



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 (VP) 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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Research Administration Updates	Office of Sponsored Projects
Office of Sponsored Projects	➤ Principal Investigator Eligibility at Brown University
Office of Research Integrity	Principal Investigator (or co-Principal Investigator or Program Director) is the individual(s) who is approved by the University and the sponsor to design, execute and manage an externally sponsored project. The Principal Investigator (PI) has full authority for the programmatic, scientific or technical direction of the research and its financial management.
Research Development	In order for the University to fulfill its role as award recipient it is necessary for the PI to maintain at least one of the following affiliations with the University:
Office of Graduate & Postdoctoral Studies	<ol style="list-style-type: none"> 1. Employed by the university as a faculty member (all ranks) including “research” faculty. Emeritus faculty holding a Research appointment may also serve as PI with the approval of the appropriate <u>dean or</u> department chairperson and for the Division of Biology and Medicine, the additional approval of a senior officer.
Coeus Update	<ol style="list-style-type: none"> Employed by an affiliated hospital and hold a Clinical appointment in the Program in Biology or in the Warren Alpert School of Medicine with prior written authorization of Dean of Medicine & Biological Sciences, or Associate Dean of Biology.
Training & Conferences	<ol style="list-style-type: none"> 2. Appointed as adjunct faculty or visiting faculty with approval of the school’s dean, department chairperson, center, program or institute director. Such individuals may serve as a PI in the Division with the written authorization of the Dean of Medicine and Biological Sciences, or Associate Dean of Biology.
OSP & RAIS Spring Training	<ol style="list-style-type: none"> 3. Appointed as a post-doctoral fellow, research associate, research fellow, faculty fellow or equivalent.
Upcoming Conferences & Programs	<ol style="list-style-type: none"> 4. Enrolled as a graduate student at the University and with the approval of the school’s dean, department chairperson, center, program or institute director.

5. Employed as an **exempt staff member**, including technical staff, administrative staff, and research staff, or a staff member having emeritus title, with approval by the school's dean, department chairperson, center, program, institute director or senior University officer (i.e., Office of the Vice President for Research). BioMed requires both department chairperson and senior University officer approval for exempt staff to serve as PI.

Brown University does not ordinarily grant PI rights to individuals who do not hold a Brown appointment or employment.

Individuals not meeting the above eligibility criteria may request written permission from the Office of the Vice President for Research; Dean of Medicine and Biological Sciences, Schools of Public Health or Engineering; or appropriate senior University Officer (e.g., VP CIS) for an exceptional approval to serve as PI.

It is important to note that there are different policies for PI Eligibility on IRB and IACUC Protocols as detailed in the following related University Policies:

- [Brown University Institutional Animal Care and Use Committee Policy on Principal Investigator Eligibility and Responsibilities](#)
- [Brown University Human Research Protection Program Policy and Procedure Manual: Investigators](#)

Should you have any questions on the above information, please contact the Office of Sponsored Projects.

➤ **Lessons Learned - Proposal Submissions with the New Forms E PHS Human Subjects and Clinical Trials Information**

The following are lessons learned from the first round of proposal submissions with the New Forms E PHS Human Subjects and Clinical Trials Information:

- **Be sure to use the correct program announcement:**
 - [Clinical Trial](#) or [Non-Clinical Trial](#)
 - Contact the Program Officer if you are unsure.
- NIH recommends describing a series of experiments as variations of one design and using one form to cover all of them (to the extent possible).
- Uploaded Human Subject Study files must have unique filenames within AND between forms.
- Sec. 1.4 "Questionnaire" answering all 4 as "Yes" = Clinical Trial
 - Answering some as "No" may still be a Clinical Trial
- Sec. 1.5 "ClinicalTrials.gov Identifier" enter the National Clinical Trial number or leave BLANK.
- "Inclusion Enrollment Report": If using an Existing Dataset, you MUST complete the Cumulative (Actual).
- Section 3.2 "Multi-Site Study" - the "N/A" response is only used for Exempt studies, and Career Development, Training, or Fellowship proposals.
 - Answer "Yes" only if multiple sites will be following the same IRB Protocol
 - Answering "Yes" requires the inclusion of a Single IRB Plan attachment
- Sections 4 and 5 are for Clinical Trials ONLY
 - Including information here for non-clinical trials will cause an ERROR
 - Section 5.1 'Other Attachments': uploaded attachments DO NOT appear on the form. If the "View Attachments" button is NOT greyed out, you have attachments there.

