



RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

NOVEMBER
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.

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OSP / OVPR UPDATES

➤ ***REMINDER* Winter Break Proposal Submission Deadlines**

OSP/BMRA will process proposals due in **December and January** according to the University's five-day proposal submission policy with the following exceptions:

- For proposals with **deadlines that fall between December 23rd and January 3rd**, the **due date to OSP/BMRA is 5pm on Monday, December 16th**.
- For proposals due on **January 6th through January 9th**, the **due date to the OSP/BMRA is 5pm on Thursday January 2nd**.

It would be greatly appreciated if you would give advance notice to OSP/BMRA if you anticipate responding to deadlines that fall between **December 13th and January 10th**.

Thank you in advance for your assistance.

➤ **Research Development and Grant Writing News – November Issue**

[November Issue](#)

This newsletter offers strategies on how to compete successfully for research funding from federal agencies and foundations. Each issue highlights agency research news and trends, web resources, and new funding opportunities. A link to current and archived newsletters is available on the [External Funding Opportunities](#) page of the OVPR website. A Brown log-in is required as this is copyrighted material.

AGENCY UPDATES

NIH
UPDATE➤ **Application Due Date Adjustments Based on Grants.gov Scheduled Downtime December 6-9, 2013**[NOT-OD-14-022](#)

The NIH is changing the application due dates based on scheduled downtime of Grants.gov. Grants.gov plans to take their service **offline from Friday, December 6, 2013 at 12:01 am until Sunday, December 8, 2013 at 11:59 pm Eastern Time** to perform critical maintenance ([Grants.gov Calendar](#)).

To accommodate this extended outage, the following application submission due dates have been adjusted:

Funding Opportunity	Original Due Date	New Due Date	Due to OSP/BMRA
PAR-12-174	December 6, 2013	December 10, 2013	December 2, 2013
PAR-12-175			
PAR-12-176			
F Series Fellowships*			
PAR-12-297	December 8, 2013		
	December 9, 2013		

*The F31 Diversity Fellowship due date remains December 13, 2013

➤ **Publication of the Revised NIH Grants Policy Statement (Rev. 10/01/2013)**[NOT-OD-14-001](#)

The NIH has issued the revised [NIH Grants Policy Statement](#) (NIHGPS, rev. 10/1/2013). This revision is applicable to **all NIH grants and cooperative agreements with budget periods beginning on or after October 1, 2013**. This revision supersedes, in its entirety, the NIH Grants Policy Statement (10/2012) as a standard term and condition of award. However, the October 2012 NIHGPS continues to be the standard term and condition for all NIH grants and cooperative agreements with budget periods that began between October 1, 2012 and September 30, 2013.

A document is available that summarizes the significant changes that are implemented with the October 1, 2013 NIHGPS [http://grants.nih.gov/grants/policy/nihgps_2013/Significant_Changes_NIHGPS_2013.pdf].

➤ **NIH Operates Under Continuing Resolution**[NOT-OD-13-012](#)

The Department of Health and Human Services, including NIH, operates under the Continuing Appropriations Act. This Act continues government operations through January 15, 2014 at the FY 2013 post-sequestration level.

With that said NIH will issues 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 FY 2014 appropriations are enacted, but NIH expects institutions to monitor their expenditures carefully during this period.

➤ ***Update* Status of Peer Review Meetings Scheduled to Take Place During the Recent Lapse in Appropriations**

[NOT-OD-14-019](#)

NIH is pleased to inform the community that they have been able to reschedule the peer review of applications that were originally due for review during or immediately following the lapse in appropriations in October 2013 such that those applications will still go to the **January Council**.

➤ **Rock Talk - Understanding How Funds Expire**

[Extramural Nexus – Rack Talk](#)

Recently, Dr. Sally Rockey, NIH's Deputy Director for Extramural Research, posted a very interesting piece on no-cost extensions, clarifying policies and providing background information on project periods, budget processes and policies.

Below is an excerpt from her article. To view the entire piece, please click [here](#).

“Under NIH’s project period system, grants are funded in 12-month increments, and each 12-month increment is called a budget period. We use this incremental system because our budget at NIH is likewise determined annually — by a new Congressional appropriation each year.

