



RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST


MAY
2015

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, 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. To subscribe, Faculty/Investigators can go to <https://listserv.brown.edu/archives/cqi-bin/wa?SUBED1=OSPNEWSLETTER&A=1>

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OVPR / OSP UPDATES

➤ **OSP Outreach Survey**

OSP is preparing to develop an outreach plan for fiscal year 2016 and are seeking feedback from the University community on ways to improve OSP's services and to better meet the needs of faculty and department administrators.

We would greatly appreciate your time in completing the survey below. The Office of Sponsored Projects strives to provide the best service possible, and your input will help us meet this important goal.

- [Department Administrative Staff Survey](#)
- [Faculty Survey](#)

➤ **Access to Legacy Purchase Orders and Open Commitments**

The Financial Record System (FRS) will no longer be available as of June 1, 2015 to accommodate decommissioning of the mainframe computer. While the FRS application will be shut down, legacy purchasing data will be available as follows:

- Purchase orders and open commitments – The Office of Sponsored Projects (OSP), BioMed Research Administration (BMRA), and Accounts Payable can query the data on your behalf.
 - If you need data related to sponsored awards contact Mary West, Comfort Brownell, Karen Quinn or Craig Grein.

➤ IACUC MOU / IIA Protocol Process Update

The IACUC protocol submission procedure has been revised in order to accommodate protocols for which a **Memorandum of Understanding (MOU)** or an **Inter-Institutional Agreement (IIA)** is in place.

- **MOU** – Memorandum of Understanding is an agreement with an established organization. Brown currently has MOU agreements with Lifespan Hospitals and the Providence VA Medical Center. For protocols where the IACUC research is being performed at Lifespan or the Providence VA Medical Center and Brown University is engaged in the protocol work via Brown Investigator collaboration or funding, Brown will accept the IACUC approval at these organizations under a MOU.
- **IIA** – Inter-institutional Assurance is an agreement where a PHS (OLAW) assured institution will perform the work that is funded at another organization. In most cases, the Brown PI will collaborate and perform the work at another organization. In these instances, Brown will accept the IACUC approval at that organization under an IIA.

While MOU/IIA protocols do not require Brown's IACUC committee review, the protocol needs to be tracked in Coeus and administratively reviewed by the Research Protections Office. A new guide has been created that walks through the procedure for creating and submitting a MOU/IIA protocol in Coeus.

[Coeus MOU / IIA Submission Guide](#)

➤ OSP will Host NCURA Webcast on Uniform Guidance

OSP will host the upcoming NCURA Webcast – ***Uniform Guidance – The Challenges of Implementation.***

The Webcast is panel discussion that will “look at the astonishing work universities have undertaken to meet the requirements of the UG. We will also look forward to the major issues that are still under discussion.” It will cover “such topics as subrecipient monitoring, the disclosure statement, procurement, the Utility Cost Adjustment, Research Terms and Conditions and many more.”

Date: June 17, 2015
 Time: 1:00 – 3:30 pm
 Location: Smith-Buonnano Room 201

Moderator:

Kim Moreland, Associate Vice Chancellor for Research and Sponsored Programs, University of Wisconsin - Madison

Panel:

Michelle Christy, Director, Office of Sponsored Programs, Massachusetts Institute of Technology

Mark Davis, Vice President for Higher Education, Attain

Cindy Hope, Assistant Vice President for Research, The University of Alabama

David Kennedy, Director of Costing Policies and Studies, Council on Governmental Relations

Jim Luther, Associate Vice President, Research Costing Compliance, Duke University

FEDERAL UPDATES

Upcoming Proposal Submission Deadlines

Below are upcoming due dates for the most commonly used activity codes for **NIH, AHRQ, & NSF Submissions**. Please continue to refer to the funding opportunity announcement (FOA) for due date information.

***All Proposals are due to OSP / BMRA at the close of the business day unless a time is indicated below.**

NIH

Click [here](#) to view the listing of all the upcoming due dates for NIH.

