



RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

APRIL
2013

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.

INSIDE THIS ISSUE

OSP/OVPR UPDATES

1. 5-Day Rule Proposal Submission Policy Update
2. National Science Board (NSB) is Soliciting PI's Input on Administrative Workload
2. NSF Transition to ACM\$

AGENCY UPDATES

NIH

2. NIH Reminds Grantee Institutions of the Requirement to Use to Research Performance Progress Report (RPPR) for ALL SNAP and Fellowship Progress Reports for Awards with Start Dates On or After July 1, 2013
3. FAQs for Costing of NIH-Funded Core Facilities

AGENCY TIP

3. Agency Tip – New All About Grants Podcasts: Who Do I Contact at NIH?

Upcoming Proposal Submission Deadlines

4. NIH and NSF

COEUS UPDATES

5. Narrative Replacement During Approval Routing
5. Coeus Upgrade

TRAINING

6. OSP Training Spotlight
6. Conferences & NCURA Educational Programs

Office of Sponsored Projects / 401-863-2777 / www.research.brown.edu



OSP / OVPR UPDATES

➤ 5-Day Rule Proposal Submission Policy Update

Presented below is a synopsis of the Provost's February memo outlining changes to Brown's proposal submission policy.

In order to allow Principal Investigators additional time for a final read-through and last minute minor editing, corrections or updates to proposals, the five day rule is amended as follows:

- **Effective May 1, 2013 for grant submission deadlines of June 1 thereafter.**
- **Complete proposals are still due at OSP/BMRA five days before the sponsor's deadline.**
- **PIs will have until Day 3 of the 5 day period prior to the Sponsor's due date to replace a draft version of technical/science documents¹ with the corresponding final version in the Coeus proposal record. On the morning of Day 4 (8:30 am AY/8:00 am Summer) OSP/BMRA is authorized to submit the proposal without further review. PIs who take advantage of this relaxed internal deadline must accept the risk that a change to the technical section of the proposal may cause a submission failure. OSP/BMRA will not retrieve the proposal and correct resulting submission errors caused by PI changes to updated proposals.**
- **The final version of a proposal will be submitted by OSP/ BMRA in advance of a Sponsor's due date whenever possible to ensure it is successfully received by the sponsor.**

| Day 0 | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Sponsor Deadline |
|-----------------------------|---|-------|-------|---|-------|------------------|
| Proposal Routed to OSP/BMRA | OSP/BMRA Review - Comments and Corrections Addressed by PI/Department | | | | | |
| | Revised Technical/ Science Sections Uploaded to Coeus | | | Proposal Submitted by OSP/BMRA to Sponsor | | |

➤ National Science Board (NSB) is Soliciting PI's Input on Administrative Workload

As a member of the Federal Demonstration Partnership (FDP), we have received the following communication from the Executive Secretary to the NSB *Task Force on Administrative Burdens*:

Dear Colleagues:

The NSB Task Force has released a [Request for Information \(RFI\)](#) seeking recommendations from principal investigators for reducing the administrative workload associated with their Federal awards. Responses to the RFI will be considered as the Board develops recommendations to ensure investigators' administrative workload is at an appropriate level.

We encourage you and your faculty to provide the NSB with your valuable insight. The RFI is available through May 24th at: http://www.nsf.gov/nsb/committees/ab/tskforce_ab_rfi.jsp

➤ NSF Transition to ACM\$

In the interest of providing Congress, OMB and other stakeholders with more up-to-date information on how tax dollars are being spent, the National Science Foundation (NSF) is transitioning to a new Award Cash Management Service (ACM\$) **effective 04/01/2013**. When utilizing ACM\$, the University will be required to submit award level payment requests each time funds are requested from the NSF. Within ACM\$, awards will only remain **active and reimbursable for 90 days after the award end date**. After this point, the University will forfeit the ability to seek reimbursement or post credits to expenses attributable to the award.

To accommodate these new parameters, an emphasis will be placed on ensuring that the financial closeout process for expiring NSF awards is completed with adequate time for the University to complete the final reimbursement request within ACM\$.

AGENCY UPDATES

NIH UPDATE

➤ NIH Reminds Grantee Institutions of the Requirement to Use the Research Performance Progress Report (RPPR) for ALL SNAP and Fellowship Progress Reports for Awards with Start Dates on or After July 1, 2013

[NOT-OD-13-061](#)

This is to remind everyone that the eRA [Research Performance Progress Report \(RPPR\)](#) Commons Module must be used for submitting Streamlined Noncompeting Award Process ([SNAP](#)) and Fellowship Progress Reports for awards with **start dates on or after July 1, 2013** (i.e., due dates on or after May 15, 2013, for SNAP awards and May 1, 2013, for Fellowships). Progress reports submitted in another format for SNAP and Fellowships will not be processed by the NIH and will require resubmission in the RPPR format.

