



RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

APRIL
2015

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, 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. To subscribe, Faculty/Investigators can go to <https://listserv.brown.edu/archives/cqi-bin/wa?SUBED1=OSPNEWSLETTER&A=1>

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OVPR / OSP UPDATES

➤ **New Associate Vice President for Research**

Carleen A. Brunelli has assumed the role of Associate Vice President for Research as of April 1, 2015. Carleen has an impressive background, including a PhD from Brown's Department of Molecular Biology, Cell Biology and Biochemistry and an M.B.A. from Providence College. She has held several notable academic leadership positions including serving as Associate Vice President at the University of Texas MD Anderson Cancer Center and Vice President at Boston Children's Hospital, two of the leading biomedical research institutions in the nation. Most recently she has served as the Associate Dean for Research Administration in the Harvard School of Engineering and Applied Sciences.

As the Associate Vice President for Research at Brown, Carleen will oversee the Office of Sponsored Projects and the newly reconfigured Office of Research Integrity, which includes all ethics and compliance activities including the IRB, IACUC, Conflict of Interest, Export Controls, and ethics education. She will be leading the effort to develop and implement policies that enable the University to responsibly facilitate the research enterprise, easing the way for faculty to better realize their research ambitions.

➤ 34 Brown Researchers and Scholars Receive Internal Awards to Support Research

The Office of the Vice President for Research recently awarded eight Research Seed grants and thirteen Richard B. Salomon Faculty Research Awards to support exceptional faculty research at the University. Thirty-four Researchers and Scholars from all disciplines are receiving awards totaling more than \$640,000. Vice President for Research, David Savitz, stated “these awards provide a foundation for future scholarly work and highlight Brown’s strength in tackling multidisciplinary challenges.”

- The **Research Seed Awards** are designed to help faculty compete more successfully for large-scale, interdisciplinary, multi-investigator grants. This year’s awards will fund eight research projects involving twenty-one Brown Researchers.
 - [2015 Research Seed Awards](#)
- The **Richard B. Salomon Research Awards** were established to support excellence in scholarly work by providing funding for selected faculty research projects deemed to be of exceptional merit. This year’s awards go to thirteen faculty members, including three in the Humanities, four in the Social Sciences, three in Physical Sciences, and three in Biological Sciences.
 - [2015 Richard B. Salomon Faculty Research Awards](#)

➤ Research Development & Grant Writing News and Grant Workshops

The [April issue](#) is now available online. This electronic newsletter contains articles on research development and grant writing topics and strategies, as well as links to web resources and new funding opportunities.

➤ New Rate Agreement Effective 4/3/2015:

The approved rates are as follows:

Indirect Costs:

Type	From - To	Rate (%)	Location	Applicable
PRED.	07/01/2014 – 06/30/2019	62.50	On-Campus	Research
PRED.	07/01/2014 – 06/30/2019	23.00	On-Campus	Other Sponsored Activities
PRED.	07/01/2014 – 06/30/2019	26.00	Off-Campus	Research
PROV.	07/01/2019 – 06/30/2021	Use the same rates and conditions as those cited for fiscal year ending June 30, 2019		

Fringe Benefit Rates:

Full-Time Employees		
Type	From – To	Rate / Location
Fixed	07/01/2014 – 06/30/2015	30.20% - All
Fixed	07/01/2015 – 06/30/2016	30.50% - All
Provisional	07/01/2016 Until Amended	32.60% - All

Part-Time Employees		
Type	From – To	Rate / Location
Fixed	07/01/2014 – 06/30/2015	7.50% - All
Fixed	07/01/2015 – 06/30/2016	7.50% - All
Provisional	07/01/2016 Until Amended	7.50% - All

- The [Facilities and Administrative Cost Rate Agreement](#) has been posted to the OSP Website.
- A new [Proposal Preparation Sheet](#) has been posted to the OSP Website.

The Coeus Benefit Rates Table has been updated in accordance with this updated information; please see the Coeus Updates & Reminders section for details.

