RESEARCH ADMINISTRATION NEWSLETTER

http://www.brown.edu/research/research-administration-newsletters

FEBRUARY 2016

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)

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INSIDE THIS ISSUE

Research Administration Updates

Research Administration Information Systems

➤ A Message from Brown's Faculty Representative to the Federal Demonstration Partnership

Professor Andrew G. Campbell, Associate Professor of Medical Science, Molecular, Microbiology & Immunology serves as Brown University's faculty representative to the Federal Demonstration Partnership (FDP: http://sites.nationalacademies.org/pga/fdp/index.htm) – a unit of the National Academies of Science. The FDP is a cooperative of 10 federal agencies (e.g., NIH, NSF, DoD Agencies), 154 federally funded academic institutions and other policy entities that works to improve efficiency in the administration of federally sponsored research and how universities interface with the federal government. FDP work products have, and continue, to lead to important changes that are been beneficial to universities. Reports are regularly sent to the federal agencies and The National Science Board, and sometimes shared with the U.S. House of Representatives Committee of Science, Space and Technology Subcommittee.

As part of the FDP's new Research Pipeline working group there is an effort to reduce the burden associated with STEM pipeline initiatives. We are currently engaged in developing a report based on the inventory of institutional practices that support research pipeline issues. The working group which Professor Campbell is a part of will be preparing a draft report for the May 2016 FDP meeting.

Brown has been asked to provide feedback that illustrates the complexity associated with three pipeline issues (i.e., postdoctoral benefits, tenure clock, and elder care responsibilities of faculty). Our responses need only be simple bullet responses. These responses can be 'what can work', 'what doesn't work' and 'what has not been addressed'. If you have thoughts on these matters, kindly send to andrew_campbell@brown.edu. Thank you in advance for your contributions.

➢ About Research Administration Information Systems (RAIS)

The Office of Research Administration Information Systems (RAIS) is committed to providing a high level of service to our research community through the use of technology in streamlining processes, deploying user-friendly products and improving quality in supporting Brown's innovative research initiatives. In addition, we deliver in-depth business intelligence solutions to the Brown community through reporting, visualizations, and workflow notifications. We build and maintain relationships within the research community through communication, responsiveness, and transparency. Visit the RAIS Webpage to find out more about the RAIS team.

Research Administration Systems:
- ***Coeus*** - The University's current research administration application. The system centralizes stored information about proposals, protocols, awards, and sub-awards and is the University's system of record for sponsored projects and IRB & IACUC protocols.
  - o Coeus Support Website
- ***InfoEd*** - Brown University has chosen InfoEd as its new electronic platform for research administration and compliance. InfoEd provides a fully-integrated system that manages the "administrative work" involved in research.
  - o Visit the InfoEd Project page to learn more.
  - o Please subscribe to the InfoEd Project Listserv for regular updates on the project.

Research Administration Services:
- ***Coeus Training & Sponsored Projects Training***
  - o Listing of Spring Semester Classes
  - o To register for Sponsored Projects Training 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".
- ***The Research Administration Newsletter***
  - o If you do not currently receive the newsletter and would like to, sign up for the Newsletter listserv.
- ***Sponsored Projects Reporting***
  - o In order to access Sponsored Projects Reports in Cognos you must have Coeus access and complete the Cognos Request for Access form found on the Computing Accounts & Passwords Web page.
  - o For a listing of reports, see our Reporting page
  - o For assistance with running Sponsored Projects reports, please contact Bethany Cherms.

Office of Sponsored Projects

➢ Patent and Invention Statements No Longer Routed to OSP

OSP will no longer collect the Patent and Inventions Statements. Non-BioMed Departments should submit statements directly to the Technology Ventures Office (TVO). Address: Box 1949, ATTN: Ned Whalen or tvo_patents@brown.edu".

For Bio-Med Departments, please send to the Bio-Med Research Administration Office, Box G-R1

Office of Research Integrity

➢ **Coming soon! The Annual Conflict of Interest (COI) Assurance/Reporting for Researchers and Officers of Instruction for CY 2015**

The Annual COI assurance/reporting cycle for researchers and officers of instruction will be launched in **February 2016**. In prior years, the Annual cycle was launched in December. The launch of the Annual COI cycle is being moved to February to align with the receipt of income forms/statements and preparation of taxes in an effort to make the process easier for those required to report.