Activity Code	Program Description	Sponsor Due Date		OSP/BMRA Due Date	
		New Application	Resubmission, Renewal, Revision Application	New Application	Resubmission, Renewal, Revision Application
R01	Research Grants (R01)	06/05/2015	07/05/2015	05/28/2015	06/29/2015 9am
K Series	Research Career Development	06/12/2015	07/12/2015	06/04/2015	07/06/2015 9am
R03, R21, R33, R21/33, R34, R36	Other Research Grants	06/16/2015	07/16/2015	06/08/2015	07/08/2015
F Series Fellowships	Individual National Research Service Awards	08/08/2015		08/03/2015 9am	

AHRQ

Click [here](#) to view the listing of all the upcoming due dates for AHRQ.

Grant Mechanism	Type of Application	Sponsor Due Date		OSP/BMRA Due Date	
		New Application	Resubmission, Renewal, Revision Application	New Application	Resubmission, Renewal, Revision Application
R01	Large Research Projects	06/05/2015	07/05/2015	05/28/2015	06/29/2015 9am
R03	Small Research Projects	06/16/2015	07/16/2015	06/08/2015	07/08/2015
K01	Mentored Research Scientist Development Awards	06/12/2015	07/12/2015	06/04/2015	07/06/2015 9am
K02 & K08	Research Career Awards	06/12/2015	07/12/2015	06/04/2015	07/06/2015 9am
F31	Predocctoral Individual NRSA Awards	08/08/2015		08/03/2015 9am	
F32	Postdoctoral Individual NRSA Awards	08/08/2015		08/03/2015 9am	

NSF

Click [here](#) to view the listing of all the upcoming Due Dates for NSF.

Program Guidelines	Program Title	Sponsor Due Date	OSP/BMRA Due Date
15-562	Big Data Regional Innovation Hubs (BD Hubs)	06/24/2015	06/16/2015
14-520	Software Infrastructure for Sustained Innovation –SSE & SSI	06/26/2015	06/18/2015
14-564	Collections in Support of Biological Research (CSBR)	07/13/2015	06/06/2015 9am
15-564	GeoPRISMS Program	07/15/2015	06/07/2015
15-555	Faculty Early Career Development Program (CAREER)	07/21/2015	07/13/2015
		07/22/2015	07/14/2015
		07/23/2015	07/15/2015
15-503	Long Term Research in Environmental Biology (LTREB)	08/03/2015	07/27/2015 9am
13-600	Division of Integrative Organismal Systems	08/07/2015	07/30/2015
12-567	Advances in Biological Informatics (ABI)	08/11/2015	08/03/2015
13-566	Partnerships in Astronomy & Astrophysics Research and Education (PAARE)	08/21/2015	08/13/2015
13-542	Research Experiences for Undergraduates (REU)	08/26/2015	08/18/2015

SPONSOR / AGENCY UPDATES

NIH UPDATE

➤ Learn How to Use the NIH Inclusion Management System

The NIH is mandated by law to ensure the inclusion of women and minority groups in clinical research. In October 2014, the NIH transitioned inclusion data monitoring from the Populating Tracking system to the Inclusion Management System (IMS) and updated the reporting format for reporting enrollment by sex/gender, race, and ethnicity. The IMS enables grantees to report and update their data on inclusion of women and minorities and for grantor agency staff to monitor and manage the inclusion data. Several tools have been developed to streamline the transition to the new IMS system.

Tools and Resources:

1. [Overview of the Inclusion Management System \(IMS\)](#)
2. User Guide: [Instructions for Accessing the Inclusion Management System via Commons Status](#)
3. Tutorial video for Principal Investigator (PIs): [IMS for Principal Investigators](#)
4. [IMS Online Help](#)

NSF UPDATE

➤ NSF Requests Comments on the Proposal and Award Policies and Procedures Guide (PAPPG)

NSF is revising the PAPPG guide to implement NSF's new Public Access Policy among other policy-related changes. In accordance with federal law, they are providing an opportunity for public comments which will be accepted until close of business on July 20, 2015.

