RESEARCH ADMINISTRATION UPDATES
AND
ITEMS OF INTEREST

FEBRUARY 2011

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.

Policy Updates

US – EU Open Skies Agreement Amended

The two changes are:

- EU airlines are now able to transport grantees who are not eligible to travel on GSA Airline City Pair Contract fares between a point in the US and a point outside the US even if there is a GSA city pair contract fare in effect between the origin and destination points.
- EU airlines are no longer limited to flying passengers between points in the US and the EU. EU airlines are authorized to transport passengers between points in the US and points outside the EU if the EU airline is authorized to serve the route under the US-EU Open Skies Agreement.

For more information go to:
http://www.gsa.gov/graphics/ogp/FTRBulletin11-02USEUOpenSkies.PDF

Agency Updates

NIH Policy on Late Submission of Grant Applications

http://grants.nih.gov/grants/guide/notice-files/not-od-11-035.html

National Institutes of Health would like to remind everyone that NIH expects that grant applications be submitted on time. The long-standing NIH policy on late applications is stated in the SF424 (R&R) and PHS 398 application instructions. Please keep in mind that:

- Permission for a late submission is not granted in advance;
- In rare cases, late applications will be accepted only when accompanied by a cover letter that details compelling reasons for the delay;
- NIH's Division of Receipt and Referral at the Center for Scientific Review will consider all late applications received within the late window but will not automatically accept all of them;
- **CORRECTION OF ERRORS OR ADDRESSING WARNINGS AFTER THE DUE DATE IS NOT CONSIDERED A VALID REASON FOR A LATE SUBMISSION!**

Change in Policy on the Submission of Letters of Reference for Kirschstein-NRSA Fellowship (F) and Career Development (K) Applications

http://grants.nih.gov/grants/guide/notice-files/NOT-OD-11-036.html

The NIH issued the following change in policy effective for *Individual Fellowship (F)* applications intended for **April 8, 2011 and subsequent due dates**, and for *Individual Career Development Award (K)* applications intended for **June 12, 2011 and subsequent due dates**:

- With the new policy, **Letters of Reference are due by the application receipt deadline date**.
- The **new policy eliminates the 5 day grace period for the receipt of Letters of Reference after the application receipt due date**.
- Letters of Reference may be submitted any time after the Funding Opportunity Announcement (FOA) opens and not later than the application due date.
  - Reference Letters can be submitted before the grant application submission. Such letters will be held and later linked to the appropriate application once they are received at NIH.

New Budget Levels for NIGMS Mentored Clinical Career Development Awards (K08/K23)

http://grants.nih.gov/grants/guide/notice-files/NOT-GM-11-100.html

The National Institute of General Medical Sciences (NIGMS) is increasing the amount of direct costs that may be requested in applications submitted to PA-10-059 : Mentored Clinical Scientist Career Development Award (K08) and PA-10-060: Mentored Patient-Oriented Research Career Development Award (K23).

Effective for applications submitted for the **February 12, 2011 due date and beyond**, applicants may request:

- up to $100,000 per year direct costs for salary (plus fringe benefits) and
- up to $50,000 per year direct costs for research development costs.

Non-Competing Grant Awards under the Current Continuing Resolution

http://grants.nih.gov/grants/guide/notice-files/NOT-OD-11-037.html

The Department of Health and Human Services (DHHS) continues to operate on a continuing resolution (CR). The CR continues government operations at 2010 enacted levels through March 4, 2011.

Until the final FY 2011 appropriation is available, NIH will issue non-competing research grant awards at a level below that indicated on the most recent Notice of Award (generally up to 90% of the previously committed level).

Mandatory Use of the Federal Financial Report System in the eRA Commons Effective February 1, 2011

http://grants.nih.gov/grants/guide/notice-files/NOT-OD-11-017.html

Beginning February 1, 2011, NIH will implement the expenditure data portion of the Federal Financial Report (FFR) in the eRA Commons.

- All NIH Financial Expenditure data due on/after February 1, 2011 must be submitted using the FFR via the eFSR/FFR system, formerly the eFSR system, in the eRA Commons.
- The due date for **annual** FFRs will be **90 days after the end of the calendar quarter** in which the budget period ends. (Note that this is a change in due dates of annual FFRs and may provide up to 60 additional days to report, depending upon when the budget period end date falls within a calendar quarter. For example, if the budget period ends

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"Correction of Errors or Addressing Warnings after the Due Date is NOT considered a Valid Reason for a Late Submission!"

"Except when required in an NSF solicitation, voluntary committed cost sharing is PROHIBITED"

1/30/2011, the annual FFR is due 6/30/2011 (90 days after the end of the calendar quarter of 3/31/2011)).

- Due dates of **final** reports will remain **unchanged**. The due date for final FFRs will continue to be 90 days after the project period end date.
- FFR (SF 425) Instructions for NIH Grantees are now available at http://grants.nih.gov/grants/forms.htm.

