RESEARCH ADMINISTRATION UPDATES

AND

ITEMS OF INTEREST

MARCH 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.

Agency Updates

Modification of the Biographical Sketch in NIH Grant Application Forms (PHS 398, PHS 2590, and the SF 424 R&R) to Permit a Description of Factors that may have Caused Reduced Productivity

http://grants.nih.gov/grants/guide/notice-files/not-od-11-045.html

Beginning with applications submitted for the **May 25, 2011 and subsequent due dates**, the Biosketch instructions will include a change to the Personal Statement section. This change is applicable to PD/PIs and other Senior/Key Personnel and it will allow the applicants to provide a description of personal issues that may have caused reduced productivity. Providing this information is optional and if provided, it should be limited to few sentences.

This modification has been extended to the Fellowship Applicant Biographical Sketches beginning with applications submitted for the **August 8, 2011 and subsequent due dates**.
http://grants.nih.gov/grants/guide/notice-files/NOT-OD-11-050.html

Policy Change on Submitting Plans for Instruction in the Responsible Conduct of Research for Institutional Training Grant (T and D) Applications

http://grants.nih.gov/grants/guide/notice-files/NOT-OD-11-039.html

The following change in policy is effective for institutional Training Grants (T and D) applications intended for May 25, 2011 and subsequent due dates.

The NIH issued the notice to inform the applicants for the Ruth L. Kirschstein National Research Service Award (NRSA) Institutional Training Grants and Non-NRSA Institutional Training Grants 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 Research Training Program Plan Component.

Specifically:

- *The plan for instruction in RCR (Item 2.5) will no longer be included in the 25 page limit for the Research Training Program Plan Component. Rather, **the plan for instruction in RCR will now have its own separate page limit, and will be limited to 3 pages.***
- *SF 424 (R&R), Section 8.7 - Research Training Program Plan Component: combined items*

*2.2 (Background), 2.3 (Program Plan), and 2.4 (Recruitment and Retention Plan to Enhance Diversity) **will be limited to 25 pages**.*

New Time Limitations for Agency for Healthcare Research and Quality (AHRQ) Individual Career Development Award Support (K01 and K08)

http://grants.nih.gov/grants/guide/notice-files/NOT-HS-11-011.html

All applicants for Agency for Healthcare Research and Quality (AHRQ) individual mentored career development grants (K01 and K08) are limited to a total of **five years of mentored career development support.** If the applicants have received any Federally-funded individual or institutional mentored career development support (from mechanisms including, but not limited to the following: K01, K08, K12, KL2, K23, K07), **the time appointments on these grants count toward the total five year AHRQ time limitation.**

What does this mean?
*If an individual has been appointed to an **NIH or AHRQ K12 or KL2** institutional mentored career development grant for three years, he/she can request **only up to two-years of individual career development support on an AHRQ K01 or K08 grant.***

The minimum allowable time requested for **all other applicants** to AHRQ's individual mentored career development grants remains at **three years** per instructions in the announcements.

New Page Limits for Agency for Healthcare Research and Quality Individual Career Development Award Applications

http://grants.nih.gov/grants/guide/notice-files/NOT-HS-11-010.html

The AHRQ announced that **beginning with the June 12, 2011 due date,** new page limits will be imposed for the following sections of the Career Development Award Supplemental Form for **all new and resubmissions** AHRQ applications:

- The Mentoring Plan attachment will be **limited to 6 pages**.
- The Statements by Mentor, Co-Mentors, Contributors attachment will be **limited to 6 pages.**
- The Description of Institutional Environment attachment will be **limited to 1 page.**
- The Commitment to Candidate's Research Career Development attachment is **limited to 1 page.**

AHRQ Implementation of the Mandatory Use of the Federal Financial Report (SF-425) Effective March 1, 2011

http://grants.nih.gov/grants/guide/notice-files/NOT-HS-11-008.html

Beginning March 1, 2011, AHRQ implemented receipt of the expenditure data portion of the Federal Financial Report (FFR SF-425) in **paper format**. Any financial report due **on or after March 1, 2011,** must be submitted using the FFR Form. (Currently, AHRQ grant recipients may not submit FFRs using the eRA Commons system.)

The transition to use the FFR includes:
- new reporting dates for annual FFRs (90 days after the end of the calendar quarter in which the budget period ends; due dates for final reports remains unchanged)
- reporting cumulative data only (data for current and previous years in not reported)

The FFR (SF 425 form) and Instructions for AHRQ Grantees are available at
http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf and
http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425_instructions.pdf.

