



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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	Research Administration Information Systems
Research Administration Updates 1	<p>➤ Sponsored Award Budget to Actuals Report</p> <p>The Sponsored Award Budget to Actuals report has been modified to include payroll expenditures by employee worktag. Users will see employee names in row expansions on the Sponsored Award Budget to Actuals report, allowing easy access to project-to-date payroll expenditures across fiscal years for awards. Users can access this detail in the various report sections that include Faculty & Staff Compensation and Student Support by:</p> <ul style="list-style-type: none"> • Drilling into specific payroll expenditure numbers, • Using the View By menu and selecting Employee as Worktag, or • Expanding rows by clicking the  to view ledger accounts, and then employee names. <p>Access and Resources</p> <p>You can access these reports by using the Supplemental Reports worklet on Your Home Landing Page or by entering the report name in the search bar.</p> <p>Please click here to access the job aid for detailed descriptions and instructions for running the report.</p> <p>If you would like to schedule a session to review this report, to set up filters for your awards, or to discuss any other questions please contact Marisa Schasel@brown.edu.</p> <p>If you have any questions on report content, please contact your Grant/Contract Accountant in OSP. As always, please direct any feedback or questions on overall reporting to workdayoperations@brown.edu.</p>
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➤ **New NIH Forms (FORMS-D) Coming Soon**

As part of NIH's plan to implement their recent policy changes - [Rigor and Transparency in Research, Vertebrate Animals, Inclusion Reporting, Data Safety Monitoring, and Research Training](#) - many of the PHS Grants.gov forms have been updated to align with these policy changes. This new form set is known as "FORMS D".

NIH has begun posting some FORMS-D application packages this month for proposals with initial due dates on/after May 25th. The RAIS team has started testing the new forms and hopes to have them available in Coeus sometime in April. We will provide further details in the coming weeks.

FORMS-D Resources:

- [High-level list of FORMS-D pre-ward form Changes](#)
- [Form Update 2016 – Frequently Asked Questions](#)
- ***New*** [SF424 \(R&R\) Application Guide](#)

➤ **New Version of Adobe Reader – DC – has Compatibility Issue with Grants.gov**

The latest major version of Adobe Reader (**Adobe Reader DC**) has been deemed incompatible with Grants.gov. It can cause issues when viewing forms and performing some of the form actions, such as attaching files and saving forms. Grants.gov recommends using version Reader 11 and supports Reader versions 9 – 11.

This issue only impacts individuals that need to complete the Grants.gov forms manually. Proposal submissions submitted to Grants.gov through Coeus are not impacted by this.

For further information on Grants.gov and Adobe Versions, see [Grants.gov Adobe Software Tip Sheet](#)

We have informed the Brown Help Desk and DCCs. If you have a proposal submission that requires the Grants.gov forms to be completed manually AND you have Adobe Reader DC installed, please contact your DCC or [RAIS](#) to see how to proceed.

➤ **InfoEd Project**

Please visit our project website or join the project listserv to obtain information about the InfoEd Project that is underway.

- [InfoEd Project Website](#)
- [InfoEd Project Listserv](#)

In addition if you have any questions or comments about the InfoEd Project please contact us via the following link:

- [InfoEd Project Feedback](#)

Office of Sponsored Projects

➤ **Brown University Selected to Participate in Test of Streamlining Federal Subcontracting Requirements**

Brown University was one of forty institutions selected to participate in the Federal Demonstration Partnership (FDP) initiative - **"Expanded Clearinghouse Pilot"**. This pilot seeks to test whether a standardized, streamline subrecipient data repository is feasible, and whether such a repository effectively reduces the data collection and review burden for pass-through entities and subrecipients alike, while still ensuring stewardship over federal funding.

OSP's election to participate in this national effort is based on our recognition that the subaward issuance process is both lengthy and burdensome, and we'd like to take advantage of an opportunity to further refine our business processes.

The Expanded Clearinghouse, Phase I, seeks to test this profile by having the selected participants from FDP member institutions create entity profiles based on a standard Excel template, and have those profiles certified by an authorized institutional official and submitted to the Expanded Clearinghouse Working Group. Entity profiles will be posted on the FDP web site after a brief review process. Profiles will be made publically available and updated as needed.

Participating institutions will be expected to forego use of their individual subrecipient commitment forms (the portions that

collect Entity based data/information) when issuing subawards to other pilot participants, in favor of accessing the posted entity profiles to obtain needed static/annual data from their proposed subrecipient.