Reminder NSF Revised Cost Sharing Policy Effective January 18, 2011

Except when required in an NSF solicitation, voluntary committed Cost Sharing (including unpaid personnel time) is PROHIBITED. To assess the scope of the project, all organizational resources required for the project (both physical and personnel) must be described in the Facilities, Equipment, and Other Resources section of the proposal. Noncompliant proposals may be returned without review.

Please see the Frequently Asked Questions (FAQs) – NSF Revised Cost Sharing Policy (1/27/11) for more details (http://www.nsf.gov/pubs/policydocs/csfaqs_jan2711.pdf)

Reminder All Proposals submitted to NSF MUST contain an up to two page Data Management Plan as a Supplementary Document

With the new requirement, FastLane automatically checks for the Data Management Plan and proposals (including unsolicited proposals) that do not comply with the requirement will be prevented from submission.

Please see Data Management & Sharing Frequently Asked Questions (FAQs) for more details (http://www.nsf.gov/bfa/dias/policy/dmpfaqs.jsp)

The National Science Board (NSB) seeks feedback on NSF's Merit Review

The National Science Board (NSB) is undertaking a thorough review of the National Science Foundation's two merit review criteria (Intellectual Merit and Broader Impacts).

All proposals submitted to NSF are evaluated using the Intellectual Merit and Broader Impacts review criteria. The application of these criteria in the proposal review process has a critical role in shaping NSF's increasingly complex and interdisciplinary award portfolio. The current review criteria have now been in effect for over a decade, and thus it is timely to evaluate the utility of the current criteria in enabling NSF to accomplish its mission.

To ensure that all interested parties have an opportunity to provide input, **NSF has established a web site through which you can submit your thoughts and ideas on several issues of interest to the Task Force** (http://www.nsf.gov/funding/meritreviewform.cfm). This site is open to receive comments through March 15, 2011.

Keep in Mind that…

All Career Development (K), Fellowship (F) and Training (T & D) applications _must now_ be submitted on the ADOBE-FORMS-B1! No concessions will be made for applicants that submit late because they used the wrong forms.

These programs are explicit exceptions to the transition period in which both B and B1 forms are allowed through May 7, 2011 for other programs.

Coeus Update

Coeus 4.4.3 Release Date:
February 28, 2011

Coeus will be upgraded to version 4.4.3 the weekend of February 26 and 27 and will be ready for Production use on February 28th.
There are *NEW* sessions scheduled to go over the highlights of the new release.

- 03/02/20 11 – 9:00am – 10:30am / BOB 2nd Floor
- 03/07/2011 – 2:00pm – 3:30pm / BOB 2nd Floor

- *For Public Health -*
  03/03/2011 – 3:00pm – 4:30pm / 121 South Main St. ~ 5th Floor Conference Room

Adobe B and Adobe B1 versions of the Grants.gov forms in Coeus

NOTE - Some Grants.gov opportunities in Coeus, will give the option for you to select either:
the Adobe-Forms-B or Adobe-Forms-B1.
The *Competition ID* field in the Grants.gov window will indicate which version(s) of the forms are available.
Please select the **ADOBE-FORMS-B1** Opportunity.

Coeus Tip of the Month:

Multiple Users working on the same Proposal Record:
Up to 3 people can work on the same proposal record at once. However, if you do not enter the proposal record correctly, you may indirectly lock another portion of the proposal record.

There are 3 sections that can be worked on simultaneously:
  a. **Proposal Details (General Info)** – the Proposal Details tabs, Abstract, & Proposal Personnel.
  b. **Budget** – creating and modifying your Budget.
  c. **Narratives (Upload Attachments)** – where the science and proposal attachments are stored.

If multiple users are working on the same proposal record, you must enter the appropriate section of the proposal record from the Development Proposal List window by clicking the Edit menu drop down and selecting the appropriate section.
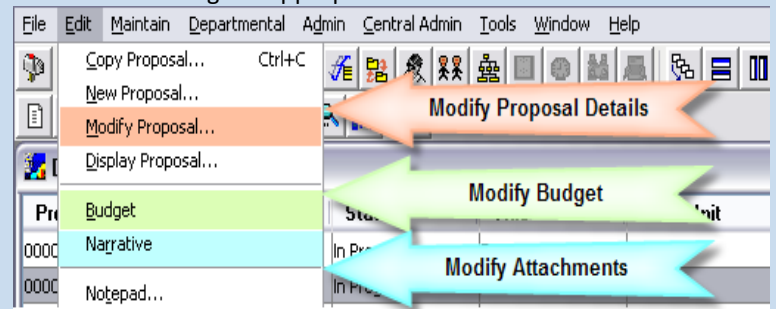
*Note – if you enter a Proposal Record section that is being used by another user, you will receive a message like this:
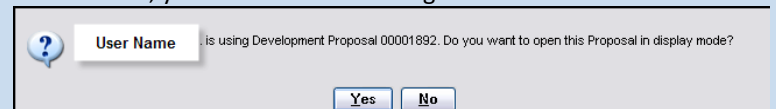
ThisOSP Training

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 the following training opportunities for faculty and staff involved:

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.

[more info]

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.

[more info]

To register for classes, go to Training.brown.edu at http://training.brown.edu/index.php?campaign=68

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