brown Bag. The sessions are open to all faculty, students, and staff. Export Control Open Hours, hosted by the ORI, provide an opportunity to learn more about export control regulations and compliance specific to your academic area. The Export Control Officer and Research Integrity Manager will give tutorials, answer questions, and discuss cases and hypotheticals. Open Hours are offered on **Tuesday February 6, 2018 and Wednesday May 16, 2018** in Horace Mann, Room 102. Stop by anytime between **8:30 am - 10:30 am**.

The Export Control Brown Bag serves as an introduction to export control regulations and how they apply in a university setting. What are the major regulatory schemes? Why do we need to comply? What type of activities conducted at a university might be subject to export controls? What academic exceptions can we use to conduct our everyday work without worrying about export controls? These questions (and any other you might have) will be answered. Bring your lunch. Please **RSVP** to confirm your planned attendance (space is limited).

Date/Location: March 14, 2018; 12 noon – 1PM; Horace Mann; Room 102

Research Development

➤ **Nominations for 2018 Office of the Vice President for Research (OVPR) Research Achievement Awards**

The OVPR is pleased to announce the [Research Achievement Awards](#) program for academic year 2017-2018 to recognize outstanding research achievements of Brown faculty. Six awards will be given this year that each carries a research stipend of \$5,000. A committee of faculty will review nominations and select the award recipients. Nominations are now open through **Monday, January 8, 2018** on [UFunds](#).

OVPR invites nominations from deans, department chairs, and center directors, as well as self-nominations and nominations by colleagues for the following awards:

Early Career Research Achievement Award

Early Career Research Achievement Awards will be given in three areas: (1) Arts, Humanities, and Social Sciences, (2) Physical Sciences, and (3) Life Sciences and Public Health. *These awards are for a member of the faculty at the Assistant Professor level, or who was promoted to Associate Professor in the previous academic year, in recognition of an **exemplary portfolio of research achievement during his/her first years at Brown.***

Distinguished Research Achievement Award

Distinguished Research Achievement Awards will be given in three areas: (1) Arts, Humanities, and Social Sciences, (2) Physical Sciences, and (3) Life Sciences and Public Health. *These awards are for faculty of any rank. The purpose of the award is to recognize faculty who have demonstrated a **record of exceptional research achievements throughout their career at Brown and have received national and/or international peer acclaim for their research in the previous calendar year.***

Please see the attached flyer and contact research_opps@brown.edu with any questions, or visit the [OVPR website](#) for application information and eligibility requirements.

➤ **OVPR Internal Funding Opportunities**

Grant Resubmission Awards

- Deadline: **Rolling** (via [UFunds](#))
- Provide up to \$15,000 for investigators to improve an already highly rated proposal for re-submission.
- Any Brown faculty member whose research is administered through Brown is eligible. Emeritus, adjunct, and visiting faculty, as well as post docs, are not eligible to lead projects, but may be included on the research team.

Complete guidelines on these and other opportunities are available on the [Internal Funding Opportunities](#) page of the OVPR website. Questions? Please contact Margaret Manning at Research_Opps@brown.edu or 863-5145.

➤ **Research Development and Grant Writing Newsletter**

The [Research Development and Grant Writing newsletter](#) offers strategies on how to compete successfully for research funding and highlights new funding opportunities.

Research Administration Information Systems

➤ Grants.gov Forms-E Update

We are currently testing the upcoming Grants.gov Forms-E, to be used for proposals submitted after January 25, 2018. We will have an update the first week of January on the timing of the implementation of the Grants.gov Forms-E in Coeus for system to system submissions.

Any proposals submitted prior to January 25, 2018 will use the Grants.gov Forms-D package.

Please contact coeus_help@brown.edu with any questions.

➤ Grants.gov Legacy PDF Packages Retire this Month

Grants.gov legacy PDF packages retire as of 12/31/2017. The PDF packages are being replaced by Grants.gov [Workspace](#).

➤ Adding Your Pre-award Administrator as a Participant on a Workspace

In order for Pre-award Administrators (central office OSP & BMRA) to have access to view a Workspace application, the department's Workspace Manager will need to add their Pre-award administrator as a 'participant' via the Participants tab of the Workspace. If the Pre-award Administrator is not added as a participant, they will not be able to view the forms/files directly in Workspace.

➤ Routing Your Grants.gov Workspace Application for Authorized Organization Representative (AOR) Approval

RAIS recently updated settings on Brown's Grants.gov account to streamline the process for AOR's and departments; departmental users no longer need to add an AOR as a 'participant' to a Workspace.