NIH states:

“Failure to submit timely RPPR progress reports for SNAP and fellowship awards subject to this requirement may adversely affect future funding to the organization and/or awards to the same Project Director/Principal Investigator. Accordingly, NIH may impose sanctions on institutions that fail to follow these reporting requirements. Such sanctions may include, but are not limited to, corrective actions, removal of authorities, and/or delay or withholding of future awards to the project or program.”

➤ **FAQs for Costing of NIH-Funded Core Facilities**

[NOT-OD-13-053](#)

NIH released the following document "[FAQs for Costing of NIH-Funded Core Facilities](#)" to provide answers to common questions raised regarding NIH-funded core facilities and other applicable research related facilities that support NIH grants. These FAQs are not intended to establish new policies or interpretations of applicable Federal Cost Principles, nor are they meant to represent broad guidance on the costing treatment of all institutional service and recharge centers. Specific questions regarding appropriate costing of such facilities and the application of these FAQs to individual awards should be addressed to the NIH Grants Management contacts on grant awards.



Agency Tip

**New - All About Grants Podcasts:
Who Do I Contact at NIH?**

NIH released two new podcasts to help individuals learn more about the roles of NIH extramural staff, and who should be contacted at the different stages of the grants award and application process.

The two new podcasts are:

- “Roles of NIH Staff and How They Work Together”
- “Finding a Funding Opportunity and Developing Your Application”

These podcasts can be accessed at: [http://grants.nih.gov/podcasts/All About Grants/](http://grants.nih.gov/podcasts/All_About_Grants/)

UPCOMING PROPOSAL SUBMISSION DEADLINES

NIH

Below are upcoming due dates for the most commonly used activity codes for **NIH Proposal Submissions**. Please continue to refer to the funding opportunity announcement (FOA) for due date information.

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

****All Proposals are due to OSP / BMRA at the close of the business day unless a time is indicated below.***

| 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) | 06/05/2013 | 07/05/2013 | 05/28/2013 | 06/26/2013 |
| K Series | Research Career Development | 06/12/2013 | 07/12/2013 | 06/04/2013 | 07/08/2013 (9 am) |
| R03, R21, R33, R21/33, R34, R36 | Other Research Grants | 06/16/2013 | 07/16/2013 | 06/10/2013 (9 am) | 07/08/2013 |
| F Series Fellowships | Individual National Research Service Awards | 08/08/2013 | | 07/31/2013 | |
| T Series | Institutional National Research Service Awards | 05/25/2013 09/25/2013 | | 05/20/2013 (9 am) 09/17/2013 | |
| P Series | Program Project Grants and Center Grants | 05/25/2013 09/25/2013 | | 05/20/2013 (9 am) 09/17/2013 | |

NSF

Below are upcoming due dates for the most commonly used Activity codes for **NSF Proposal Submissions**. Please continue to refer to the funding opportunity announcement (FOA) for due date information.

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

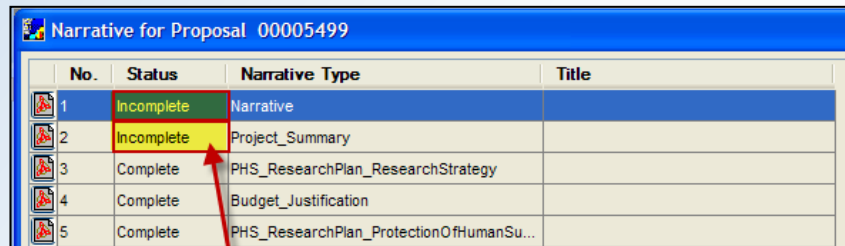
****All Proposals are due to OSP / BMRA at the close of the business day unless a time is indicated below.***

| Program Guidelines | Program Title | Sponsor Due Date | OSP/BMRA Due Date |
|----------------------------|--|---|-------------------|
| 13-541 | Nanotechnology Undergraduate Education (NUE) in Engineering | 05/22/2013 | 05/14/2013 |
| 13-542 | Research Experiences for Undergraduate (REU) | 05/24/2013 | 05/16/2013 |
| 12-540 | CISE-MPS Interdisciplinary Faculty Program in Quantum Information Science | 06/03/2013 | 05/24/2013 (noon) |
| 13-545 | Scalable Nanomanufacturing (SNM) | 06/03/2013 | 05/24/2013 (noon) |
| 11-542 | Mentoring Through Critical Transition Points in the Mathematical Sciences (MCTP) | 06/05/2013 | 05/28/2013 |
| 11-540 | Research Training Groups in the Mathematical Sciences (RTG) | 06/05/2013 | 05/28/2013 |
| 12-598 | Geophysics (PH) | 06/05/2013 | 05/28/2013 |
| 13-546 | Small Business Innovation Research Program Phase I Solicitation FY-2014 (SBIR) | 06/11/2013 | 06/03/2013 |
| 13-547 | Small Business Technology Transfer Program Phase I Solicitation FY-2014 (STTR) | 06/13/2013 | 06/05/2013 |
| PD 98-7335 | Workforce Program in the Mathematical Sciences | 06/15/2013 | 06/10/2013 (9 am) |
| 12-602 | Innovation Corps Teams Program (I-Corps Teams) | 06/17/2013 | 06/10/2013 (9 am) |
| PD 09-7252 | Perception, Action & Cognition | 06/17/2013 | 06/10/2013 (9 am) |
| 12-516 | Industry/University Cooperative Research Centers Program (I/UCRC) | Letter of Intent - Required 06/28/2013 | N/A |
| PD 98-1391 | Archaeology and Archaeometry | 07/01/2013 | 06/24/2013 (9 am) |

