



# RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

APRIL  
2014

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

### ➤ **Upcoming Webcast: The OMB Uniform Guidance – Key Issues for Universities**

**May 14, 2014  
1:00 pm – 3:30 pm**

**Please hold the date! OSP will be hosting this webcast which is being offered by NCURA.**

**We are in the process of reserving locations and will send out that information once finalized.**

### ➤ **Brown University Library Hires Science Data Specialist**

The Brown University Library is pleased to announce the appointment of **Andrew Creamer** as the Library’s new **Science Data Specialist**. Andrew will be the Library’s primary liaison for scientific data management services, initiating outreach to science faculty and departmental staff to understand and facilitate data collection, data curation and data reuse as part of the research processes. He will also ensure compliance with established data management protocols and best practices, and will assist with and contribute to the development of data management plans for projects.

### ➤ **Research Development & Grant Writing News**

#### April Issue

The April issue is now available online. (Brown users must sign-in to access this subscription.) This newsletter offers strategies on how to compete successfully for research funding and highlights new funding opportunities.

## ➤ NASA Two Step Proposal Submission Process

Some NASA ROSES-2014 Solicitations use a 2-Step Submission Process:

- Step-1 Proposal. A Step-1 proposal is a prerequisite to submit a full (Step-2) proposal, i.e., you must have submitted a Step-1 proposal or you cannot submit a full proposal later.
- Step-2 Full Proposal.

A Step-1 proposal must be submitted by an institution i.e., by the "AOR" for NSPIRES. In some cases the Step-1 proposal will be just a few lines, but in other cases it must be a few pages long and will be evaluated. For more information about the 2-Step process see Section IV.(vii) on page 17 of the [ROSES-2014 Summary of Solicitation](#).

*For Brown University this means that in those cases where the NASA Solicitation asks for a 2-Step Submission process, the user is not required to complete the Coeus Proposal until the Step-2 Full Proposal is required. The Step-1 Proposal will be entered in the NSPIRES System only.*

## AGENCY UPDATES

### NIH & AHRQ UPDATE

### ➤ NIH and AHRQ Announce Updated Policy for Application Submission

[NOT-OD-14-074](#)

[NOT-OD-14-082](#)

The National Institutes of Health (NIH) and the Agency for Healthcare Research and Quality (AHRQ) announced a change in policy on application submissions. Below is the excerpt from the **Report on Research Compliance April 17, 2014 Issue**, clearly summarizing the change which is effective immediately:

“Responding to concerns that a recent policy change “resulted in many meritorious research applications being deemed ineligible for additional submissions, and many investigators having to propose substantial changes to productive research programs,” NIH announced April 17 that, **effective immediately, it will “accept a new (A0) application following an unsuccessful resubmission (A1) application.** The subsequent new application need not demonstrate substantial changes in scientific direction compared to previously reviewed submissions, and must not contain an introduction to respond to the critiques from the previous review.” This alters a policy in effect since 2009 that permitted only one “resubmission” after an application was rejected and “stipulated that any subsequent submission for that project must demonstrate significant changes in scientific direction compared to the previous submissions.” The new policy, which applies to certain funding from NIH and the Agency for Healthcare Research and Quality, is described as a change to the “resubmission” policy, but it actually addresses what may be considered a new submission. Resubmissions are still limited to one.”

Please keep in mind that the following NIH's policies have not changed and remain in effect:

- Accepting overlapping applications (see [NOT-OD-09-100](#))
- The NIH time limit for accepting resubmission (A1) applications (see [NOT-OD-12-128](#) and [NOT-OD-10-140](#))
- NIH policy for New Investigator R01 resubmission deadlines (see [NOT-OD-11-057](#))

For more information visit: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-074.html> and <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-082.html>

For FAQs on Submission Policy Changes visit: [http://grants.nih.gov/grants/policy/resubmission\\_q&a.htm](http://grants.nih.gov/grants/policy/resubmission_q&a.htm)

## ➤ NIDDK Career Development Awardee Workshop Support

[NOT-DK-14-018](#)

The National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK), in an effort to enhance career development opportunities for its mentored K-awardees and help in their transition to independent research careers, sponsors a workshop on the NIH campus in Bethesda, Maryland on a biennial basis. Participation in the workshop is by invitation only and limited to NIDDK-funded mentored-K awardees (K01, K08, K12, K23, K25 and K99).