Now when a Workspace is routed, anyone with an AOR role at Brown will automatically receive a notification email (from Grants.gov) that a Workspace has been routed. They can then cross-reference this with a routed Coeus proposal and approve/submit the application.

➤ New Webpage for Grants.gov Forms for Coeus S2S Submissions

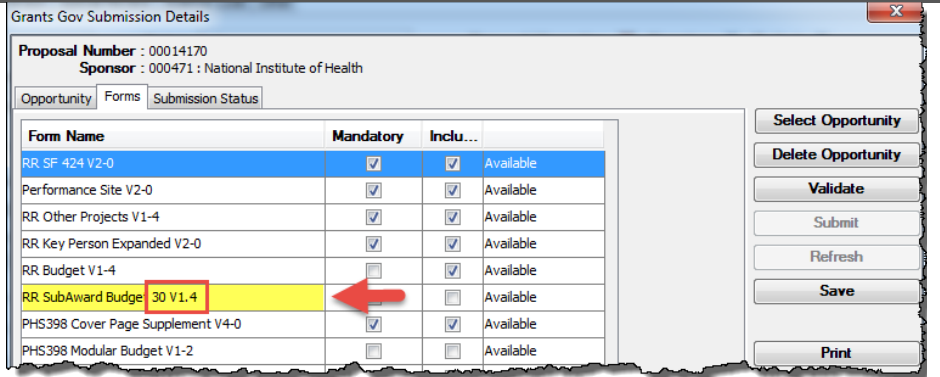
With the decommissioning of the Grants.gov PDF packages, RAIS has created a new page to store versions of Grants.gov Subaward and additional forms required for Coeus S2S Submissions.

The [Grants.gov Forms for S2S Submissions page](#) is located on the Coeus Website under Proposal Development. It contains 3 sections of available forms:

- **Subaward Forms**
 - Please select the appropriate **Subaward Form** based on the **Subaward Attachment Form** located in the Notice of Opportunity (See below).
 - These forms are uploaded in the Budget Section of Coeus
- **User Attached S2S Forms**
 - These forms are uploaded in the User Attached S2S Forms in Coeus
- **PHS Human Subject/Clinical Trial Form**
 - The Human Subject Study Record Attachment Form is now available, however, the PHS Human Subjects and Clinical Trial Form in which this form will be attached, is under development in Coeus. We will provide an update in January on the status of the new form.

Determining which Subaward Form to upload in your Coeus Proposal:

- Navigate to the Grants.gov Submission Details Window in Coeus and click on the Forms tab.
- Look for the Subaward Form and review the version listed at the end.



Should you have any questions, please feel free to contact RAIS@brown.edu.

Upcoming Proposal Submission Deadlines

Below are upcoming due dates for the most commonly used activity codes for National Institute of Health (NIH) & Agency for Healthcare Research & Quality (AHRQ). There is also a link to the NSF Proposal Deadlines. Please continue to refer to the funding opportunity announcement (FOA) for due date information.

**All Proposals are due to OSP / BioMed Research Administration (BMRA) by the close of the business day unless a time is indicated below. For OSP deadlines that fall on a Friday, complete proposals may be submitted until 9:00 am on the following Monday.*

Click [here](#) to view the listing of all the upcoming due dates for NIH.

Activity Code	Program Description	Sponsor Due Date		OSP/BMRA Due Date	
		New Application	Resubmission, Renewal, Revision Application	New Application	Resubmission, Renewal, Revision Application
R01	Research Grants (R01)	February 5	March 5	January 26	February 23
K Series	Research Career Development	February 12	March 12	February 2	March 2
R03, R21, R33, R21/33, R34, R36	Other Research Grants	February 16	March 16	February 8	March 8
R18, U18, R25	Research Demonstration Education Projects	January 25		January 17	
T Series D Series	Institutional National Research Service Awards Other Training Grants	January 25		January 17	
P Series	Program Project Grants and Center Grants	January 25		January 17	
F Series Fellowships	Individual National Research Service Awards	April 8		March 30	
F31 Diversity Fellowships	Individual Predoctoral Fellowships (F31) to Promote Diversity in Health-Related Research	April 8		April 2	

Click [here](#) to view the listing of all the upcoming due dates for AHRQ.

Grant Mechanism	Type of Application	Sponsor Due Date		OSP/BMRA Due Date	
		New Application	Resubmission, Renewal, Revision Application	New Application	Resubmission, Renewal, Revision Application
R01	Large Research Projects	February 5	March 5	January 26	February 23
R03	Small Research Projects	February 16	March 16	February 8	March 8
K01	Mentored Research Scientist Development Awards	February 12	March 12	February 2	March 2
R18	Large Research Demonstration Projects	January 25		January 17	
F32	Postdoctoral Individual NRSA Awards	April 8		April 5	

NSF Proposal Deadlines:

Click [here](#) to view the listing of all the upcoming Due Dates for NSF.

