

# RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

OFFICE OF THE VICE PRESIDENT OF 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.research.brown.edu/rschadmin/OSP\\_Newsletter.php](http://www.research.brown.edu/rschadmin/OSP_Newsletter.php) for archives.

## INSIDE THIS ISSUE

### OSP/OVPR UPDATES

- 1 NSF Heightens Scrutiny on Conformance with Proposal Formatting Instructions
- 2 Holiday Proposal Submission Schedule

### FEDERAL UPDATES

#### OSTP

- 2 Office of Science and Technology policy (OSTP) is Seeking Comments on Public Access to Research Data & Publications

### AGENCY UPDATES

#### NIH

- 3 Publication of the Revised NIH Grant Policy Statement (rev. 10/1/2011): Policy Changes, Clarifications and Document Enhancements
- 3 The NIH Operates under a Continuing Resolution
- 3 Update of NIH Late Application Policy to Reflect Change in Dues Dates for New Investigator R01 Resubmission Applications

#### AHRQ

- 4 Extension of Expiration Dates for Several AHRQ Funding Opportunity Announcements (FOAs)

#### NSF

- 4 Revised NSF Award Terms and Conditions
- 5 NSF Dear Colleague Letter on Conduct of Science in the Information Age

### COEUS UPDATES

- 6 Coeus News
- 6 Coeus Tip of the Month

### TRAINING

- 7 OSP Training Spotlight
- 7 OSP Coeus and Post-Award Training
- 7 NCURA Educational Programs

### SPONSORED PROJECTS REPORTING

- 8 Sponsored Projects Reports for Departments

Office of Sponsored Projects / 401-863-2777 / [www.research.brown.edu](http://www.research.brown.edu)



## OSP / OVPR UPDATES

### ➤ **NSF Heightens Scrutiny on Conformance with Proposal Formatting Instructions**

OSP has received recent feedback from NSF Program Officers on two formatting issues that could impact NSF's acceptance of the proposal:

- **Number of lines per inch exceed the allowable limit of 6 per inch**  
According to the [NSF Grant Proposal Guide](#) (*Chapter II: Proposal Preparation Instructions, Section B. Format of the Proposal*), the proposal margin and spacing requirements are as follows:
  - a. **Use one of the following typefaces identified below:**
    - i. Arial<sup>11</sup>, Courier New, or Palatino Linotype at a font size of 10 points or larger;
    - ii. Times New Roman at a font size of 11 points or larger; or
    - iii. Computer Modern family of fonts at a font size of 11 points or larger.  
*A font size of less than 10 points may be used for mathematical formulas or equations, figure, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. Pls are cautioned, however, that the text must still be readable.*
  - b. **No more than six lines of text within a vertical space of one inch.**
  - c. **Margins, in all directions, must be at least an inch.**

- **Use of "et.al" in References Cited May Not Be Accepted by Some Programs**

According to the [NSF Grant Proposal Guide](#) (*Chapter II: Proposal Preparation Instructions, Section C. Proposal Contents*), reference information is required. **Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication.**

If the document is available electronically, the website address also should be identified. Please check with the Program Officer prior to submission if in doubt about the use of "et.al."

➤ **Holiday Proposal Submission Schedule 2011 - 2012**

**THANKSGIVING HOLIDAY**

Proposals due to Agency	Proposals due to OSP/BMRA
November 30, 2011	November 21, 2011 by <b>5 PM</b>
December 1, 2011	November 21, 2011 by <b>5 PM</b>
December 2, 2011	November 22, 2011 by <b>5 PM</b>

**WINTER BREAK SCHEDULE**

All Proposals due during the Winter Break (12/23/2011 - 1/1/2012) will be submitted by **THURSDAY, 12/22/11**

Proposals due to Agency	Proposals due to OSP/BMRA
December 26, 2011 - January 3, 2012	December 19, 2011 by <b>NOON</b>
January 4, 2012	December 19, 2011 by <b>5 PM</b>
January 5, 2012	December 20, 2011 by <b>5 PM</b>

**FEDERAL UPDATES**

**OSTP  
UPDATES**

➤ **Office of Science and Technology Policy (OSTP) is Seeking Comments on Public Access to Research Data & Publications**

OSTP is seeking comments on the following two items:

 **Public Access to Research Data from Federally Funded Research**

This Request for Information (RFI) offers the opportunity for interested individuals and organizations to provide recommendations on approaches for enduring long-term stewardship and encouraging broad public access to unclassified digital data that result from federally funded scientific research.

