



RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

JUNE
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

➤ **Biennial Inventory of Moveable Assets**

The next Biennial Inventory of moveable assets will begin in August. Brown University has over 7,500 moveable assets in its inventory with a value in excess of \$150 million. [A portion of these assets were purchased with federal dollars and therefore are subject to federal requiring a bi-annual inventory from the Office of Management and Budget (OMB)]. Additionally, the University needs to know the status, value, and location of these assets for institutional management and insurance purposes.

The Office of Sponsored Projects manages the bi-annual inventory process using a staggered deadline depending on the number of moveable assets in a department. If your department has:

Number of Moveable Assets	Completed Inventory Report Due Date
Less than 15	September 5, 2014
Between 15 to 20	October 10, 2014
Greater than 50	November 21, 2014

Please review your inventory report prior to the start of the bi-annual inventory in August. If you have received capitalizable moveable assets and not yet received a Brown University barcode sticker for it, or would like an updated inventory report of moveable assets, please contact [Mark Evans](#) in OSP at x3-3004.

➤ **Research Development & Grant Writing Newsletter**

The June issue is now available online. (Brown users must sign-in to access this subscription.) This newsletter offers strategies on how to compete successfully for research funding and highlights new funding opportunities.

June Issue

FY14 YEAR END CLOSE INFORMATION: SPONSORED AWARD TRANSACTIONS

<p>July 9th</p>	<p><u>Create Receipts for Goods and Services Received:</u></p> <ul style="list-style-type: none"> • If a good and service has been received by June 30th - you will have until July 9th for the expense to be reflected in FY14. • If an invoice has not been received, you must complete the Create Receipt business process on the purchase order for that invoice to be processed against FY14. <p><u>Salary Reallocations:</u></p> <ul style="list-style-type: none"> • Must be submitted and approved by OSP before July 9th at 4:00PM.
<p>July 15th</p>	<p><u>Supplier Invoices:</u></p> <ul style="list-style-type: none"> • Must be in WorkDay prior to 4:00pm on July 15th to be processed against FY14. <p><u>Expense Reports:</u></p> <ul style="list-style-type: none"> • Must be submitted and approved by OSP by 4:00pm. <p><u>Journal Integrations and Internal Service Entries:</u></p> <ul style="list-style-type: none"> • Must be processed by July 15th
<p>July 18th</p>	<p><u>Cost Transfers:</u></p> <ul style="list-style-type: none"> • FY14 journals must be submitted, approved by OSP and received by the Controller's Office before 4:00pm on July 18th.

***Given these deadlines, please make every effort to submit transactions that require OSP's approval as early as possible, in order that every item will be appropriately approved and processed by 4:00pm on the above referenced dates.**

➤ House Science Subcommittees Hold Hearing on Administrative Burden on Research

The Oversight and Research and Technology Subcommittees of the House Science, Space and Technology Committee held a joint hearing on reducing the administrative workload for federally sponsored research on June 12th. Individuals that testified at this hearing were: Dr. Arthur Bienenstock, Chair of the Task Force on Administrative Burden of the National Science Board; Dr. Susan Sedwick, Chair of the FDP; Dr. Gina Lee-Glauser, Vice-President for Research at Syracuse University; and Allison Lerner, Inspector General of the National Science Foundation.

The Association of American Universities summarized some key statements from the hearing:

- Oversight Subcommittee Chairman Paul Broun (R-GA) and Research and Technology Chairman Larry Bucshon (R-IN) both expressed support for efforts to eliminate red tape, and harmonize and streamline requirements, while still preserving research accountability.
- Rep. Dan Maffei (D-NY) noted that with an 80-percent rejection rate for federal research grants, scientists can spend significant time reapplying for grant funding.
- Rep. Daniel Lipinski (D-IL) said that both grant-writing and too-frequent progress reports delay progress in science. But he added that it was important to ensure that researchers are not wasting the public's money and are taking appropriate safeguards in their research, such as in protecting human subjects.
- Dr. Bienenstock said that a key recommendation of the National Science Board's [report](#) on reducing investigators' administrative workload, was to have research proposals focus only on the science, and delay submission of budgets and mentoring plans until the projects had been approved for funding. He said the federal government should establish a permanent, high-level, inter-sector, and inter-agency committee with the goal of reducing the regulatory burden on universities.

The link to view this recorded hearing : <http://www.ustream.tv/channel/hclive10>.