Some key changes to note:
- Once the reporting cycle has been launched, researchers and faculty who are required to submit the annual COI assurance will receive individual emails and reminders with instructions and a link to the University's COI reporting system.
- The information collected during the February 2016 Annual cycle will be for the previous calendar year (January 2015 – December 2015) rather than the "past 12 months."
- There will be a *new* COI FAQs page added to the Office of Research Integrity's website when the reporting cycle is launched.

With the impending launch of the new electronic research administration and compliance system, InfoEd, the CY 2015 annual COI assurance/reporting cycle is the last Annual cycle to be administered via the current COI disclosure system. All annual and transactional COI reporting will move into InfoEd in summer 2016. Data reported during the February 2016 Annual cycle will be migrated into InfoEd to assist reporters in filling out the 2017 Annual report. Look out for more details about InfoEd's COI module in upcoming newsletters!

**Please note that the annual COI assurance for researchers and officers of instruction is a *separate process* from the annual "Conflict of Interest and Commitment Disclosure Statement" required by Human Resources for all Brown staff.

Questions about COI, COI assurance or the annual reporting? Please contact Juliane Blyth in the Office for Research Integrity at 401-863-3295 or juliane_blyth@brown.edu

➢ **Animal Research Protection Program (ARPP) – Staffing update**

It is with mixed emotions that the ARPP says goodbye to IACUC Manager, Steve Nelle. Steve has served as the administrative face of the IACUC for the past several years and his name has become synonymous with exceptional customer service aimed at facilitating animal research at Brown. While Steve has left the ARPP, we're lucky to be retaining him at Brown. In his new role, Steve will serve as the Program Manager for the BioMed Core Research Facilities, working with the Director of Research Operations to oversee, develop, implement, maintain, and monitor financial operational procedures.

Please feel free to contact Victoria Capria (401-863-2356), our very capable and knowledgeable IACUC Coordinator, with any questions you may have related to animal research at Brown.

➢ **Purchasing items for Research & International Traffic in Arms Regulations (ITAR)**

Did you know that you can export technology or technical data without stepping foot off campus? The term "Export Controls" refers collectively to U.S. laws and regulations that govern the transfer of controlled items or information to foreign nationals or foreign entities, no matter where they are located. A "deemed export" refers to the release or transmission of information or technology to any foreign national in the U.S., including students, post-docs, and visiting scientists.

While in future newsletters we will discuss the Export Administration Regulations (EAR), in this issue we focus on the International Traffic in Arms Regulations (ITAR) and Brown's procedures related to the ITAR:

- The ITAR ([22 CFR §§120-130](#)) is administered by the Directorate of Defense Trade Controls under the U.S. Department of State. It governs military and space related items and services as enumerated on the [U.S. Munitions List](#) (USML).
- Tangible items and software subject to the [ITAR](#) may not be purchased for Brown research without prior approval. The Office of Insurance & Purchasing routes certain purchases to the [Office of Research Integrity](#) for export control screening / classification.
- Brown's [PCard policy](#) has been updated to reflect that any items subject to the ITAR <u>may not be purchased</u> using a PCard.

Examples (not exhaustive) of items that may be controlled under the ITAR (depending on their specs / capabilities) include:
- Infrared [IR] sensors - cameras, focal plane arrays, image intensifiers, night sighting technology
- Unmanned aerial vehicles (UAVs / drones)
- Spacecraft, including some satellites
- Submersible vessels (manned or unmanned, tethered or untethered)

If you have any questions related to a proposed purchase (or equipment / items already purchased), please do not hesitate to contact Brown's Export Control Officer, Jules Blyth, or the Director of the Office of Research Integrity, Keri Godin.

➢ Human Research Protection Program (HRPP): Changes to Reduce Investigator Burden

The Human Research Protection Program (HRPP) has implemented two new policy and procedure changes related to human subjects research at Brown:
- <u>Acceptance of non-Brown training</u>: All investigators, students and staff who conduct human research activities (e.g., have contact with research participants and/or participants' data and identifiers) must complete appropriate human subjects training every three years. Whereas previously researchers were required to complete Brown's CITI course, the HRPP will now accept documentation confirming completion of a course comparable to Brown's within the past three years (in lieu of completion of Brown's CITI course). For more information, please see the [revised policy](#) and [CITI completion procedures](#) on the HRPP website.

