



RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

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OFFICE OF THE VICE PRESIDENT OF RESEARCH ~ OFFICE OF SPONSORED PROJECTS

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This newsletter is produced by the Office of Sponsored Projects to provide agency updates, grant policy changes, and best practices in grant management for Researchers and Research Administrators. Please visit http://www.research.brown.edu/rschadmin/OSP_Newsletter.php for archives.

Agency Updates

Change in Review Cycle for New Investigator R01 Applications Reviewed in Study Sections Convened by the Center for Scientific Review (CSR) and National Institute of mental Health (NIMH)

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-11-057.html>

As part of the National Institutes of Health continuing commitment to New Investigators, NIH has allowed New Investigators the option of submitting resubmission (A1) applications for consecutive review cycles (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-083.html>). To give New Investigators who wish to use the consecutive review cycle option more time to prepare their resubmission (A1) application, NIH is changing the schedule for release of summary statements for the initial R01 (A0) applications and the due date for the next cycle resubmission.

The new schedule is:

| Due Date for NEW R01 (A0) Application | Study Section Meeting Window | Summary Statement Release | Due Date for Next Round Resubmission (A1) |
|---------------------------------------|------------------------------|---------------------------|---|
| February 5 | May/June/July | July 10 | August 10 |
| June 5 | Sept/Oct/Nov | November 10 | December 10 |
| October 5 | Jan/Feb/March | March 10 | April 10 |

The new schedule will begin for initial R01 (A0) applications submitted for the **June 5, 2011 due date**. Note that R01 applications submitted by New Investigators in response to RFAs and PARs with special due dates are not eligible for this option. The next cycle resubmission option only applies to R01 applications submitted by New Investigators for the standard due dates

Policy Change on Submitting Plans for Instruction in the Responsible Conduct of Research for Individual and Institutional Career Development Award (K) Applications

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-11-059.html>

The following change in policy is effective for Individuals and Institutional Career Development Grants (K) applications intended for June 12, 2011 and subsequent due dates.

The NIH issued the notice to inform the applicants for the Individual and Institutional Research

“NIH is Changing the Review Cycle for New Investigator R01 Applications to Give the New Investigators More Time to Prepare their Resubmission (A1) Applications”

“Updated NSF Graduate Research Fellowship Program Administrative Guide for Fellows and Coordinating Officials”

career Development Awards (K-series) that the required plans for instruction in the Responsible Conduct of Research (RCR) will now have page limits **separate** from the page limits for the other combined components that are limited to 12 pages (Individual K) or 25 pages (Institutional K).

Specifically:

Individual Career Development Awards

- SF 424 (R&R), Section 7.5 – PHS398 Career Development Award Supplemental Form: combined items 2 (Candidate’s Background), 3 (Career Goals and Objectives), 4 (Career Development/Training Activities During Award Period), and 11 (Research Strategy) **will be limited to 12 pages**
- Training in RCR will no longer be included in the 12 page limit. Rather, **this section will now have its own separate page limit, and will be limited to 1 page.**

Individual Career Development Awards

- SF 424 (R&R), Section 8.7 – PHS398 Research Training Program Plan Component Form: combined items 2 (Background), 3 (Program Plan), and 4 (Recruitment and retention Plan) **will be limited to 25 pages**
- Training in RCR will no longer be included in the 25 page limit. Rather, **this section will now have its own separate page limit, and will be limited to 3 pages.**

Re-Issuance of Ruth L. Kirschstein National Research Service Award (NRSA) Institutional Research Training Grants (Parent T32), Short-Term Institutional Research Training Grants (Parent T35) and Parent Research Career Development (K) Award Funding Opportunity Announcements

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-11-060.html>

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-11-063.html>

NIH has re-issued the following Funding Opportunity Announcements (FOAs):

NARSA TRAINING GRANTS - Applications intended for May 25, 2011 and subsequent due dates must use the re-issued FOAs.

[PA-11-184](#) NRSA Institutional Research Training Grants (Parent T32)

[PA-11-185](#) NRSA Short-Term Institutional Research Training Grants (Parent T35)

AIDS and AIDS-related applications intended for the May 7, 2011 due date should continue to use the current T32 ([PA-10-036](#)) and T35 ([PA-10-037](#)) FOAs.

CAREER DEVELOPMENT (K) AWARD ANNOUNCEMENTS - Applications intended for June 12, 2011 and subsequent due dates must use the re-issued FOAs.