COEUS UPDATE

NARRATIVE REPLACEMENT DURING APPROVAL ROUTING

With the recent Proposal Submission Policy Update [*effective May 1, 2013 for grant submissions deadlines of June 1, 2013*] that allows Principal Investigators additional time for a final read-through and last minute minor editing of the technical/science documents of the proposal, the Coeus Business Process has been modified to now allow submission of proposal for Approval with Narratives/Attachments in “**Incomplete**” Status.



| No. | Status | Narrative Type | Title |
|-----|------------|---|-------|
| 1 | Incomplete | Narrative | |
| 2 | Incomplete | Project_Summary | |
| 3 | Complete | PHS_ResearchPlan_ResearchStrategy | |
| 4 | Complete | Budget_Justification | |
| 5 | Complete | PHS_ResearchPlan_ProtectionOfHumanSu... | |

While the Proposal is in “Approval in Progress” status you will be able to replace the designated “Incomplete” Narratives/Attachments **up to Day 3 of the 5 Day period**. The intent of being able to replace these Narratives/Attachments is to be able to replace the draft version with the final version of the technical/science documents only. It is **not** intended for replacement of non technical/science attachments included in the proposal. In addition, it is important to remember that **ALL** required Narratives/Attachments must be included at the time of the **original submission** for Approval to OSP/BMRA.

**In the coming month, we will be issuing training materials/screen casts.
Please stay tuned for future announcements!**



Coeus Upgrade – Version 4.5.1 / P1 – Spring 2013

Coeus will be upgraded to a new version this May or June. This version of Coeus has various enhancements to the Proposal Development module and contains new functionality for the roll out of IACUC Protocol Submission & Routing.

OSP will notify users soon with notes on the upcoming changes and scheduled sessions to review the new enhancements.

Stay Tuned....

TRAINING

OSP TRAINING SPOTLIGHT

Upcoming Sponsored Projects Trainings

To register for classes, please navigate to www.brown.edu/learningpoint and log in using your Brown User Name and Password.

~ The training classes can be found by clicking on the "Sponsored Research Related Training" from your homepage.

| Date | Class |
|------------|--|
| 05/02/2013 | Post Award – Allocation of Costs This session will focus on the costing principles of allocability, including the basic principles of allocation of costs and why it is necessary to properly document allocation methodologies. |
| 05/09/2013 | Post Award - Traveling on Sponsored Funds This workshop provides an overview of the requirements that apply to travel reimbursements when charged to a sponsored award. |
| 05/13/2013 | Post Award – Effort Reporting This workshop will discuss the effort reporting process, the importance of effort reporting within parameters of federal regulations and University policy, effort reporting best practices, and the future of effort reporting at Brown. |
| 05/16/2013 | Post Award - Financial Closeout of Sponsored Projects This workshop will offer an in-depth review of the financial closeout process for sponsored programs. Specific areas of focus will be: understanding the elements of the rough draft financial package, how to correctly provide adjustments to reported expenditures and the underlying assumptions behind the post audit review of expenses. |

ABOUT OSP TRAINING

The Office of Sponsored Projects is pleased to offer numerous training opportunities for faculty and staff. Topics Include:

- **Coeus Training**
 - Learn how to use the University's sponsored projects management system.
- **Pre-Award Training**
 - Learn best practices in Pre-Award management. Sessions range from preparation of proposals and budgets to negotiation of award terms & conditions.
- **Post-Award Training**
 - Learn best practices in Post-Award management. Sessions ranging from travel on sponsored projects to allocation of costs.

Sponsored Projects Training Sessions are now on LearningPoint, Brown's new Professional Development System.
 ~ To register for classes, please navigate to www.brown.edu/learningpoint and log in using your Brown User Name and Password.
 ~ The training classes can be found by clicking on the "Sponsored Research Related Training" from your homepage.

CONFERENCES & NCURA EDUCATIONAL PROGRAMS

IACUC 101 and 301 Workshops

St. Louis, MO

June 5-June 6

- IACUC 101: The Basics
- IACUC 301: Scenarios
- For more information and registration, click [here](#)

NCURA 55th Annual Meeting

Washington, DC

August 4-7, 2013

- Registration and Hotel block will open in Early April, click [here](#)

Questions or comments about the Newsletter should be directed to the editor:
 Katarzyna Szulc, Senior Contract & eRA Administrator (Katarzyna_Szulc@brown.edu)