

RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

OFFICE OF THE VICE PRESIDENT FOR RESEARCH / OFFICE OF SPONSORED PROJECTS

This newsletter is produced by the Office of Sponsored Projects to provide agency updates, sponsor policy and procedural information, and guidance and training in all aspects of sponsored project administration for Researchers and Research Administrators. Please visit <http://www.brown.edu/research/newsletters> for archives.

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OSP / OVPR UPDATES

➤ **Brown's Position on NIH Fiscal Policy for Grant Awards**

NIH recently issued notice [NOT-OD-12-036](#) related to the NIH Fiscal Policy for Grant Awards in FY12 and future years. The notice states:

- **FY2012 Funding Levels**, non-competing awards will be issued **without** cost of living/inflationary adjustments. This policy applies to all grants (research and non-research) when applicable.
- **Inflationary Increases for Future Years**: Inflationary increases for future year commitments will be **discontinued** for all competing and non-competing research grant awards issued in FY 2012.
- FY 2012 awards that have already been issued will be revised to adjust the award level and future year commitments in accordance with these principles.

For all proposals submitted to the NIH, it is the University's policy to continue to propose salaries with the standard 4% increase throughout the budget. NIH will then adjust the budget as needed.

➤ **Most Common Proposal Application Errors**

OSP / BMRA are often asked what types of corrections are made during the "five days" prior to submission of a proposal. The most common errors are outlined below. Please use the list as a guide to your proposal review prior to routing to OSP / BMRA for submission to the Agency.

- 1) Role of all persons listed in the budget not described in the budget justification and/or effort shown not correct or not expressed in person months
- 2) Budget justification does not fully explain all increases/decreases in amounts budgeted in subsequent years

- 3) Budget justification does not reflect correct fringe benefit or F&A rates
- 4) If a major project, the budget justification must fully justify need for inclusion of administrative costs
- 5) Signed LOI, budget, budget justification and work scope needed when proposal includes subawards
- 6) COEUS proposal shell not completed correctly (missing PI effort, key words & other info)
- 7) Yes/No questions incorrectly completed (ex: EO 12372 checked NO vs. N/A)
- 8) References cited does not include full citation (et al: used or dates missing)
- 9) Cost sharing included without approval and/or when not allowed by sponsor
- 10) Required components not included (ie: department chair letter for CAREER awards)
- 11) Yes/No questions indicate proprietary information included in proposal but sections of proposals including proprietary information not marked as such
- 12) Research plan exceeds sponsor page limitations

♦ **Errors specific to NIH standard submissions:**

- 1) Attachments not in PDF format / Incorrect File name (Special characters, spaces, etc.)
- 2) Missing PMCID's from citations in biosketches and references cited section
- 3) Modular budgets with variations in the number of modules requested must include an Additional Narrative Justification
- 4) Project summary Abstract exceeds 30 line limit
- 5) Biosketch exceeds 4 page limit
- 6) Research support section of Biosketch should only include active and recently completed projects (not pending)

♦ **Errors specific to NSF standard submissions:**

- 1) Attachments not in PDF format
- 2) Missing Data Management Plan
- 3) Missing Postdoc Mentoring Plan (1 page limit)
- 4) Biosketch not in NSF format
- 5) Current and Pending Support not correct (data and/or format incorrect)
- 6) Letters of Collaboration include 'endorsement' language

AGENCY UPDATES

NIH UPDATES

- **NIH Just-In-Time: Electronic Submission Required and Business Process Change Effective April 20, 2012**
[NOT-OD-12-101](#)

As of April 20, 2012, NIH is requiring electronic submission of JIT information through eRA Commons and revising its business processes so applicants will have better information on when JIT submissions are required.

Electronic Submission

NIH will require applicants "to submit their information using the JIT feature of the eRA Commons at least 60 days before the applicant's proposed project period start date (or sooner if requested by the IC)."

Revised Business Processes

NIH is also changing the JIT process so "applications receiving an impact score of 40 or less will receive a standard notice and request for submitting JIT information." NIH will send notices by e-mail from the eRA Commons to the Project Director(s) and/or Principal Investigator(s) two weeks after release of the impact score. See the [Notice](#) for additional details.

Although the JIT link will be available for all applications, applicants should not rely on this as an indicator of the need to submit JIT information; instead they should rely on the JIT notification described above and any specific requests from NIH staff.

➤ **NIH Sponsors Regional Seminar on Program Funding and Grants Administration for New Investigators and Administrators**

[NOT-OD-12-040](#)

The [NIH Regional Seminar on Program Funding and Grants Administration](#), held in Washington DC is a great opportunity to meet and discuss grant issues with approximately 35 HHS and NIH officials, as well as networking with others in your field. The comprehensive program will provide valuable information on the following topics:

- NIH grants process
- Peer review process
- Grant writing for success
- Pre-award and post-award issues for administrators and investigators
- Compliance
- How to interact electronically with NIH & eRA Commons
- How to map your career with NIH

The seminar will be held in **Washington, DC on June 20-22, 2012** and is intended for researchers new to NIH and grants administrators.