- <u>Developing a participant safety plan</u>: A participant safety plan is a set of procedures developed by the PI to ensure the well-being of study participants who are experiencing significant emotional distress and may be at risk of harming themselves or others. The IRB and HRPP developed a [guidance document](#) to assist investigators with determining: 1) when a participant safety plan is necessary to protect participants in their human research protocols, and 2) the information the IRB expects will be included in the PI's safety plan when the protocol is submitted for review.

Research Development

➢ Write Winning Grant Proposals Workshops

Brought back by popular demand, two widely acclaimed seminars comprehensively address both practical and conceptual aspects that are important to the proposal-writing process. It is designed for faculty members who have had some exposure to writing grant applications, either through training/mentoring or personal experience. Emphasis is given to idea development, identification of the most appropriate granting agency, how to write for reviewers, and tips and strategies that are of proven value in presenting an applicant's case to reviewers. Regardless of the funding agency, participants are taught to write with a linear progression of logic, which leads reviewers through their applications. It is stressed that applicants are writing for two different audiences - the assigned reviewers, who have read the application in its entirety, and non-assigned reviewers who may have read little, or nothing, of the proposal before the meeting of the review panel. Strategies designed to merit a fundable priority score are emphasized.

Both sessions, which are sponsored by the Office of BioMed Faculty Administration, the School of Public Health and the Office of the Vice President for Research, will be held at Alumnae Hall Auditorium.

Session Dates:
Monday, February 29, 1:00 – 5:00pm - *(1/2 day seminar on K Awards / NSF Career Awards) - [Click here to register](#) for day 1.*

Tuesday, March 1, 8:30am - 5pm - (Write Winning Grant Proposals - This workshop has been designed for faculty interested in applying for various research grants.**) -** *[Click here to register](#) for day 2.*

Please note that space is limited for this workshop and will be provided on a first come, first served basis. Please register by Monday, February 15, 2015. Anyone who registers after February 15th will be placed on a wait list.

➢ Research - Proposal Library

The Office of Research Development maintains a library of recent successful grant proposals written by Brown faculty. Redacted versions of these proposals are available, by request, only to members of the Brown community. If you are interested in receiving proposals that resulted in awards from any of the funding programs listed below, please write to Tristan Barako (tristan_barako@brown.edu). http://www.brown.edu/research/proposal-library

Sponsor / Agency Updates

NIH & AHRQ UPDATE	**➢ NIH Reminder of Application Changes** [NOT-OD-16-004](#) **New application forms and policy changes have become effective January 25, 2016.** A few important reminders: • **NEW Application guides** are posted for due dates on and between January 25 and May 24, 2016 that include guidance in support of announced changes in rigor and transparency, vertebrate animals, definition of child and research training ([NOT-OD-16-029](#)).

NIH & AHRQ UPDATE

➢ NIH Reminder of Application Changes
[NOT-OD-16-004](#)

New application forms and policy changes have become effective January 25, 2016.

A few important reminders:

- **NEW Application guides** are posted for due dates on and between January 25 and May 24, 2016 that include guidance in support of announced changes in rigor and transparency, vertebrate animals, definition of child and research training ([NOT-OD-16-029](#)).

- **Forms-D Coming Soon** - NIH will post new FORMS-D application guides by March 25, 2016 for use with applications on or after May 25, 2016

- **New Training Data Tables** - Use the correct Institutional Research Training data tables for your due date. To sets of data tables have been posted.
    1. [Data tables](#) for applications to due dates before May 25, 2016
    2. [Data tables](#) for application to due dates on or after May 25, 2016 ([NOT-OD-16-007](#))

<u>Hint to determine which Training Data Tables to use:</u> The header rows for the data tables for use before May 25 have no shading, the ones for use on or after May 25 are shaded gray.

➢ eRA Commons Status Screen for PIs Now Mobil Friendly

On January 15, 2016, a new URL was made available to PIs for mobile access to their status information in eRA Commons. The new URL is: https://m.era.nih.gov/cmb.

 This new mobile access means it will be significantly easier for PIs to track and manage grant applications and awards because the Status screen will be easily viewable on a range of devices such as tablets and smartphones. PIs can simply go to the [eRA Commons mobile login](#) page and provide their credentials as they normally would when accessing eRA Commons.