*Grantees are required to use funds **within 5 years from when the funding is first available to them**, and funds that are not spent in this time frame can be recovered by the U.S. Treasury. This has always been the policy; it is not a new way of doing business, and it is not tied to requesting a no-cost extension. As described above, most NIH awards are funded incrementally based on annual appropriations, and funds only become available one fiscal year at a time, so the five year rule applies to each fiscal year increment.*

Let me give you one example of when funds might expire: We have a 5-year award made in 2007 with a no-cost extension into the 6th year (2013). If there are unspent funds from 2008 (for instance due to first-year invoices not yet paid to a subcontract), those unspent first-year funds can be recovered by the Treasury in 2013, as they have expired.

So, what does this mean to the research community? Institutions need to make sure to spend their grant funds on a first-in, first-out basis. Check for old, unliquidated funds and use those first to avoid losing them. It is especially important to recognize where you are in your budget cycle for all awards.”

➤ **Navigating the Road to Peer Review**

[Extramural Nexus](#)

After an application is submitted to NIH, NIH may need to send you critical information about the status of your submission. The September issue of NIH's [Center of Scientific Review](#) (CSR) *Peer Review Notes* describes tips on how to stay on top of important notifications about your application as it moves forward in the eRA Commons. CSR and NIH's Electronic Research Administration (eRA) have also collaborated to produce a new video tutorial to help you navigate the road to peer review. Read more here and check out the video at:

http://nexus.od.nih.gov/all/2013/09/30/navigating-the-road-to-peer-review/?utm_source=nexus&utm_medium=email&utm_content=estaff&utm_campaign=oct13

NSF
UPDATE➤ **NSF Issues New Proposal and Award Administration Guides**• **[Grant Proposal Guide, February 2014](#)**

Summary of significant changes to the GPG can be found at:

http://www.nsf.gov/pubs/policydocs/pappguide/nsf14001/gpg_sigchanges.jsp

PDF of the full guide can be found at:

http://www.nsf.gov/pubs/policydocs/pappguide/nsf14001/gpgprint.pdf?WT.mc_id=USNSF_179

Document Number: gpg14001

Public Comment: **Effective for proposals submitted or due on or after February 24, 2014.** For proposals submitted prior to February 24, 2014, the guidelines in NSF 13-1 apply.

• **[Award and Administration Guide, February 2014](#)**

Summary of significant changes to the AAG can be found at:

http://www.nsf.gov/pubs/policydocs/pappguide/nsf14001/aag_sigchanges.jsp

PDF of the full guide can be found at:

http://www.nsf.gov/pubs/policydocs/pappguide/nsf14001/aagprint.pdf?WT.mc_id=USNSF_179

Document Number: aag14001

Public Comment: **Effective for awards made on or after February 24, 2014.** For awards made prior to February 24, 2014, the guidelines in NSF 13-1 apply.



Agency Tip

New eRA Commons Online Help is NOW Available!

A brand new **[eRA Commons Online Help](#)** is now available from the eRA Commons screens. No need to reach for that bulky user guide. Simply click on the question marks on any eRA Commons screen and you will be taken to the new help for that particular topic.

This searchable, easy to use online help includes general information, step-by-step instruction, and screenshots to help you navigate and work with the system. Certain topics contain links to guide notices and policy information or to related user guides (where applicable). Also, a new version of the eRA Commons User Guide in PDF format can be accessed at: http://era.nih.gov/commons/user_guide.cfm.



COEUS UPDATES & REMINDERS

Submitting Proposals Directly via Grants.gov

Until further notice, **NIH Proposals with Human Subjects** need to be submitted using Grants.gov Adobe Forms Packages. Below are some important tips for completing the Adobe Forms Packages for successful submission to NIH:

- Do **NOT USE ANY PROGRAM** other than **ADOBE READER** to complete/fill out the Application Package!!!
ANYTHING other than Adobe Reader will cause a Rejection from Grants.gov.
- Documents that are **SCANNED** and/or created in **ADOBE ACROBAT** or **ADOBE PROFESSIONAL** **MUST be flattened** (i.e. Printed to PDF) before they are attached to the Adobe Application Package.
- Each attachment appended to the Adobe Application Package **MUST have a distinct file name**; this includes Budget Justification file names in the attached Subaward Budget Forms.