To facilitate review, revised text has been highlighted in yellow throughout the draft document to identify significant changes. A brief comment explanation of the change is also provided.

The draft NSF PAPPG is now available for your review at:

http://www.nsf.gov/bfa/dias/policy/papp/pappg16_1/fedreg/draftpappg_may2016.pdf

The full Federal Register Notice can be found at:

<http://www.gpo.gov/fdsys/pkg/FR-2015-05-19/pdf/2015-12086.pdf>

Any Questions can be directed to the DIAS/ NSF Policy Office at policy@nsf.gov.

<p>DOD UPDATE</p>	<p>➤ Spend Rate Monitoring by Department of Defense Agencies</p> <p>Department of Defense agencies are closely monitoring spend rates on their grants due to increasing financial pressure and shifting priorities. Grants with low spend rates may indicate that the funding is unnecessary and misdirected. Thus, unemployed dollars are at risk of being reallocated to different projects, as they may be perceived as unneeded and available.</p> <p>Brown University must now submit payment summaries along with their payment requests in the Army Payweb system. The Army Research Office utilizes these metrics to better examine grantees' spending throughout the award life cycle.</p> <p>In addition, at the May 2015 Federal Demonstration Partnership Meeting, the Air Force Research Laboratory (AFRL) announced that spend rate, determines the obligation rate, which determines AFRL funding levels.</p> <p>It has also been noted that no cost extensions (NCEs) at the end of a grant are a major cause of low disbursement rates. In this fiscally strapped environment, NCEs may lead to budget reductions. If NCEs are warranted, they must be identified immediately and requested before the final option is awarded.</p> <p>As a result of this data analysis, it's important that direct charges to the grant are quickly captured and invoiced. Please ensure the grant's expenditures are processed in a timely manner. Delay in disbursements could jeopardize funding; even funding that has already been awarded as well the issuance of new awards.</p>
<p>NASA UPDATE</p>	<p>➤ ROSES 2015 Clarifications, Corrections, and Amendments to Solicitation</p> <p>On May 12, 2015 NASA issued a list of changes to the Research Opportunities in Space and Earth Science (ROSES 2015) solicitation.</p> <p>Changes include:</p> <ul style="list-style-type: none"> • Award dollar values are no longer required as part of the Current and Pending Support section. • The location of the Summary Table of Work Effort has moved from the Budget section to its own section. The table is now placed as part 5 of the proposal right above the Current and Pending Support. <i>For system-to-system proposals (Grants.gov proposals) the Summary Table of Work Effort should be included at the very front of the PI's Current and Pending Support attachment.</i> • Added flexibility to the order of components located in the Scientific/Technical section of the proposal. Authors should present the components of the Scientific/Technical section of the proposal in whatever order allows them to unfold their arguments most effectively. This is the only section where flexibility in the order is allowed. <p>Full list of changes and corrections can be found at: http://science.nasa.gov/researchers/sara/grant-solicitations/roses-2015/2015/5/12/changes-roses-15-summary-solicitation/.</p> <p>The solicitation can be found here.</p>

eRA Tip of the Month

9 Quick Tutorial Videos on Features and Functions of eRA Commons

1. [How Not to Miss Important Information About the Receipt and Referral of Your Grant Application](#): This tutorial helps Principal Investigators (PIs) understand how to access important correspondence related to the receipt and referral of their grant application.
2. [Personal Profile Overview](#): This tutorial helps familiarize eRA Commons users with navigating the features of the Personal Profile.
3. [Submitting Reference Letters through eRA Commons](#): This tutorial guides referees through the process of submitting reference letters through eRA Commons to support career development or fellowship award applicants.
4. [Status Screen Overview](#): The tutorial reviews the steps on how to get to the Status search options if you are a Signing Official or a Principal Investigator. It outlines the importance of the Status screen and highlights some of the critical actions that must be taken to manage a grant application from submission to award close out.
5. [Status for PD/PIs](#): This video outlines the steps for accessing the features available to a Program Director (PD)/ Principal Investigator (PI) in the Status module, it also examines the search options and organization of the Status Results screen table.
6. [Detailed Status Information](#): This tutorial reviews the Detailed Status Information screen which provides information on your grant application, including critiques, scores, NIH contact information, award information, etc.
7. [Accessing the Summary Statement](#): This tutorial outlines the steps a Principal Investigator (PI) takes to access the Summary Statement and summarizes the review process for grant applications.
8. [Accessing the Notice of Award](#): The video details how an SO or PD/PI can access the Notice of Award (NoA) document when a grant application has received funding. The NoA spells out all the details of the award, including amount of funding and terms and conditions.
9. [Accessing Just In Time](#): This tutorial reviews the process of accessing and submitting Just in Time (JIT) information. Frequently after an application has gone through the peer review process and before a funding decision is made, the assigned Institute or Center (IC) will request additional information such as IACUC, IRB, and/or Human Subject Assurances. JIT is the process of submitting this information to NIH.