To ensure this opportunity is available to all funded NIDDK mentored K-awardees, new or resubmission individual career development applications beginning with the June 12, 2014 due date, should include a request for up to an additional \$1,500 total costs (these costs may exceed the current NIDDK budget caps for research support) in travel support in the first year's budget. These travel costs will be restricted for the purpose of travel to Bethesda, MD to attend this career development workshop.

For more information visit: <http://grants.nih.gov/grants/guide/notice-files/NOT-DK-14-018.html>

## ➤ NINDS Anticipates Holding Future Meetings among PDs/Pis of NINDS-Funded Institutional Training (T32) Programs

[NOT-NS-14-026](#)

The National Institute of Neurological Disorders and Stroke (NINDS) issued a notice informing awardees of NINDS T32 training programs that NINDS anticipates holding meetings among the PDs/Pis of these programs in order to coordinate efforts and maximize the success of all programs. To offset costs associated with attendance at these meetings, NINDS will provide up to \$600 direct cost directly to the T32 grants, for grant PDs/Pis, or their designees, to attend the meetings. When meetings are scheduled, the Director, NINDS Office of Training, Career Development and Workforce Diversity will notify PDs/Pis with additional information, including directions for requesting funds.

For more information visit: <http://grants.nih.gov/grants/guide/notice-files/NOT-NS-14-026.html>

## ➤ Extension of Eligibility for PA-14-150 "Ruth L. Kirschstein National Research Service Award (NRSA) Individual Predoctoral MD/PhD or Other Dual-Doctoral Degree Fellowship (Parent F30)"

[NOT-OD-14-072](#)

NIH recently issued the Ruth L. Kirschstein National Research Service Award (NRSA) Individual Predoctoral MD/PhD or Other Dual-Doctoral Degree Fellowship (Parent F30) Funding Opportunity Announcement ([PA-14-150](#)). One of the key eligibility criteria of this program states that all applicants other than DDS/PhD, DMD/PhD, and AuD/PhD degree candidates must have matriculated into a dual-degree program no more than 48 months prior to the due date of the initial (-01) application. Note that this eligibility limit applies ONLY to the initial (-01) application, and NOT to the resubmission (-A1) application.

NIH realizes that the timing of this change in eligibility may be problematic for some applicants. Therefore, NIH will accept F30 applications for the [August 8, 2014](#) due date from applicants who would otherwise only be eligible to submit an initial (-01) application for the April 8, 2014 due date.

For more information visit: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-072.html>

## ➤ **NICHD Will No Longer Participate in PA-14-045 “Independent Scientist Award (Parent K02)”**

[NOT-HD-14-009](#)

Effective with the **June 12, 2014, due date**, the *Eunice Kennedy Shriver* National Institute of Child Health and Human Development (NICHD) will no longer participate in [PA-14-405](#) "Independent Scientist Award (Parent K02)".

## NSF UPDATES

### ➤ **NSF Plans Changes in Graduate Fellowships, Traineeships**

In the NSF's **2015 budget**, the **Agency is proposing** to enhance “its signature Graduate Research Fellowship Program (GRFP) and rework its approach to graduate traineeships” under IGERT (Integrative Graduate Education and Research Traineeship).

In summary, the NSF's plan is to raise the annual GRFP stipend to \$34,000 in 2015 – an increase of \$2,000 from the current level, while the maximum number of fellowships awarded will remain at 2,000. NSF has also revamped its flagship traineeship program, IGERT, into the more broadly named NRT (NSF Research Traineeships). NRT is designed to encourage the development of bold, new, potentially transformative, and scalable models for STEM graduate training that ensure that graduate students develop the skills, knowledge, and competencies needed to pursue a range of STEM careers.

