



# RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

JANUARY  
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

### ➤ Feedback from NSF Related to Proposal Submission Compliance

NSF's review of proposal submissions has become increasingly discerning over the past months. Below is a verbatim example that OSP has received from NSF on a proposal submission that did not adhere to the Agency's guidelines. This example is shared in order to avoid similar errors in future submissions from Brown University:  
\*\*\*\*\*

*Dear proposal submitter,*

*We've received your proposal, and are beginning the review process. We've noted that a significant fraction of the proposals were submitted without the List of Project Personnel, and the list of Collaborators. (Specific text from the solicitation is below.)*

*PLEASE check your proposal in FastLane, as these lists help us avoid conflicts of interest in the review process. If these lists are present in the Supplementary Documents section, you don't need to do anything. **If the lists are NOT present, please upload them as a proposal revision, and ask your AOR to re-sign the proposal.** Do NOT withdraw the proposal and resubmit it, because that will make it after the deadline! Make sure you follow the format specified, as this allows us to do automatic searching.*

**NOTE: A few PIs included these lists in their biographical sketch, or elsewhere in the proposal. Even if you are the only PI, and even if you have no collaborators, and even if you listed this on your biosketch, we still need the lists in the format specified.**

*You do not need to inform us after you've made this change - we get automatic notification from Fastlane. Once we've verified that the lists are in the proper format, we'll approve the change, and your proposal will be treated exactly the same as any other proposal.*

*If you read the solicitation and/or the FAQ and included the lists, my apologies for bothering you with this spam message!*

*Thank you again for your interest.*

**Text from the solicitation:**

- (1) *A list of Project Personnel and Partner Institutions (Note: In collaborative proposals, only the lead institution should provide this information):*

*Provide current, accurate information for all personnel and institutions involved in the project. NSF staff will use this information in the merit review process to manage conflicts of interest. The list must include all PIs, Co-PIs, Senior Personnel, paid/unpaid Consultants or Collaborators, Subawardees, Postdocs, project-level advisory committee members, and writers of letters of support. If the project includes a Transitions option, this list must include personnel and institutions involved in the option. This list should be numbered and include (in this order) Full name, Organization(s), and Role in the project, with each item separated by a semi-colon. Each person listed should start a new numbered line. For example:*

*Mary Smith; XYZ University; PI  
John Jones; University of PQR; Senior Personnel  
Jane Brown; XYZ University;  
Postdoc Bob Adams; ABC Inc.; Paid Consultant  
Mary White; Welldone Institution; Unpaid Collaborator  
Tim Green; ZZZ University; Subawardee*

- (2) *A list of Collaborators (Note: In collaborative proposals, only the lead institution should provide this information):*

*Provide current, accurate information for all active or recent collaborators of personnel and institutions involved in the project. NSF staff will use this information in the merit review process to manage conflicts of interest. This list -- distinct from (1) above -- must include all active or recent Collaborators of all personnel involved with the proposed project. Collaborators include any individual with whom any member of the project team -- including PIs, Co-PIs, Senior Personnel, paid/unpaid Consultants or Collaborators, Subawardees, Postdocs, and project-level advisory committee members -- has collaborated on a project, book, article, report, or paper within the preceding 48 months; or co-edited a journal, compendium, or conference proceedings within the preceding 24 months. This list should be numbered and include (in this order) Full name and Organization(s), with each item separated by a semi-colon. Each person listed should start a new numbered line.*

*Mary Smith; XYZ University  
John Jones; University of PQR  
Jane Brown; XYZ University  
Bob Adams; ABC Inc.  
Mary White; Welldone Institution  
Tim Green; ZZZ University*

**AGENCY UPDATES**

NIH  
UPDATE

➤ **NIH Salary Cap Increase**

[NOT-OD-14-043](#)

The NIH Salary Cap has been increased by 1% from \$179,700 to **\$181,500** effective **January 12, 2014**.

- The revised [NIH Salary Cap Worksheet](#) has been updated and is available on the OSP Website.
- [NIH Salary Cap Procedure](#)
- [NIH Salary CAP Quick Guide](#)

## ➤ Change in the NIH Continuous Submission Policy

### [NOT-OD-14-028](#)

Starting with grant applications (R01, R21, and R34) submitted under the continuous submission option for the 2014/10 council round:

- Applications will be initially assigned to the most appropriate Advisory Council meeting (see below). Following initial peer review, if timing permits, applications may be considered in an earlier Advisory Council meeting.

