

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

➤ **WorkDay (WD) Update – Salary Costing Allocation Templates:**

Summer Salary Costing Allocation Template:

The Summer Salary Costing Allocation Template was made available earlier this month when Workday HCM rolled out. The worksheet provides assistance and documentation to ensure and check for successful implementation of faculty summer salary. OSP discovered, even with new processes and forms, a quick adaptation and turnaround time from departmental administrators; we were impressed! Your questions and comments relating to the form and its functionality are and will continue to be appreciated. Thank you.

The Template, along with detailed instructions, is located on the OSP Website – [Costing Allocation Template – June 2012](#)

Academic Year Salary Costing Allocation Template:

OSP is now testing another similar template for academic time; the Academic Year Salary Costing Allocation Template. It will be posted to our website shortly and if you are working on academic salary costing allocation for faculty and would prefer a copy of the draft template to help you with your costing allocation process, contact Comfort Brownell-comfort_brownell@brown.edu or Mary West- mary_west@brown.edu.

➤ **Upcoming Biennial Property Inventory**

The campus-wide Biennial Property Inventory will begin on August 1, 2012. Due to the recent increase to the equipment capitalization threshold, your department inventory may be reduced. A single individual in each department will be responsible for physically verifying the existence and current status of each asset in inventory. This can be done manually or with the use of a bar-code scanner. Please contact Michelle Moniz Dotzenrod, x31798 with any questions.

➤ Vice President for Research's Conflict of Interest Memo to NIH PI's

Dear NIH Investigator,

I write to remind you that the Department of Health and Human Services/NIH has issued a new Financial Conflict of Interest (FCOI) regulation with an effective date of August 24, 2012. Brown's FCOI policy, revised to meet these new requirements, was approved by the Corporation on May 22, 2012, and will be implemented on August 24, 2012.

The DHHS / NIH regulation has several new mandates for NIH funded investigators, including training in FCOI policies and procedures. **The regulation requires that as of August 24, 2012, all NIH investigators complete FCOI training prior to engaging in NIH research, and every four years thereafter.**

Brown's on-line FCOI training is now available through Brown's web-based Traincaster system:

<http://brown.traincaster.com/app/Login.pm>. If you have not previously completed a training through Brown's Traincaster system, within a few days you will receive an email assigning you a password for Traincaster. You will be able to complete the FCOI training module after logging in with that password. If you have previously completed any Environmental Health and Safety training modules through the Traincaster system, and already have a Traincaster password, please go ahead and log in and complete the FCOI training module.

I encourage you to complete the FCOI training module as soon as possible. Once complete, it will not have to be renewed for four years.

In order to meet the extremely specific requirements of the new FCOI regulation, DHHS/NIH awards, either new or continuing, with start dates after August 24, 2012 will not be accessible until all investigators on the project have completed the FCOI training.

As a reminder, NIH defines an "investigator" as the project director or the principal investigator and any other individual, regardless of title or position, who is **responsible for** the design, conduct, or reporting of the research. All individuals who meet the definition of investigator on an NIH award at Brown must complete the FCOI training via Traincaster.

As August 24, 2012 rolls around there will be additional requirements for Brown NIH investigators such as the completion of a revised conflict of interest assurance form, the reporting of certain sponsored or reimbursed travel within 30 days, and the reporting of a new significant financial interest within 30 days. We will be communicating with you about these requirements in the coming weeks and months.

If you have any questions about this new regulation, or its implementation here at Brown, please contact Julianne Hanavan at Julianne_Hanavan@Brown.edu or at [401-863-7233](tel:401-863-7233).

Best wishes,

Clyde Briant
Vice President for Research

➤ Study on The Current Health and Future Well-Being of the American Research University Released

The Research Universities Futures Consortium published a study that "seeks to assess the current health of a cross section of leading research institutions to ascertain how institutions are coping with a growing list of pressures and uncertainty, and to predict the prospects for the future success of public and private research universities."

The purpose of the study was to analyze the processes by which American research universities conduct research and to determine what changes could support their collective ability to continue their profound economic and social contributions to the "American ideal."

You can get more information about the report and download a copy at <http://www.researchuniversitiesfutures.org/>