FEDERAL SPONSOR / AGENCY UPDATES

NIH UPDATE

➤ **Reminder: New NIH and AHRQ Biosketch Format Required for Due Dates on or after May 25, 2015**

[NOT-OD-15-032](#)

The new NIH and AHRQ biosketch format is required for all applications submitted for due dates on or after May 25, 2015. Biosketch format pages, instructions, samples, and [FAQs](#) are available on the Biosketches section of the [SF424 \(R&R\) Application and Electronic Submission Information webpage](#).

NIH encourages applicants to use the SciENcv system to generate their biosketches in the new format. NIH's National Library of Medicine/National Center Biotechnology Information (NCBI) has published a number of resources, such as a [video tutorial](#) and [user guide](#), to help you use SciENcv.

➤ **Publication of the Revised NIH Grants Policy Statement (Rev. 3/31/2015)**

[NOT-OD-15-087](#)

The National Institutes of Health (NIH) announced the publication of the revised NIH Grants Policy Statement (NIHGPS, rev. 3/31/2015). **This revision is applicable to all NIH grants and cooperative agreements with budget periods beginning on or after December 26, 2014 and awards that received supplemental funding on or after December 26, 2014.** This revision supersedes the NIH Grants Policy Statement (10/2013) and the NIH Interim Grant General Conditions (published 2/5/2015). However, the October 2013 NIHGPS continues to be the standard terms and conditions for all NIH grants and cooperative agreements with budget periods that began between October 1, 2013 and December 25, 2015.

The document is available in PDF format at <http://grants.nih.gov/grants/policy/nihgps/nihgps.pdf>.

➤ **Notice of Potential Delays to NIH Issuing Awards in May 2015**

[NOT-OD-15-088](#)

NIH's ability to issue competing and non-competing awards may be delayed for two weeks from **May 19, 2015 until June 3, 2015**. During this time, a series of software upgrades will be made to NIH accounting and business systems that have wide reaching impacts across NIH.

Extramural research activities that will be impacted by the outage:

- No new or revised Notices of Award will be issued, regardless of grant type (e.g., New Type 1 awards, Non-competing Type 5 awards, Type 7 Transfer awards, etc.)
- No processing of No-Cost Extensions of the final budget period. Although eRA Commons will remain available for institutions submitting these requests, and the Payment Management System will remain available for drawing down funds, NIH records will not be updated during the downtime.
- No processing of Fellowship Activations. Although xTrain will remain available for institutions submitting activation forms, NIH records will not be updated during the downtime.

Extramural research activities that NIH does not expect to be impacted by the outage:

- Draw down of funds on existing awards from the Payment Management System
- Submission and review of new applications through Grants.gov

The anticipated delay in making awards will not change the terms and conditions of any future or existing awards. Grantees will retain the ability to incur pre-award obligations and expenditures up to 90 days before the budget period start date at their own risk throughout this period.

➤ NIH's FY 2016 Budget Request

NIH has requested an additional \$1 billion in federal funding that would allow for 1,200 more new grants. NIH also received \$238 million in emergency appropriations for Ebola research in FY 2015. This table shows dollar amounts for research project grants (RPGs).

Year	FY 2014	FY 2015	FY 2016 (Request)
Program Level (4B)	\$30.070	\$30.311	\$31.311
Competing RPGs (est.)	9,168	9,076	10,303
Total RPGs (est.)	34,332	34,206	35,477
Application Success Rate (est.)	18.0%	17.2%	19.3%

➤ Reporting Publications in the Research Performance Progress Report (RPPR)

[NOT-OD-15-090](#)

Currently RPPR instructions direct awardees to report only those publications that have been accepted for publication during the reporting period. However, NIH can only systematically link publications to awards if those papers were reported to the agency electronically using RPPR or eSNAP. These linkages have not been possible for publications reported on paper forms, such as the PHS 2590. In order to maintain appropriate linkages between publications and awards, awardees are encouraged to electronically report any publications found in Table 1 of the RPPR which were previously reported using the paper PHS 2590 process or as part of a competing renewal applications. This transitional, one-time measure to report each publication electronically in the RPPR ensures that NIH systems can store all appropriate award-publication associations.

➤ NIH Policy on Application Compliance

[NOT-OD-15-095](#)

NIH has issued a notice reminding applicants that to be fair to all concerned, the NIH needs to consistently apply standards for application compliance. NIH may withdraw any application identified during the receipt, referral and review process that is not compliant with the instructions in the SF424 (R&R) Application Guide, the Funding Opportunity Announcement, and relevant NIH Guide Notices.

