



RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

JUNE
2013

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.

INSIDE THIS ISSUE

OSP/OVPR UPDATES

1. Proposal Preparation Information – “Five Day” Rule Waivers During the Vice President for Research Transition

AGENCY UPDATES

DHHS/NSF

1. DHHS and NSF Officials Speak on Plagiarism as Research Misconduct

NIH

2. NIH Announces an Adjustment to Transition Timeline for Electronic Submission of Multi-Project Applications
2. NIH to Require Use of Updated Electronic Application Forms for Due Dates on or after September 25, 2013

NSF

2. 2013 Federal Continuing Appropriations Act Provisions Places Restrictions the NSF Political Science Program
3. Dear Colleague Letter: Information to Principal Investigators Planning to Submit Proposals to the Sensors and Sensing Systems (SSS) Program – October 1, 2013
3. NSF Intends to Release a New Proposal & Award Policies & Procedures Guide (PAPPG) in October 2013 (eff. 01/2014)

COEUS UPDATES & REMINDERS

4. Coeus ‘Delete Proposal Development’ Script will Run on July 1, 2013
4. Coeus User Group Meeting
5. Coeus was Successfully Upgraded to a New Version 4.5.1 P1
5. Updated Coeus Webpages
5. Coeus Version 4.5.1 P2 Coming in August
5. Reminder of Fiscal Year Updates
5. My IACUC Protocols in Coeus Coming Soon

TRAINING

6. OSP Training Spotlight – ASSIST Training
6. Conferences & NCURA Educational Programs

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OSP / OVPR UPDATES

➤ Proposal Preparation Information – “Five Day” Rule Waivers During the Vice President for Research Transition

During the period **July 1st to September 1st** Regina White, Associate Vice President for Research will assume responsibility for granting waivers to the "5 Day Rule". As is the current practice, Principal Investigators seeking additional time to prepare proposals may email Regina with their request including the anticipated timeline for submission of completed documents. Regina's email is Regina.White@brown.edu.

AGENCY UPDATES

➤ Department of Health and Human Services & National Science Foundation Officials Speak on Plagiarism as Research Misconduct

As stated in the May 16, 2013 Issue of the *Report on Research Compliance*, the May 8 Plagiarism Workshop, sponsored by Colorado State University, featured the enforcement perspectives of two key federal funding agencies: the National Science Foundation (NSF) and DHHS. Investigative Scientist Scott J. Moore, from the NSF Office of the Inspector General, presented "To Cite or Not to Cite: The Plagiarist's Dilemma." John Dahlberg, deputy director of the HHS Office of Research Integrity, spoke about how ORI investigates allegations of research misconduct involving plagiarism.

An archive of the program is available:

- **Livestream:**

<http://new.livestream.com/coloradostateu/events/2088755>

- **PowerPoint:**

[http://ricro.colostate.edu/EventArchive/Documents/Scott%20Moore.NSF-To Cite or not To Cite The Plagiarist's Dilemma.pdf](http://ricro.colostate.edu/EventArchive/Documents/Scott%20Moore.NSF-To%20Cite%20or%20not%20To%20Cite%20The%20Plagiarist's%20Dilemma.pdf)

AGENCY UPDATES

NIH
UPDATE➤ **NIH Announces an Adjustment to Transition Timeline for Electronic Submission of Multi-Project Applications**[NOT-OD-13-075](#)

NIH has adjusted the timeline to transition its multi-project applications to electronic submissions using the SF424 R&R Form Set as follows:

- **September 25, 2013:** Electronic submission required for all applications intended for due dates on or after September 25, 2013 submitted in response to FOAs with the following activity codes: **P01, P20, P50, U19, R24, U24.**
 - Note: **R24 and U24** activity codes have been designated as single project activity codes and will require submission using **Grants.gov rather than ASSIST**. Current programs that have used the R24 and U24 activity codes in a way consistent with multi-project applications will transition to newly created multi-project activity codes using ASSIST in the same timeframe.
- **January 25, 2014:** Electronic submission required for all applications intended for due dates on or after January 25, 2014 submitted in response to FOAs with the following activity codes: **G12, P30, P40, P41, P42, P51, P60, R28, S06, U10, U41, U42, U45, U56, UC7.**
- **May 25, 2014:** Electronic submission required for all applications intended for due dates on or after May 25, 2014 submitted in response to FOAs with the following activity codes: **U54, UM1.**

As each activity code transitions, all applications submitted in response to Funding Opportunity Announcements for programs with that activity code **will require** electronic submission (including new, resubmission, renewal and revision applications).

Please see [page 6](#) of this Newsletter for information regarding available training on how to prepare, enter, and submit multi-project grant applications using the ASSIST system.

➤ **NIH to Require Use of Updated Electronic Application Forms for Due Dates on or after September 25, 2013**[NOT-OD-13-074](#)

NIH is transitioning to updated electronic application forms packages that will be identified with a **Competition ID of FORMS-C**. For due dates **on or after September 25, 2013**, all applicants will be required to use FORMS-C packages with the following exceptions:

- Individual Research Career Development Award Programs (Ks), Institutional Training and Career Development Programs (Ts and Ds) and Individual National Research Service Awards (Fs) applicants will be required to use FORMS-C packages for due dates **on or after January 25, 2014**.
- Small Business programs (SBIR/STTR) applicants will transition to FORMS-C packages **later in 2014**.

FORMS-C packages will be available in Coeus at the end of August. In addition, to review how the forms are changing, please visit: http://grants.nih.gov/grants/ElectronicReceipt/files/FORMS-C_Changes.pdf

NSF
UPDATE➤ **2013 Federal Continuing Appropriations Act Provisions Places Restrictions on the NSF Political Science Program**[NSF 13-101](#)

The [Consolidated and Further Continuing Appropriations Act of 2013](#) contains a provision that places restrictions on the types of research projects that can be funded through the **Political Science Program**. Specifically:

- a) None of the funds made available by this Act may be used to carry out the functions of the Political Science Program in the Division of Social and Economic Sciences of the Directorate for Social, Behavioral, and

Economic Sciences of the National Science Foundation, except for research projects that the Director of the National Science Foundation **certifies as promoting national security or the economic interests of the United States.**

- b) The Director of the National Science Foundation shall publish a statement of the reason for each certification made pursuant to subsection (a) on the public website of the National Science Foundation.
- c) Any unobligated balances for the Political Science Program described in subsection (a) may be provided for other scientific research and studies that do not duplicate those being funded by other Federal agencies.

Grant proposal review panels will be asked to provide input on whether proposals meet the additional required criteria of promoting national security or the economic interests of the United States. All PIs will receive the customary communications from NSF about funding decisions, however due to these provisions, funding decisions for Political Science proposals may be delayed.

Also, please keep in mind that these provisions apply **ONLY to the Political Science Program in SBE for Fiscal Year 2013**. NSF will post information about requirements for future fiscal years as it becomes available.

➤ **Dear Colleague Letter: Information to Principal Investigators Planning to Submit Proposals to the Sensors and Sensing Systems (SSS) Program – October 1, 2013**

[NSF 13-096](#)

The SSS program will be conducting a proposal review pilot test of a modified proposal review process utilizing proposals submitted to the SSS program for the **October 1, 2013 proposal submission deadline only. Submission of a proposal to this program for this deadline will imply your willingness to participate in the process.**

The pilot review process will consist of the following:

- Proposals will be subject to *ad hoc* review only. There will be no panel review of these proposals.
- All proposals submitted to the SSS program will be organized into groups consisting of approximately 25 to 40 proposals.
- **Each PI whose proposal is assigned to a group will be assigned to review and rank seven other proposals also in that group.** Review assignments will be made so as to avoid organizational or individual conflicts-of-interest.
- All PIs must complete their review and ranking of the seven assigned proposals within 30 days of the date of their assignment. **Failure to complete this review and ranking within the allotted time will result in the disqualification of the PI's own proposal.**
- A composite ranking of all proposals in each group will be determined, and each PI's proposal ranking will be adjusted based on a measure of the "quality" of the reviews provided by the PI. The adjustment is designed to provide an incentive to all PIs to do an honest and thorough job of reviewing the proposals to which they are assigned.
- Final aggregation of proposals across the groups and award/declination decision making will be done by the Program Director as currently done.

Please keep in mind that this approach applies only to the SSS program and only for proposals submitted to the October 1, 2013, deadline. If you do not wish to have your proposal reviewed by the approach described above, please do not submit a proposal to the SSS program for the October 1, 2013, deadline.

➤ **NSF Intends to Release a New Proposal & Award Policies & Procedures Guide (PAPPG) in October 2013 (with effective date of January 2014)**

The upcoming PAPPG release contains revisions across a broad range of topics, such as clarifications on proposal preparation and submission; information on environmental compliance; and updates on reporting requirements and financial payments.

NSF invites the research and education community to access and review a draft version of the PAPPG which can be accessed at: http://www.nsf.gov/bfa/dias/policy/papp/papp14_1/draftpappg_june2013.pdf. The proposed significant changes are highlighted in yellow throughout the document. A detailed summary of significant proposed revisions is available at the beginning of the draft document.

COEUS UPDATES & REMINDERS

COEUS 'DELETE PROPOSAL DEVELOPMENT' SCRIPT WILL RUN ON JULY 1, 2013!!!



*****This script will delete no longer needed "Rejected" or "Approval in Progress" Proposals if you follow the process outlined below*****

The Delete Development Proposal Script runs quarterly to remove proposals that cannot be deleted from the system manually.

(Proposals with the status of "Rejected" or "Approval in Progress")

Future Schedule:

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

- July 1, 2013
- October 1, 2013
- January 1, 2014
- April 1, 2014

Please follow the following process to delete proposals that you no longer need:

- 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".**
- In the Proposal Tab of the Proposal Record, select the **Proposal Type - [X – Delete from the System]** and save the record.

All proposals with the Proposal Type marked as [X – Delete from the System] will be deleted from the system when the script is run. Once deleted from the system, they will NOT be able to be recovered!

Coeus User Group Meeting

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](mailto:Katarzyna_Szulc@Brown.edu) (Katarzyna_Szulc@Brown.edu).

Next Meeting:

Wednesday – July 24, 2013

Robert Campus Center – Petteruti Lounge

10:00am – 11:30am

COEUS UPDATES & REMINDERS

Coeus was Successfully Upgraded to a New Version 4.5.1 P1

Upgrade notes that detail the various enhancements and changes in this release are located on the Coeus Webpage:

http://www.brown.edu/research/sites/brown.edu.research/files/uploads/Coeus_Upgrade_Notes_4.5.1_0.pdf

Updated Coeus Webpages

All Proposal Development documents have been consolidated on a new webpage. Documents in bold with an asterisk have been updated to include new information from the Coeus Upgrade 4.5.1 P1.

<http://www.brown.edu/research/proposals-awards-research-administration/coeus-access-support/coeus-proposal-development/coeus-propo>

Coeus Version 4.5.1 P2 Coming in August!

- Coeus version 4.5.1 P2 will be coming out in August and will include the new Grants.gov forms – **FORMS-C packages**.
- As stated previously, the new forms will be required for most proposal submissions **due on or after 09/25/2013**. (*Ks, Ts, Ds & Fs will require FORMS-C package for due dates on or after January 25, 2014*).
- We will go over the new Grants.gov Form changes in the July Newsletter and the July Coeus User Group.