We have posted a list of other Pilot institutions to the OSP web page [here](#). **There will be no need to collect the “Subrecipient Profile Questionnaire” from schools on the list.** Should you have any questions about the process, please contact your Grant & Contract Administrator at OSP.

➤ **OSP Staff Promotion**

The Office of Sponsored Projects is pleased to announce the promotion of Heather Dominey to the position of Senior Grant & Contract Accountant. Heather has 12 years of experience at Brown, five as a Financial Coordinator at the Center for Statistical Sciences and seven in OSP as a Grant & Contract Accountant. Heather has a B.S. in Business Administration from Saint Joseph’s College in Maine and an MBA in Global Business Leadership from Johnson & Wales University in Providence. Heather is active in the National Council of University Research Administrators (NCURA). She is currently serving as Chair of the Region I Professional Development Committee and as an Advisory Board Member. In 2015 she completed the Executive Shadow Program and served on the Curriculum committee. Heather is a frequent presenter and trainer both at Brown and for NCURA’s meetings and workshops. We will continue to benefit from her initiative, passion and commitment to university research administration.

Research Development

➤ **Research Development and Grant Writing Newsletter**

The [March issue](#) is now available online. This newsletter offers strategies on how to compete successfully for research funding and highlights new funding opportunities.

➤ **NSF CAREER Mock Review Panels**

OVPR is organizing small **peer-review panels** of faculty who are submitting [NSF CAREER](#) proposals this July. In the past, faculty who have joined these mock peer review panels have had a high success rate. By joining a peer-review:

- You will get feedback on whether you meet the NSF review criteria in time to revise your draft proposal.
- You will have the opportunity to see peer proposals in a variety of disciplines.

Dates will be set in June to bring together the peer reviewers and members of the Engaged Scholarship and Broader Impacts Joint Committee to give each participant feedback about their proposal draft. Please [register here](#) by **Monday, April 11th** if interested in participating in a panel. You may indicate on the form which dates/times are favorable and we will confirm the final schedule and location with all participants. Please note: participants must be prepared to circulate a draft of their proposal one week before the meeting.

In addition, OVPR is hosting access to a **NSF CAREER webinar** available to the Brown community. Please [register here](#) for details on how to access the webinar.

➤ **Grant Resubmission Awards (up to \$15,000)**

Application Deadline: Rolling

Grant Resubmission Awards, a pilot program for 2015-2016, provides support for investigators to improve an already highly-rated proposal for re-submission. The awards will be for up to \$15,000 to support activities including data gathering, travel, equipment time, purchase of supplies or other modest activities that could make a significant difference for the competitiveness of the proposal. Proposal: description of how the award will address limitations identified by funding organization reviewers. Details and application guidelines may be found on OVPR's [Internal Funding Opportunities web page](#).

➤ **Upcoming Proposal Submission Deadlines**

Below are upcoming due dates for the most commonly used activity codes for **NIH & AHRQ**. There is also a link to NSF Proposal Deadlines. Please continue to refer to the funding opportunity announcement (FOA) for due date information.

**All Proposals are due to OSP / BMRA by the close of the business day unless a time is indicated below. For OSP deadlines that fall on a Friday, complete proposals may be submitted until 9:00 am on the following Monday.*

Click [here](#) to view the listing of all the upcoming due dates for NIH.

Activity Code	Program Description	Sponsor Due Date		OSP/BMRA Due Date	
		New Application	Resubmission, Renewal, Revision Application	New Application	Resubmission, Renewal, Revision Application
R01	Research Grants (R01)	6/5/16	7/5/16	5/26/16	6/24/16
K Series	Research Career Development	6/12/16	7/12/16	6/3/16	7/1/16
R03, R21, R33, R21/33, R34, R36	Other Research Grants	6/16/16	7/16/16	6/8/16	7/8/16
R18, U18, R25	Research Demonstration Education Projects	5/25/16		5/17/16	
T Series D Series	Institutional National Research Service Awards Other Training Grants	5/25/16		5/17/16	
P Series	Program Project Grants and Center Grants	5/25/16		5/17/16	
F Series Fellowships	Individual National Research Service Awards	8/8/16		7/28/16	

Click [here](#) to view the listing of all the upcoming due dates for AHRQ.

