# RESEARCH ADMINISTRATION UPDATES
## AND
## ITEMS OF INTEREST

### JUNE 2011

## OFFICE OF THE VICE PRESIDENT OF RESEARCH ~ OFFICE OF SPONSORED PROJECTS

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*This newsletter is produced by the Office of Sponsored Projects to provide agency updates, grant policy changes, and best practices in grant management for Researchers and Research Administrators.*
*Please visit http://www.research.brown.edu/rschadmin/OSP_Newsletter.php for archives.*

## OSP Update

### New F&A Agreement Effective 6/22/11

**The approved F&A rates for Research are as follows:**

- 7/1/10 – 6/30/13        62%
- 7/1/13 – 6/30/15        62.5%

The Other Sponsored Accounting rate (23%) and the Off Campus rate (26%) have been approved through 6/30/15 and have not changed.

**The approved Fringe Benefit rates are as follows:**

- 7/1/11 – 6/30/12        32%   Full Time Employees
                          8%    Part Time Employees

- 7/1/12 – until amended  32.4% Full Time Employees
                          8.5%  Part Time Employees

Additionally, there is a **New Equipment Threshold:**
Effective July 1, 2011 the equipment threshold has **increased from $3,000 to $5,000**. Any nonexpendable, tangible personal property having a useful life of one year or more and a unit acquisition cost of $5,000 or more is considered equipment.

**Transition to New Equipment Threshold:**
Sub code 4070 must be used when purchasing "equipment" items **budgeted** under the prior threshold of $3,000 for all active awards prior to July 1, 2011 and proposals submitted to OSP for approval prior to June 29, 2011.
Please contact your Grants/Contracts Accountant in the Office of Sponsored Projects with any questions.

For a copy of the agreement:
http://www.research.brown.edu/rschadmin/New_Rate_Agreement_6-22-11.pdf

### Faculty / Investigators Can Now Sign Up to Receive the OSP Newsletter

A new listserv has been created for faculty who would like to receive the monthly OSP Newsletter. Faculty can go to http://listserv.brown.edu/archives/cgi-bin/wa?A0=OSP-NEWSLETTER to subscribe or contact Shelly Hull – Shelly_Hull@brown.edu to be added to the distribution list to receive the newsletter via email.

The current version or archives of the newsletter are also located at
*http://www.research.brown.edu/rschadmin/OSP_Newsletter.php*.

## Agency Updates

### Reminder - Compliance with NIH Application Format and Content Instructions
**NOT-OD-11-080**

NIH has issued an notice to remind investigators and institutions that the NIH has the authority to withdraw an application from review and funding considerations for egregious cases in which the Appendix or certain sections of the applications are used to circumvent page limits or include inappropriate material in the application.  For details, please see **NOT-OD-11-080**.

### National Science Foundation's Merit Review 2010

The Annual report to the National Science Board (NSB) including data and other information relative to the National Science Foundation Merit Review Process for Fiscal Year 2010 is now available. Please click **here** to access a copy of the report.

### NSB and NSF Seek Feedback on Proposed Revisions to the Merit Review Criteria

The National Science Board has completed the survey on the NSF's Merit Review and has analyzed the various and substantive inputs from a wide variety of stakeholder groups. The NSB Task Force proposed to maintain the two criteria (Intellectual Merit and Boarder Impacts) but revised the text to clarify the intent of the criteria and how they are to be used during the review process. Please click **here** to see the revised criteria. The NSF and NSB are now interested in receiving feedback on the revised criteria and are requesting individual's input. Comments are being collected through **July 14, 2011** and should be e-mailed to: meritreview@nsf.gov.

### National Science Foundation Released their  New Strategic Plan

The National Science Foundation (NSF) released its strategic plan for Fiscal Year 2011 through 2016. The plan outlines three strategic goals: transform the frontiers, innovate for society, and perform as a model organization.