To read more about these plans please visit:

<http://news.sciencemag.org/education/2014/03/nsf-plans-changes-graduate-fellowships-traineeships>

### ➤ **The National Science Foundation (NSF) FastLane Invites You to Take a Survey and Share Your Experience to Help Make it Easier for You to Manage Your Grants**

The survey is intended to help NSF create a system that better meets applicant and awardee needs. The survey should take approximately 5-10 minutes to complete and your answers are anonymous.

The survey can be accessed at: <http://www.surveymonkey.com/s/Researchgov>

### ➤ **Having Trouble with FastLane Login?**

If you are having difficulty using your FastLane login, here are some tips from NSF that may be helpful:

- **Use the [Forget Password?](#) Link**  
If you have not received emails from FastLane with your new password after you have clicked on the **Forget Password?** link; please check your email SPAM folder as this message may have been filtered.
- **Use the [Lookup NSF ID](#) Link**  
If you are trying to login with your NSF ID, please verify that you are using the correct 9 digit NSF ID. You can do this by clicking on the **Lookup NSF ID** in the password login box.
- **Contact your Office of Sponsored Projects (OSP)**  
You may also **contact your Office of Sponsored Projects (OSP)** to have your password reset, to update your email address, or obtain your NSF ID. Please e-mail [Shelly\\_Hull@Brown.edu](mailto:Shelly_Hull@Brown.edu) with requests or contact her at 401-863-2777.
- **Contact the FastLane Help Desk**  
If you have exhausted all these options and are still having trouble accessing **FastLane**, please contact the **FastLane Help Desk at 1-800-673-6188**, and press Option 1, when prompted.

## COEUS UPDATES & REMINDERS

### UPDATE TO COST SHARING PROCESS

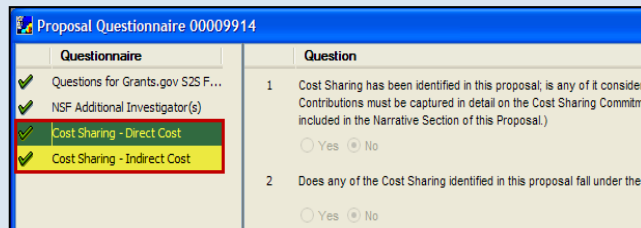


- Effective Monday, April 14, 2014, the **Cost Sharing Distribution** is **no longer required** in the **Coeus Budget Section**.

- Coeus will automatically assign the appropriate Cost Sharing Type (previously captured in the Cost Sharing Distribution window) using the details from the Cost Elements in the budget.
- The Cost Sharing Types and amounts will be automatically prorated by FYs in the Institute Proposal and Award records.
- The **Cost Sharing Commitment Form** is still required and it must include the Cost Sharing breakdown by the various Cost Sharing Types and the appropriate approvals. The form must be uploaded in the **Narrative/Upload Attachments Section** of Coeus under the following Narrative Type:
  - Cost Sharing Commitment Form
- The Cost Sharing Overview document has been updated accordingly with this information and it can be found at: [http://brown.edu/research/sites/brown.edu.research/files/uploads/COST\\_SHARE\\_OVERVIEW\\_4\\_2014.pdf](http://brown.edu/research/sites/brown.edu.research/files/uploads/COST_SHARE_OVERVIEW_4_2014.pdf)

### NEW COST SHARING QUESTIONNAIRES ADDED

- **Cost Sharing – Direct Cost**  
This questionnaire is to determine if there is any Cost Sharing that is considered “In Kind” or “Equipment Funded by OVPR”.
- **Cost Sharing – Indirect Cost**  
This questionnaire is to determine if any of the “Indirect Cost” that are being Cost Shared are funded by OVPR.



- \* These questionnaires will be appropriately triggered based on the information in your budget.