[PA-11-190](#) Mentored Research Scientist Development Award (Parent K01)

[PA-11-191](#) Independent Scientist Award (Parent K02)

[PA-11-192](#) Academic Career Award (Parent K07)

[PA-11-193](#) Mentored Clinical Scientist Research Career Development Award (Parent K08)

[PA-11-194](#) Mentored Patient-Oriented Research Career Development Award (Parent K23)

[PA-11-195](#) Midcareer Investigator Award in Patient-Oriented Research (Parent K24)

[PA-11-196](#) Mentored Quantitative Research Development Award (Parent K25)

[PA-11-197](#) NIH Pathway to Independence Award (Parent K99/R00)

AIDS and AIDS-related applications intended for the May 7, 2011 due date should continue to use the current K FOAs.

The re-issued Funding Opportunity Announcements do not change the overall objectives of these

“NIH has Re-Issued
Several Career
Development (K)
Award and NRSA
Institutional Training
Grant Funding
Opportunity
Announcements”

programs, nor do they modify current policies, rules and regulations. They simply incorporate recent changes to the Training and Career Development Policies.

Reminder As of January 1, 2011, the Use of xTrain Commons Module is Mandatory for all Submissions of Appointment and Termination Notices

xTrain provides Program Directors/Principal Investigators, University Administrators, and Trainees the ability to electronically prepare and submit PHS 2271 Statement of Appointment forms and PHS 416-7 Termination Notices associated with Institutional Research Training Grants, Institutional Career Development Awards, Individual Fellowships and Research Education Awards. T32, T34, T35, T90, TL1, TU2, T15, K12, KL2, KM1, R25 and R90 awards can now utilize the xTrain Module.

After January 1, 2011, paper appointment forms and termination notices will not be accepted. Paper submissions will be considered noncompliant and grantees will be required to resubmit appointment forms and termination notices electronically using the xTrain Module.

http://era.nih.gov/services_for_applicants/other/xTrain.cfm

National Science Foundation has Updated the GRFP Administrative Guide for Fellows and Coordinating Officials

NSF has updated the *Guide* and is changing how institutional awards are handled – both at NSF and at the grantee institution.

The updated *Guide* applies to the **2011-2012 fellowship year forward**. The new Funding Model will begin with the **2011-2012 fellowship funding cycle and 2010-2011 institutional reporting requirements**.

The NEW Guide can be found at:

http://www.nsf.gov/pubs/2011/nsf11031/nsf11031.pdf?WT.mc_id=USNSF_179.

Did you know that...

NIH may allow an extension of the Early Stage Investigator (ESI) Period of Eligibility to accommodate lapses in research or research training due to medical concerns, disability, family care responsibilities, extended periods of clinical training, natural disasters, and active duty military service

Please refer to the following notice for more details [NOT-OD-09-034](#)

Coeus Update

Coeus User Group Meetings: 3rd Wednesday of each month 10am – 11:30am

The Coeus User Group will meet each month 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:
May 18th - TBD – 10am – 11:30am

De-activation of NSF Yes No Questions (YNQ)

The NSF specific questions located in the Yes No Question section (YNQ) have been de-activated. You will no longer see or answer them in the Yes No Questions window. For NSF/Grants.gov submissions, you will be required to complete the NSF Cover Page Questionnaire.

Updated Coeus Documentation

Various documents have been updated on the Web site. The updated documents reflect the changes in 4.4.3 and also incorporate streamlined business processes in the Proposal Development process.

- [Complete Proposal Development Premium Guide](#) – entire Proposal Development User guide in one that can be easily used to search for needed topics.
- Proposal Development Guides – Separated
 - [Proposal Creation & Preparation Guide](#)
 - [Budget Development Guide](#)
 - [Proposal Finalization & Approval Guide](#)
- [Department Rights and Roles](#)
- [Cost Sharing Overview](#)
- [Coeus Cost Element / Subcode Spreadsheet](#)
- [Copying a Proposal Development record](#)
- [NRSA Fellowships \(F30, F31, F32, F33\)](#)
- [YNQ](#)
- [Work Flow for Non-Grants.gov Proposal Submissions](#)

COEUS TIP OF THE MONTH:

Using Proposal Hierarchy for Departmental Collaboration: When collaborating with other departments on a proposal, each department can create a proposal to create a budget for their portion of the project. The Proposal Hierarchy function then allows users to roll up sub budgets (Child Budgets) to a lead budget (Parent Budget) that will be submitted to the sponsor.

For example:

The Engineering Department is submitting a proposal to NSF for Professor A in Engineering. There will be a Co-Investigator, Professor B, on the project from the department of Neuroscience.