- Comments will be accepted through **January 12, 2012** and must be submitted electronically to: [digitaldata@ostp.gov](mailto:digitaldata@ostp.gov).
- Please visit <http://www.gpo.gov/fdsys/pkg/FR-2011-11-04/html/2011-28621.htm> to view the details on this initiative and list of questions that the Working Group seeks public input on.

 **Public Access to Publications Resulting from Federally Funded Research**

This Request for Information (RFI) offers the opportunity for interested individuals and organizations to provide recommendations on approaches for enduring long-term stewardship and broad public access to the peer-reviewed scholarly publications that result from federally funded scientific research.

- Comments will be accepted through **January 2, 2012** and must be submitted electronically to: [publicaccess@ostp.gov](mailto:publicaccess@ostp.gov).
- Please visit <http://www.gpo.gov/fdsys/pkg/FR-2011-11-04/html/2011-28623.htm> to view the details on this initiative and list of questions that the Task Force seeks public input on.

## AGENCY UPDATES

NIH  
UPDATES

➤ **The National Institutes of Health (NIH) Publishes Revised Version of their NIH Grants Policy Statement – (NIHGPS, rev. 10/1/2011)**

[NOT-OD-12-003](#)

NIH announced the publication of the revised NIH Grants Policy Statement (NIHGPS, rev. 10/1/2011).

- This revision is applicable to all NIH grants and cooperative agreements with **budget periods beginning on or after October 1, 2011**. However, the October 2010 NIHGPS continues to be applicable to all NIH grants and cooperative agreements with **budget periods that began between October 1, 2010 and September 30, 2011**.
- The revised Policy Statement can be viewed at:  
[http://grants.nih.gov/grants/policy/nihgps\\_2011/nihgps\\_2011.pdf](http://grants.nih.gov/grants/policy/nihgps_2011/nihgps_2011.pdf)
- The summary of the significant changes can be viewed at:  
[http://grants.nih.gov/grants/policy/nihgps\\_2011/Significant\\_Changes\\_NIHGPS\\_2011.doc](http://grants.nih.gov/grants/policy/nihgps_2011/Significant_Changes_NIHGPS_2011.doc)

➤ **The NIH Operates under a Continuing Resolution Which Continues Government Operations through November 18, 2011 at the FY 2011 Level Minus 1.5 Percent**

[NOT-OD-12-004](#)

The Department of Health and Human Services (DHHS) including the NIH operates under a Continuing Resolution (CR) that was enacted on October 4, 2011. The CR continues government operations through November 18, 2011 at the **FY 2011 level minus 1.5 percent**.

Until FY 2012 appropriations are enacted, NIH will issue non-competing research grant awards at a level below that indicated on the most recent Notice of Award (generally up to 90% of the previously committed level). Upward adjustments to awarded levels will be considered after the FY 2012 appropriations are enacted but NIH expects institutions to monitor their expenditures carefully during this period.

➤ **Update of NIH Late Application Policy to Reflects Change in Due Dates for New Investigator R01 Resubmission Applications**

[NOT-OD-12-001](#)

This Notice updates the NIH Late Application Policy ([NOT-OD-11-035](#)).

*The update of the Late Application Policy is as follows:*

**“Special Receipt Dates for RFAs and PARs:”**

NIH will not consider accepting late applications for RFAs and PARs that have **special receipt dates**.

This includes the special receipt dates (*March 20, July 20, and November 20*) for resubmission applications that are part of the New Investigator Initiative ([NOT-OD-07-083](#)).”

However, there is a new timetable for the New Investigator resubmission applications as announced in NIH Guide [NOT-OD-11-057](#) and **those new dates are the ones that apply as special receipt dates** with no window of consideration for late applications.