Grant Mechanism	Type of Application	Sponsor Due Date		OSP/BMRA Due Date	
		New Application	Resubmission, Renewal, Revision Application	New Application	Resubmission, Renewal, Revision Application
R01	Large Research Projects	6/5/16	7/5/16	5/26/16	6/24/16
R03	Small Research Projects	6/16/16	7/16/16	6/8/16	7/8/16
K01	Mentored Research Scientist Development Awards	6/12	7/12/16	6/3/16	7/1/16
R18	Large Research Demonstration Projects	5/25		5/17/16	
F32	Postdoctoral Individual NRSA Awards	8/8		7/28/16	

Click [here](#) to view the listing of all the upcoming Due Dates for NSF.

Sponsor / Agency Updates

NIH & AHRQ UPDATE

➤ NIH Training Module on Rigor, Transparency, Reproducibility

[NOT-OD-16-004](#), [NOT-OD-16-011](#), [NOT-OD-16-012](#)

As highlighted in a Research Administration Newsletter, in October 2015, NIH and AHRQ introduced new requirements for rigor and transparency for most research grant and individual mentored career development award applications. NIH's training presentation is available at:

https://grants.nih.gov/reproducibility/module_1/presentation.html.

➤ NIH Rigor and Transparency Requirements for RPPRs

[NOT-16-034](#)

The Rigor and Transparency requirements for institutional T32 and K12s, as well as individual fellowships, will **not be effective until FY2017** or possibly even later. (This notice supersedes the earlier NOT-16-012.)

The transition date was originally May 25, 2016. However, NIH leadership decided that more planning, pilot studies, and development of training modules would be needed to effectively roll out the new requirements. Since no policies are currently in place, grantees that need to submit RPPRs are under no obligation to implement plans or report on those plans. For additional information, see The Rigor and Reproducibility web site <https://www.nih.gov/research-training/rigor-reproducibility>.

➤ Electronic Prior Approval Requests & Withdrawals Coming to eRA Commons

The following actions can be initiated by PIs within eRA Commons:

- Request for prior approval for submitting applications with direct costs of over \$500K or more for any budget year.
 - The PI will need to provide justification for the request, along with a detailed budget that will be uploaded as a 10 page limit PDF.
 - The request will be initiated and submitted before the submission of the grant application.
- Requests to withdraw applications:
 - The PI will need to provide a justification for withdrawing the application.
 - These requests will be routed to a Signing Official (SO), who can then submit request.

➤ Highlights of eRA Commons' New Release of - xTRACT

eRA Commons' Extramural Trainee Reporting And Career Tracking (xTRACT) system underwent a maintenance release on Thursday, February 4, 2016. Some of the new features and fixes that were rolled out include:

- Subsequent Grants Updated for Trainee or Student When Training End Date is Entered
- Feature for Uploading Non-NIH Funding Sources
- Commons User ID now Displaying in Participating Trainees List
- Non-NIH Sources of Support now Displaying Correctly in Preview PDF
- Training Grant Search now Displaying Type 5 Grants Correctly
- OTH Degree Text is now Displaying in the Training Table PDF
- Doctoral Degrees now Appearing in Training Table 8C
- When Performing Training Grant Searches Assistants can now See all of their PIs

See the following link for [Further details about these enhancements and fixes](#).