Assigned Council Round	Application Receipt Period	
	Non-AIDS Applications	AIDS Applications
May	August 17 – December 16	October 8 – February 7
October	December 17 – April 16	February 8 – June 7
January	April 17 – August 16	June 8 – October 7

- Summary Statements for applications submitted under the continuous submission option will be available no later than 30 days prior to the relevant Advisory Council meeting.

The continuous submission option **does not** apply to grant applications submitted in the following situations:

- Applications from Project Directors/Principal Investigators (PDs/PIs) or multiple PDs/PIs (MPI) who are eligible for continuous submission but wish to request an assignment to a specific study section. These applications are expected to conform to regular submission deadlines and the late window of consideration for members applies ([NOT-OD-11-035](#)) to these applications.
- Applications from temporary or ad hoc members who have not contributed recent substantial review service. Temporary or ad hoc members who are not eligible for continuous submission are eligible for the late submission window as described in the Guide Notice “NIH Policy on Late Submission Grant Applications” ([NOT-OD-11-035](#)).
- Applications for which the eligible members have roles other than PD/PI or MPI.
- Applications from individuals who serve as appointed advisors or ad hoc reviewers or advisors for other Federal agencies or for private organizations.
- Applications submitted in response to Requests for Applications (RFAs).
- Applications submitted in response to PARs with non-standard receipt dates.

All other requirements specified in [NOT-OD-08-026](#), [NOT-OD-09-114](#), [NOT-OD-09-155](#), [NOT-OD-10-090](#) and [NOT-OD-11-035](#) remain in effect.

## ➤ Notice of Reissuance of the Parent Research Career Development (K) Award Funding Opportunity Announcements

### [NOT-OD-14-036](#)

The NIH has reissued the following Career Development (K) Award Funding Opportunity Announcements (FOAs):

- [PA-14-042](#): NIH Pathway to Independence Award (Parent K99/R00)
- [PA-14-044](#): Mentored Research Scientist Development Award (Parent K01)
- [PA-14-045](#): Independent Scientist Award (Parent K02)
- [PA-14-046](#): Mentored Clinical Scientist Research Career Development Award (Parent K08)
- [PA-14-049](#): Mentored Patient-Oriented Research Career Development Award (Parent K23)
- [PA-14-047](#): Midcareer Investigator Award in Patient-Oriented Research (Parent K24)
- [PA-14-048](#): Mentored Quantitative Research Development Award (Parent K25)