Click **here** to view the entire plan entitled "Empowering the Nation through Discovery and Innovation: NSF Strategic Plan for FY 2001-2016"

### NSF Target Date Changes for FY2012 Funding Cycle
NSF is updating several target dates for FY12 proposal submission.   Please be sure to check well in advance of upcoming deadlines.
You can receive automatic updates on active funding opportunities by signing up here:
http://www.nsf.gov/funding/pgm_list.jsp?org=NSF&ord=date

Or, you can access the information in the "Dear Colleague" Letters posted here by the various programs here:
http://www.nsf.gov/publications/index.jsp?org=NSF&archived=false&pub_type=Program+Announcements+%26+Information&nsf_org=NSF&x=7&y=8

*"Check NSF upcoming Proposal deadlines well in advance"*

**Department of Defense eliminates limitation on Facilities & Administrative Costs Recovery**

DoD has issued a memo stating that the new appropriations **do not contain the limit on F&A recovery for basic research.**

Obligations that remain subject to the prior year restrictions are:
- those entered into using FY 2008 funds after November 14, 2007 for Basic Research, and
- those that use FY 2009 and 2010 appropriations for Basic Research

*What this means:*
- If you have continuing awards that are using prior year basic research funds, those funds continue to be subject to the limitation on indirect cost reimbursement.
- If you receive continuation funding on a continuing award, post award will set those funds in a separate account since the new funds (from Continuing Appropriations Act of 2011) will not be subject to the limitation on indirect cost reimbursement.

Please click **here** to see the copy of the memo outlining the details (the link for the memo is under the "Documents" section.

*Did you know that...*

 Anyone submitting an application, proposal or report to the NIH must include the Pub Med Central (PMC) reference number (PMCID) when citing applicable papers that they author, co-author, or those that arise from their NIH-funded research.

*Please refer to the following resources for more information regarding this Policy and how to correctly cite applicable papers:*
- *NOT-OD-08-119*
- *NIH Public Access Policy Website*

## OSP Coeus Updates

### COEUS NEWS

#### Coeus User Group Meeting

The Coeus User Group meets each month 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.**

Next Meeting:
*July 20<sup>th</sup>  – Salomon Center Room 001*
*10am – 11:30am*

#### *NEW*
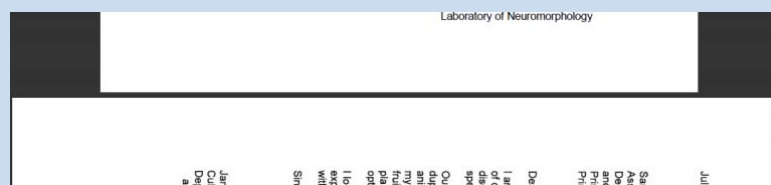#### Process for Updating Status of Pending Proposals in Coeus

1. **Monthly, the status of older *Pending* proposals will be automatically updated to *Not-funded* status:**
   On the first of each month, an automated process will run to change the status of any "Pending" Proposal that has NOT been funded after 2 years from submission date to the status of "Not-Funded".

2. **Departments will receive a monthly report of proposals that have had a status update during the specified month:**
   A report will be distributed to Department Managers each month that will show a list of proposals that shifted from "Pending" status to another status, i.e "Not-Funded", "Funded/Awarded", etc, during the specified month.

3. **A new Proposal Status designation will be available to assign to proposals:**
   Should a department want to include proposals with a that have been set to a status of "Not-Funded"in a pending report from Coeus, a new status can be assigned - "***Pending  2+ Years***".  Contact Shelly Hull at Shelly_Hull@brown.edu  to shift the status of a proposal from "Not-funded" to "***Pending 2+ Years***".

### COEUS TIPS OF THE MONTH

**PDFs and Rotated View**

There is an instance where when you:
- Print an attachment through *Coeus Narrative Section* - the letters are fine
- But when you print though *Action → Grants.gov*, you see this:



This happens because the attached document may be a scanned letter and/or the attachments may have been combined in Adobe Professional.

To avoid this problem:
- Use the "**print to Adobe PDF**" option for any scanned letters prior to combining or attaching the files

Also, use the "**print to Adobe PDF**" option for large PDF files or files that are created in Adobe Professional or other programs.

**eRA Commons User Names and Degree Information in Coeus**

When submitting proposals to NIH, please make sure that:
- The eRA Commons User Name in Coeus is the same as the PI's User Name in Commons.
- The Degree Information in Coeus is the same as the PI's Degree Information in Commons.