Examples of how this policy is applied to NIH applications include but are not limited to:

- Applications containing one or more biosketches that do not conform to the required format may be withdrawn
- Applications that do not conform to the page limit requirements because inappropriate materials have been included in other parts of the application may be withdrawn
- Applications submitted as new but containing elements of a resubmission or renewal application are noncompliant with the resubmission policy and may be withdrawn
- Applications submitted after 5 PM local (applicant organization) time on the application due date may be withdrawn

It is important to remember that these are just examples, and that all requirements specified in the SF424 (R&R) Application Guide, the Funding Opportunity Announcement, and relevant NIH Guide Notices are to be followed. When in doubt about compliance policy, contact NIH "Grants Info" or the Division of Receipt and Referral.

Contact Info:

Grant Info
Telephone: 301-435-0714
Email: grantsinfo@nih.gov

OR
Division of Receipt and Referral
Telephone: 301-435-0715
Email: csrdrr@mail.nih.gov

<p>NSF UPDATE</p>	<p>➤ Important Information Regarding Automated Compliance Checking of NSF Proposals</p> <p>Beginning April 14, 2015, proposals submitted in FastLane will undergo a series of automated proposal compliance validation checks to ensure they comply with the requirements outlined in the Proposal & Award Policies and Procedures Guide (PAPPG). These checks will automatically validate a proposal for compliance against proposal sections per type of funding mechanism. For example, an error message will appear if a project description or budget is not provided in proposals submitted in response to a Program Solicitation.</p> <p>Checks will be triggered when proposers select the “Check Proposal,” “Forward to SPO,” or “Submit Proposal” functions. Depending on the rule, a warning or error message will display when a proposal is found to be non-compliant. If an error message appears, the proposal cannot be submitted until it is compliant.</p> <p>Note: These automated compliance checks only apply to proposals submitted directly through FastLane.</p> <p>To view a detailed list of all compliance checks, click here.</p> <p>➤ Frequently Asked Questions on the Implementation of 2 CFR 200</p> <p>The National Science Foundation has updated their Frequently Asked Questions to better address issues raised from the December 26, 2014 implementation of the Uniform Guidance. This clarifies that the Uniform Guidance will not be incorporated into standard grants made prior to the start date or to continuing grants that have received all of its funding increments prior to the start date. For further information, please visit: http://www.nsf.gov/bfa/dias/policy/faqs/faqs_2cfr200.pdf</p>
<p>ONR UPDATE</p>	<p>➤ The Naval Future Force Science & Technology EXPO</p> <p>This conference on naval strategy as well as new research opportunities took place Feb 4-5, 2015. See video highlights and speakers on ONR’s official YouTube page: https://www.youtube.com/playlist?list=PLI5XITgRxSsEKfrauDAYKLx1EiaC-cl46</p>
<p>NASA UPDATE</p>	<p>➤ NASA Implementation of OMB Uniform Guidance</p> <p>The new OMB Uniform Guidance, 2 CFR 200, was implemented by NASA on December 26, 2014. In response, NASA implemented the OMB Uniform Guidance with 2 CFR 1800 and the Grants and Cooperative Agreement Manual. Both documents may be downloaded at: https://prod.nais.nasa.gov/pub/pub_library/srba/index.html</p>

COEUS UPDATES & REMINDERS

➤ New Proposal Validations for NSF S2S Submissions

NSF has recently implemented new automatic compliance checking on proposals created and submitted within Fastlane - [Fastlane Compliance Checks Effective 4/24/15](#).

The Coeus validations have been updated to perform the majority of the compliance checks. The listing below identifies the NEW validations created. To see a full list of the NSF compliance checks and corresponding Coeus validations, see [Coeus NSF / Grants.gov Submission Validations](#).