	<p>The overall objectives of the programs, except for the K99/R00 (see below), are not changed in the reissued FOAs. Applications intended for February 12, 2014 and subsequent due dates must use the reissued FOAs. For a listing of all NIH K award FOAs, see the <a href="#">K Kiosk</a>.</p> <p><b>NIH Pathway to Independence Award (Parent K99/R00)</b></p> <p>The NIH, with participating NIH Institutes and Centers (ICs), has made <b>significant changes to the K99/R00 program</b>:</p> <ul style="list-style-type: none"> <li>• Candidates for the K99/R00 award must have <i>no more than 4 years</i> of postdoctoral research training experience at the time of the initial application or the subsequent resubmission.</li> <li>• Although the duration of postdoctoral training may vary across scientific disciplines, candidates must propose a plan for a substantive period of mentored training not to exceed 2 years.</li> <li>• It is expected that K99 awardees will benefit from <i>no less than 12 months</i> of mentored research training and career development before transitioning to the independent, R00 phase of the program.</li> <li>• Individuals who are close to achieving an independent faculty position, and cannot make a strong case for needing a minimum of 12 months of additional mentored training, are not ideal candidates for this award.</li> <li>• If an applicant achieves independence prior to initiating the K99 phase, neither the K99 nor the R00 phase will be awarded.</li> </ul>
<p>AHRQ UPDATE</p>	<p>➤ <b>AHRQ Implements the Research Performance Progress Report (RPPR) for AHRQ Fellowship Grantees</b></p> <p><a href="#">NOT-HS-14-003</a></p> <p>The Agency for Healthcare Research and Quality (AHRQ) will require its <b>Fellowship grantees</b> to use the eRA Commons Research Performance Progress Report (RPPR) module in 2014, and will subsequently transition most other AHRQ awards to the RPPR.</p> <p>The eRA release scheduled for January 31, 2014, will provide AHRQ Fellowship grantees with the ability to use the RPPR in place of the <a href="#">PHS 416-9</a> Noncompeting – Individual Fellowship Progress Report for Continuation Support. Accordingly, AHRQ requires all <b>Fellowship progress reports with start dates on or after August 1, 2014</b> to be submitted using the RPPR module. The PHS 416-9 will no longer be available after that date.</p> <p>AHRQ use of the RPPR format will not differ from NIH's, and AHRQ grantees are encouraged to utilize the Resources posted on the NIH RPPR webpage (<a href="http://grants.nih.gov/grants/rppr/">http://grants.nih.gov/grants/rppr/</a>), especially the webinars, <a href="#">NIH RPPR Instruction Guide</a>, and screen shots. Note that Section 7.2 of the NIH RPPR Instruction Guide includes Supplemental Instructions for Fellowship RPPRs.</p> <p><b>AHRQ RPPR Due Dates</b></p> <ul style="list-style-type: none"> <li>• If the start date for the pending noncompeting continuation (type 5) is <b>10/1 through 4/1, the RPPR due date is two months prior to the budget period start date</b>. For example, the due date will be 12/1 for a grant with a budget start date of 2/1.</li> <li>• If the start date for the pending noncompeting continuation (type 5) is <b>4/2 through 9/30, the RPPR due date is four months prior to the budget period start date</b>. For example, the due date will be 5/1 for a grant with a budget start date of 9/1. (These due dates do not apply to AHRQ Training awards, which are NOT included in this Notice.)</li> </ul>
<p>NSF UPDATE</p>	<p>➤ <b>The National Science Foundation (NSF) Launches a Research.gov Demo Site</b></p> <p>NSF has launched the the <a href="#">Research.gov Demo Site</a> in order to further improve the project reporting process. The Research.gov Demo Site provides National Science Foundation (NSF) awardees (specifically PIs, co-PIs and Sponsored Project Office staff) the opportunity to explore and familiarize themselves with preparing, submitting, and reviewing NSF project reports without actually submitting a real report.</p> <p>Since the transition of project reporting from FastLane to Research.gov, the Research.gov Team has been working diligently with NSF Staff and Awardees to identify and implement solutions to the challenges faced by the research</p>

community when submitting project reports. As part of this effort, the Team heard how helpful awardees find the FastLane Demo Site and has prioritized and developed a Research.gov Demo Site. The Demo Site will help reduce user confusion around submitting a project report by providing a platform for practicing how to use the tool. Additionally, the Research.gov Team is developing an instructional video tutorial on submitting project reports to assist NSF awardees.

While NSF awardees can practice preparing, submitting and reviewing NSF project reports on the Demo Site, not all functionality available in Research.gov is available in the Demo Site, including:

- Project Outcomes Reports and previously submitted reports will not be accessible
- Submission confirmation emails will not get sent
- The search performed against Thompson Web of Science will only produce sample results
- The Check Report Completeness link will produce a sample list of missing information (will not display missing fields from the demo report).
- Updates you make to the example reports will be saved but can be overwritten by other user sessions, and the example reports are reset nightly

The Research.gov Demo Site can be accessed at: [http://www.research.gov/research-portal/appmanager/base/desktop?\\_nfpb=true&\\_pageLabel=research\\_node\\_display&\\_nodePath=/researchGov/Generic/Common/ResearchgovDemoSite.html](http://www.research.gov/research-portal/appmanager/base/desktop?_nfpb=true&_pageLabel=research_node_display&_nodePath=/researchGov/Generic/Common/ResearchgovDemoSite.html)

From there, you will be able to access the Demo Site either as a PI or SPO:

## Research.gov Demo Site

The Research.gov demo site provides NSF awardees (specifically Principal Investigators (PIs), co-PIs, and Sponsored Project Office staff) the opportunity to explore preparing, submitting, and reviewing NSF project reports using Research.gov.