### NEW PROPOSAL VALIDATIONS

The following three NEW proposal validations (ERROR MESSAGES) have been added to Coeus:

1. **Please enter the eRA Commons User Name for every PI and Multi-PI on this Proposal.**  
(This Error Message will come up whenever the Proposal is being submitted S2S to an NIH Institute/Center and the Agency Credential field for every PI and Multi-PI does not contain at least one letter.)
2. **This is a Change/Corrected Application, please include the Grants.gov Tracking Number in the Previous Grants.gov Tracking ID field in the Proposal Tab.**  
(This Error Message will come up whenever a Change/Corrected Application is being submitted to an NIH Institute/Center and the Previous Grants.gov Tracking ID field on the Proposal Tab is blank.)
3. **Please enter the NSF ID for the PI. The format of the NSF ID should be all numbers.**  
(This Error Message will come up whenever the Proposal is being submitted S2S to NSF and the Agency Credential field for the PI is not ALL numbers.)

## COEUS UPDATES CONTINUED

### NEW COEUS PROPOSAL DEVELOPMENT DOCUMENTATION

[Cost Sharing - Overview of Process](#)

[NIH Salary Cap Quick Guide](#)

[NIH S2S User Gide](#)

[Change/Corrected Application - Premium](#)

[Change/Corrected Application - Lite](#)

[NASA S2S User Guide](#)

To access all the Coeus Proposal Development documentation, please see the Coeus Proposal Development Webpage:  
<http://www.brown.edu/research/proposals-awards-research-administration/coeus-access-support/coeus-proposal-development/coeus-propo>

### NEXT COEUS USER GROUP

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 ([Katarzyna\\_Szulc@Brown.edu](mailto:Katarzyna_Szulc@Brown.edu)).

#### **Next Meeting**



Wednesday – May 21, 2014  
Salomon Center – Room 202  
10:00 am – 11:30 am

# TRAINING




## OSP TRAINING SPOTLIGHT

### SPONSORED PROJECTS TRAINING MAY OFFERINGS


#### OSP General

 <b>CERTIFICATE PROGRAM IN RESEARCH ADMINISTRATION AND COMPLIANCE</b>	05/13/2014 8:30 – 12:00
 <b>COST SHARING ON SPONSORED PROJECTS</b> <i>This workshop is applicable to both Pre-Award and Post Award, and will discuss cost sharing and it's impact to the University and the federal regulations governing cost sharing on sponsored projects.</i>	05/27/2014 9:00 – 11:00

#### Post Award Training

 <b>EFFORT REPORTING</b> <i>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.</i>	05/06/2014 2:00 – 4:00
 <b>FINANCIAL CLOSEOUT OF SPONSORED PROJECTS</b> <i>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 &amp; how to correctly provide adjustments to reported expenditures.</i>	05/08/2014 10:00 – 12:00
 <b>COST TRANSFERS</b> <i>This workshop will provide an in-depth review of the University's Cost Transfer Policy and related procedures for processing cost transfers.</i>	05/16/2014 1:00 – 3:00

#### Coeus Training

 <b>HOW DOES COEUS POPULATE YOUR GRANTS.GOV FORMS</b> <i>This hands-on workshop will explore how Coeus populates the SF-424 Research &amp; Related Grants.gov forms. Participants will learn how the information in Coeus directly maps to the fields of the Grants.gov forms.</i>	05/20/2014 2:00 – 4:00
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To register for classes, please navigate to [Brown Learning Point Page](#) 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.

## 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 subawards.
- **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 listed on [LearningPoint](#), Brown's Professional Development System.

◆ To register for classes, please navigate to [www.brown.edu/learningpoint](http://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.

## NCURA EDUCATIONAL PROGRAMS

**NCURA is coming to Providence and registration is still open!**

### [Financial Research Administration Workshop](#)

Providence Marriott Downtown  
Providence, RI  
June 23 – 25, 2014

### [Level I: Fundamentals of Sponsored Project Administration Workshop](#)

Providence Marriott Downtown  
Providence, RI  
June 23 – 25, 2014

### [Level II: Sponsored Project Administration Workshop](#)

Providence Marriott Downtown  
Providence, RI  
June 23 – 25, 2014

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