A full list of eRA Commons tutorial videos can be found at http://era.nih.gov/era_training/era_videos.cfm#commons.

COEUS UPDATES & REMINDERS

➤ NOTICE OF OPPORTUNITY/PROPOSAL IN RESPONSE FIELDS REQUIRED FOR ALL SUBMISSIONS

When preparing your proposals the **Notice of Opportunity** field on the **Proposal Tab** in Coeus Premium or the **Proposal in Response** field in the **General Info Section** in Coeus Lite is required. The type of opportunity, e.g. Solicited, MRI (Major Research Instrumentation), REU (Research Experience for Undergraduates) must be selected from the list of values.

Coeus Premium

Proposal Details - 00013078

Proposal | Organization | Mailing Info | Investigator | Key Person | Special Review

Proposal No: 00013078

Lead Unit: 000001:Brown University

Title: Template

Start Date: 01-Sep-2016

Program Title:

Notice Of Opportunity: Unsolicited

Funding Opportunity Number:

Coeus Lite

Proposal Summary

- General Info >>
- Organization
- Investigators/Key Persons
- Credit Split
- Special Review
- Abstract
- Science Code
- Grants.Gov
- User Attached S2S Forms
- Budget
- Upload Attachments

Investigator: Pasadas, Eva J
 Agency/Sponsor: 000480 : National Science Foundation
 Title: Template
 Lead Unit: 000001 : Brown University
 Last Updated: 2015-05-20 14:51:34.0 by Szulc, Justyna

General Proposal Information

*Indicates Mandatory Fields

*Proposal Type: New

*Start Date: 09/01/2016

Original Proposal Number: Search

Title: Template

Program Title:

Proposal in Response: Unsolicited

Funding Opportunity Number:

➤ REQUESTING NEW ORGANIZATIONS, SPONSORS AND ROLODEX ENTRIES IN COEUS

Procedures for requesting a new sponsor, organization, or rolodex entry:

Request to Add a Sponsor:

“Sponsor” is the Funding Agency to whom Brown submits proposals. The Sponsor field is located on the **Proposal Tab** in Coeus Premium and the **General Info Section** in Coeus Lite.

To request a new Sponsor be added to Coeus, please email Coeus_Help@brown.edu with the following information:

- Name of the Sponsor
 - Sponsor Type (e.g. Federal, Corporation)
 - Address Information:
 - Street Address, City, State, Zip Code (9-digit)
 - Phone Number
-

Request to Add an Organization:

“Organization” is an entity to whom 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 the **Organization Section** in Coeus Lite.

To request a new Organization, please email Coeus_Help@brown.edu with the following information:

- Name of Organization
 - DUNS Number
 - Name of main contact at the organization
 - Address Information:
 - Street Address, City, State, Zip Code (9-digits)
 - Phone
 - Email Address
 - Congressional District
-

Creating a Rolodex Entry:

The “Rolodex” maintains contact information for external contacts that are affiliated with Proposals, Awards, and Subawards.

Individuals who have any of the following roles within their Department have access to create 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://www.brown.edu/research/sites/brown.edu.research/files/uploads/Rolodex_Guide_451X_10_2014.pdf

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

All Coeus related inquiries and questions should be forwarded to Coeus_Help@brown.edu. This will ensure that your inquiry is routed to the appropriate person and answered in a timely manner.