[PI Demo Site](#)

[SPO Demo Site](#)

### \*\*\*Agency Tip\*\*\* New Tutorial Videos on Navigating Status Screens in eRA Commons

There are three new tutorial videos available to help users navigate the Status Screen in eRA Commons. These videos are the first three in a series that will look at the Status option in detail:

- [Status Screen Overview](#) – (tutorial #1) goes through steps on how to get to the Status search options if you are a Signing Official (SO) or a Principal Investigator (PI); it outlines the importance of the Status Screen; it also highlights some of the critical actions that must be taken to manage a grant application from submission to award closeout.
- [Signing Official: Finding Information](#) – (tutorial #2) is focused on the tools available to a Signing Official. The video reviews the three ways an SO can search for a grant application and the various other search options available to them.
- [Status Screen Results](#) – (tutorial #3) – covers the results of a search. The video highlights how search results are displayed and organized and the importance of checking the items listed in the Action column.

## COEUS UPDATES & REMINDERS

### COEUS UPDATE

#### Coeus 4.5.1 P2 Upgrade Resources

With the recent **Coeus 4.5.1 P2 Upgrade** that took place January 19, 2014, we want to make sure that everyone is aware of the enhancements and changes that were introduced.

With that said, below is a list of **New Documents for Coeus 4.5.1 P2** as well as other useful information.

- **4.5.1 P2 PowerPoint Presentation** - [http://www.brown.edu/research/sites/brown.edu.research/files/uploads/Coeus\\_Update\\_4.5.1\\_P2\\_Final.pdf](http://www.brown.edu/research/sites/brown.edu.research/files/uploads/Coeus_Update_4.5.1_P2_Final.pdf)
- **Salary Inflation Anniversary Date Guides for:**
  - **Coeus Premium** - [http://www.brown.edu/research/sites/brown.edu.research/files/uploads/Salary\\_Anniversary\\_Date\\_Coeus\\_Premium.pdf](http://www.brown.edu/research/sites/brown.edu.research/files/uploads/Salary_Anniversary_Date_Coeus_Premium.pdf)
  - **Coeus Lite** - [http://www.brown.edu/research/sites/brown.edu.research/files/uploads/Salary\\_Anniversary\\_Date\\_Coeus\\_Lite.pdf](http://www.brown.edu/research/sites/brown.edu.research/files/uploads/Salary_Anniversary_Date_Coeus_Lite.pdf)
- **User Attached S2S Guides** (functionality to submit the *Planned Enrollment Report* and *PHS 398 Cumulative Inclusion Enrollment Report* Forms) for:
  - **Coeus Premium** - [http://www.brown.edu/research/sites/brown.edu.research/files/uploads/User\\_Attached\\_S2S\\_Tool\\_Coeus\\_Premium.pdf](http://www.brown.edu/research/sites/brown.edu.research/files/uploads/User_Attached_S2S_Tool_Coeus_Premium.pdf)
  - **Coeus Lite** - [http://www.brown.edu/research/sites/brown.edu.research/files/uploads/User\\_Attached\\_S2S\\_Tool\\_CoeusLite.pdf](http://www.brown.edu/research/sites/brown.edu.research/files/uploads/User_Attached_S2S_Tool_CoeusLite.pdf)

In addition, here is the link to the **Coeus Proposal Development Website** where you can find **ALL** the available materials pertaining to entering a proposal in Coeus (including the documents outlined above): <http://www.brown.edu/research/proposals-awards-research-administration/coeus-access-support/coeus-proposal-development/coeus-propo>

### COEUS TIPS

#### Where do I find the Planned Enrollment Report and PHS 398 Cumulative Inclusion Enrollment Report Forms?

To successfully use the new **User Attached S2S Forms Tool** and correctly submit the Planned Enrollment and/or PHS 398 Cumulative Inclusion Enrollment Report Forms to the Sponsor, you first must download the appropriate form. Here are the steps on how to access the correct form needed for your submission:

1. Navigate to: <http://www.grants.gov/web/grants/forms/r-family.html#sortBy=1> and search for the form that you need for your submission.
2. Download the form by clicking on the **PDF\*** link next to the form you want to use:

Agency Owner	Form Name	Adobe Form	Form Schema	Data Analysis	GG Version	OMB Number	OMB Expiration
HRB	PHS Cover Letter	PDF	Schema	DAT	1.2	0825-0001	08/31/2015
HRB	PHS Fellowship Supplemental Form	PDF	Schema	DAT	2.0	0825-0001	08/31/2015
HRB	Planned Enrollment Report	PDF*	Schema	DAT	1.0	0825-0002	08/31/2015
Grants.gov	Project Performance Site Location(s)	PDF*	Schema	DAT	2.0	4040-0010	08/30/2016
Grants.gov	R & R Multi-Project Subaward Budget Attachment(s) Form 10/19/13/04/11	PDF	Schema	DAT	1.0	4040-0001	06/30/2016

3. The form will open as a **fillable Adobe Form** which you should complete in accordance with the Sponsor's instructions and save to your computer so that you have it available to be uploaded.

