

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

➤ **PDF copies of Internal Proposal Certification, Assurance, and Approval Forms**

OSP has received approval from the DHHS, Brown's cognizant agency for audit, to begin accepting **PDF copies** of **internal proposal certification, assurance, and approval forms**.

This applies to the following internal forms, for proposals submitted to both federal and non-federal sponsors:

- Investigator Disclosure & Assurance Form (Brown PI, Co-PIs and Investigators)
- Form for Non-Brown University Investigators - Certification by Investigators Participating in Brown University Proposals for PHS Funding
- Department Head/Designee Approval Form
- Individual NRSA Certification Form
- Cost-Sharing Commitment Form

Effective immediately, the above forms with original (i.e., ink) signatures are no longer required to be delivered to OSP/BMRA. The original, signed forms may be converted to PDF documents and uploaded into the Coeus proposal record as a *Brown specific Narrative Attachment*. Please note that all Certifications and Assurances must be completed and attached to the Coeus record **before** proposal submission.

Please contact your [OSP Contract Administrator](#) or [BMRA Representative](#) with any questions.

➤ Differences Between Property and Equipment

Did you know....?

Despite the fact the terms are often used interchangeably, Brown makes a distinction between "equipment" and "property." All equipment is property of Brown, but not all property is defined as equipment. Property can be anything owned by Brown, including real and intellectual (intangible) property, along with typical personal property like computers, furniture and scientific equipment. Personal property becomes equipment only when it is non-expendable, has a UNIT cost of \$5,000 or greater and a useful life of at least one year.

AGENCY UPDATES

NIH UPDATES

➤ **NIH Operates Under a Continuing Resolution** [NOT-OD-13-002](#)

The Department of Health and Human Services (DHHS), including NIH, operates under a Continuing Resolution (CR). The CR continues government operations through **March 27, 2013 at the FY 2012 level plus 0.6 percent.**

Until FY 2013 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). All legislative mandates that were in effect in FY 2012 remain in effect under the CR, including the salary limitation set at Executive Level II of the Federal Pay Scale (\$179,700).

➤ **NIH Announces Plans to Transition to Electronic Submission of Multi-Project Applications** [NOT-OD-12-161](#)

NIH plans to make changes to the application process for multi-project applications. These changes include:
1) transitioning multi-project applications from the paper PHS398 grant application to the Standard Form 424 Research and Related (SF 424 R&R),
2) simultaneously transitioning to electronic submission of these multi-project applications.

NIH expects that electronic submission of these applications will streamline many aspects of the grants administration process for both applicants and NIH staff.

NIH plans to transition all multi-project applications to electronic submission using the SF 424 (R&R) form set by January 2014. The transition will be done by activity code, in the same way NIH has completed previous electronic application transitions. As each activity code transitions, all applications submitted in response to funding opportunity announcements (FOAs) for programs with that activity code will require electronic submission. The pilot will include FOAs representing a variety of activity codes, however.

Initial plans/milestones are as follows:

- November 2012 — Launch ASSIST and begin issuing a series of pilot funding opportunity announcements of varying activity codes that will require electronic submission for due dates between January and September 2013.
- September 25, 2013 — All applications submitted in response to FOAs with the following activity codes intended for September 25, 2013 due dates and beyond will require electronic submission: P01; P20; P50; R24; U24; U19.
- January 25, 2014 — All applications submitted in response to FOAs with the following activity codes intended for January 25, 2014 due dates and beyond will require electronic submission: G12; P30; P40; P41; P42; P51; P60; R28; U10; U41; U42; U45; U54; U56; UC7; UM1.

NIH will continue to communicate transition plans as they evolve and will provide the community with ample notice of impending events.

➤ **Interim Guidance for Videos Submitted as NIH Application Materials**

[NOT-OD-12-141](#)

Previous NIH policy ([NOT-OD-10-115](#)) allowed for submission of non-traditional application materials such as videos and devices after receipt of the application if they were considered to be essential for the review and generally accepted by the Institute/Center (IC) for that type of application. These materials were accepted at the discretion of the Scientific Review Officer (SRO) managing the review.