➤ **New Staff Member**

OSP is pleased to announce the recruitment of Chance Boas to our Post-Award Team. Chance previously worked at Xerox Corporation as an auditor and he has a degree in Accounting from Bryant University. A sampling of his assigned portfolio includes: Computer Science, Population Studies, Molecular Microbiology and Immunology, and Chemistry. Please welcome Chance to our office.

➤ **The National Faculty Workload Survey III – Open to Brown’s Federally Funded PI’s**

The Federal Demonstration Partnership (FDP; thefdp.org), a cooperative initiative hosted by the National Academies, is conducting a national survey of federally-funded principal investigators (PIs) to explore the impact of federal regulations on the time faculty spend pursuing active research. Brown is an active member of FDP, and we have provided the FDP with a list of our PIs on federal grants and contracts during the last complete academic year. Those PIs will be contacted and asked to complete the web-based **FDP Faculty Workload Survey**.

Participation in the study is voluntary, but the more researchers that participate, the stronger the data. Each PI’s firsthand input will help FDP work more effectively with federal agencies, and institutions conducting research to increase the efficiency of research administration, potentially reducing the workload of PIs.

The FDP is comprised of 10 federal agencies and 154 institutional recipients of federal funds working together to reduce the administrative burdens associated with research grants and contracts. The FDP is a unique forum for individuals from universities and nonprofits to work collaboratively with federal agency officials to improve the national research enterprise. The current study is a follow-up to the FDP 2005 and 2012 Faculty Workload Surveys, which provided estimates of the proportion of federally-funded research time spent on administrative workload compared to active research.

These estimates have been used by institutions, national groups, federal agencies, and even lawmakers to try to target and decrease unnecessary research-related administrative burden. The 2018 Faculty Workload Survey will update these data to determine whether the workload has changed, and will extend the earlier survey findings by exploring variables associated with administrative workload, as well as priorities for change. The results of this study will be a primary source for setting FDP priorities and developing initiatives to improve the research process.

Most faculty have received an email message in the first two weeks of February inviting participation in the Survey. We hope that you will choose to take the 15-30 minutes necessary to complete the survey and contribute to this national effort to streamline administrative processes in federally-funded research. The Survey is now open and data collection will close on or about Monday, March 19th.

Please note that the Institutional Review Board (IRB) that reviewed and approved this survey has examined the survey methodology and survey instruments to ensure that all responses will be handled in a confidential manner, by a qualified survey company. The names of the participants will not be known to their university/institution or to the FDP. The survey results will be published as aggregate data; no individual names will be associated with any responses. We hope these protections will allow you to respond candidly to the questions posed in the survey. If you have any questions about the survey, please feel free to contact Professor Jeff Morgan, Brown’s Faculty Representative to the FDP (Jeffrey_Morgan@brown.edu) or Patrice carroll@brown.edu, Director, Office of Sponsored Projects.

Office of Research Integrity

➤ **Annual Conflict of Interest (COI) Reporting for Calendar Year 2017 Underway**

Each year, Brown requires certain faculty, instructors, and researchers to submit an annual COI Assurance form via Brown’s electronic research administration system, [InfoEd](#).

On February 9, 2018, Brown’s Vice President for Research, Jill Pipher, sent the Annual COI reporting cycle “kick-off” announcement to the 1,184 faculty and researchers who must report in accordance with Brown’s policies. As of February 26, 2018, **745** have already submitted their assurance forms. The remaining **439** faculty and researchers have until March 12, 2018 to complete theirs.

Weekly reminders are sent to any faculty/investigator who has not yet submitted the COI Assurance form. ORI has posted [COI FAQs](#) to assist with any questions about reporting requirements. Additionally, [Job aides](#) are available to help navigate the submission process in InfoEd.