➤ Requesting a NIH eRA Commons ID at Brown

To obtain an eRA Commons ID, please complete the *NEW* eRA Commons User ID request form: <http://brown.edu/research/about-brown-research/policies/requesting-era-commons-user-id>

You will need to provide the following information:

- Name
- Have you ever had an eRA Commons account at any other institution? If so, what is your User ID?
- Department
- What role should you be assigned (i.e. ASST, Graduate Student, PI, Postdoc, Project Personnel, Trainee, Undergraduate)?

For more on eRA Commons roles, please see - http://era.nih.gov/files/eRA_Commons_Roles.pdf

After you complete the form, OSP will create an account for you and you will receive an "Account Created" notification email from Commons containing the username and a temporary password. You will be required to change your password the first time you log into the system. See the [eRA Password Policy](#) for more password related information.

AGENCY UPDATES

NIH UPDATES

➤ NIH eRA Commons User IDs to be Mandatory for Graduate and Undergraduate Students

[NOT-OD-13-097](#)

Beginning **October 2014**, all individuals in graduate and undergraduate student roles who participate in NIH-funded projects for at least one person month will be required to have an eRA Commons ID. This information will appear on NIH progress reports, including those submitted by paper using the DHHS Public Health Service Grant Continuation Progress (PHS2590) and those submitted electronically using the Research Performance Progress Report (RPPR).

Starting this October, RPPRs lacking the eRA Commons ID for graduate and undergraduate students will receive an error message and the RPPR will not be accepted by the NIH without this information.

To obtain an eRA Commons ID, please complete the *NEW* eRA Commons User ID request form:
<http://brown.edu/research/about-brown-research/policies/requesting-era-commons-user-id>

NSF UPDATES

➤ National Science Foundation (NSF) Clarifies Policy on Award Abstracts and Titles

[Notice No. 136](#)

In this notice, the National Science Foundation (NSF) elaborates on [Notice No. 135](#) which discussed the transparency and accountability goals of NSF. They focus on their initiative to ensure that all NSF award abstracts and titles clearly justify to the public the expenditure of federal funds.

The notice describes two major components of the NSF Abstract:

- A nontechnical description of the project that states the problem to be studied, and explains the project's broader significance and importance, which serves as a public justification for NSF funding. This component should be understandable to an educated lay reader. It may include such information as the theoretical or analytical foundation of the proposed research, the fundamental issues that may be resolved by the research, the project's relation to NSF's mission, the project's place in the context of ongoing research in the field, the project's potential impact on other fields, and the prospect that it will lead to significant advances or the integration of related lines of inquiry.
- A technical description of the project that states the goals and scope of the research, and the methods and approaches to be used. In many cases, the technical description may be a modified version of the project summary submitted with the proposal.

Thus, an NSF award abstract which is intended for a broad audience may differ from the Project Summary that is submitted as part of a technically reviewed proposal.

Furthermore, the title of an NSF supported project must describe the **purpose of the research** in nontechnical terms to the fullest possible extent.

The role of the NSF abstract and title is essential to NSF's continuing effort to build and sustain trust for its mission through transparency and accountability.

➤ International Collaboration Opportunities related to the NSF Investments in Understanding the Brain

[NSF 14-082](#)

NSF has recently established a Foundation-wide effort to **enable scientific understanding of the full complexity of the brain through targeted, cross-disciplinary investments in research, technology, and workforce development**. This broad multi-year effort includes NSF's participation in the multi-agency Brain Research through Advancing Innovative Neurotechnologies (BRAIN) Initiative (see thematic areas at <http://nsf.gov/understandingthebrain>).

NSF is interested in promoting global scientific cooperation that links scientists and engineers from a range of disciplines and organizations across international borders. The purpose of this Dear Colleague Letter is to identify existing NSF funding opportunities that are available for U.S. researchers, working in cognitive science, neuroscience, and other related areas of brain research and technology development, to enhance their research through international collaboration.

➤ NSF Releases New Toolkit to Highlight Impact of NSF Investments

[NSF 14-079](#)

On June 20, 2014, NSF released a robust toolkit that includes new videos, infographics, fact sheets and brochures that describe NSF investments in fundamental research and how they contribute to the nation's science and engineering enterprise. NSF is encouraging the NSF community and the general public to explore the materials to "learn more about how the agency helps our nation remain at the competitive forefront of discovery and innovation."

Some key items in the toolkit are:

- An animated video, produced by NSF that describes the agency's rigorous merit review process.
- Colorful Charts and infographics that snapshot NSF's programs, processes, funding and impact.
- Brochures that highlight each directorate's contributions to pushing the frontiers of science, engineering and education.

Grants.gov Update: Enhancements to Grants.gov R&R Budget and Senior Key Persons PDF forms:

Usability enhancements have been made to the R&R Budget forms and the Senior Key Person forms based on feedback from applicants and agencies. These enhancements only impact the Adobe PDF forms; no impact on system-to-system proposal submissions via Coeus.

