

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

➤ **OSP Review of the Budget Portions of a Proposal**

Each proposal is reviewed for compliance with University policies and practices, adherence to sponsor guidelines, and potential regulatory requirements. The **budget review process** includes verification that costs are realistically estimated and follow University and sponsor policies. More specifically the review process includes ensuring that:

- costs are allowable, allocable, reasonable and consistent;
- all costs (personnel, supplies, travel, etc.) are budgeted correctly;
- correct project period is utilized;
- all sponsor budgetary restrictions (cost limits, exclusions, F&A limitations, etc.) are followed;
- applicable Graduate Student fees and tuition are included;
- if cost-sharing is included, it is allowed by the sponsor and appropriate institutional/departmental approvals are in place;
- appropriate cost inflation is applied;
- the appropriate F&A rates have been utilized;
- subcontract budgets are complete and accurate;
- Brown F&A is only charged on the first \$25,000 of each subcontract;
- Budget Justification matches costs that appear in the budget and all costs are adequately justified;
- appropriate budget supporting documentation (e.g. F&A agreements, vendor quotes, etc.) is included

Budgeting Tips:

- Budgets are the second most scrutinized portion of the proposal
- A good budget can increase chances for funding by:
 - Adding credibility
 - Outlining/clarifying the text
- Budget numbers should be based on:
 - Actual sources (e.g. level of actual pay)
 - Pay scales for undetermined hires (TBAs, TBDs)
 - Historical experience for categorical costs (e.g. supplies)
 - Quotes from vendors or catalogue
 - Per diem rates from <http://www.gsa.gov> for travel costs estimates
- Always retain documentation at the department as to how the costs were derived (even if the sponsor does not require a detailed budget or budget justification)

AGENCY UPDATES

NIH
UPDATES

- **NIH Web-based Tutorial and Frequently Asked Questions (FAQs) applicable to the 2011 Revised Regulation on Promoting Objectivity in Research (*also known as: Financial Conflict of Interest [FCOI] regulation*) for ALL NIH-Supported Institutions**

[NOT-OD-12-080](#); [NOT-OD-12-079](#)

The NIH has announced the availability of a **web-based tutorial** which addresses the main requirements of the 2011 revised regulation, *Responsibility of Applicants for Promoting Objectivity in Research for which PHS Funding is Sought* at [Title 42, Code of Federal Regulations, Part 50, Subpart F](#) for grants, cooperative agreements and contracts (commonly known as the Financial Conflict of Interest [FCOI] regulations). The tutorial highlights the key Federal requirements for which the Investigator (through the Institution's implementation of the regulation), the Institution, and the NIH, are accountable under the FCOI regulation; however, it is not intended in any way to substitute for the comprehensive review and implementation of all regulatory requirements.

In a separate notice, NIH announced the availability of new and updated **Frequently Asked Questions (FAQs)** that cover a variety of topics related to the revised regulation.

The [tutorial](#) and the [FAQs](#) may be accessed on the Office of Extramural Research, Financial Conflict of Interest Web Page at: <http://grants.nih.gov/grants/policy/coi/index.htm>.

- **NINDS Policy for Submission of Applications Containing Clinical Trials**

[NOT-NS-12-007](#)

Effective with the **June 5, 2012 submission date**, National Institute of Neurological Disorders and Stroke (NINDS) will **not accept** unsolicited R01 applications which include **clinical trials** of potential therapies under the NIH Parent R01 Funding Opportunity Announcement (FOA) [PA-11-260](#).

Applicants wishing to submit **unsolicited** applications to NINDS which contain a **clinical trial** must submit to one of the following NINDS FOAs specifically designed for clinical trials:

- ◆ NINDS Exploratory Clinical Trials (R01) [PAR-10-199](#)
- ◆ NINDS PHASE III Investigator-Initiated Multi-Site Clinical Trials (U01) [PAR-11-173](#)
- ◆ Other NINDS-specific announcements that specifically solicit clinical trials

This policy applies only to the NIH Parent FOA [PA-11-260](#) for unsolicited R01 applications and subsequent revisions. Applications submitted in response to the NIH Parent R01 that include a clinical trial **will not be accepted** by NINDS.

- **PHS Implementation of the Research Performance Progress Report (RPPR)**

[NOT-OD-12-083](#)

The Office of Management and Budget and Office of Science and Technology Policy issued a [policy memorandum](#) to the heads of executive departments and agencies on April 21, 2010, establishing the uniform Research Performance Progress Report (RPPR) for use by agencies supporting research and research-related activities. The uniform RPPR will replace other interim performance reporting formats used by agencies. **The National Institutes of Health will implement the OMB RPPR through a new eRA Commons module in the fall of 2012.** Additional information about this process, the RPPR Final Format and other agencies' implementation plans are available on [RPPR website](#) hosted by the National Science Foundation.