If you or your faculty have any questions about the annual COI disclosure, please contact [Rebecca Haworth](#) (3-2041) or [Jules Blyth](#) (3-3295). If you want to set up COI Open Hours in your department, please contact Jules Blyth to schedule.

➤ **Hosting Foreign Visitors at Brown**

Brown University and its faculty host many visitors from around the globe -- from distinguished professors and research collaborators, to post-docs and students. While some visitors have formal visiting scholar appointments, others may be hosted via a more ad hoc, informal arrangement. In either case, when hosting foreign visitors, we ask that you work with the [Export Control Officer](#) (ECO) to verify that the foreign individual, or the organization with which the visitor is associated, is not a blocked or sanctioned entity ("[Restricted Party](#)"). Note that there are a number of universities that are considered a Restricted Party. For more information, click [here](#).

If you are hosting visiting scholars, scientists, students, or trainees from [comprehensively embargoed countries](#), you **must** contact the ECO to assist in evaluating potential deemed export risks.

➤ **NIH Clinical Trials Support**

The Human Research Protection Program (HRPP) has a **new** [web page](#) dedicated to National Institute of Health (NIH) Clinical Trials! Effective **January 25, 2018**, NIH requires that all applications involving one or more "clinical trials" be submitted through a Funding Opportunity Announcement (FOA) or request for proposal (RFP) specifically designed for clinical trials. The information provided on the Brown HRPP NIH Clinical Trials is designed to assist investigators with applying the NIH's definition of a clinical trial and to highlight resources available at Brown and provided by the NIH that will inform which types of FOAs / RFPs you can apply to if you are, or are not, proposing to conduct an NIH clinical trial. Take a moment to visit this site to see how the HRPP can support you with this new requirement. If you have any questions about the NIH Clinical Trial requirement, please contact [Chris Provencal](#) in Brown's HRPP.

➤ **NIH Single IRB (sIRB) Mandate**

The HRPP also has a **new** [web page](#) dedicated to the NIH Single IRB (sIRB) mandate! The NIH sIRB mandate applies to most grants and contracts submitted to the NIH on or after **January 25, 2018** that involve multi-site, non-exempt human subjects research where the sites are conducting the same research protocol. The policy requires the use of a single IRB to accomplish IRB review and approval for all domestic sites. Information related to the definition of an "NIH clinical trial," which may apply to a multi-site, non-exempt human subjects research proposal submission, can be found [here](#). If you have questions about the sIRB policy, please contact [Kate Menke](#) in Brown's HRPP.

➤ **Conflicts of Interest in Human Subjects Research**

You may notice that several HRPP submission forms have been updated to reflect new conflict of interest (COI) questions. The HRPP now has a [web page](#) dedicated to walking you through the HRPP COI review process.

What happens when an IRB protocol document is submitted and indicates that the PI (or another Investigator) has a significant financial interest related to the human subject research protocol?

The Office of Research Integrity team coordinates COI review behind the scenes. Related financial interests disclosed through the IRB process will either have already been reviewed by the COI Review Board, or will be referred to the COI team for assessment. Similarly, if the COI Review Board is prompted to review a human subject Investigator's significant financial interest(s) reported either through the annual COI Assurance process or via a transactional COI Reporting Form, the COI Review Board will provide relevant information to the IRB for its consideration.

The IRB will then evaluate whether disclosure in the informed consent form (or other actions) is necessary. If disclosure is required and the Investigator has not already included [recommended disclosure language](#) in the informed consent, then the IRB will specify acceptable language for the informed consent.

IMPORTANT NOTE: When a financial interest may affect the protection of human subjects, disclosure to potential human subjects and/or the public may not be a sufficient method of management of the conflict of interest. In such an instance, the COI Review Board and/or the IRB might recommend or require a limited role of certain researchers with financial interests to recruit or consent subjects or to analyze data.

Don't hesitate to talk to your [IRB Manager](#) for guidance and with any questions.