Reminder of Fiscal Year Updates

With the new **2014** Fiscal Year (starting 07/01/2013) there are the following F&A and Benefit Rates changes:

FY 2013 Rates		FY 2014 Rates	
F&A	62.00%	F&A	62.50%
Fringe Benefits – Full Time	31.00%	Fringe Benefits – Full Time	30.50%

****Coeus stores these updated rates information, however it is important to make sure that your proposal is set up with the most current rates **especially when you copy an older proposal**.****

Updating the Rates:

- On copied proposals or proposals with date modifications – be sure to Sync the Proposal Rate on your proposal to ensure you are using the most current F&A and Fringe Benefit rates.

Institute	Fiscal Year	On/Off Campus	Activity Type	Start Date	Institute Rate	Applicable Rate
MTDC	2014	Off	Organized Research	01 Jul 2013	26.00	26.00
	2014	On	Organized Research	01 Jul 2013	62.50	62.50
	2015	Off	Organized Research	01 Jul 2014	26.00	26.00
	2015	On	Organized Research	01 Jul 2014	62.50	62.50
	2016	Off	Organized Research	01 Jul 2015	26.00	26.00
	2016	On	Organized Research	01 Jul 2015	62.50	62.50
	2017	Off	Organized Research	01 Jul 2016	26.00	26.00
TDC	2017	On	Organized Research	01 Jul 2016	62.50	62.50
	2014	Off	Organized Research	01 Jul 2013	26.00	26.00

Updating the Effective Date of Base Salary:

- Be sure to update your Budget Personnel on copied proposals to include their new FY14 salary and the effective date of the salary.

Name	Job Code	Appointment Type	Eff Date	Calc Base	Base_salary_p1
Szulec, Katarzyna	X	12M DURATION	2013-07-01	\$50,000.00	\$.



My IACUC Protocols in Coeus Coming Soon!



My IACUC Protocols Module in Coeus will allow faculty and staff to electronically prepare their protocols involving animals and route online for internal approvals to ensure compliance with federal, state, and local requirements.

TRAINING

OSP TRAINING SPOTLIGHT

ASSIST TRAINING



ASSIST is the Application Submission System & Interface for Submission Tracking. It is used to prepare and submit multi-project grant applications electronically to NIH and other Public Health Service Agencies.

The Office of Sponsored Projects is offering training on how to prepare, enter, and submit multi-project grant applications using the ASSIST system. More specifically, the training will cover the entire grant application process in Coeus and ASSIST and the following topics will be covered in detail:

- *Review of Test Multi-Project Funding Opportunity Announcement*
- *Login into ASSIST, accessing ASSIST User Guide & other training materials*
- *Detailed overview of the ASSIST System*
- *Budget preparation overview, requirements, and best practices in Coeus*
- *Hands-on Grant Application entry in ASSIST*
- *Completing required Application components in Coeus*

The ASSIST Training Session is scheduled for:

Friday – August 16, 2013
1:00 PM – 4:00 PM
CIT 269

Users can register for this session on [LearningPoint](#).

The training class can be found by clicking on the “Sponsored Research Related Training” from your homepage.

Note: If this time does not work for you, please contact [Kat Szulc](mailto:Katarzyna_Szulc@Brown.edu) (Katarzyna_Szulc@Brown.edu)

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 negotiation 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 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.

CONFERENCES & NCURA EDUCATIONAL PROGRAMS

2013 SRA International Annual Meeting

New Orleans, LA

October 26 - October 30

- The meeting will cover all forms of Research Administration, with more than 200 speakers, 135 sessions and 26 workshops addressing topics of interest to all attendees – including representatives from government, industry, academic and nonprofit institutions.
- For more information and registration, click [here](#).

NCURA Region 1 2013 – 2014 Mentor Program is Now Accepting Applications (Deadline: July 31, 2013)

Applications are available on the NCURA Region 1 website at: <http://www.ncuraregion1.org/>