The National Institute of General Medical Sciences Requires the Use of the xTrain Commons Module for Appointments and Terminations

http://grants.nih.gov/grants/guide/notice-files/NOT-GM-11-104.html

Effective February 18, 2011, the National Institute of General Medical Sciences requires the use of the xTrain Commons module to electronically prepare and submit the PHS 2271 Statement of Appointment form for the following MORE Special Initiatives institutional research education (R25) and career development (K-12) awards:

- o Bridges to the Baccalaureate Program (R25)
- o Bridges to the Doctorate Program (R25)
- o Postbaccalaureate Research Education Program (R25)
- o Institutional Research and Academic Career Development Awards (K12)

For each participant appointed for **eight weeks or more** on these grants, the institution must electronically submit a completed Statement of Appointment (PHS Form 2271) using the xTrain system.

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.**

An overview of the updates and changes will be presented during WebEx webinars on:
> **Monday, March 28, 2011 from 2:00 – 3:00 pm EST**
> **Tuesday, March 29, 2011 from 3:30 – 4:30 pm EST.**

The Guide and the details for participating in the webinar will be forthcoming.

Keep in Mind that…

Conformance with Proposal FORMAT Instructions is just as important as conformance with the Proposal CONTENT Instructions.

*Please follow the agency Proposal Preparation Instructions closely and keep in mind that conformance is required with **ALL** Instructions and will be strictly enforced. Proposals that are not consistent with the Instructions (both Formatting and Content) may be returned without review!*

Coeus Update

Coeus User Group Meeting:
Tuesday April 12, 2011

The Coeus User Group will be resuming regular monthly meetings to allow Coeus Users to network, share best practices, learn new business process changes, and address Coeus issues. You do NOT need to register.
BOB – 2nd Floor Conf. Room – 10am – 11:30am

Bug Fixed

The bug which prevented users from opening the Yes No Questions section when the proposal is in "Approval in Progress" or "Submitted" status has been **RESOLVED**.

Principal Investigator Email addresses for NSF submissions

- The email address for Principal Investigators in Coeus defaults to their Brown HR email address (typically, firstname_lastname@brown.edu).

- For NSF / Grants.gov submissions, the Coeus email address will be used by NSF to verify the individual with their Fastlane account.

  * If you submit a proposal that has a different email address than what is found in their Fastlane account, a new record will be created in Fastlane for the Investigator and they will end up with two ID records within Fastlane.

- OSP will be sending each department that uses Coeus a spreadsheet that compares your faculty's email addresses in Coeus to the email address they have stored in Fastlane.
  - o ***If there is a discrepancy in the faculty's email address between Coeus and NSF Fastlane; the faculty member should change their NSF Fastlane email address to match their standard Brown email address.***
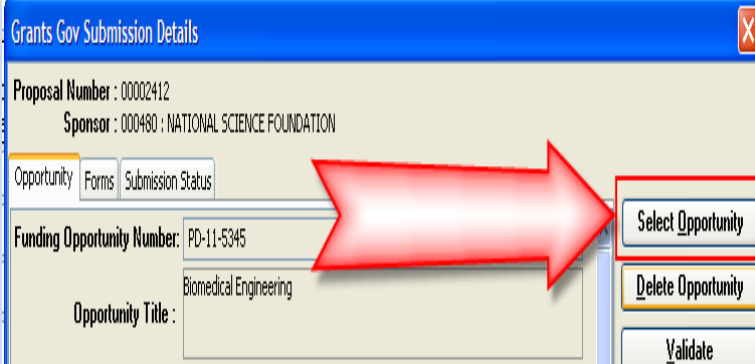
COEUS TIP OF THE MONTH:

Copying Proposal Records that were connected to Grants.gov:

A. When copying a proposal record that was connected to Grants.gov; review the Funding Opportunity Number on the new proposal record created from the copy function.

- If it is **Incorrect**, update the Funding Opportunity Number with the correct number.

B. Open the Grants.gov Submission Details window (Action > Grants.gov) and click the [**Select Opportunity**] button to download the most current version of the Opportunity.

OSP Training

TRAINING SPOTLIGHT:

COEUS - Viewing Proposal and Award Information

This class is a hands-on workshop that explores the institute proposal and award modules in COEUS.

Topics covered in this class:
- Relevant COEUS terminology.
- How to access your department's Institute Proposal and Award records.
- Search techniques to help you refine your search results.
- How to save your Coeus search results.
- Producing a report that provides information on current and pending support.
- Viewing Award notices.
- Viewing how the modules connect in Coeus.

Joe Cabral, Grants / Contracts Accountant at OSP, is the lead instructor for this session.

Feedback from participants who have taken the class:

⟩ *"The content was most appropriate and adequate time was given for questions and/or explanations. It is a core class to those that are currently using or will use COEUS."*

⟩ *"Really liked the fact it was small group session as this allowed it to be more interactive."*

⟩ *"The topics gave me a better perspective on COEUS."*

Click here to register for *COEUS – Viewing Proposal and Award Information*: http://training.brown.edu/index.php?campaign=26

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