AGENCY UPDATES

NIH UPDATES	<p>➤ Addendum: Administrative Supplements to Existing NIH Grants and Cooperative Agreements, and Research Supplements to Promote Diversity in Health-Related Research NOT-OD-12-117</p> <p>Provision: Effective immediately, supplements to any award with direct cost or total cost limits (e.g., R15, R03, R21, R00) may provide support above the established limits for the parent grant award, unless such limits are established by law.</p>
NSF UPDATES	<p>➤ Upcoming Revision of the NSF Proposal & Award Policies & Procedures Guide</p> <p>The National Science Foundation (NSF) intends to release a new <i>Proposal & Award Policies & Procedures Guide</i> (PAPPG) in October 2012, with an anticipated effective date of January 2013.</p> <p>The upcoming release is driven in large part, though not solely, by revisions incorporated as a result of the National Science Board's (NSB) report, National Science Foundation's Merit Review Criteria: Review and Revisions. NSF's plans for implementation of the Board's recommendations are described in Important Notice No. 132, released in March 2012. The NSB determined that the two current Merit Review Criteria (Intellectual Merit and Broader Impacts) remain appropriate for evaluation of NSF proposals and should be retained. They did, however, seek to clarify and enhance the function of the criteria.</p> <p>NSF indicated that the public would have an opportunity to provide input on the proposed changes to the PAPPG. In addition to the merit review revisions, other significant changes to the Guide include:</p> <ul style="list-style-type: none"> • updates to the guidance on indirect costs; • a new format for submission of the Facilities, Equipment and Other Resources information that will be available in the FastLane system when the PAPPG becomes effective in January 2013. • information on the Award Cash Management Service (ACMS) that will replace the FastLane Cash Request service; • modifications to the Conflict of Interest coverage • new guidance on Dual Use Research of Concern.
AHRQ UPDATES	<p>➤ AHRQ's Annual Conference September 9-11, 2012 – Bethesda, Maryland</p> <p>The Agency for Healthcare Research and Quality's (AHRQ's) Annual Conference, <i>Moving Ahead: Leveraging Knowledge and Action to Improve Health Care Quality</i>, showcases the best of the Agency's research and provides examples of how that research is being implemented at all levels in health care delivery.</p> <p>AHRQ's 2012 Annual Conference will be held September 9-11, 2012. Click to register. To access the conference agenda, travel, and speaker information, go to http://meetings.capconcorp.com/ahrq/.</p>



Agency Tip **Xtrain Personal Profile**

Trainees must remember to complete the profile in its entirety before an appointment is submitted. With an incomplete profile, trying to submit an appointment may create errors. Errors would mean that the appointment cannot be submitted. Errors could mean the trainee doesn't get the appointment, and therefore does not get paid.

To help the trainees and to ensure they fill in the profile completely, NIH developed a [Personal Profile Checklist](#) for you to share with them.

COEUS UPDATES

COEUS NEWS

New NIH / NSF Additional Investigator(s) Questionnaires – Effective 8/24/12

The Additional Investigator(s) questionnaires are used to identify any individuals who are responsible for the design, conduct, or reporting of research on the project as defined by NIH or NSF for **conflict of interest purposes**.

More information about the Additional Investigator(s) questionnaires is located on the OSP Website -

http://www.brown.edu/research/sites/brown.edu.research/files/New_NIH_NSF_Additional_Investigator_Questionnaires.pdf.

Update to Investigator Certification Questions – Effective 8/24/12

- Question 1 - “Disclosures” is replaced by “Reporting form”
- Question 2 & 3 - There are now 2 questions that pertain to significant financial interest:
 - **NEW** *Do you have a significant financial interest related to your professional expertise or institutional responsibilities?*
 - *Do you have a significant financial interest related to this research project?*
- See the [Investigator Certification Question Updates](#) for the detailed changes.

Coeus User Group Meeting

Next Meeting:
September 19th – Saloman /rm 003
10:00am – 11:30am

COEUS TIP OF THE MONTH

Deleting Rejected or “Approval in Progress” Proposals

The Delete Development Proposal Script runs quarterly to remove proposals that can not be deleted from the system manually. (Proposals with *Rejected* or *Approval in Progress* statuses).

The Script will run automatically on the 1st business day at the start of each quarter:

- October 1, 2012
- January 1, 2013
- April 1, 2013
- July 1, 2013

In addition, the script will run on the night of August 1, 2012.

PROCESS:

- Review any unwanted proposals from your Development Proposal List window. These proposals must have the status of **“Rejected”** or **“Approval in Progress”**.
- **For “Approval in Progress” proposals - Have the next approver reject the proposal to change the status to “Rejected”.**
- Select the **Proposal Type** - [X – Delete from the System] and save the record.

Proposal	Organization	Mailing Info	Investigator	Key Person	Special Review	Science Code	Other
Proposal No:	00005247		Status:	Rejected			
Lead Unit:	000001:Brown University						
Title:	Deleting a proposal						
Start Date:	01-Aug-2012						
Proposal Type:	X - DELETE from System						

- All proposals with the Proposal Type marked as [X – Delete from the System] will be deleted from the system when the script is run on August 1st or the next run on October 1st.
- **Once deleted from the system, they will NOT be able to be recovered.**