**The form you upload in the Coeus User Attached S2S tool has to be a "Live PDF" form in order to be correctly translated in Coeus and submitted to the Sponsor!!!**

#### Applying Line Items to Later Periods in a Budget in Coeus

There are times when after generating your budget periods you may need to add a line item for more than one period. **When the line item is needed in several consecutive periods, you can add the line item in the first period where it's required and then apply it to the later periods.**

To do so:

1. Navigate to the earliest Period that you wish to add a new line item to and add the line item as you normally would.
2. To apply the line item to later periods, select the line item and click on **Items → Apply to later periods** from the menu bar in Coeus Premium or on the **SAVE AND APPLY TO CURRENT AND LATER PERIODS** link in Coeus Lite.

The budget item will be applied with the correct amount of inflation to the remaining, future budget periods.



This functionality works with all line items, however in order to work with a **Personnel** Line Item, that line item **cannot** already exist in the budget periods you are trying to apply the line item to. For example, you cannot apply a Faculty Salary - Academic Line Item to the out years, if a Faculty Salary Academic - Line Item already exist in those out years.

# WORKDAY GRANTS MANAGEMENT

**Reporting Tip:**

Using the 'Advanced' option on the Manager Budgetary Balance Report for different 'Views' of the information. Below is just one example...

**Manager Budgetary Balance Report** | Change

Organization: Grant Hierarchy: GRH\_AWD\_002380 Computational Genomes  
 Company: Brown University  
 Budget Structure: Award Business Plan - Annual Entry  
 Award: 002380: National Human Genome Research Institute  
 Year: Year 5 (01/01/2015 - 12/02/2015)  
 Budget to Date: Yes  
 Company Currency: USD  
 Reporting Period Start Date: 01/01/2011  
 Reporting Period End Date: 12/02/2015

**View By**

- A/R Conversion
- Ad Hoc Payee
- Applicant
- Asset Impairment Reason
- Assignee
- Bank Account
- Book Code
- Business Unit
- Company
- Contingent Worker
- Cost Center
- Customer
- Deduction Recipient
- Donor
- Employee
- Expense Item
- Expense Purpose Code
- FRS Legacy Account
- Fund
- Gift
- Grant
- Intercompany Affiliate
- Investment Pool
- Investment Profile
- Job Profile
- Journal Source
- Kronos Job Indicator
- Ledger/Budget Period
- Ledger Account
- Ledger Account Type
- Ledger Code
- Loan
- Location
- Object Class
- Pay Component
- Pay Group
- Payroll City
- Payroll County
- Payroll School District
- Payroll State
- Period

**Tip: Advanced Option – ex. to view Grant Dollars by Period**

- Place cursor on number (i.e. Actual number) and click on the arrow that appears. The 'View By' List will appear.
- Click on the Grant category in the 'View By' list.

	Actuals
	24,289.89
	3,271.68
	45,541.71
	9,833.35
	0.00
	1,042.50
	21,802.50
	61,254.39
	660.00
	22,987.72
	2,999.17
	2,877.29
	2,106.44
	0.00
	3,518.05
	92,660.21
	10,334.00
	3,297.33
	9,839.29
	5,960.91
	152,285.74
<b>Total</b>	<b>476,562.17</b>

### Advanced Option Tip Continued:

50400:Faculty Summer Salary - Actuals : 45,541.71 (by Grant)

Grant	Sum
GR527017 Computational Approaches for Structural Variation Studies in Genomes - LAWRENCE	31,616.68
GR527943 Computational Approaches for Structural Variation Studies in Genomes	13,925.03
Total	45,541.71

Summarize Data

Select the fields to summarize and click Refresh.

Row:  
Grant

Column:  
Select a Field...