The mobile site is designed to provide the basic and necessary information PIs need to track their application submissions and awards. The status screen, resizable due to responsive design, provides a table of all their applications. The applications are grouped based on status, going from Received, Awarded, Pending, Withdrawn, to Not Funded. The column headings are Project Number, Status, Project Title and Date.   The mobile app also includes functionality to search and filter, as well as drilling into details.

➢ NIH Budget for 2016 – Funding Levels Restored
Non-competing continuation awards that have already been made in FY 2016 were generally funded at levels below that indicated on the most recent Notice of Award (generally up to 90% of the previously committed level) as described in [NOT-OD-16-002](#).

In general, such reductions will be fully restored, and non-competing continuation grants (research and non-research) including those that remain to be issued in FY 2016 will be made at the commitment level indicated on the Notice of Award. Any exceptions will be posted at the site listed under "Additional Information" below. Out-year commitments for continuation awards in FY 2017 and beyond will remain unchanged. The NIH awarding Institutes/Centers (IC) will develop and post their fiscal policies consistent with overall NIH goals and available FY 2016 funds.

> ➢ **Stipends, Tuition/Fees and Other Budgetary Levels Effective for Fiscal Year 2016 - Ruth L. Kirschstein National Research Service Award (NRSA)**

NOT-OD-16-047

NIH announces stipend levels, tuition/fees and other budgetary levels for fiscal year (FY) 2016 Kirschstein-NRSA awards for trainees and fellows.

The budgetary categories described in this Notice apply only to Kirschstein-NRSA awards made with FY 2016 funds.

1   All FY 2016 awards previously issued using FY 2015 stipend levels will be revised to adjust stipends to the FY 2016 level.

2   Appointments to institutional training grants that have already been awarded in FY 2016 must be amended to reflect the FY 2016 stipend levels once the training grant award has been adjusted by the NIH. ***Amended appointments must be submitted through xTrain in the eRA Commons.***

Stipends

Effective with all Kirschstein-NRSA awards **made on or after October 1, 2015**, the following annual stipend levels apply to all individuals receiving support through institutional research training grants or individual fellowships, including the Maximizing Access to Research Career (MARC) program.

1.   *Undergraduates* in the MARC Program – T34:

Career Level	Stipend for FY 2016	Monthly Stipend
Freshmen / Sophomores	$8,808	$734
Juniors / Seniors	$12,336	$1,028

2.   **Predoctoral** (Training Grants T32, T35, T90, TL1) and (Individual Fellowships F30 and F31):

Career Level	Years of Experience	Stipend for FY 2016	Monthly Stipend
Predoctoral	All	$23,376	$1,948

3.   **Postdoctoral** (Training Grants T32 and T90 and Individual Fellowship F32):

Career Level	Years of Experience	Stipend for FY 2016	Monthly Stipend
Postdoctoral	0	$43,692	$3,641
	1	$45,444	$3,787
	2	$47,268	$3,939
	3	$49,152	$4,096
	4	$51,120	$4,260
	5	$53,160	$4,430
	6	$55,296	$4,608
	7 or More	$57,504	$4,792

4. **Senior Fellows (F33 only)**: The stipend level must be commensurate with the base salary or remuneration that would have been paid by the institution with which the individual is permanently affiliated when the award is issued, but cannot exceed the current Kirschstein-NRSA stipend limit set by the NIH for those with 7 or more years of experience. The level of Kirschstein-NRSA support will take into account concurrent salary support provided by the institution and the policy of the sponsoring institution. NIH support does not provide fringe benefits for senior fellows.

Current stipend levels are to be used in the preparation of future competing and non-competing NRSA institutional training grant and individual fellowship applications. They will be administratively applied to all applications currently in the review process.

Note: Coeus has been updated with the new Stipend Levels.

Tuition and Fees, Training Related Expenses, and Institutional Allowance for Kirschstein-NRSA Recipients

5. **Tuition and Fees** do **NOT** change.

6. **Training Related Expenses and Institutional Allowances** for *predoctoral trainees and fellows* for all educational levels *remain unchanged*.

7. The **Training Related Expenses and the Institutional Allowance** for *postdoctoral trainees and fellows* are *increased by $1,000*

    A. Training Related Expenses on Institutional Training Grants

    These expenses (including health insurance costs) for predoctoral and postdoctoral trainees will be paid at the amounts shown below for all competing and non-competing awards made with FY 2016 funds.