Implementation of the RPPR will replace the:

- ◆ PHS Non-Competing Continuation Progress Report (PHS 2590)
- ◆ eSNAP Module in the eRA Commons
- ◆ NIH and AHRQ Ruth L. Kirschstein National Research Service Award Individual Fellowship Progress

Report for Continuation Support (PJS 416-9)

NIH implementation will also include the following PHS agencies:

- ◆ Food and Drug Administration (FDA)
- ◆ Agency for Healthcare Research and Quality (AHRQ)
- ◆ Centers for Disease Control and Prevention (CDC)

Timeframe:

April 2012	Pilot testing with a limited number of institutions
Summer 2012	Pilot expanded to all Federal Demonstration Partnership institutions
Calendar Year 2013	Full implementation for fellowships and all awards issued under the Streamlined Non-competing Award Process (SNAP)

As the pilot progresses, NIH will update the grantee community of the RPPR rollout plans. Information and training materials will be available on the [NIH RPPR website](#). We will keep you informed as more information becomes available.



Agency Tip *NSF Letters of Collaboration/Commitment*

Letters of collaboration/commitment should only express acknowledgements/confirmations from collaborators that they are named in the proposal and are willing to perform their roles in the project as described. The letters may **not** be used to **endorse or recommend** a proposal, or to **add information** that should have been part of the 15-page project description.

NSF has recently required investigators to revise letters included in a proposal to remove language of "endorsement" and all "extra information" provided in the letters.

NSF requires compliance with all grant proposal guidelines in order to provide reviewers with the same essential information for all proposals, and to ensure fairness in the competitive merit review process. Proposals that do not comply with the requirements in the Grant Proposal Guide in effect at the time of submission may be subject to **return without review**.

POST-AWARD UPDATES

AWARD MANAGEMENT

MONITORING GRANT EXPENDITURES

One of the elements of good grant management includes the monitoring of expenditures on a regular basis. Reviewing charges on sponsored accounts more frequently during the life of an award helps identify and correct errors as quickly as possible and reduces cost transfer requests. Below are three tools that can help you monitor personnel related expenditures (personnel related expenditures make up 70%-80% of direct charges to sponsored projects):

- a. Labor Distribution report – organized alphabetically by employee name
- b. Project Salary Report – organized by account number
- c. Audit List – organized by account number

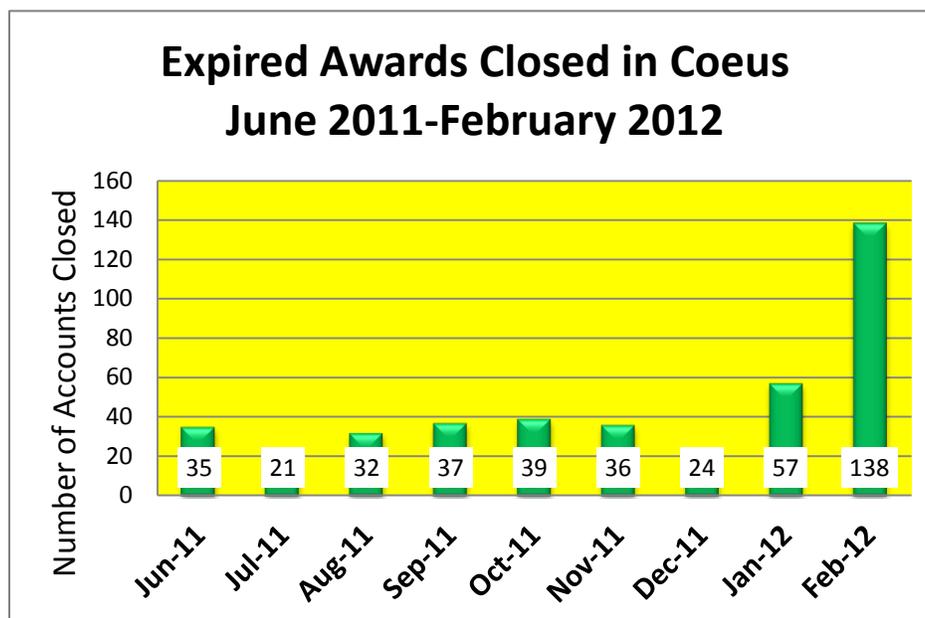
These reports can be accessed via Cognos. If you need help accessing any of these reports kindly contact OSP.Reporting@Brown.edu.