Research Development

➤ Research Development and Grant Writing Newsletter

This [newsletter](#) offers strategies on how to compete successfully for research funding and highlights new funding opportunities.

➤ Waitlist Registration Available - 2018 Grant Planning and Writing Seminars

Two Grant Planning and Writing seminars will be held in March. Both seminars are presented by M.S. (Peg) AtKisson, PhD of AtKisson Training Group and sponsored by the Office of BioMed Faculty Administration, the School of Public Health and the Office of the Vice President for Research. The seminars will be held in the Stephen Robert '62 Campus Center Kasper Multipurpose Room at Brown University. You are welcome to contact Research_Opps@brown.edu with questions.

[Monday, March 5th 8:30 am - 4:30 pm: Planning and Writing Successful Grant Proposals](#)

- This full-day seminar provides interactive instruction in all phases of grant writing, from deciding to submit through how to write for peer review.

[Tuesday, March 6th 8:30 am - 12:30 pm: Planning and Writing NIH R01 Renewal Applications](#)

This half-day seminar is targeted for those within no less than a year of writing their competing renewal for an NIH R01, in the second or third year of the grant period.

➤ Research Networking Event (with Seed Funding Opportunities) & Reception

Topic: Big Data - Connecting data generators to data analyzers

Date/Time/Location: Wednesday, April 4, 2018 | 5:00-7:00pm | 350 Eddy Street, South Street Landing; 4th Floor Multipurpose Room

Contact research_opps@brown.edu with any questions.

➤ How a Team Science Approach Can Enhance Your Research

Presented by Katie Sharkey, MD, PhD, this workshop teaches participants how to implement methods that have shown to be most effective for cross-disciplinary collaborations. Participants will also learn about the supports that are available to them for applying successful team science techniques to their research.

Sponsored by Advance-CTR; open to all faculty, researchers, and affiliated staff.

Friday, March 23, 12:30-2 p.m. in the Petteruti Lounge, Stephen Robert '62 Campus Center at Brown University.

Link for registration and more information: <https://www.eventbrite.com/e/how-a-team-science-approach-can-enhance-your-research-tickets-43130301894>

➤ 2018 NSF Career Award Workshop

In this workshop for junior faculty in all NSF funded sciences, recent CAREER awardees will discuss how to plan a proposal, and the Office of the Vice President for Research, the Science Center, and members of Engaged Scholarship and Broader Impacts Joint Committee will present resources on the effective integration of research and education plan.

Tuesday, April 3, 2018; 12:30 – 1:30 PM

Science Center, 3rd floor Sciences Library

Please [RSVP](#) by Friday, March 23 to reserve a place at this catered lunch.

Office of Graduate and Postdoctoral Studies (OGPS)

➤ **Graduate Student & Postdoc Grantsmanship Seminar Series**

Do you know a graduate student or postdoc navigating the grant writing process? Keep them informed about the BioMed Office of Graduate and Postdoctoral Studies (OGPS) seminar series and what's coming up in the month of March. All events require registration. Please find more details and register at <https://www.brown.edu/about/administration/biomed/graduate-postdoctoral-studies/events>

Creating & Maintaining an Effective Biosketch

Date: Thursday, March 1st 3-5pm.