Starting with applications submitted to the NIH for the **January 25, 2013 due date and thereafter**, the policy is being revised as follows:

- **Acceptable materials** – NIH will **only accept videos** as non-traditional materials (no devices or other media will be acceptable unless specified in the FOA).
- **Application requirements** – At the time of submission, the application must be structured to indicate that a video will be submitted subsequently. Specifically:
 - **Cover Letter** must be submitted with the application and must include information about the intent to submit the video (if this is not done, a video will NOT be accepted).
 - **Research Strategy** must include key images/ “stills” and a brief description of each video within the page limits. Sufficient description must be provided within the Research Strategy to understand the information presented in the video as not all reviewers may be able to access the video.
 - **Videos submission** – if the submission requirements have been met, videos will be accepted by the SRO managing the review. The applicant is required to contact the SRO to discuss the logistics for submission of any video. Videos must be received **30 calendar days prior** to the peer review meeting.
 - The AOR must send the materials directly to the SRO, or must send his/her concurrence to the PD/PI who will forward the materials and concurrence to the SRO. A communication from the PD/PI only or with a “cc” to the AOR will **not** be accepted.
 - **Video format** – multiple videos may be submitted per application, however their aggregate length **must NOT exceed 2 minutes for single-project application and 5 minutes for multi-project applications.**
 - Post-submission videos must be embedded in .pdf files with a maximum file size of 25MB. This material may be submitted on CD/DVD or via e-mail and it will be uploaded to the grants folder by the SRO. *(Applications submitted with hyperlinks to videos or with videos embedded in the Research Strategy will be considered in violation of page limits and the application will be withdrawn before review.)*

➤ **NIH Provides Policy Clarification Concerning Disclosure Requirements for Reimbursed and Sponsored Travel**

[NOT-OD-13-004](#)

This notice pertains to the 2011 revised regulation - *Responsibility of Applicants for Promoting Objectivity in Research for Which PHS Funding is Sought* - to provide clarification on disclosure requirements for reimbursed and sponsored travel. The main points clarified in the notice are as follows:

- Investigators must disclose reimbursed or sponsored travel that is received over the previous 12-month period no later than at the time of application (initial disclosure).
- Investigators are not required to disclose the monetary value of the sponsored or reimbursed travel; rather, it is the Institution’s responsibility to determine upon review if further information, such as the monetary value of the travel, is needed.

- The revised regulation does not impose a general requirement to apply the de minimis threshold to all reimbursed or sponsored travel disclosure. However, Institutions may, within the discretion afforded by the regulation, impose the \$5,000 de minimis threshold to reimbursed or sponsored travel disclosure in their institutional policies which specify the disclosure details.

Please review the [notice](#) for more information on the policy clarifications for disclosing reimbursed sponsored travel.

➤ **NIH Implementation of RPPR - Training Webinar**

Please review the slides from the recent [webinar](#) presentation regarding NIH's implementation plan of the Research Performance Progress Report.

NSF UPDATES

➤ **Project Reporting Migrating from FastLane to Research.gov**

In early 2013, the National Science Foundation (NSF) will completely transfer all project reporting from FastLane to Research.gov. Principal Investigators (PIs) and Co-PIs will use Research.gov to meet all NSF project reporting requirements, including submission of Final, Annual and Interim Project Reports and the Project Outcomes Report. The new Project Reporting Dashboard will make it easier for PIs, Co-PIs, and Sponsored Project Office (SPO) staff to see which reports are due or overdue, and will provide access to all reports submitted to NSF. Research.gov provides research-related information and grants management services in one location. Research.gov is the modernization of FastLane, providing the next generation of grants management capabilities for the research community. Click [here](#) for information on how to prepare for this change.

➤ **NSF Revises Proposal and Award Policies and Procedures Guide, Effective for Proposals Submitted or Due on or after January 14, 2013**

The National Science Foundation has published a revised version of the **NSF Proposal and Award Policies and Procedures Guide (PAPPG)**, [NSF 13-1](#), effective for proposals **submitted or due on or after January 14, 2013**.

➤ **NSF Revises Grants.gov Application Guide, Effective for Proposals Submitted or Due on or after January 14, 2013**

The National Science Foundation has published a revised version of the [NSF Grants.gov Application Guide – A Guide for Preparations and Submission of NSF Applications via Grants.gov](#), effective for proposals **submitted or due on or after January 14, 2013**.

➤ **NSF Implementation of the RPPR – Training Webinar**

Please review the slides from the recent [webinar](#) presentation regarding NSF's implementation plan of the Research Performance Progress Report.



Agency Tip

eRA Enhancement: Highlights of Updates

The following are highlights of eRA Commons' recent October 18-19 system-wide software release.

- **Use of Research Performance Progress Report (RPPR) Expanded**

The use of RPPR is extended to all SNAP eligible progress reports and all Fellowships (F activity codes). For more information about RPPR, please visit the [Research Performance Progress Report \(RPPR\)](#) web page.