NSF
UPDATES

➤ **Enforcement of Project Outcomes Report submission coming in May 2012 - Are you overdue on your Project Outcomes Report? See how you will be impacted!**

Coming in May 2012, NSF will enforce submission of Project Outcome Reports on all awards that require submission of this report. Having an overdue Project Outcomes Report will delay NSF actions on any other proposal or award related to the PI or co-PI.

For proposals submitted through FastLane, the PI/co-PI(s) will receive a warning in the proposal submission confirmation email if they have an overdue Annual, Final or Project Outcomes report(s).

Warning messages for proposals submitted through Grants.gov will be implemented at a later date.

➤ **Frequently Asked Questions about GRFP Fellowship Terms and Conditions for NSF GRFP Fellows – Updated March 2012**

[NSF 12-062](#)

The updated FAQ can be viewed at:

http://www.nsf.gov/pubs/2012/nsf12062/nsf12062.jsp?WT.mc_id=USNSF_109

➤ **NSF Invites Supplemental Requests to Support Scientists Taking Family Leave**

As part of its 10-year Career-Life Balance Initiative, the National Science Foundation is inviting "the submission of supplemental funding requests to support additional personnel" to allow research to continue when a principal investigator is on family leave. A maximum of up to \$12,000 in salary may be requested for fiscal year 2012. The initiative includes other options to reduce the rate of female scientists leaving science, technology, engineering and math fields, such as "flexible start dates for NSF awards; no-cost extensions; virtual panel participation; recommendations for child care accommodations for panelists; and family-friendly program management."

For details see: <http://www.nsf.gov/pubs/2012/nsf12065/nsf12065.jsp>

POST-AWARD UPDATES

AWARD MANAGEMENT

'MY SIGNATURE' MATTERS – KNOW WHAT YOU ARE SIGNING

In last month's edition of the Newsletter, we highlighted the importance of incorporating a monthly review of expenditures to help identify errors early and reduce cost transfer requests. This month, we want to look at the importance of Brown University's signature reflected on documentation in the Award Management process.

Donna Foresti, Associate University Auditor at Brown, gave a presentation during the 5th Annual Certification Program in Research Administration on knowing what your signature means. When your signature is required:

- a. Understand the purpose of your signature.
For example, your approval of a charge to a federal grant indicates that you are asserting that the charge is allowable, reasonable, and correctly allocated.
- b. Read before you sign.
- c. Have your questions addressed before you sign the document.
- d. Be prepared to defend your signature when signing a certification.
- e. Do not allow stamped signatures.

Useful Tip

Your signature has social, legal and economic implications. Guard it with much caution.

EFFORT CERTIFICATION REPORT

The deadlines for certifying monthly effort reports and submitting them to the Office of Sponsored Projects are as follows (this timeline does not apply to BioMed departments) :

- **February** reports are due no later than **May 4, 2012**
- **March** reports are due no later than **June 6, 2012**

Reminders for Completing the Effort Certification Report:

- University policy requires that all faculty certify their own effort reports except in limited circumstances that need to be documented and approved by OSP.
- For all other employees, effort reports must be certified by the individual employee, or by a responsible supervisory official having firsthand knowledge of all of the activities performed by the employee. (Department administrators and managers should not be certifying effort reports.)
- If you will not be able to meet the reporting deadlines, you are required to send a request for an extension to Marisa Schasel, Managing Director of OSP. The request should include the reason for the delay and the date when you will be submitting the certified effort reports to OSP (this requirement does not apply to BioMed departments).

COEUS UPDATES

COEUS TIP OF THE MONTH

LOOKING UP YOUR DEPARTMENT'S AWARDS IN COEUS:

All awards granted to the University are entered in the Award module of Coeus. The Award Module maintains detailed information on awards including a complete history of every change made to from notice through closeout. Coeus stores various pieces of information pertaining to the award; attributes, dollar and date information, the award notice, cost sharing and indirect cost rates.

To navigate the award record, you must be in Coeus Premium:

Use the Maintain Menu & select Awards from the drop down menu.

- Search for the award in the Award module and double click on the award to open it.
- The award record will open with tabs located at the top to navigate to the different sections of the record.

VIEWING OBLIGATED & ANTICIPATED DOLLARS AND AWARD DATES

With the award open, click on the | **Money and End Dates** | tab. The Obligated and Anticipated amounts, and effective and expiration dates, are listed.

	Obligated Total	Anticipated Total	Obligation Effective Date	Obligation Expiration Date	Final Expiration Date
[1] 002467-001 : 527111	\$100,000.00	\$300,000.00	01-Sep-2011	31-Aug-2012	31-Aug-2014

VIEWING COST SHARING

- With the award open, click on the Details menu and select Cost Sharing.
Details > Cost Sharing. The Cost Sharing window opens. (Note: Percentage is not used at Brown).
This window will also show NIH Salary Cap information.

Percentage	Type	Fiscal Year	Source Account	Destination Account	Amount
.00	Equipment	2011	123456	1	\$1,000.00

VIEWING INDIRECT COST RATES IN AWARDS

- With the award open, click on the Details menu and select Indirect Cost.
Details > Indirect Cost. The Indirect Cost window opens.