	<p>➤ NIH xTRACT – CREATING TABLES</p> <p>NIH recently created training material on the use of the xTRACT feature for creating training tables. The xTRACT module allows applicants, grantees and assistants to create research training tables for progress reports and institutional training grant applications:</p> <ul style="list-style-type: none"> • xTRACT Overview. This short video provides a high level overview of the functionality of xTRACT and the benefits it provides. https://www.youtube.com/watch?v=wYkxJSVEqus&feature=youtu.be • xTRACT For RPPR This video tutorial demonstrates how to use xTRACT to prepare a training table, known as a Research Training Dataset (RTD), for an RPPR. https://www.youtube.com/watch?v=eynHTClqWXQ&feature=youtu.be • xTRACT User Guide: https://era.nih.gov/files/xTRACT_userguide.pdf
<p>NASA UPDATE</p>	<p>➤ NASA NSPIRES – New Requirement: Collection of Demographics and Service Data</p> <p>The release of NSPIRES version 6.1 on Saturday, February 20, 2016 began to collect demographic and other information from both new registrants and existing users. Users with existing NSPIRES accounts at http://nspires.nasaprs.com will, after login, be directed to a questionnaire page and invited to report information about their gender, ethnicity, race and disability. Users will also be asked about their current or previous participation as a Principal Investigator, Co-Principal Investigator, Program Director, or Co-Program Director in federally funded projects. Answering this questionnaire will be a one-time requirement for all registered NSPIRES users. Users can update their answers, as needed, in their NSPIRES personal profile. Principal Investigators, Co-Principal Investigators, Program Directors, and Co-Program Directors will also have the opportunity, before submitting a proposal, to update their statement on participation in federally funded projects.</p> <p>Your answers will not be viewable or accessible by the public or by other NSPIRES users, including proposal reviewers.</p> <p>The Federal Government has a continuing commitment to monitor the operation of its review and award processes to identify any inequities based on gender, race, ethnicity, or disability. NASA asks that you provide information about your gender, race, ethnicity, and disability status in order to ensure compliance with current laws and regulations.</p> <p>If you have questions regarding this action, please contact the NSPIRES Help Desk: E-mail: nspires-help@nasaprs.com Phone Support: (202) 479-9376 Hours: Monday through Friday, 8:00 AM to 6:00 PM EST/EDT</p> <p>➤ NASA releases ROSES 2016 solicitation</p> <p>NASA's Science Mission Directorate announces the release of its annual omnibus solicitation, Research Opportunities in Space and Earth Science (ROSES) for 2016 at http://solicitation.nasaprs.com/ROSES2016.</p> <p>The ROSES NASA Research Announcement (NRA) solicits basic and applied research in support of NASA's</p>

	<p>Science Mission Directorate (SMD). ROSES is an omnibus NRA, with many individual program elements, each with its own due dates and topics. All together these cover the wide range of basic and applied supporting research and technology in space and Earth science. Awards range from under \$100K per year for focused, limited efforts (e.g., data analysis) to more than \$1M per year for extensive activities (e.g., development of specialized science experimental hardware).</p> <p>Awards will be made as grants, cooperative agreements, contracts, and inter- or intraagency transfers, depending on the nature of the work proposed, the proposing organization, and/or program requirements.</p> <p>The ROSES website provides different table views of the various opportunity programs: Table 2 - individual programs in order of due date can be found at: http://solicitation.nasaprs.com/ROSES2016table2</p> <p>Table 3 - individual programs organized by subject area can be found at: http://solicitation.nasaprs.com/ROSES2016table3</p> <p>Interested proposers should monitor http://nspires.nasaprs.com/ or subscribe to the SMD electronic notification system there for additional new program elements or amendments to this NRA through February 2017, at which time release of a subsequent ROSES NRA is planned.</p> <p>Questions concerning general ROSES NRA policies and procedures may be directed to Max Bernstein, Lead for Research, Science Mission Directorate, atsara@nasa.gov.</p>
<p>NSF UPDATE</p>	<p>➤ Updated Instruction on the Results from Prior NSF Support Section of the Narrative</p> <p>NSF’s new Grant Proposal Guide (GPG) has updated language regarding the Results from Prior NSF Support section of the Narrative. Specifically, the Results from the Prior NSF Support section of the Project Description requests information on proposals that have received NSF funding with a start date in the past five years. If the PI would like to add information about an award that is outside of this time period, they would need to obtain approval to do so from a cognizant NSF Program Officer prior to submission of the proposal.</p> <p>➤ NSF’s Technical Reporting Requirements NSF 16-040</p> <p>PIs must use Research.gov to meet all NSF technical reporting requirements, including submission of annual, final, and project outcomes reports.</p> <p>Some highlights of the NSF technical reporting requirements include:</p> <ul style="list-style-type: none"> • All Principal Investigators (PIs) must submit annual reports during the course of an award and a final report no later than 120 days following expiration of an award. Remove this bullet – more specific bullets in 2nd and 3rd bullet below. • A non-technical, Project Outcomes Report (POR), for the general public must be submitted no later than 120 days following expiration of an award. • The annual report is due <i>no later than</i> the 90 day period <i>before</i> the end of the current budget period for the award; it is overdue the day after that 90 day period ends. <ul style="list-style-type: none"> ○ Annual reports for awards with ‘no cost extensions’ are still due every 12 months. When the award finally does expire, the final report and project outcomes report are both due within 120 days. • The final report is due <i>no later than</i> 120 days <i>following</i> expiration of the award; it is overdue after that 120 day period ends.