    - Training Related Expenses for institutional training grants (T32, T35, T90, TL1):
        - ☐ *Predoctoral Trainees:* $4,200
        - ☐ *Postdoctoral Trainees:* $8,850

    B. Institutional Allowance for Individual Fellows

    This allowance for predoctoral and postdoctoral fellows will be paid at the amounts shown below for all competing and non-competing awards made with FY 2016 funds.

    - Institutional Allowance for individual fellows (F30, F31, F32, F33):

        - o *Predoctoral Fellows:* $4,200

            - o *Postdoctoral Fellows:* $8,850

To read the full notice please see NOT-OD-16-047

For Frequently Asked Questions Related to NRSA Tuition, Fees, and Health Insurance Policies: https://researchtraining.nih.gov/resources/faq#Tuition_Fees

Agency Tip

Modular Versus Detailed Budget – How to Decide

The NIH uses 2 different formats for budget submission depending on the **total direct costs requested** and the **activity Code**.

The SF424 (R&R) Application Guide includes two optional budget components—(1) *R&R Budget Component requesting detailed budget information*; and, (2) the "simplified" *PHS398 Modular Budget Component*. Note: NIH applications will include either the R&R Budget Component or the PHS398 Modular Budget Component, but not both.

To determine whether to use a detailed versus modular budget for your NIH application, see the flowchart below.
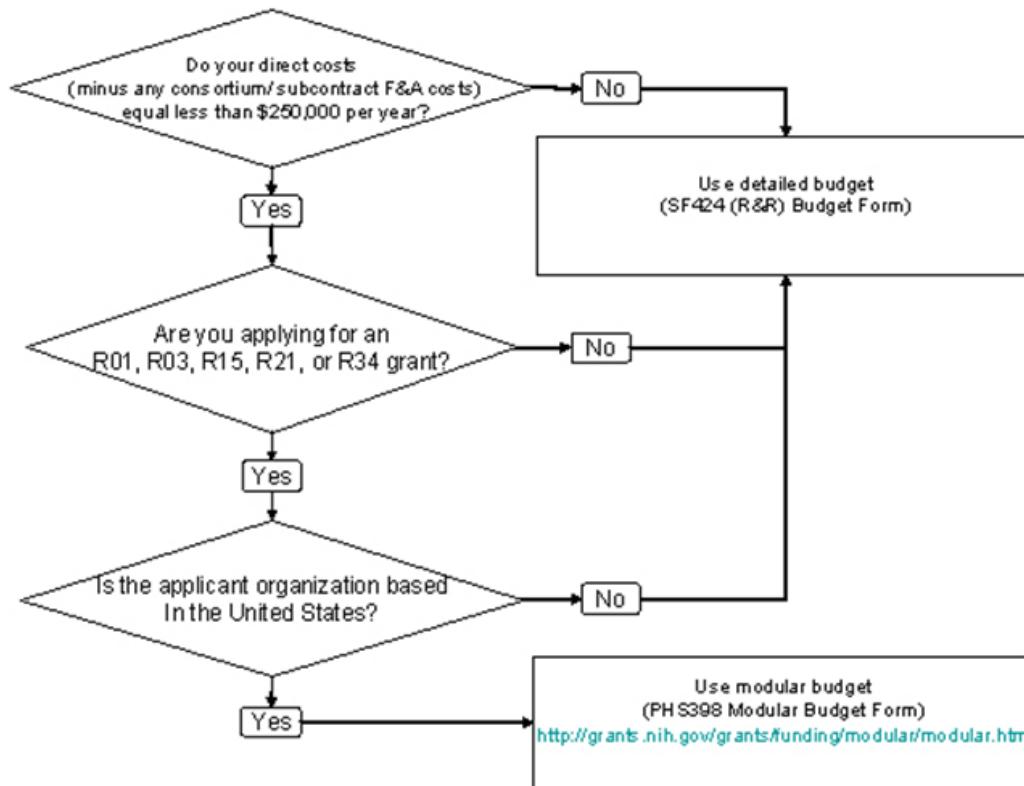
For more information about Modular Research Grant Applications, see http://grants.nih.gov/grants/funding/modular/modular.htm

InfoEd Project Update

➢ Key Milestones for January and Upcoming Events

COI Module Development: Functional Leads, Keri Godin, *Director, Office of Research Integrity* and Julianne Blyth*, Associate Director of Research Operations*, along with CIS and RAIS project team members, have been working on developing the COI Annual Assurance form in InfoEd, as well as defining the business processes for COI administration and COI Board functions. A draft prototype is expected in March for review.