If the PI eRA Commons Name or Degree Information needs to be updated in Coeus, contact Coeus_Help@brown.edu

**PI Institute Affiliation in eRA Commons**
The PI has to be affiliated with Brown University in eRA Commons.  If the PI is not yet affiliated in the Commons system with Brown, contact Shelly Hull at Shelly_Hull@Brown.edu

## OSP Training

### TRAINING SPOTLIGHT

### OSP Training Content on MyCourses

OSP is now using MyCourses to store class content for all the training classes. MyCourses is Brown's course management system where we have uploaded presentations, exercises, resources, etc. for each training class.

***To Access My Courses:***

- From the Office of Sponsored Projects webpage, click on the "OSP Training Page" link or go to http://research.brown.edu/rschadmin/OSP_Training.php

- This will direct you to the new **Sponsored Projects Training** webpage which has information about training classes, links to Training.brown & My Courses, and Brown Bag information.

- Click the *"Link to MyCourses"* to be directed to the MyCourses Login page.

- Click the "Log in as Guest" Button, to enter My Courses.

- The My Courses List for the University will open, Scroll down to "*Special-Office of Sponsored Projects Training*" and click the link.

***Class content on MyCourses:***

When accessing a class on MyCourses, each class will have a similar structure to navigate to stored content.
- ***Link to Register*** for the class on Training.brown.edu
- ***Presentation*** – Powerpoint of training session
- ***Resources*** – related documents to the training session
- ***Evaluation*** – online version of the evaluation that can be submitted from My courses.

**\*Note\*** - you will be contacted by the instructor before the class to print out the documents needed for the class.

### About Office of Sponsored Projects Training

As part of our effort to keep the campus community informed on issues related to research administration, the Office of Sponsored Projects is pleased to offer various training opportunities for faculty and staff that range from how to use Coeus to guidelines on award management:

### *Coeus Training*

Learn how to use the University's sponsored project management system, Coeus. Classes include creating proposals, budgets, submitting Grants.gov proposals, and viewing proposal and award records.
http://training.brown.edu/index.php?campaign=70

### *Post Award Training*

Learn best practices in Post Award management. Sessions covering travel, commitments, administrative costs, and other areas of post award administration are offered.
http://training.brown.edu/index.php?campaign=71

*Click HERE to view all Sponsored Projects training sessions on Training.brown.edu.*

## Other Announcements

### NCURA EVENTS

*National Council of University Research Administrators (NCURA)* serves its members and advances the field of research administration through education and professional development programs, the sharing of knowledge and experience, and by fostering a professional, collegial, and respected community.

#### NCURA Conferences & Workshops

**NCURA 5th Annual Pre-Award Conference**
July 24-26, Chicago, IL
For More Information:
http://www.ncura.edu/content/educational_programs/sites/pra5/

**NCURA Financial Research Administration Workshop**
September 7 – 9, Boston, MA
For More Information:
http://www.ncura.edu/content/educational_programs/workshops/financial_research_admin/index.php

**NCURA Fundamentals of Sponsored Project Administration Workshop**
September 7 – 9, Boston, MA
For More Information:
http://www.ncura.edu/content/educational_programs/workshops/fundamentals/

**NCURA 53rd Annual Meeting**
Nov 6-9, Washington, DC
For More
Information: http://www.ncura.edu/content/educational_programs/sites/53/

#### NCURA Region 1 Seeking Nominations

NCURA Region I, which represents Research Administrators in the New England area, is currently seeking nominations for 3 elected positions. All nominations must be received on or before JULY 15, 2011.
For More Information: http://www.ncuraregion1.org/electedpositions.html

### OSP REPORTING UPDATE

Sponsored Projects Reports for Departments will be available for all Department Administrators **July 1, 2011**.

***For access to the reports you must complete the Cognos Access form and request access to the Sponsored Projects Reports for Departments folder.***
[ If you already have access to Cognos, you will need to "Change" your access to include the new Sponsored Projects Reports for Departments folder. ]

There are various proposal and award reports available, to see details of the reports available, click here.

New documentation about how to access Cognos, report descriptions, and field definitions are located on the updated OSP Reporting page at: http://www.research.brown.edu/osp/coeus/Reporting/index.html

For information or feedback about the Sponsored Projects reports, please email Bethany Cherms, Systems Administrator at
Bethany_Cherms@Brown.edu

**The OSP Newsletter will not be distributed the month of July.**
**It will resume on a monthly basis, beginning in August.**