



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)

Email: [RAIS@brown.edu](mailto:RAIS@brown.edu) | Subscribe / Unsubscribe: [https://listserv.brown.edu/?SUBED1=RESEARCH\\_ADMIN\\_NEWS&A=1](https://listserv.brown.edu/?SUBED1=RESEARCH_ADMIN_NEWS&A=1)

INSIDE THIS ISSUE	Research Administration Updates
	<b>Office of Research Administration Information Systems (RAIS)</b>
<b>Research Administration Updates</b>	<p>➤ <b>Holiday Closure</b></p> <p>In accordance with Brown University’s winter closure, OSP and RAIS will be closed at 5 pm on Wednesday, December 23, 2015 and will re-open for business at 8:30 am, <b>Monday, January 4, 2016.</b></p> <p>During the winter closure period, <i>should you require assistance for urgent matters</i>, please leave a message at <a href="tel:401-863-2777">401-863-2777</a>. Messages will be collected daily and routed to the appropriate party. Otherwise, we look forward to speaking with you in the new year.</p>
Office of Research Administration Information Systems	➤ <b>InfoEd Project is Under Way</b>
Office of Sponsored projects	Members of the Offices of the Vice President for Research, Computing and Information Services, and departmental representatives participated in onsite meetings with the vendor, InfoEd Global, November 16th - 18th.
University Library	The primary purpose of these meetings was to define the requirements for the first module to be implemented, Conflict of Interest (COI). During our meetings we discussed the annual reporting process, defined roles and notifications, and documented workflows for the various business processes. Based on these workflow designs, the vendor has begun to configure the COI module and a prototype for Brown to review in a development environment is expected by mid-January 2016.
<b>Upcoming Proposal Submission Deadlines</b>	In addition to the COI module discussions, we were provided with an overview of InfoEd’s implementation strategy, security design, and configuration process. The project team is in the process of mapping Brown data, e.g. departments, sponsors, people into InfoEd and configuring various forms, tables, and related “pick” lists of values in InfoEd. We plan to begin to load Brown data in January 2016.
<b>Summary of Updated Agency Guides</b>	<i>Please note that all project updates will be posted on the <a href="#">InfoEd project website</a>. In addition, if you would like to receive email notifications about the Project, you may subscribe to the <a href="#">InfoEd Project Listserv</a>. Finally, we invite everyone from the research community to provide feedback about the project, share their ideas, and also share their concerns through our website’s <a href="#">feedback link</a>.</i>
<b>Agency Tip</b>	
<b>Post Award Update</b>	
<b>Training &amp; Conferences</b>	

## Office of Sponsored Projects (OSP)

### ➤ Subaward Process Update

In order to streamline the OSP / departmental correspondence for Subawards, a realignment of workflow was made so that your department's Grant/Contract Administrator will process all subawards for the department.

In addition, modifications to subawards will be processed through Workday:

- Effective Date: **December 22, 2015**
  - The [Subaward Order Form](#) is completed and uploaded in Workday as an attachment to the Change Purchase Order request
  - This is routed to Pre-Award for processing for review
  - Approved once the final documents are signed
  - Signed Modification will be uploaded in Workday to the Purchase Order record
  - Other process approvals remain unchanged.

## University Library

### ➤ Workshop on the New NSF Public Access Policy

As the new NSF Public Access Policy emerges in January ([https://www.nsf.gov/news/special\\_reports/public\\_access/](https://www.nsf.gov/news/special_reports/public_access/)), that among other items, will require NSF-funded investigators to submit publications resulting from NSF-funded research to a publications-repository, NSF-PAR (<http://par.nsf.gov/>), the Brown Library will be hosting a meeting for researchers and staff at Brown to meet to discuss what people may know and what we do not yet know about this new public access policy, steps institutions are taking for compliance, and how this will affect the sharing of the results of research, both publications and data, in the coming year.

**Date: January 29, 2015**

**Time: Noon**

**Location: Digital Scholarship Lab in the Rockefeller Library**

## Upcoming Proposal Submission Deadlines

Below are upcoming due dates for the most commonly used activity codes for **NIH, AHRQ, & NSF Submissions**. Please continue to refer to the funding opportunity announcement (FOA) for due date information.