- **Progress Report Additional Materials (PRAM) Included in RPPR**

The Progress Report Additional Materials (PRAM) feature provides a means for the grantee to enter, review, and submit information in response to specific request(s) from NIH for additional materials or in response to non-compliant publications following the submission of an RPPR.

- **Principal Investigator (PI) Status Screen Updates**

A new status screen for Principal Investigators (PIs) will be included in the release. The new interface will be more consistent with the screen Signing Officials see. It will let the PI see all errors and warnings from submissions even after the application has moved forward in the review process.

- **xTrain Updates**

There are several changes coming to xTrain in this release. The major improvements are:

- Fixes the PDFs of xTrain appointments to ensure that important data and signatures are included;
- Enables the termination of appointments and fellowships when there is a change of institution. The name of the new institution, project title (if it has changed) and appropriate Business Official will be listed on the Termination Notice User Interface and PDF;
- In the near future, PDFs of xTrain appointments that are missing important data and signatures will be regenerated with all the correct information.

eRA Enhancement: New Help Desk Ticketing Service Coming Soon

eRA is moving to a new, sleeker help desk ticketing system for customers. The new system will be more intuitive and customized to better meet administrative needs. This system will increase efficiency, provide better tracking and reporting of issues, and provide meaningful notifications to you.

The new system replaced the existing [online ticketing system](#) on **Monday, October 29, 2012**.

COEUS UPDATES

COEUS NEWS

****Important Update******PI E-Mail Addresses for NSF Proposal Submission**

As we have previously announced, the e-mail address for PIs in Coeus must match the e-mail address on file in their FastLane account.

****If a proposal is submitted that has a different e-mail address than what is found in the PI's FastLane account, a new profile record will be created in FastLane, resulting in two ID records for the Investigator.***

OSP will repeat the comparison of the e-mail addresses for the PIs between Coeus and their FastLane account. A spreadsheet that compares faculty email addresses will be forwarded to the Department Managers in mid-November.

***** If there is a discrepancy in the faculty's e-mail address between Coeus and NSF FastLane; the faculty member should change their NSF FastLane e-mail address to match their standard Brown e-mail address. *****

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](#).

Next Meeting:

November 21st, 2012 – Location TBD
10:00am – 11:30am

COEUS TIP OF THE MONTH

PDFS AND GRANTS.GOV PROPOSAL SUBMISSIONS

Grants.gov sets limitations on the size of attached pdfs and will not append them to a required form if the file exceeds the size limitation.

In Coeus, if the pdf file is too large, you will be able to

- View or print the attachment in the ***Coeus Narrative Section***
- However, when you print the attachments through ***Action → Grants.gov***, you will see the following message for one or more attachments:

Could not append the documents listed below:
ATT : M-14_PHS_ResearchPlan_ConsortiumContractualArrangements

When a PDF exceeds size limitations, it may be because it is was created through the process of scanning or using Adobe Professional to combine pdf documents.

To avoid/correct this problem:

- Use the "**print to Adobe PDF**" option for any scanned pages, large PDF files or files that are created in Adobe Professional or other programs.

This procedure should be followed for ALL proposal submissions whether you are submitting System-2-System via Coeus, or directly via Grants.gov.

In addition, keep in mind that each agency has their own restrictions on the type of attachments and file sizes allowed for a particular grant opportunity application package; this is why it is very important to read the agency instructions for the particular grant application package.

As always, whenever you have a proposal being submitted System-2-System, or directly via Grants.gov, it is imperative that the **Grants.gov forms are thoroughly reviewed!**

- ➔ When you generate the Grants.gov package and **you cannot see something** it means that the **Sponsor will not be able to see it either!**

ALWAYS REVIEW YOUR GRANTS.GOV FORMS!



PRE-AWARD UPDATES

Research Performance Progress Report (RPPR) -NIH Implementation-

The RPPR will be used by all agencies that support research and research-related activities. The RPPR module is intended to replace other interim performance reporting formats currently in use by agencies, including PHS 2950 (eSNAP) forms and PHS 416-9 forms for Fellowships. The use of the RPPR for non-eSNAP eligible awards has not yet been determined.

NIH has implemented the RPPR for all NIH, AHRQ, FDA and CDC awards. The use of the RPPR will become mandatory as of **April 2013**, however all grantees are encouraged to begin using the RPPR during this optional period.

The RPPR is available in eCommons under the eSNAP module. To complete the record during this interim period, the grantee must first decide whether an eSNAP Report or RPPR will be created. *Note*: if a grantee begins by using one mechanism and later decides to switch to the other mechanism, the grantee must contact the eCommons help desk to reverse the record.