Sponsor / Agency Updates

NSF UPDATE	<p>➤ NSF Grants.gov Application Guide – Revised Version</p> <p>A revised version of the NSF Grants.gov Application Guide has been issued. The NSF Grants.gov Application Guide has been updated to align with changes to NSF’s Proposal & Award Policies & Procedures Guide (PAPPG). Information about FastLane system registration has been removed and replaced with guidance for registering in Research.gov. Editorial changes have also been made to either clarify or enhance the intended meaning of a sentence or section or to ensure consistency with data contained in NSF systems or other NSF policy documents.</p> <p>The new NSF Grants.gov Application Guide will be effective for proposals submitted, or due, on or after January 29, 2018.</p> <p>If you have any questions regarding these changes, please contact the Policy Office on (703) 292-8243 or by e-mail to policy@nsf.gov. For technical questions relating to Grants.gov, please contact Grants.gov directly at 1-800-518-4726 or support@grants.gov.</p> <p>➤ Extension of Cost Share Pilot for Personnel on Intergovernmental Personnel Act (IPA) Assignment to NSF</p> <p>For many years, the National Science Foundation (NSF) has provided the opportunity for scientist, engineers, and educators to rotate into the Foundation on a temporary basis. Many of our rotators, who are an integral and valued part of the NSF workforce, come to the agency through the intergovernmental Personnel Act (IPA) program. As part of the continuing effort to enhance the administration of temporary personnel and NSF under the IPA program, in Fiscal Year (FY) 2017, NSF piloted a required 10% cost share of the IPS’s base salary and fringe benefits for all IPA agreements. NSF has decided to extend the pilot through FY 2018, to ensure a full evaluation can be conducted. Strongly justified waiver requests may be considered.</p> <p>Questions should be referred to Allison Radford, Workforce Planning program Manager (OIRM/HRM aradford@nsf.gov, x7423).</p> <p>➤ NSF Proposal and Award Policy Newsletter</p> <p>The NSF Proposal and Award Policy November/December is now available. PDF: NSF Proposal & Award Policy Newsletter</p> <p>➤ Fall 2017 NSF Grants Conference – Available Online</p> <p>The Fall 2017 NSF Grants Conference Webcast is now available online. You can view all the presentations and recordings of the plenary sessions from the NSF Grants Conference here.</p> <p>Topics include: Types of NSF Funding Opportunities, Proposal Preparation, Award Management, the Faculty Early Career Development (CAREER) Program, Merit Review, and more.</p> <p>For questions, please contact grants_conference@nsf.gov.</p>
OTHER	<p>➤ Updates to the Simons Foundation Policies and Procedures</p> <p>The Simons Foundation has refreshed its policies and procedures with changes effective in October 2017. The Foundation has developed a number of new web-based forms for actions such as reallocation of funds; Maternity, Paternity or Personal Leave; and change of Institution or PI and others. In addition, the update addresses specifics on carry forward of funds requests. If you are managing a Simons Foundation award, please review the document. Contact OSP should you have any questions.</p>

Training & Conferences

OSP & RAIS Fall Training

Do you have staff that is new to research administration? Schedule a meet and greet with the Office of Sponsored Projects & Research Administration Information Systems. Introduce your staff to their Pre-Award Grant/Contract Administrator, their Post-Award Grant/Contract Accountant, or have them do a demo of Coeus with our Coeus team.

To schedule a meeting, email or call your Pre-Award Grant/Contract Administrator or email the Coeus team at Coeus_Help@brown.edu



OSP & RAIS Training Schedule will be announced in January

To register for classes, please navigate to the [Brown Learning Point Page](#) and log in. The training classes can be found by clicking on the “Sponsored Research Related Training” from your homepage.

UPCOMING CONFERENCES & PROGRAMS

NCURA National Meetings posted for 2018

- **Financial Research Administration (FRA)**
Conference: **March 5-6, 2018 | Orlando, FL**
Workshop Day: **March 7, 2018**
- **Pre-Award Research Administration (PRA)**
Conference: **March 8 – 9, 2018 | Orlando, FL**
Workshop Day: **March 7, 2018**
- **Annual Meeting**
August 5-8, 2018 | Washington, DC

For more details, see <http://www.ncura.edu/Education/MeetingsConferences.aspx>

Questions or comments about the Newsletter should be directed to
the *Office of Research Administration Information Systems* – RAIS@brown.edu