Using Correct R&R Subaward Budget Form in your Coeus S2S Proposal

Given the various versions of R&R Subaward and R&R Budget forms available, we have developed the table below to help you determine on which R&R Budget Form to enter the Subaward Budget Details in order for Coeus to translate the Subaward Budget information correctly. Follow the usual steps to connect to Grants.gov in Coeus and in the Forms Tab of the Grants.gov Submission Details Window, include the checkbox for the RR Subaward Budget and **make note of that specific attachment form name** (e.g. RR Subaward Budget 30 V1.3). Then use the table below to determine which R&R Budget Form version the Subawardee (or you) must use to enter the Subaward Budget Details:

If your S2S Application includes one to these Grants.gov Subaward Budget Attachment Forms...	...use the following R&R Budget Form to enter the Subaward Budget information:
RR SubAward Budget 30 V1.3	<i>RR Budget V1-3</i>
RR SubAward Budget V1.2 RR SubAward Budget 30 V1.2	<i>RR Budget V1-1</i>
RR Subaward Budget 10 10 V1.3 RR Subaward Budget 10 30 V1.3	<i>RR Budget V1-3</i>
RR Subaward Budget 10 10 V1.2 RR Subaward Budget 10 30 V1.2	<i>RR Budget10 V1-1</i>
RR FedNonFedSubawardBudget V1.2 RR FedNonFedSubawardBudget 30 V1.2	<i>RR FedNonFedBudget V1.1</i>
RR FedNonFedSubawardBudget 10 10 V1.2 RR FedNonFedSubawardBudget 10 30 V1.2	<i>RR FedNonFedBudget10 V1.1</i>

Note: It is always best practice to extract the required form directly from the Grants.gov Adobe Forms Package for the FOA that you are applying to!

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@Brown.edu) (Katarzyna_Szulc@Brown.edu).

Next Meeting:
Wednesday – January 15, 2014
Location - TBD
10:00 am – 11:30 am

REPORTING UPDATES/TIPS

➤ Departmental Reporting on Sponsored Projects in Workday and Cognos

Departmental users can use both Workday reports and Cognos reports to access information on grant activity for their department. Below is a breakdown of what reports are available to Departmental Users by system:

- ❖ **Workday Reporting** – As expense information is now located in Workday, users can run the following Workday reports to review current and FY2013 expense data for departmental grants:
 - Manager Budgetary Balance Report (MBBR)
(See the [MBBR Guide](#) for details on how to run the report)
 - Sponsored Award(s) Activity – Actuals
 - Sponsored Award(S) Activity – Actuals & Obligations

Sponsored Awards Reporting Training Sessions

The Office of Sponsored Projects is offering a 1.5 hour training session that provides a detailed overview of the Manager Budgetary Balance Report and the Sponsored Award Activity Reports.

Please contact Shelly Hull at shelly_hull@brown.edu to schedule a session for your Department/Center.

- ❖ **Cognos Reporting** – Coeus remains the system of record for Proposal & Award information. The standard Sponsored Projects Reports for Departments folder in Cognos is still available to run to access current and past proposal and award activity.

Proposals	Awards
Monthly Proposal Activity Report	Monthly Award Activity Report
Report of Proposals by Agency Type	Report of Awards by Agency Type
Summary Report of Proposals by Department	Summary Report of Awards by Department
Custom Proposal Activity Report	Report of Open Awards
Proposals by Sponsor	
Standard Award, Proposals, Expense Activity (FY2013 & prior expense data will be available in this report)	
Award and Proposal Activity by Investigator	

TRAINING

OSP TRAINING SPOTLIGHT

SPONSORED PROJECTS TRAINING UPCOMING OSP TRAINING

To register for classes, please navigate to [Brown Learning Point Page](#) 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.

How Coeus Populates Grants.gov Forms

December 2, 2013
10:00 AM – 12:00 PM
CIT 269

This hands-on workshop will explore how Coeus populates the SF-424 Research & Related Grants.gov forms. Participants will learn how the information in Coeus directly maps to the fields of the Grants.gov forms. The class is designed to assist users complete and better understand the data entry and narrative upload requirements for grant submissions entered in Coeus.

Pre-requisite: Coeus experience is required.

ASSIST Training

January 8, 2014
1:00 PM – 4:00 PM
CIT 269

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 great 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

Pre-requisite: Coeus experience and knowledge of grant application preparation process.

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 ranging 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.

CONFERENCES & NCURA EDUCATIONAL PROGRAMS

Departmental Research Administration Workshop

Hilton Orlando Lake Buena Vista
Orlando, Florida
February 10-12, 2014

- NCURA is proud to offer a workshop geared specifically for the departmental administrator. This two and one-half day program examines the foundations of research administration in the context of departmental administration – *the transactional level*. The program will concentrate on applying best practices to a department administrator's day-to-day activities.
- To register and for more information click [here](#).