Refresh

#### Tip: Advanced Option – ex. to view Grant Dollars by Period

3. Click on the Advanced Tab

4. Click on the 'Select a Field' option under the 'Column:' section. Select 'Period' for this example.

5. Click the Refresh button and the Grant dollars will display in date periods.

50400:Faculty Summer Salary - Actuals : 45,541.71 (by Grant and Period)

Grant	01-Jul	02-Aug	Sum
GR527017 Computational Approaches for Structural Variation Studies in Genomes - LAWRENCE	24,129.17	7,487.51	31,616.68
GR527943 Computational Approaches for Structural Variation Studies in Genomes	11,678.25	2,246.78	13,925.03
Total	35,807.42	9,734.29	45,541.71

Summarize Data

Select the fields to summarize and click Refresh.

Row:  
Grant

Column:  
Period

Refresh

Click on any of the blue numbers to see further detail.

Manager Budgetary Balance Report

### Assignment of Workday Grant Roles via Coeus:

Coeus is the system of record for assigning Grant roles in Workday. To request access for the Workday Grant Roles: **Grant Financial Analyst** and **Grant Manager**, you will need to complete the revised Coeus Access Form.

To access the Coeus Access Form -

<https://remedyweb.brown.edu/arsys/shared/login.jsp?/arsys/forms/vpremedy/AccessRequest/Web/?mode=CREATE>

### Workday:

- Grant Financial Analyst for the Cost Center  
(View access for grants and grant hierarchies in noted Cost Center(s) via reporting)
- Grant Financial Analyst for the Grant Org(s)  
(View access for grants and grant hierarchies in noted grant org(s) via reporting)

Enter Grant Org(s): GR527398

- Grant Manager for the Cost Center  
(View and approve all transactions on sponsored awards in noted Cost Center(s). / View access for grants and grant hierarchies in noted Cost Center(s) via reporting)

### Sponsored Awards Reporting Training Sessions:

The Office of Sponsored Projects is offering a 1.5 hour training session that provides a detailed overview of the Manager Budgetary Balance Report and the Sponsored Award Activity Reports.

Please contact Shelly Hull at [shelly\\_hull@brown.edu](mailto:shelly_hull@brown.edu) to schedule a session for your Department/Center.

## TRAINING

### OSP TRAINING SPOTLIGHT

#### SPONSORED PROJECTS TRAINING UPCOMING OSP TRAINING

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.

Date	Class
02/07/2014	Coeus: Proposal Creation & Finalization
02/11/2014	Certificate Program in Research Administration and Compliance
02/11/2014	Pre-Award: Reading the Funding Opportunity Announcement (FOA)
02/13/2014	Pre-Award: Introduction to Grant Budgets
02/19/2014	Coeus: Budgeting Basics
02/25/14	Pre-Award: NIH Assorted Training - Career Development Awards (CDA) ("K" Awards)
03/04/2014	CoeusLite: Proposal Development
03/05/2014	Pre-Award: NIH Assorted Training – Ruth L. Kirschstein NRSA Individual Fellowships
03/07/2014	Pre-Award: Research Equipment & Property Management
03/11/2014	Certificate Program in Research Administration and Compliance
03/24/2014	Post-Award: Allocation of Costs
03/26/2014	Coeus: Proposal Hierarchy
03/27/2014	Pre-Award: NIH Assorted Training – NRSA Institutional Training (T) Grants
04/01/2014	Coeus: Viewing Proposal & Award Information
04/02/2014	Post-Award: Traveling on Sponsored Funds
04/08/2014	Post-Award: Commitments
04/10/2014	Pre-Award: Subcontracts Demystified
04/11/2014	Coeus: Advanced Budgeting
04/15/2014	Certificate Program in Research Administration and Compliance
04/24/2014	Post-Award: Direct Charging of Admin Costs
05/06/2014	Post-Award: Effort Reporting
05/08/2014	Post-Award: Cost Financial Closeout of Sponsored Projects
05/13/2014	Certificate Program in Research Administration and Compliance
05/16/2014	Post-Award: Cost Transfers
05/20/2014	Coeus: How Coeus Populates your Grants.gov Forms
05/27/2014	Cost Sharing on Sponsored Projects
06/11/2014	Coeus/Pre-Award: ASSIST

### 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.

### CONFERENCES & NCURA EDUCATIONAL PROGRAMS

#### NCURA Region I Spring Meeting

Mystic Marriott Hotel and Spa  
Mystic, CT  
April 27-30, 2014

- Registration opens March 1, 2013.
- For more information click [here](#).

#### NCURA Annual Meeting

Washington Hilton  
Washington, DC  
August 10-13, 2014

- For more information click [here](#).

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