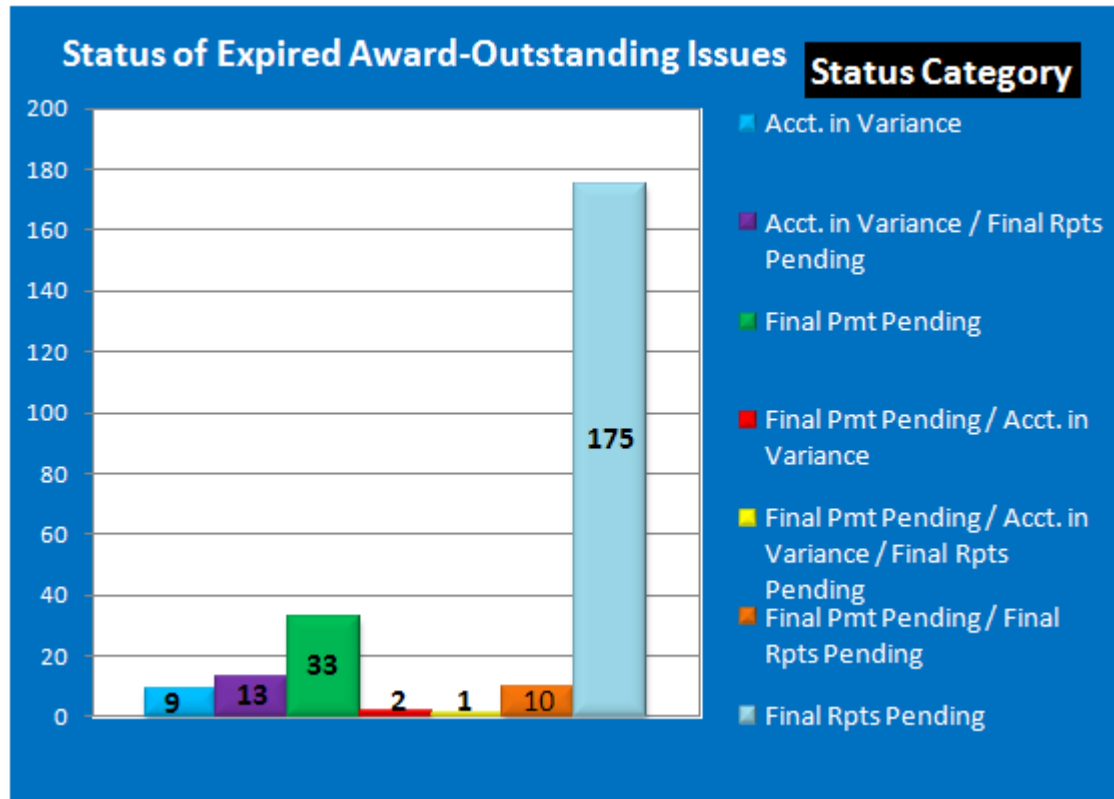
POST-AWARD UPDATES

AWARD MANAGEMENT

Status of Expired Awards Report

In preparation for Workday Financials which is slated to go-live July 2013, we are now reviewing all expired awards with outstanding closeout items, such as “final reports pending”. Over the next several months, OSP will be working with departments and sponsors to close as many expired awards as possible. Workday Financials will require migration of all open awards and expired awards with pending close out items.

As of June 30th, there were 243 expired awards “open” in COEUS due to unresolved issues. The graph below is a summary of close out issues; the largest category (175 files) is pending confirmation of submission of a final technical report.



OSP will be soliciting the cooperation of departmental liaisons in a large scale push to finalize the closeout process for as many of these expired awards as possible. Resolving these open awards will significantly reduce departmental administrative burden as we approach go-live.

TRAINING

OSP TRAINING SPOTLIGHT

Upcoming Pre-Award Training:

NIH Assorted Training - NRSA Institutional Training (T) Grants

In anticipation of the **September 25, 2012** deadline for NIH Institutional Training grants, the Office of Sponsored Projects is offering a new training session on **Tuesday, August 21st 10:00 am – 12:00 pm.**

This workshop will offer an in-depth pre and post-award overview of the National Institutes of Health (NIH) National Research Service Awards (NRSA) Institutional Training (T) Grants. It will define and review the various NRSA Training Grants Application requirements as well as provide tips on entering the proposals in Coeus. Participants will become familiar with the key components of a training grant application (e.g. eligibility, content, forms, budget requirements, etc.) and with Coeus-Training Grants specific requirements.

This training is intended for individuals with Coeus proposal preparation experience; however those without experience are welcome to attend as well. Participants are encouraged to start their proposal in Coeus prior to the training session, and bring it to class to complete and have their questions answered.

Feedback from participants who have taken the class:

- › *“The presentation took complex material and broke it down so that it was easy to understand.”*
- › *“I appreciated the ability of the two presenters to discuss particulars of both pre and post award issues related to the T32s in great detail, they were both very knowledgeable on the subject.”*

To register for the Ruth L. Kirschstein NRSA Institutional Training (T) Grants, please visit [Brown LearningPoint](#) and log in using your Brown User Name and Password. Search under the ***Sponsored Research Related Training***.

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 ranging from preparation of proposals and budgets to negotiations 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.**

OSP BROWN BAG LUNCHEON SERIES

Through quarterly noon-time sessions, the Brown Bag Luncheon Series covers topics of interest to Brown's research community. All are welcome to attend, no registration required.

Next Brown Bag: September 13, 2012
 ~ 12pm to 2pm ~
Chancellor's Dining Room