*\*All Proposals are due to OSP / BMRA by the close of the business day unless a time is indicated below.*

### NIH

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)	02/05/2016	03/05/2016	1/28/16	2/29/16 (9 am)
K Series	Research Career Development	02/12/2016	03/12/2016	2/4/16	3/7/16 (9 am)
R03, R21, R33, R21/33, R34, R36	Other Research Grants	02/16/2016	03/16/2016	2/8/16	3/8/16
R18, U18, R25	Research Demonstration Education Projects	01/25/2016		1/19/16 (noon)	
T Series D Series	Institutional National Research Service Awards Other Training Grants	01/25/2016		1/19/16 (noon)	
P Series	Program Project Grants and Center Grants	01/25/2016		1/19/16 (noon)	
F Series Fellowships	Individual National Research Service Awards	04/08/2016		3/31/16	

### AHRQ

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	02/05/2016	03/05/2016	1/28/16	2/29/16 (9 am)
R03	Small Research Projects	02/16/2016	03/16/2016	2/8/16	3/8/16
K01	Mentored Research Scientist Development Awards	02/12/2016	03/12/2016	2/4/16	3/7/16 (9 am)
R18	Large Research Demonstration Projects	01/25/2016		1/19/16 (noon)	
F32	Postdoctoral Individual NRSA Awards	04/08/2016		3/31/16	

### NSF

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

## Summary of Updated Agency Guides

Looking for some reading over the winter break? In recent weeks, NIH and NSF have each updated a number of their informational documents and instructional guides, check them out below!

Agency	Guide	Effective Date
NIH	<b>NIH Grants Policy Statement (NIHGPS, rev. 11/2015)</b> <a href="http://grants.nih.gov/grants/policy/nihgps/index.htm">http://grants.nih.gov/grants/policy/nihgps/index.htm</a>	Budget Periods beginning 10/1/15
	<b>SF424 (R&amp;R) Application Guides and Supplemental Instructions</b> <a href="http://grants.nih.gov/grants/funding/424/index.htm">http://grants.nih.gov/grants/funding/424/index.htm</a>	Proposal Due Dates Between 1/25/16 & 5/24/16
NSF	<b>Proposal &amp; Award Policies &amp; Procedures Guide(PAPPG)</b> <a href="#">Proposal &amp; Award Policies &amp; Procedures Guide(PAPPG)</a>	Proposals due 1/25/16 and after
	<b>Grant Proposal Guide (NSF 16-1)</b> <a href="#">Grant Proposal Guide (NSF 16-1)</a>	Proposals due 1/25/16 and after
	<b>Award &amp; Administration Guide (NSF 16-1)</b> <a href="#">Award &amp; Administration Guide (NSF 16-1)</a>	New and funding amendments as of 1/25/16
	<b>Revised Terms &amp; Conditions</b> <ul style="list-style-type: none"> <li>• <a href="#">Grant General Conditions (GC-1)</a></li> <li>• <a href="#">Cooperative Agreement Financial and Administrative Terms and Conditions (CA-FATC)</a></li> </ul>	New and funding amendments as of 1/25/16
	<b>NSF Grants.gov Application Guide</b> <a href="http://www.nsf.gov/publications/pub_summ.jsp?ods_key=grantsgovguide0116&amp;org=NSF">http://www.nsf.gov/publications/pub_summ.jsp?ods_key=grantsgovguide0116&amp;org=NSF</a>	Proposals due 1/25/16 and after

## Agency Tip

### NIH RePORT

➤ **What is NIH RePORT?**

- The Research Portfolio Online Reporting Tools (RePORT) website provides access to reports, data, and analysis of NIH research activities, including information on NIH Expenditures and the results of NIH-supported research.
- A repository of NIH-funded research projects
- Launched in 2008
- Contains information dating back 25 years

➤ **What kind of information is available?**

- Award Details
- NIH Staff Contacts
- Abstracts
- Publications
- Grantees in your Area/Potential Collaborators
- Success Rates
- Funding Trends

<http://report.nih.gov/index.aspx>

## Post Award Update

### ➤ Cost Sharing

A [cost sharing reference guide](#) has been created to provide guidance on how to properly code the various types of cost sharing associated with sponsored awards. If you have any questions, please contact your Grant/Contract Accountant.

## Training & Conferences

### OSP & RAIS Resources

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](mailto:Coeus_Help@brown.edu)



### ➤ \*OSP 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

### CONFERENCES & PROGRAMS

#### NCURA National Meetings posted for 2016

- **Financial Research Administration (FRA)**  
March 9-11, 2016 | New Orleans, LA
- **Pre-Award Research Administration (PRA)**  
March 9-11, 2016 | New Orleans, LA
- **Annual Meeting**  
August 7-10, 2016 | Washington, DC

See [NCURA Meetings and Conferences](#)

#### NCURA Region I Spring Meeting 2016

- **Conference:** May 2- May 4, 2016 | Pre Conference Workshops: May 1, 2016 2016 | Falmouth, MA  
For more details, see <http://ncuraregioni.org/spring-meeting.html>

Questions or comments about the Newsletter should be directed to the Office of Research Administration Information Systems – [RAIS@brown.edu](mailto:RAIS@brown.edu)