Location: Petteruti Lounge

Grantsmanship II: The Peer Review Process

Date: Friday, March 16th Noon - 1pm

Location: J Walter Wilson Room 301

Contact Information: Melissa Walsh email: melissa_hoh@brown.edu

Coeus Update

➤ Selecting the Correct Opportunity Package in Coeus

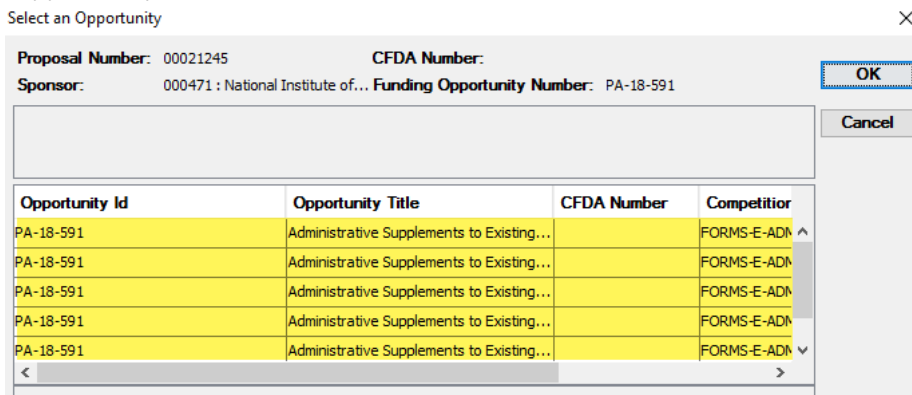
Some funding opportunities contain more than one application package. When you connect to an opportunity in Coeus, and there is more than one package listed, ensure that you select the correct one. Each package contains specific rules. When you select the wrong package, you may jeopardize your submission passing the appropriate validations.

NIH Administrative Supplements is a good example of this. The Administrative Supplements to Existing NIH Grants and Cooperative Agreements Funding Opportunity (i.e. PA-18-591) contains more than 6 unique packages for the different mechanisms.

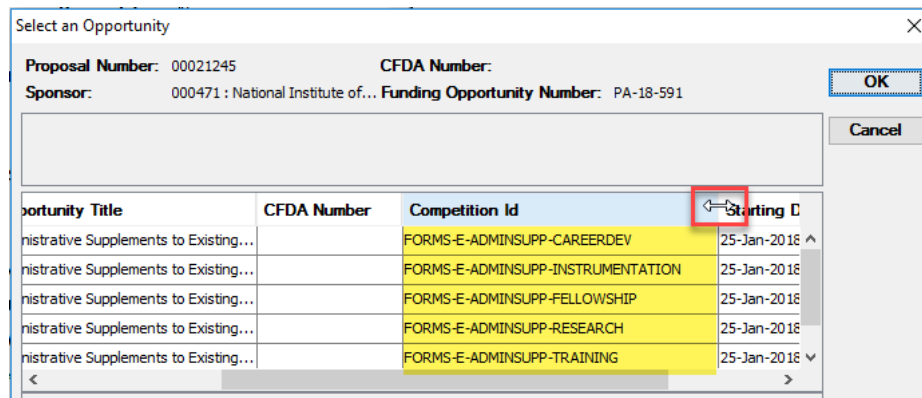
OPPORTUNITY PACKAGE(S) CURRENTLY AVAILABLE FOR THIS FUNDING OPPORTUNITY:							
CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Workspace Compatible	Actions
	FORMS-E-ADMINSUPP-CAREERDEV	Use for career development	PKG00237848	01/25/2018	01/25/2021	Yes	Preview Apply
	FORMS-E-ADMINSUPP-INSTRUMENTATION	Use for instrumentation grants	PKG00237846	01/25/2018	01/25/2021	Yes	Preview Apply
	FORMS-E-ADMINSUPP-FELLOWSHIP	Use for fellowships (F's)	PKG00237847	01/25/2018	01/25/2021	Yes	Preview Apply
	FORMS-E-ADMINSUPP-RESEARCH	Use for single-project research grants, cooperative agreement equivalents and endowment programs	PKG00237835	01/25/2018	01/25/2021	Yes	Preview Apply
	FORMS-E-ADMINSUPP-TRAINING	Use for institutional training	PKG00237859	01/25/2018	01/25/2021	Yes	Preview Apply
	FORMS-E-ADMINSUPP-CONSTRUCTION	Use for construction programs	PKG00237858	01/25/2018	01/25/2021	Yes	Preview Apply

To ensure you select the correct package in Coeus, you must check the “Competition ID” field in Coeus to confirm the appropriate supplement type.

1. When you connect to a Grants.gov opportunity in Coeus, if there is more than one application package, they will be listed in the “Select an Opportunity” window.