Core Data Conversion: The project team has been mapping key data elements from Brown Systems (Coeus, Oracle Identity Management (OIM) and Workday) to load into InfoEd. This includes Person profiles, Cost Centers and Cost Center Hierarchy, and Sponsors on Grants & Contracts.

Brown Joins The InfoEd Community Advisory Group (ICAG): Marisa Schasel, *Director of Research Administration Information* Systems became a Steering Committee member of ICAG which is comprised of stakeholders from the numerous institutions that are InfoEd clients. The focus of the group is to infuse user perspective into InfoEd Global processes and development.

Upcoming Events:
- Members of the project team plan on attending the InfoEd Client Advisory Day in February to learn about new system developments, participate in product demonstrations, and network with our peer institutions that use InfoEd.
- InfoEd will come to Brown March 1 -3 for onsite visit to demonstrate and finalize the COI Module forms and processes.
- The IACUC Module Business Mapping Kick-off event is scheduled for the end of March.

Please note that all project updates will be posted on the InfoEd project website. In addition, if you would like to receive email notifications about the Project, you may subscribe to the InfoEd Project Listserv. 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 feedback link.

Post Award Update

➢ **Journal Entries – Avoid Unnecessary Re-routing in Workday**

The journal source on all journals defaults to "Accounting Manual Journal – Online Application". Any journal that meets the definition of a cost transfer; i.e. an after-the-fact reallocation of costs, either labor or non-labor, to a sponsored award, must include the journal source "Cost Transfers (Used for Grants)". All journals with the journal source of "Cost Transfers (Used for Grants)" automatically route to the Grant/Contract Accountant for approval. When cost transfer journals are not labeled properly there is a delay in the review and approval process because the journals have to be modified and re-routed to OSP by the Controller's Office.

If you have any questions with regard to cost transfers or the classification of a journal please contact your Grant/Contract Accountant.

Journal Entry

General Information

Accounting Date	1/5/2016 [1/5/2016]	**Default**
Journal Source	Accounting Manual Journal - Online Application	
Total Debits	$0.00	
Total Credits	$0.00	

Journal Entry

General Information

Accounting Date	1/5/2016 [1/5/2016]	**Change To**
Journal Source	Cost Transfers (Used for Grants)	
Total Debits	$0.00	
Total Credits	$0.00	

Training & Conferences

OSP & RAIS December Training Classes

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	Viewing Proposals and Awards	02/15/2016
Post Award	Traveling on Sponsored Funds	02/16/2016
Coeus	Premium Proposal Creation and Finalization	02/26/2016
Pre Award	NIH-NRS Individual Fellowship (F) Grants	03/01/2016
Post Award	Cost Transfers	03/09/2016
Pre Award	NIH- NRSA Institutional Training (T) Grants	03/15/2016
Coeus	Lite Proposal Development – New Users	03/16/2016
Post Award	Allocation of Costs	03/21/2016
Coeus	Premium Budget Basics	03/25/2016
Post Award	Supporting Documentation and Justification	04/05/2016
Pre Award	Reading the Funding Opportunity Announcement (FOA)	04/07/2016
Pre Award	Introduction to Grant Budgets	04/12/2016
Coeus	Pre Award – ASSIST Training	04/13/2016
Coeus	Advanced Budgeting	04/15/2016
Post Award	Commitments	04/19/2016
Coeus	Proposal Hierarchy	04/20/2016
Pre Award	NIH - Career Development Awards (CDA) ("K" Awards)	05/06/2016
Post Award	Financial Closeout of Sponsored Projects	05/10/2016
Post Award	Direct Charging Administrative Costs	05/24/2016
Post Award	Effort Reporting	06/08/2016

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

Financial Research Administration 2016
  ➢ **Conference:** March 6- March 8, 2016 | New Orleans, LA
     For more details, see http://www.ncura.edu/Education/MeetingsConferences.aspx

Pre Award Research Administration 2016
  ➢ **Conference:** March 9 – 11, 2016 | New Orleans, LA
     For more details, see http://www.ncura.edu/Education/MeetingsConferences.aspx

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