The RPPR and eSNAP modules have a number of *similarities*:

- The substance of the RPPR is not significantly different from an [eSNAP](#). The grantee will be asked to describe progress, study results, the significance of the findings, and any significant changes.
- Where possible, information is pre-populated from NIH systems for the grantee, including PD/PI information, grant number, project title and period, performance sites, and personnel.
- Publications in PD/PI's MyNCBI account will be displayed for easy association with the progress report.
- SNAP awards using the RPPR format will *not* be required to submit a detailed budget.
- Information required by NIH policies will continue to be requested from grantees. For example, the RPPR will address policies covering such areas as human subjects education, inclusion enrollment reporting, and use of human embryonic stem cells.

The RPPR and eSNAP have a number of *differences*:

- The RPPR will have separate screens for each of the following reporting components:
 - Cover Page
 - Accomplishments
 - Products
 - Participants
 - Impact
 - Changes
 - Special [agency specific] Reporting Requirements
 - Budget [applicable only for non-SNAP awards]
- When implemented for non-SNAP awards the Budget component will be a SF424(R&R) Budget.
- The format of the report will be new. Users will answer questions by using a checkbox, entering text or uploading a PDF, or selecting "Nothing to Report."
- New information to be provided by grantees through the RPPR includes:
 - Foreign component information
 - Dollars spent in foreign country(ies) through first-tier subawards
 - Organizational affiliation of personnel at foreign sites
- Effort on All Personnel report will be rounded to nearest whole person month.
- Other features of the RPPR include:
 - Specific location to report on competitive revisions/administrative supplements associated with the award.
 - Public Access compliance status will be displayed
 - Other support will only be required if there has been a change
 - Notice of Award link

Additional information, including an instructional webinar is available at:
<http://grants.nih.gov/grants/rppr/#implementation>

TRAINING

OSP TRAINING SPOTLIGHT

Upcoming COEUS Trainings

To register for classes, please navigate to www.brown.edu/learningpoint and log in using your Brown User Name and Password.

➔ COEUS: PREMIUM BUDGETING BASICS

November 9, 2012 **9:00 AM – 12:00 PM**

This course is designed for individuals who are new to Coeus, would like to refresh their budgeting skills or who work on smaller-standard budgets. This class will address concepts such as how to start a budget, setting up the Budget Persons window, entering line items, generating budget periods, printing budget forms and creating budget versions.

➔ COEUS: ADVANCED BUDGETING

November 14, 2012 **9:00 AM – 12:00 PM**

This course is designed for individuals who have the skills necessary to create basic budgets in COEUS and who would like to gain experience in entering complex budgets and utilizing some of the advanced budget functions available in Coeus. The session will address items such as Adjusting Budget Period Boundaries, setting a Direct or Total Cost Limit, adding Subcontract line items, uploading Sub Budgets, entering and distributing Cost Sharing, Creating Modular Budgets, entering Manual Inflation personnel line items and many more.

Prerequisite - Coeus Budgeting Basics

(The prerequisite can be waived if you have been using Coeus for a period of time. Please contact Coeus_Help@brown.edu for an exception/waiver.)

➔ COEUS: VIEWING PROPOSAL AND AWARD INFORMATION

December 6, 2012 **10:00 AM – 12:00 PM**

This hands-on workshop will explore the institute proposal and award modules in COEUS. Participants will become familiar with relevant COEUS terminology. Specific attention will be paid to teaching participants how to effectively search for and access their department's sponsored research activity that is stored within the COEUS database.

Prerequisite: Current authorized user of Proposal Development module within COEUS.

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 ranging from preparation of proposals and budgets to negotiations of award terms & conditions.
- **Post-Award Training**
 - Learn best practices in Post-Award management. Sessions ranging from travel on sponsored projects to allocation of costs.

OSP Training Sessions are now on LearningPoint, Brown's new 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.

GRANT CONFERENCES/NCURA EDUCATIONAL PROGRAMS

54th National Annual Meeting

Nov 4-7 Washington, DC

<http://collaborate.ncura.edu/Annual54/Home/>

OSP's own **Kewen Chen** is a proud recipient of an NCURA Region 1 travel award to attend the National Meeting. Congratulations **Kewen!**

Departmental Research Administration Workshop

Financial Research Administration Workshop

Fundamentals Workshop

SPA Level II: Critical Issues Workshop

December 5-7, 2012 Orlando, FL

For more info: <http://www.ncura.edu/content/>

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