Useful Tip

Monthly expenditure review helps identify errors early and reduces cost transfer requests.

STATUS OF EXPIRED AWARDS REPORT

This report has been a useful management tool to both departments and the Office of Sponsored Projects (OSP) since it was incorporated into OSP's business processes in 2011. The report helps administrators understand and resolve outstanding issues on awards in 'closeout' status in order for the awards to be closed in Coeus and the accounts deleted in FRS. With immense help from PIs and department administrators, we were able to close 419 awards in Coeus from June 2011 through February 2012 (see graph below):



We would like to extend our thanks to all who have partnered with us in this process and we look forward to further reductions in the number of awards reflected on the Status of Expired Awards Report during the months ahead.

COEUS UPDATES

COEUS NEWS

****NEW REPORT TO BE DISTRIBUTED****
**QUARTERLY INVESTIGATOR
 INFORMATION REPORT**

The report:

- ◆ Is a listing of Investigators and how they are setup in Coeus.
- ◆ Will be distributed in Excel format to Departments in April for review and revisions.
- ◆ The report should be used to verify the Investigator's:
 - Email
 - Access to Coeus
 - eRA Commons User Name
 - Degree Information
- ◆ If corrections or additions are needed, add the revisions to the spreadsheet and email it to Coeus_Help@brown.edu.
- ◆ OSP will update your revisions in the Coeus Degree Table.

**UPDATES TO THE COEUS USER GUIDE
 WEB PAGE**

The Proposal Development Coeus User Guide Web Page (<http://www.brown.edu/research/proposals-awards/coeus-access-support/modules/developing-coeus-proposal/developing-coeus-proposal>) has been updated. The following guides have been revised/added:

- ◆  **[NIH Modular Budget in Coeus](#)** – Detailed instructions on how to create a Modular Budget in Coeus Premium.
- ◆ **[NIH NRSA Fellowships Guide](#)** – Detailed instructions on how to complete F Series proposal submissions for the Ruth Kirschstein National Research Service Awards (NRSA).

*****REMINDER*****

**COEUS HELP EMAIL SHOULD BE USED
 FOR ALL COEUS SYSTEM INQUIRIES**

Please contact Coeus_Help@brown.edu for all Coeus System inquiries, including requests to add sponsors, organizations, and update rolodex entries.

This will ensure that your inquiry is routed to the appropriate person and answered in a timely manner.

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:Kat.Szulc).

Next Meeting:
May 16th, 2012 –Location TBD
10:00am – 11:30am

COEUS TIP OF THE MONTH

**ORGANIZATIONS, SPONSORS AND
 ROLODEX ENTRIES IN COEUS**

At times, there is confusion when requesting a new “Sponsor,” “Organization,” and/or Rolodex Entry to be added to Coeus database. To clarify, below are some definitions and procedures applicable to each request:

SPONSOR REQUESTS

“**Sponsor**” is a Funding Agency. The **Sponsor field** is located in the Proposal Tab in Coeus Premium and the **General Info Section** in CoeusLite.

To request to add a new Sponsor, please e-mail Coeus_Help@Brown.edu with the following information:

- ◆ Name of the sponsor
- ◆ Sponsor Type (Federal, Corporation, etc.)
- ◆ Address information
 - Street Address, City, State, Zip Code (9-digits)
 - Phone number

ORGANIZATION REQUESTS

“**Organization**” is an entity to which a subcontract will be issued and/or where part of the work will be performed. The **Organization field** is located on the Organization Tab in Coeus Premium and in the **Organization Section** in CoeusLite.

To request to add a new Organization, please e-mail Coeus_Help@Brown.edu with the following information:

- ◆ Organization name
 - DUNS number (if known)
- ◆ Name of main contact
- ◆ Address information
 - Street Address, City, State, Zip Code (9-digits)
 - Phone number
 - E-mail address
 - Congressional District

ROLODEX ENTRIES

The “**Rolodex**” maintains contact information for Brown’s external contacts that may be affiliated with Proposals, Awards and Subawards.

Individuals who have the following roles within their Department have access to **add NEW** Rolodex Entries and **modify** Rolodex Entries that they have created:

- ◆ Aggregator
- ◆ Proposal Creator
- ◆ Proposal Assistant

For instructions on how to add or modify Rolodex Entries please visit:

http://brown.edu/research/sites/brown.edu.research/files/uploads/Rolodex_Guide_2010.pdf

TRAINING

OSP TRAINING SPOTLIGHT

ABOUT OSP TRAINING

Introducing LearningPoint

LearningPoint is a software application for the administration, documentation, tracking, and reporting of training including classroom, online and other types of learning objects or forms of training.