Due Date for NEW RO1 (A0) Application	Study Section Meeting Window	Summary Statement Release	Due Date for Next Round Resubmission (A1)
February 5	May / June / July	July 10	<b>August 10</b>
June 5	Sept / Oct / Nov	November 10	<b>December 10</b>
October 5	Jan / Feb / March	March 10	<b>April 10</b>

AHRQ  
UPDATE➤ **Extension of Expiration Dates for Several AHRQ Funding Opportunity Announcements (FOAs)****NOT-HS-12-001**

The expiration dates for the following AHRQ Funding Opportunity Announcements (FOAs) have been **extended by one year**:

<b><u>Funding Opportunity Announcement (FOA)</u></b>	<b><u>CURRENT Expiration Date</u></b>	<b><u>NEW Expiration Date</u></b>
<a href="#">PA-09-070</a> AHRQ Health Services Research Projects (R01)	January 8, 2012	<b>January 8, 2013</b>
<a href="#">PA-09-071</a> AHRQ Health Services Research Demonstration and Dissemination Grants (R18)	January 8, 2012	<b>January 8, 2013</b>
<a href="#">PAR-09-085</a> Mentored Clinical Scientist Research Career Development Award (K08)	January 8, 2012	<b>January 8, 2013</b>
<a href="#">PAR-09-086</a> Independent Scientist Award (K02)	January 8, 2012	<b>January 8, 2013</b>
<a href="#">PAR-09-087</a> Mentored Research Scientist Research Career Development Award (K01)	January 8, 2012	<b>January 8, 2013</b>
<a href="#">PAR-08-268</a> Small Research Grant to Improve Health Care Quality through Health Information Technology (IT) (R03)	November 17, 2011	<b>November 17, 2012</b>
<a href="#">PAR-08-269</a> Exploratory and Developmental Grant to Improve Health Care Quality through Health Information Technology (IT) (R21)	November 17, 2011	<b>November 17, 2012</b>

NSF  
UPDATE➤ **Revised NSF Award Terms and Conditions**

NSF's entire suite of Award Terms and Conditions documents has been revised to incorporate a revision to the Travel policy and include a new requirement. The revised Terms and Conditions will apply to all **NEW** NSF awards and **FUNDING AMENDMENTS** to existing NSF awards **issued on or after February 1, 2012**.

The new requirement:

- **Academic Technology Transfer and Commercialization of University Research** (only applies to ASR and CA-FATC grant conditions), is a new Article which requires higher education institutions that have NSF research support and at least \$25,000,000 in total Federal research grants in the most recently completed Federal fiscal year to submit to NSF the URL that contains information on their transfer of technology and commercialization of research results efforts. This change has been mandated by the America COMPETES Reauthorization Act.

Following are the revised suite of terms and conditions documents effective February 1, 2012 and the summary of the significant changes for each:

- NSF Agency Specific Research Terms and Conditions → [Significant Changes to NSF Agency Specific Research Terms and Conditions](#)
- Grant General Conditions (GC-1) → [Significant Changes to the Grant General Conditions \(GC-1\)](#)
- Cooperative Agreement Financial and Administrative Terms (CA-FATC) → [Significant Changes to the Cooperative Agreement Financial and Administrative Terms \(CA-FATC\)](#)
- Cooperative Agreement Supplemental Financial/Administrative Terms and Conditions for Large Facilities (CAFATC) → [Significant Changed to the Cooperative Agreement Supplemental Financial/Administrative Terms and Conditions for Large Facilities \(CAFATC\)](#)

- **Cooperative Agreement Supplemental Financial/Administrative Terms and Conditions for Managers of FFRDCs** → [Significant Changes to the Cooperative Agreement Supplemental Financial/Administrative Terms and Conditions for Managers of FFRDCs](#)
- **International Research Terms and Conditions (IRTC)** → [Significant Changes to the International Research Terms and Conditions \(IRTC\)](#)
- **SBIR/STTR- Phase I Grant General Conditions** → [Significant Changes to the SBIR/STTR - Phase I Grant General Conditions](#)
- **SBIR/STTR – Phase II Grant General Conditions** → [Significant Changes to the SBIR/STTR – Phase II Grant General Conditions](#)
- **Administration of NSF Conference or Group Travel Award Grant Conditions** → [Significant Changes to the Administration of NSF Conference or Group Travel Award Grant Conditions](#)

➤ **NSF Dear Colleague Letter on Conduct of Science in the Information Age**

NSF has just issued a Dear Colleague Letter entitled "[Describing the Conduct of Science in the Information Age](#)" advising about available funding opportunities at the National Science Foundation for the research community to propose research workshops that identify and develop data, models, and tools to help inform this effort. Workshop proposals that address scientific communication and the measurement of scientific activity (both nationally and internationally) are particularly encouraged.

Please click [here](#) to read the Dear Colleague Letter or visit: [http://www.nsf.gov/publications/pub\\_summ.jsp?ods\\_key=nsf12010](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf12010).