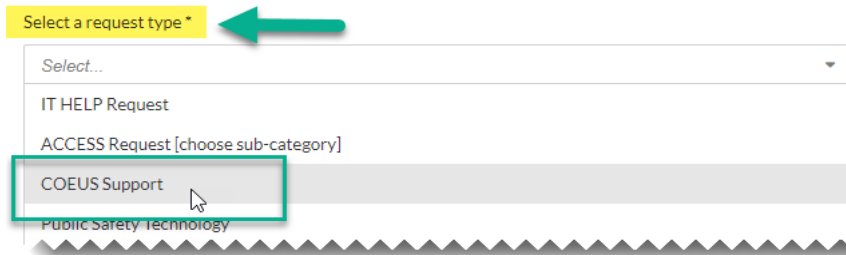


2. To view the name of the different packages – Scroll to the right and Expand the “Competition ID” column to see the full name of each.



➤ **Reminder - Coeus Help Questions to be Entered as a Support Ticket**

As of 1/02/2018, we implemented a ticketing system for Coeus End User support. This process will ensure the fastest response. All Coeus technical support requests are sent via the **Coeus Support** ticket at: <https://ithelp.brown.edu/new-ticket>



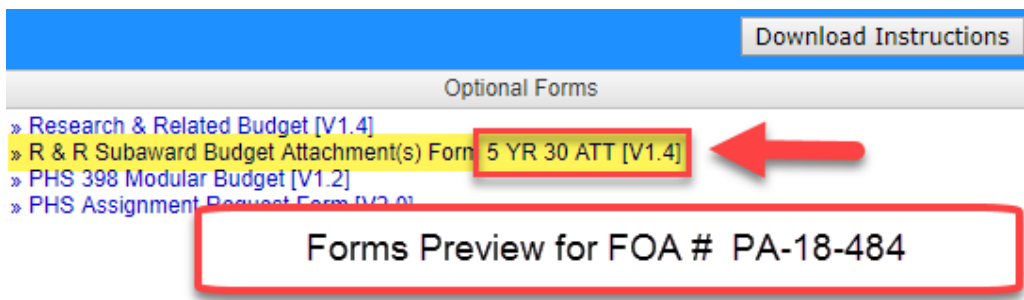
NOTE - Requests for Coeus Access/roles, is sent via the same web page via the Brown IT ticket by choosing Access Request and choosing Coeus Access Request. An access request is different from a support request (above).



➤ **Subaward Forms for Grant.gov S2S**

How to choose the correct Subaward form from the RAIS website for your S2S proposal:

- Check the Grants.gov forms set by searching the FOA at Grants.gov
- Use the Package tab, Preview link to preview the forms for your FOA
- It will show you the version that matches your FOA:



At the RAIS web page for [Coeus S2S forms](#), download the correct corresponding form:

RR Subward Budget Form 10YR 10ATT	1.4
RR Subaward Budget Form 10YR 30ATT	1.4
RR Subaward Budget Form 5YR 30ATT	1.4

Training & Conferences

OSP & RAIS Spring Training

The Office of Sponsored Projects offers a variety of research administration training opportunities in order to provide staff with the knowledge base to support faculty and researchers in the management of their research.

Spring Training Schedule		
Track	Class	Date
Coeus	Lite Proposal Development	03/13/18
Pre-Award	Reading FOA & Budget Basics	03/13/18
Pre-Award	NIH T32 (Training Grants)	03/15/18
Post-Award	Cost Transfers	03/21/18
Post-Award	Financial Closeouts	04/11/18
Pre-Award	NIH K (Career)	04/12/18
Coeus	Viewing Proposal and Award Data	04/16/18
Pre-Award	Subawards	04/17/18
Pre-Award	Grant and Contract Negotiations	04/19/18
Coeus	Advanced Budgeting	05/15/18
Pre-Award	Cost Sharing	05/31/18
Post-Award	Effort Certification	06/14/18

UPCOMING CONFERENCES & PROGRAMS

NCURA National Meetings posted for 2018

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

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

NCURA Region I Spring Meeting 2018

- **Conference:** April 30 - May 2, 2018
- Workshops: April 29, 2018 | Portsmouth, NH
- Registration is **NOW OPEN**.
- Questions? Contact Program Co-Chair
Heather_Dominey@brown.edu

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