The updated forms are effective July 10, 2014.

The main enhancements are as follows:

- Ability to copy Period 1 budget details to the next period
- Improved Navigation
- Ability to add additional budget items without completing all the fields

For a detailed document on the enhancements – see

<http://www.brown.edu/research/sites/brown.edu.research/files/uploads/Grants.gov%20Adobe%20Package%20Forms%20Update%20June%202014.pdf>

COEUS UPDATES & REMINDERS

SPECIAL CHARACTERS - GRANTS.GOV AND COEUS

- Special characters are characters that are not a number or letter; i.e (accent marks, commas, @, #, %, ^, &, *, etc.)
- A Space before or after text in a field can be considered a special character.
- Sometimes Special Characters are hidden.
- **Grants.gov does not permit to be entered within any of the application form fields.**
- Since we use Coeus for the majority of our applications being routed via Grants.gov, the restriction on special characters applies to the information entered in Coeus.
- **Coeus CANNOT validate Rolodex entries for special characters. Departments must be diligent about not adding special characters to Rolodex entries.**

Do not copy and paste data into any fields in Coeus, this can result in “hidden” special characters.

Example:

The 'accent' mark on top of the letter 'e' will cause the application to be rejected by Grants.gov

PROFILE - Senior/Key Person

Prefix	* Last Name	Suffix
	Pettre	
Position/T		
Organization Name: Université Rennes 2 - ENS CACHAN	Division: COEUS Training	
* Street1: Laboratoire M2S	Street2: ave Rober Schuman	
* City: Bruz	County:	

So, even though you are able to pre-view the Grants.gov form in Coeus with the 'accent' mark, it does not mean that it is error free. Grants.gov will reject the application once it is submitted - that is why it is essential to review the Grants.gov forms!!!

TIP: COMPLETING ROLODEX ENTRIES FOR NON-BROWN PEOPLE

- When adding Non-Brown people to Proposals and Protocols, make sure you enter **COMPLETE** Rolodex entries.
 - Complete Rolodex entries consist of the following required fields:

○ FIRST AND LAST NAME	○ POSTAL CODE
○ ORGANIZATION	○ COUNTRY
○ ADDRESS LINE 1	○ PHONE NUMBER
○ CITY	○ EMAIL ADDRESS
○ STATE	

***Do not copy and paste required information listed above. This can result in “hidden” special characters resulting in a rejected application from Grants.gov.**

TRAINING

OSP TRAINING SPOTLIGHT

SPONSORED PROJECTS TRAININGS WILL TRAVEL THIS SUMMER



While Sponsored Projects Trainings are not scheduled during the summer, we do offer to “travel” to departments to conduct trainings upon request.

If you would like to schedule one of the training sessions below for your department, please contact resadmin@brown.edu or call OSP at 863-2777.

Sponsored Projects Trainings

Coeus: Advanced Budgeting
Coeus: Premium Budgeting Basics
Coeus: Premium Proposal Creation and Finalization
Coeus: Proposal Hierarchy
Coeus: Viewing Proposal and Award Information
Coeus: Lite Proposal Development – New Users
Coeus: How does Coeus populate your Grants.gov forms?
Coeus/Pre Award: NIH ASSIST Training
Post Award: Allocation of Costs
Post Award: Direct Charging Administrative Costs
Post Award: Effort Reporting
Post Award: Financial Closeout of Sponsored Projects
Post Award: Supporting Documentation and Justification
Post Award: Traveling on Sponsored Funds
Post Award: Xtrain
Post Award: Commitments
Post Award: Cost Transfers
Pre Award: Cost Sharing on Sponsored Projects
Pre Award: Introduction to Grant Budgets
Pre Award: NIH Assorted Training – Ruth L. Kirschstein NRSA Individual Fellowships
Pre Award: Reading the Funding Opportunity Announcement (FOA)
Pre Award: Research Equipment & Property Management
Pre Award: Subcontracts Demystified

To view descriptions of the classes, please navigate to the [Brown Learning Point](#) page. The training classes can be found by clicking on the “Sponsored Research Related Trainings” from your homepage.

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 range 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 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.

NCURA EDUCATIONAL PROGRAMS

[NCURA 56th Annual Meeting](#)

August 10-13, 2014

Washington, DC.

The annual meeting of the membership is held in August each year in Washington, DC. Over 2,000 members attend. The conference begins with a full day of workshops and senior level seminars which are a supplemental training program open to all registrants of the annual meeting. This in-depth, targeted training and professional development includes offerings for those new to the profession as well as to senior level members.

[Registration Details](#)