**OSP TIP – Reading the Funding Opportunity Announcement (FOA) is an Essential First Step in the Proposal Preparation Process.**

Most federal agencies have a general format and standard sections or elements of a proposal required by the majority of FOAs, regardless of the size of the project. Some key items to look for in the FOA are:

- ✚ Is a Letter of Intent required?
- ✚ Is Brown an eligible organization and are you eligible to serve as the PI?
- ✚ When is the submission deadline?
- ✚ Does the due date allow sufficient time to develop a competitive application?
- ✚ Does your research fit the funding agency's research objectives?
- ✚ What are the required sections of the proposal narrative that are standard to this funding agency/mechanism?
- ✚ What sections other than the main narrative are required? (e.g. *Management Plan, Multi-PI Leadership Plan, etc.*)
- ✚ What are the document specifications? (e.g. page limitations; allowable fonts and font sizes; margin sizes; spacing requirements; etc.).
- ✚ What is the project period (minimum and maximum number of years of for the project) and the budget cap? Can your research (or an aspect of your research) be completed with the funds available and within the time available?

***If you have questions on the funding announcement, contact your [Contract Administrator](#).***

\*Coming in January – OSP will be rolling out a new training module - ***How to Read a Funding Opportunity Announcement***. Details for this training will be provided in December's Newsletter.

## COEUS UPDATES

## COEUS NEWS

### NSF Submission Issue with "UNKW" Degree has been Resolved!

NSF has upgraded FastLane to correct the issue with Investigator degree information displaying "UNKW" rather than "PhD" on the NSF Cover Sheet.

**Reminder: All NSF-Grants.gov eligible proposals now must be submitted System-2-System through Coeus.**

### Requesting a New Sponsor or Organization to be Added to Coeus.

- **Sponsor** is an entity that we will be submitting the proposal to. *The Sponsor field is located in the Proposal Tab in Coeus Premium and in the General Info Section in CoeusLite.*
- **Organization** is an entity where part of the work will be performed at and/or we will be subcontracting work to. *The Organization field is located on the Organization Tab in Coeus Premium and in the Organization Section in CoeusLite.*

A table of all our sponsors and organizations is maintained by OSP in Coeus.

**When preparing a proposal and a new sponsor and or organization needs to be created, please email [Coeus\\_Help@brown.edu](mailto:Coeus_Help@brown.edu).**

Include the following information:

**Sponsor:** Email the name of the Sponsor and address information

**Organization:** Email the name of the Organization, address information and the main contact

### 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 please email [Kat Szulc](mailto:Kat Szulc).**

Next Meeting:  
***January 18<sup>th</sup> – Location TBD***  
***10:00am – 11:30am***

*Our last meeting was held November 16<sup>th</sup>; the [Overview of the Presentation](#) is now available.*

## COEUS TIP OF THE MONTH

### DEGREE & YEAR GRADUATED INFORMATION IN COEUS

Coeus has the ability to store **Degree** and **Year Graduated** information for Brown's Investigators and Key Personnel at the System level or at the Proposal level.

- **Storing Degree & Year Graduated Information at the System Level:**  
The stored degree information at the System level will automatically populate all proposal records where the individual is assigned as a Senior Key Person.

*If there are faculty and researchers missing or have incorrect information in Coeus, please contact [Coeus\\_Help@brown.edu](mailto:Coeus_Help@brown.edu) with the name of the individual, highest degree type obtained and year graduated.*

- **Entering Degree & Year Graduated Information at the Proposal Level:**

If Coeus does not contain the Investigator's Degree Type and Year Graduated, it needs to be manually entered in the **Proposal Personnel Section** of the proposal record when required by the sponsor.

**To update Degree & Year Graduated information at the Proposal Level in Coeus:**

#### Coeus Premium:

1. Navigate to the **Proposal Personnel Section** (Edit → Proposal Personnel)
2. Select the individual you need to add degree information for
3. Go to Edit → Degree Info
4. In the Degree Details Window, click the **[ADD]** button
5. Complete the **Degree Type**, **Year Graduated**, and **Degree** fields (the other fields are not required).

#### CoeusLite:

1. Navigate to **Investigators/Key Persons Section**
2. Select the individual you need to add degree information for
3. Click the **Details link** to the right of the person
4. Click the **Add Degree link** under "Degree Type"
5. Complete the **Degree Type**, **Degree**, and **Graduation Year** fields (the other fields are not required).