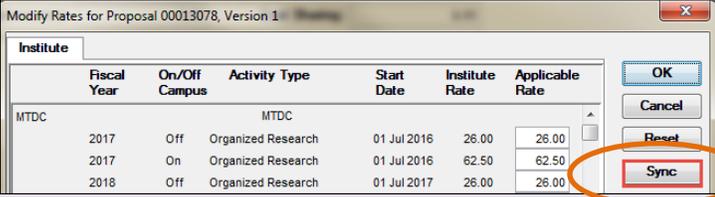
New Validations in Coeus			
Funding Mechanism	NSF Compliance Check	Coeus Validation	Error/Warning
RAPID	The Requested Amount on the Remainder of the Cover Sheet cannot exceed \$200K for a RAPID proposal	The total requested amount for a RAPID proposal cannot exceed \$200,000, please revise your budget	Error
	The proposal duration on the Remainder of the Cover Sheet should not exceed 1 year (12 months) for a RAPID proposal.	The proposal duration should not exceed 1 year (12 months) for a RAPID proposal; please adjust the timeframe of your proposal.	Error
EAGER	The Requested Amount on the Remainder of the Cover Sheet cannot exceed \$300K for an EAGER proposal	The total requested amount for an EAGER proposal cannot exceed \$300,000, please revise your budget.	Error
	The proposal duration on the Remainder of the Cover Sheet should not exceed 2 years (24 months) for a EAGER proposal.	The proposal duration should not exceed 2 years (24 months) for a EAGER proposal; please adjust the timeframe of your proposal.	Error
ALL	If the Primary budget contains an amount in foreign travel line (E2), then the International Activities Country Name(s) checkbox should be checked on the Remainder of the Cover Sheet.	There is Foreign Travel indicated in your budget, please complete the Grants.gov Questionnaire question on whether the project involves activities outside of the United States or partnership with international collaborators?	Error
ALL	If the Subrecipient budget contains an amount in foreign travel line (E2), then the International Activities Country Name(s) checkbox should be checked on the Remainder of the Cover Sheet.	<p>* Warning Only – Subcontract Forms need to be manually checked for compliance.</p> <p>Please check your Subcontract budgets to ensure that all personnel have effort and whether there is any foreign travel on the Subcontract(s). If Foreign travel, be sure to indicate international collaboration on the Grants.gov Questionnaire.</p>	Warning
ALL	Current and Pending Report is required	Please upload a Current and Pending Support document for each Senior / Key Person.	Error

*There are a few compliance checks that we could not build validations for in Coeus. These compliance checks will require manual check to confirm compliance, i.e. page limits.

NOTE: Even though these validations are in place, you **MUST** read the Specific Program Announcement as requirements often change and there may be additional program specific requirements that we have not programmed as validations.

➤ Updating Benefit Rates in Coeus

The Coeus rates table has been updated in accordance with the new [rate agreement](#). Proposals with the status of “IN PROGRESS” (any proposals that are currently being worked on) must use the rates from the new agreement. To update to the new rates, you sync the budget to the rates table as follows:

Steps to Sync Rates	
Coeus Premium	Coeus Lite
<ol style="list-style-type: none"> 1. While in the Budget section, select Edit → Rates from the menu bar. The Modify Rates for Proposal window will open. 2. To Sync the Proposal Rates to the University Rates, click the [Sync] button. 	<ol style="list-style-type: none"> 1. While in the Budget section, select the Proposal Rates link in the Budget Navigation panel. The Proposal Rates section will open. 2. To Sync the Proposal Rates to the University Rates, click the [Sync] button at the bottom of the screen.
	
<ol style="list-style-type: none"> 3. A verification message will open and you will be prompted to answer the following question: “Do you want to Sync Proposal rates with the current Institute Rates?” Click the [Yes] button and click the [Ok] button to close out of the Modify Rates window. 	<ol style="list-style-type: none"> 3. A verification message will open and you will be prompted to answer the following question: “Do you want to Sync Proposal rates with the current Institute Rates?” Click the [Ok] button and click the [Save] button to close out of the Proposal Rates section.

NOTE: If you copy a proposal created prior to 4/23/15, it will have the old rates and you will have to update the rates using the Sync process outlined above.

Detailed instructions can be found on page 101 of the [Coeus Premium Guide](#) or page 100 of the [Coeus Lite Guide](#).