- A. **Engineering**, as the lead department, creates a proposal and enters a budget for their portion of the project.

Sample Engineering Budget

| Cost Element Description | Description | Cost |
|-----------------------------------|---------------------------|-------------|
| a) Faculty Salary - Academic | Professor A - Engineering | \$40,000.00 |
| a) Grad R/A Academic Year (No FB) | | \$20,500.00 |
| a) Grad R/A - Tuition | | \$10,332.00 |
| a) Grad R/A - Health Fee | | \$660.00 |
| c) Supplies-Scientific/Technical | | \$.00 |
| c) Travel Domestic | | \$3,200.00 |

- B. **Neuroscience** creates a proposal and enters minimal data on the proposal, creates a budget for their Investigator's portion of the project, and uploads personal documents for the Co-I to the proposal record.

Sample Neuroscience Budget

| Cost Element Description | Description | Cost |
|------------------------------|----------------------------|-------------|
| a) Faculty Salary - Academic | Professor B - Neuroscience | \$20,000.00 |
| c) Travel Domestic | Professor B - Neuroscience | \$2,000.00 |

- C. **Engineering** department will create a 'Parent' proposal and merge the proposals budgets and personnel attachments to submit the final proposal to NSF. Engineering is responsible for completing the Proposal Details, final Budget, Science Attachments, Compliance Questions, etc.

Sample "Merged" Budget for Engineering and Neuroscience

| Cost Element Description | Description | Cost |
|-----------------------------------|----------------------------|-------------|
| a) Faculty Salary - Academic | Professor A - Engineering | \$40,000.00 |
| a) Faculty Salary - Academic | Professor B - Neuroscience | \$20,000.00 |
| a) Grad R/A Academic Year (No FB) | | \$20,500.00 |
| a) Grad R/A - Tuition | | \$10,332.00 |
| a) Grad R/A - Health Fee | | \$660.00 |
| c) Supplies-Scientific/Technical | | \$.00 |
| c) Travel Domestic | | \$3,200.00 |
| c) Travel Domestic | Professor B - Neuroscience | \$2,000.00 |

For detailed instructions, see the [Proposal Hierarchy guide](#) or Click here to register for *COEUS – Proposal Hierarchy*
<http://training.brown.edu/index.php?campaign=2>

TRAINING SPOTLIGHT:

NEW *Post Award Classes starting in May:*

Financial Closeout of Sponsored Projects

This workshop will offer an in-depth review of the financial closeout process for sponsored programs. Specific areas of focus will be learning the elements of the rough draft financial package, how to correctly provide adjustments to reported expenditures and the underlying logic behind the post audit review of expenses. This training will culminate in a hands-on exercise that will work through the closeout process for an award.

Click here to register for *Financial Closeout of Sponsored Projects*: <http://training.brown.edu/index.php?campaign=101>

xTrain

This workshop will introduce Brown users to the xTrain module within eRA commons. xTrain is an online tool that provides the ability to electronically prepare and submit PHS 2271 Statement of Appointment forms and PHS 416-7 Termination Notices associated with institutional research training grants, institutional career development awards, individual fellowships and research education awards. Due to the fact that the use of xTrain is now mandatory for the majority of grants using these forms it is strongly recommended that departments that house NIH funded fellowships and training awards sign up for this overview.

Click here to register for *xTrain*:
<http://training.brown.edu/index.php?campaign=104>

Effort Reporting

Learn about the University's effort reporting process, the importance of effort reporting within the parameters of federal regulations and University policy, effort reporting best practices, and the future of effort reporting at Brown.

Click here to register for *Effort Reporting*:
<http://training.brown.edu/index.php?campaign=103>

About Office of Sponsored Projects Training

As part of our effort to keep the campus community informed on issues related to research administration, the Office of Sponsored Projects is pleased to offer various training opportunities for faculty and staff that range from how to use Coeus to guidelines on award management:

Coeus Training

Learn how to use the University's sponsored project management system, Coeus. Classes include creating proposals, budgets, submitting Grants.gov proposals, and viewing proposal and award records.

<http://training.brown.edu/index.php?campaign=70>

Post Award Training

Learn best practices in Post Award management. Sessions covering travel, commitments, administrative costs, and other areas of post award administration are offered.

<http://training.brown.edu/index.php?campaign=71>

***To view all Sponsored Projects training sessions on
Training.brown.edu:***

<http://training.brown.edu/index.php?campaign=68>

Questions or comments about the Newsletter should be directed to the editors:
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