Effective **April 1, 2012**, all of the Office of Sponsored Projects trainings will be posted on LearningPoint (instead of training.brown.edu).

To access the training materials and 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.

Also, all training materials can be found on the site either as PreWork assigned to a class you are registered for or by searching the Connect tool. Instructions on searching for materials in LearningPoint will be available on OSP's website.

*****NEW Pre-Award Training*****

Budgeting Basics

This workshop will define fundamental principles for preparing the budget components of a grant proposal. The class will cover budgeting basics for those less familiar with costing a sponsored activity. Attendees will learn the purpose of a budget, the relevant University and sponsor regulations, categories of major sponsored projects costs and key questions to ask when building a budget. This workshop is appropriate for budget novices, a familiarity with excel is expected. Please bring a calculator.

Available sessions:

Thursday, April 19th 10:30 am – 12:30 pm

Thursday, May 3rd 9:30 am – 11:30 am

To register for Budgeting Basics, please visit www.brown.edu/learningpoint and log in using your Brown User Name and Password.

The Office of Sponsored Projects is pleased to offer numerous training opportunities for faculty and staff that range from how to use Coeus to guidelines on pre or post award management:

ALL SPONSORED PROJECTS TRAINING SESSIONS:

Coeus Training

Learn how to use the University's sponsored projects management system, Coeus. Classes include creating proposals, budgets, submitting Grants.gov proposals, and viewing proposal and award records.

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.

Pre-Award Training

Learn best practices in Pre Award management. Sessions covering preparation of proposals, budgets, negotiation of terms and conditions of awards, issuance of subcontracts and other areas of pre-award administration are offered or planned for this year.

GRANT CONFERENCES/NCURA EDUCATIONAL PROGRAMS

- **Fundamentals Workshop and Financial Research Administration Workshop**
April 30 – May 2, 2012
Charleston, South Carolina
For more information and to register please visit:
<http://www.ncura.edu/content/>
- **NCURA - Region 1 Spring Meeting**
May 6 – 9, 2012
Newport, Rhode Island
For more information and to register please visit:
<http://www.ncuraregion1.org/>
- **NCURA - Departmental Research Administration Workshop**
May 14–16, 2012
Irvine, California
Registration opens April 13, 2012
<http://www.ncura.edu/content/>
- **NCURA - Pre-Award Administration Conference**
July 18 – 20, 2012
Vancouver, Canada
For more information and to register please visit:
http://www.ncura.edu/content/educational_progra

SPONSORED PROJECTS REPORTING

Reporting Update

➤ **Two New Reports Available – The Summary Report of Proposals by Department and the Summary Report of Awards by Department**

Summary Report of Proposals by Department

The report:

- ◆ Returns total proposed dollars (Initial Period) and number of proposals by division, discipline & department.
- ◆ Displays several time periods including selected month, 2 latest Fiscal Year to Dates and the last 4 full fiscal years.
- ◆ Includes drill-thru capabilities to proposal detail.
- ◆ Can be refined via prompts on Time Period, Discipline and Department.
- ◆ Useful for defining the total proposed dollars (Initial Period) and number of proposals submitted for a division, discipline and/or department.
- ◆ Is available for scheduling.

Summary Report of Awards by Department

The report:

- ◆ Returns total award dollars (obligated to date) and number of awards by division, discipline & department.
- ◆ Displays several time periods including selected month, 2 latest Fiscal Year to Dates and the last 4 full fiscal years.
- ◆ Includes drill-thru capabilities to award detail.
- ◆ Can be refined via prompts on Time Period, Discipline and Department.
- ◆ Useful for defining the total award dollars (obligated to date) and number of awards submitted for a division, discipline and/or department.
- ◆ Is available for scheduling.

Reporting User Group

Reporting User Group Meeting

Next Meeting:

To Be Determined

BOB - 2nd Floor Conference Room

Requesting an Ad Hoc Sponsored Projects Report

The OSP Report Request Form on the OSP Website now has the capability to be filled in on-line!

All Sponsored Projects report requests should be sent to:

OSP_Reporting@brown.edu

Please use the "OSP Report Request Form", located at the below link, for all ad hoc report requests:

http://www.brown.edu/research/sites/brown.edu.research/files/Report%20Request%20Form_0.pdf

Questions or comments about the Newsletter should be directed to the editors:
Katarzyna Szulc, Senior Contract & eRA Administrator (katarzyna_szulc@brown.edu) or
Jeremy Cox, Grant/Contract Accountant & eRA Administrator (Jeremy_Cox@brown.edu)