**\*Note - Updating the degree information & year graduated in a proposal, will only update that proposal record.**

**NOTE: Degree & Year Graduated information cannot be stored in a Rolodex entry**

The Rolodex in Coeus is where all non-Brown contacts are stored. This section does not have a field to store degree or year graduated information at the System level. You will have to enter that information for all non-Brown key people on the Proposal record.

## TRAINING

### OSP TRAINING SPOTLIGHT

#### Cost Sharing on Sponsored Projects

This workshop is applicable to both Pre-Award and Post Award and will discuss cost sharing, its impact to the University and the federal regulations governing cost sharing on sponsored projects.

Topics discussed include:

- Brown University's Policy on Cost Sharing
- Definition of Cost Sharing and the various types of Cost Sharing
- Impact of Cost Sharing on Brown University
- Cost Sharing Approval Process
- Tracking of Cost-Sharing Expenditures
- Cost Sharing Form

Register for [Cost Sharing on Sponsored Projects](http://Training.brown.edu) on Training.brown.edu

#### NEW OSP TRAINING MODULES COMING!

OSP is in the process of finalizing new classes and will be rolling them out soon.

- *Effort Commitment Policy & Procedures*
- *Salary Cap Policy & Procedures*
- *Budgeting*
- *How to Read a Funding Opportunity Announcement*
- *Research Equipment & Property Management*

### ABOUT OSP 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 numerous 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=71>

#### *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=72>

Click [HERE](#) to view all Sponsored Projects training sessions on Training.brown.edu.

#### NCURA EDUCATIONAL PROGRAMS

- **Research Administrators Discussion Groups (RADG)**

**TOPIC: "NIH Financial Conflict of Interest"**

*December 13, 2011*

Boston, MA

To Register visit the RADG site:

<http://www.ncuraregion1.org/radgmeeting1211.php>

HHS has now issued the final rule for the "Promotion of Objectivity in Research for which Public Health Service Funding is Sought" updating the 1995 regulations. The final RADG for 2011 is pleased to present three experts in the field to help us understand these new Financial Conflict of Interest rules. Gretchen Brodnicki and Kristin Bittinger from Harvard Medical School along with Matthew Staman of Huron Consulting Group will lead a discussion on the key changes to the regulations, the ambiguities we need to consider, and what institutions are doing or can do to prepare for mandatory compliance by August of 2012.

- **NCURA SAVE THE DATE**

**Region 1 Spring Meeting**

*May 6 – 9, 2012*

Newport, RI

<http://www.ncuraregion1.org/home.php>

## SPONSORED PROJECTS REPORTING

### Reporting Update

#### ➤ **New Report Distributed to Department Managers – Monthly Proposal Status Update Report**

This October, OSP implemented an automated process which automatically changes the status of “Pending” Proposals to the status of “Not Funded” after 2 years. A new report was created to provide departments with a listing of proposals where status was updated in the given month. This report is emailed to Department Managers on the 5<sup>th</sup> day of the month.

#### ***New status designation available:***

- If there is a proposal status that has been updated to “Not-Funded” that needs to be kept at “Pending” status, (i.e. a proposal that is currently under negotiation), a new status, “**Pending 2+ Years**”, can be assigned. Please contact Shelly Hull at [Shelly\\_Hull@brown.edu](mailto:Shelly_Hull@brown.edu) to request this change.

#### ***Impact of Proposal Status Update change:***

- The Current and Pending Support report is enhanced by this process in that it will only include proposals with a status of “Pending” or “Pending 2+ Years.” Proposals with a status of “Not-Funded” will not appear on the report.

### Requesting an Ad Hoc Sponsored Projects Report

To request a Sponsored Projects Report, complete the [OSP Report Request Form](#) and send it to [OSP\\_Reporting@brown.edu](mailto:OSP_Reporting@brown.edu)

***Please contact Bethany Chermis ([Bethany\\_Chermis@brown.edu](mailto:Bethany_Chermis@brown.edu)) with any questions on completion of the form.***

Questions or comments about the Newsletter should be directed to the editors:  
Katarzyna Szulc, Contract & eRA Administrator ([katarzyna\\_szulc@brown.edu](mailto:katarzyna_szulc@brown.edu)) or  
Jennifer Quinn, Research Services Manager ([Jennifer\\_Quinn@brown.edu](mailto:Jennifer_Quinn@brown.edu))