- Final reports for the **CAREER Program** must summarize progress in *both research* and education, and indicate how well these activities are being integrated and assessed.
 - This information is included under the Special Reporting Requirements tab of reporting template.
- Final reports for awards funding a **workshop** require the Accomplishments section to include: (1) a description of participant selection; (2) a list of persons for whom travel funds were provided (including institutional affiliation and sum awarded); and (3) information about the meeting-including attendance, total number of U.S. participants, and other countries represented, highlights of the program and its outcomes and products.
- Independent annual and final reports for projects that are funded as multi-institutional collaborative proposals must be submitted by The PI at each institution
- An interim report may be submitted at any time during the life of the award to update NSF on what the grant has accomplished.
- The Project Reporting module in Research.gov can be accessed only by the PI and co-PIs.
 - The module is organized with tabs for each of the components of your report: Accomplishments, Products, Participants, Impact, Changes/Problems, and Special Requirements.
 - The template also allows you to attach PDF documents for images, charts and other supplemental materials.
 - A "Getting Started Guide" for creating (and editing) annual and final reports is available at: http://www.research.gov/common/attachment/Desktop/ProjectReportGettingStartedGuide_general.pdf.

The *Award and Administration Guide* (Ch. II: Grant Administration) has more details on reporting requirements (http://www.nsf.gov/publications/pub_summ.jsp?ods_key=aag). Frequently asked questions about the project outcomes report for the general public can be found on the Policy Office website (http://www.nsf.gov/publications/pub_summ.jsp?ods_key=porfaqs). Workshop reporting requirements are described in FL 26 (http://www.nsf.gov/pubs/policydocs/fl26/fl26_113.pdf).

➤ **FY 2017 NSF Budget Summary Brochure**
[nsf 16-034](#)

NSF has published their budget summary for FY 2017. See [FY 2017 Budget Summary Brochure](#).

Agency Tip

Dr. Michael Lauer, NIH's Deputy Director for Extramural Research Addresses the Key Components of Rigor & Transparency

Dr. Michael Lauer, author of the NIH blog, Open Mike, has written a series of posts addressing the four focus areas for enhancing reproducibility through rigor and transparency: scientific premise, rigorous experimental design, consideration of relevant biological variables, and authentication of key biological and/or chemical resources. The posts are intended to explain and provide examples of these new policies.

- [Scientific Premise in NIH Grant Applications](#)
- [Scientific Rigor in NIH Grant Applications](#)
- [Consideration of Relevant Biological Variables in NIH Grant Applications](#)
- [Authentication of Key Biological and/or Chemical Resources in NIH Grant Applications](#)

Coeus Update

➤ **New NIH / AHRQ Questionnaire for Authentication of Key Biological and/or Chemical Resources**

Users will find a new questionnaire in Coeus for proposal submissions to NIH or AHRQ – *Key Biological and/or Chemical Resources*. The questionnaire is to determine if the PI is planning on using Key Biological and/or Chemical Resources in their research as part of NIH’s policy update to enhance reproducibility through rigor and transparency.

If the user selects “Yes” to this Questionnaire AND the submission is a Grants.gov submission, they will be prompted to upload an additional attachment “describing methods to ensure the identity and validity of key biological and/or chemical resources used in the proposed Studies.”

- **For FORMS-C**, this should be uploaded to the R&R Other Project Information form as an Other Narrative / Attachment Type
- In the Narrative / Attachment Description enter – ***Authentication_of_Key_Resources_Plan***

Coeus will validate that you have included an “Other” Narrative Type in the proposal if you select Yes to the Questionnaire.

Coeus will NOT be able to confirm that you indeed included an Authentication of Key Resources Plan in that place holder.

[Note – With the implementation of FORMS-D, users will upload the Authentication of Key Biological and/or Chemical Resources to the PHS 398 Research Plan]

- **For More information about Key Biological and/or Chemical Resources, see the [NIH Rigor and Reproducibility Webpage](#).**

Training & Conferences

OSP & RAIS Spring 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
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

CONFERENCES & PROGRAMS

SRA International Department Research Administrator: Research Essentials

- **Conference:** April 28-29, 2016 | Boston, MA
For more details, see [SRA International: Research Administrator: Research Essentials](#)

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>

NCURA Annual Meeting

- **Conference:** August 7 -10, 2016 | Washington, DC
For more details, see [NCURA Annual Meeting](#)

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