➤ Updates to the Coeus IACUC Protocol Submission Guide

The *IACUC Protocol Submission Guide* has been updated to clarify the processes and procedures for submitting protocols, amendments and annual continuations. The updated guide can be found at the following link:

<http://www.brown.edu/research/proposals-awards-research-administration/coeus-access-support/coeus-iacuc-protocol-submission/coeus->

A summary of changes are as follows:

- Revised terminology of “Renewal” submission type to “DeNovo (three year renewal)” submission type.
- Removed references to the submission types “Continuation with Amendments” and “Renewals with Amendments” since those submission types are no longer used.

POST-AWARD / WORKDAY UPDATE

➤ **OSP Included in the Assign Costing Allocation Business Process**

Effective 4/20/15 the Grant/Contract Accountant has been added to the Assign Costing Allocation Business Process; this allows the Grant/Contract Accountant to review the costing allocations for faculty and exempt staff. Any override costing allocation or costing allocation change involving grants is now routed to your Grant/Contract Accountant for review and approval.

The Assign Costing Allocation business process allows for attachments; please attach the [salary cap worksheet](#), [summer salary costing allocation worksheet](#), and any other relevant supporting documentation, when required, to the costing allocations.

If you have any questions regarding this business process change, please contact your Grant/Contract Accountant.

TRAINING & CONFERENCES

OSP TRAINING

The Office of Sponsored Projects offers a variety of research administration training opportunities for the research community in order to provide staff with the knowledge base to support faculty and researchers in the management of their research.

OSP Training Areas:

- **Coeus** - Learn how to use the University's sponsored projects management system.
- **Pre-Award Management** - Learn best practices in Pre-Award management. Sessions range from preparation of proposals and budgets to subawards.
- **Post Award Management** - Learn best practices in Post-Award management. Sessions range from travel on sponsored projects to allocation of costs.

Please visit [Brown Learning Point](#) to learn more about the sessions offered.

The upcoming events for May are:

Class	Date
Viewing Proposals & Awards	05/05/2015
NIH - Career "K" Awards	5/12/2015
Cost Sharing on Sponsored Projects	5/20/2015
Direct Charging Administrative Costs	5/5/2015
Effort Reporting	5/13/2015

To register for classes, please go to the [Brown Learning Point Page](#) and log in. The training classes can be found by clicking browsing under the Subject - **"Sponsored Research Related Training"**

Traveling Sponsored Projects Training

OSP will "travel" to departments to conduct trainings upon request. We currently offer [20 classes](#) that range from how to use Coeus, to guidelines on award management.

If you would like to schedule a training session for your department, please contact resadmin@brown.edu or call OSP at 863-2777.

- Allocation of Costs
- Coeus - Advanced Budgeting
- Coeus - Budgeting Basics
- Coeus - How Does Coeus Populate Your Grants.gov form?
- Coeus – Proposal Creation and Finalization
- Coeus - Proposal Hierarchy
- Coeus – Viewing Proposal and Award Information
- Commitments
- Cost Sharing on Sponsored Projects
- Cost Transfers
- Direct Charging Administrative Costs
- Effort Reporting
- Financial Closeout of Sponsored Projects
- Introduction to Grants
- NIH Assorted Trainings
- Reading Funding Opportunity Announcements
- Research Equipment & Property Management
- Subcontracts Demystified
- Supporting Documentation & Justification
- Traveling on Sponsored Funds

CONFERENCES & NCURA PROGRAMS

NCURA Sponsored Projects Traveling Workshops

Portland, Oregon -- May 27 – 29

- Level I: Fundamentals of Sponsored Project Administration
- Level II: Critical Issues in Research Administration
- Financial Research Administration

<http://www.ncura.edu/Education/TravelingWorkshops.aspx>

NCURA Annual Meeting

Washington, DC - August 2-5, 2015

The theme is "New Guidance, Renewed Partnerships"

Register now!

<http://www.ncura.edu/annualmeeting/Home.aspx>

Future NSF Grants Conference

September 2015 – Washington, DC

To be notified of future conferences, sign up at

<https://www.signup4.net/Public/ap.aspx?EID=NSFN10E>

Questions or comments about the Newsletter should be directed to the editors:

[Cathryn Henderson](#), eRA & Grant / Contract Accountant & [Justyna Szulc](#), eRA & Grant / Contract Administrator