POST-AWARD / WORKDAY UPDATE

➤ Fiscal Year End Close Information: Sponsored Award Transactions

July 8th	<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 8th to initiate the task “Create Receipt” in Workday. • If an invoice has not been received by July 8th, you will still need to initiate the task “Create Receipt” for the goods and services by July 8th in order for that expense to be reflected in FY15. <p><u>Payroll Accounting Adjustments:</u></p> <ul style="list-style-type: none"> • Must be submitted and approved by OSP before July 8th at 4:00pm.
July 14th	<p><u>Supplier Invoices:</u></p> <ul style="list-style-type: none"> • Must be in Workday prior to 4:00pm on July 14th to be processed against FY15. <p><u>Expense Reports:</u></p> <ul style="list-style-type: none"> • Will close in Workday at 4:00pm <ul style="list-style-type: none"> ○ Should be dated June 30, 2015 or prior to be posted to FY15 <p><u>Journal Integrations and Internal Service Entries:</u></p> <ul style="list-style-type: none"> • Must be processed by July 14th
July 17th	<p><u>Cost Transfers:</u></p> <ul style="list-style-type: none"> • FY15 journals must be submitted and approved by OSP by 4:00pm on July 17th

TRAINING & CONFERENCES

OSP TRAINING

The Office of Sponsored Projects offers a variety of research administration training opportunities for the research community in order to provide staff with the knowledge base to support faculty and researchers in the management of their research.

➤ ***NEW* - Sponsored Projects Training Material is Online**

[Sponsored Projects Training Webpage](#)

OSP has created new training webpages to easily review the classes offered by OSP and access the training materials. For each class offered, you will be able to quickly access the presentation, case studies, and any other documents pertaining to the specified class. In addition, once you are registered for a class, a link to the training material will be provided in the Class Objectives section of Learning Point.

***Note** – Training materials are periodically revised to reflect new federal guidelines, University policies, or pertinent case studies.

Click on the training topic (*Pre-Award, Post-Award, Coeus*) below to access the descriptions and materials for the classes in that topic.

Sponsored Projects Trainings

Pre-Award	Post-Award	Coeus
Cost Sharing on Sponsored Projects	Allocation of Costs	Advanced Budgeting
Introduction to Grant Budgets	Commitments	How Does Coeus Populate Your Grants.gov Forms?
NIH – Career Development Awards (CDA) (“K” Awards)	Cost Transfers	Lite Proposal Development – New Users
NIH - NRSA Individual Fellowship (F) Grants	Direct Charging Administrative Costs	Premium Budgeting Basics
NIH - NRSA Institutional Training (T) Grants	Effort Reporting	Premium Proposal Creation and Finalization
Reading the Funding Opportunity Announcement (FOA)	Financial Closeout of Sponsored Projects	Proposal Hierarchy
Research Equipment & Property Management	Supporting Documentation and Justification	Viewing Proposal and Award Information
Subcontracts Demystified	Traveling on Sponsored Funds	Coeus/Pre-Award: NIH ASSIST Training

CONFERENCES & NCURA PROGRAMS

OHRP Conference on Human Subjects Research: Current Challenges in the Modern Research World

Dates: July 28, 2015

Location: Governors State University,
University Part, IL

For more information, visit

<http://ohrpjuly15.illinoisstate.edu/>

NCURA Annual Meeting

Washington, DC - August 2-5, 2015

The theme is “New Guidance, Renewed Partnerships”

Register now!

<http://www.ncura.edu/annualmeeting/Home.aspx>

Future NSF Grants Conferences

September 2015 – Washington, DC

To be notified of future conferences, sign up at

<https://www.signup4.net/Public/ap.aspx?EID=NSFN10E>

Questions or comments about the Newsletter should be directed to the editors:

[Cathryn Henderson](#), eRA & Grant / Contract Accountant & [Justyna Szulc](#), eRA & Grant / Contract Administrator