Rate	Type	Fiscal Year	Start Date	End Date	Campus	Underrecovery	Source Account	Destination Account
62.0	Organizatio...	2011	01-Jul-2010	30-Jun-2011	On	\$.00	1	9999999
62.0	Organizatio...	2012	01-Jul-2011	30-Jun-2012	On	\$.00	1	9999999

VIEWING AWARD DOCUMENTS

- With the award open, click on the | **Attachments** | tab.
- The Attachments tab contains all Notice of Grant Awards pertaining to the Award.
- Click ONCE on the PDF symbol to open the award notice.
- The award notice will open in Adobe Reader above the Coeus application.

Type	Description	Last Updated	Updated By
PDF	Notice of Award	2012-04-27 08:40:52.0	Quinn, Jennifer L.

COEUS USER GROUP MEETING

The meeting is intended to allow Coeus Users to network, share best practices, learn new business process changes, and address Coeus issues.

If you have ideas for topics to discuss please email [Kat Szulc](mailto:Kat.Szulc).

Next Meeting:
May 16th, 2012 –Location TBD
10:00am – 11:30am

TRAINING

OSP TRAINING SPOTLIGHT

OSP Outreach Moving Forward

Over the past year, OSP has significantly increased its outreach to the University through the introduction of new training modules and the monthly distribution of the OSP Newsletter. We are embarking on our outreach plan for fiscal year 2013 and are seeking feedback from the University community on ways to increase our communications to department administrators & faculty; suggestions for new training modules; and ways to meet the overall outreach needs of research services provided at Brown.

We would greatly appreciate your time in completing the survey below. The Office of Sponsored Projects strives to provide the best service possible, and your input will help us meet this important goal.

[Link to survey](#)

ABOUT OSP TRAINING

The Office of Sponsored Projects is pleased to offer numerous training opportunities for faculty and staff that range from how to use Coeus to guidelines on pre or post award management:

ALL SPONSORED PROJECTS TRAINING SESSIONS:

Coeus Training

Learn how to use the University's sponsored projects management system, Coeus. Classes include creating proposals, budgets, submitting Grants.gov proposals, and viewing proposal and award records.

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.

Pre-Award Training

Learn best practices in Pre Award management. Sessions covering preparation of proposals, budgets, negotiation of terms and conditions of awards, issuance of subcontracts and other areas of pre-award administration are offered or planned for this year.

GRANT CONFERENCES/NCURA EDUCATIONAL PROGRAMS

- **NCURA - Departmental Research Administration Workshop**
May 14-16, 2012
 Irvine, California
Registration opens April 13, 2012 <http://www.ncura.edu/content/>
- **NCURA - Fundamentals of Sponsored Project Administration Workshop**
June 18 - 20, 2012
 Cambridge, Massachusetts
 For more information and to register please visit:
http://www.ncura.edu/content/educational_programs/workshops/fundamentals/registration.php
- **NCURA - Pre-Award Administration Conference**
July 18 - 20, 2012
 Vancouver, Canada
 For more information and to register please visit:
http://www.ncura.edu/content/educational_programs/sites/pra6/

SPONSORED PROJECTS REPORTING

Reporting Update

➤ Update to the Monthly Status Updates Report

- ◆ The **Proposal Title** has been added to further identify the proposals that have had a status change during the previous month.

Monthly Proposal Status Updates

This report includes a listing of Institute Proposal records where the status was updated in the month prior to the report run date.
Sorted By: Principal Investigator

Department	Principal Investigator	Proposal Number	Proposal Title	Sponsor Name	Status	Proposal Create Date
Annenberg Institute	Gray, Richard Jr.	12050643	Expanding the Knowledge Base of the Field: Education Organizing Learning Teams-2012	Communities for Public Education Reform	Funded/Awarded	12/1/11
		12091194	Technical Assistance for District Level Systems Change Implementation	NELLIE MAE EDUCATION FOUNDATION	Funded/Awarded	3/20/12

➤ Reminder

- ◆ The OSP Report Request Form is now an interactive PDF that can be completed online and saved.

http://www.brown.edu/research/sites/brown.edu.research/files/Report%20Request%20Form_0.pdf

(Remember to send completed forms to OSP_Reporting@brown.edu)

Reporting User Group

Reporting User Group Meeting

Next Meeting:

May 10, 2012

1pm

BOB - 2nd Floor Conference Room

Requesting an Ad Hoc Sponsored Projects Report

The OSP Report Request Form is now an interactive PDF that can be completed online and saved!

All Sponsored Projects report requests should be sent to:

OSP_Reporting@brown.edu

Please use the "OSP Report Request Form", located at the below link, for all ad hoc report requests:

http://www.brown.edu/research/sites/brown.edu.research/files/Report%20Request%20Form_0.pdf

Questions or comments about the Newsletter should be directed to the editors:
Katarzyna Szulc, Senior Contract & eRA Administrator (katarzyna_szulc@brown.edu) or
Jeremy Cox, Grant/Contract Accountant & eRA Administrator (Jeremy_Cox@brown.edu)