



# RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

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



## OSP / OVPR UPDATES

### ➤ **OVPR's 2014 Research Funds and Application Guidelines are Now Available for the Seed and Salomon Grants**

Research Seed Funds and Salomon Awards are competitive grants distributed directly to faculty researchers and administered by the Office of the Vice President for Research (OVPR). Detailed guidelines are available in the [OVPR 2014 Research Funds and Application Guidelines](#). A synopsis of these grants is presented below:

#### Research Seed Funding

- Multi-investigator, multi-disciplinary research projects
- Up to **\$100,000** for one year
- Professor at any rank or any senior lecturer active in research may apply. *Emeritus, adjunct, visiting, and faculty in clinical (non-campus based) departments, as well as post docs, are not eligible to lead projects, but may be included on the research team*
- Deadline: **Monday, December 2, 2013, 5:00 PM**
- Proposal: 250 word abstract, 2,500 word project description, CV, chair's letter

#### The Richard B. Salomon Faculty Research Awards

- Individual research projects
- Up to **\$15,000** for one year
- Professor at any rank or any senior lecturer active in research may apply. *Emeritus, adjunct, visiting, and faculty in clinical (non-campus based) departments, as well as post docs, are not eligible to apply*
- Deadline: **Monday, November 4, 2013, 5:00 PM**
- Proposal: 250 word abstract, 1,500 word project description, CV, chair's letter of recommendation / support.

A list of previous awardees may be found on [OVPR's Internal Funding Opportunities](#) web page.

If you have any questions contact Margaret Manning at 401-863-5145.

## ➤ 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:

- Proposals with **deadlines that fall between December 23 and January 3**, the **due date to OSP/BMRA is 5PM on Monday, December 16.**
- Proposals due on **January 6 through January 9**, the **due date to OSP/BMRA is 5PM on Thursday, January 2.**

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

Thank you in advance for your assistance.

## ➤ Research Development and Grant Writing News – October Issue

### [October 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 since this is copyrighted material.

## AGENCY UPDATES

NIH  
UPDATE

### ➤ Revised Guidance on Resumption of NIH Extramural Activities Following the Recent Lapse in Appropriations

[NOT-OD-14-007 \(supersedes NOT-OD-14-003\)](#)

NIH has issued the following notice with information on how NIH is resuming operations after the government shutdown.

#### Rescheduling of October Application Due Dates:

Standard Due Dates			
Activity Code	Original Due Date	New Due Date	Due to OSP/BMRA
R01s, U01s (New)	October 5	November 12	November 4
Ks (New)	October 12	November 12	November 4
R03s, R21s, R34s, R36s (New)	October 16	November 18	November 11 (9:00 am)
R15s (All)	October 25	November 18	November 11 (9:00 am)

### Special Due Dates

Activity Code	Original Due Date	New Due Date	Due to OSP/BMRA
Various RFAs, PARs, Pas	Due dates not listed above	November 1*	October 24
<i>*Exceptions:</i>			
Funding Opportunity	Original Due Date	New Due Date	Due to OSP/BMRA
<a href="#">PAR-13-277</a>	October 1	November 14	November 6
<a href="#">PAR-13-351</a>	October 23	November 14	November 6
<a href="#">RFA-AI-13-043</a>	October 23	November 14	November 6
<a href="#">PAR-13-086</a>	October 24	November 14	November 6
<a href="#">PAR-13-087</a>	October 24	November 14	November 6

*Note: NIH November grant application due dates will not change (with the exception of the Loan Repayment program application due date which has been extend from November 15 to December 2). Also, Grants.gov will continue to accept applications for FOAs with October closing dates, even if those dates have passed.*

#### **Rescheduling Peer Review Meetings:**

Most NIH peer review meetings that were originally scheduled to occur during or immediately following the government shutdown will be rescheduled so that as many applications as possible are able to be considered at **January 2014 Council meetings**.

#### **Opportunity to “Refresh” Applications that are Reassigned to May 2014 Council:**

Applicants whose review meetings are rescheduled and whose applications are reassigned to the **May 2014 Council** will be notified via e-mail to the Principal Investigator and the Signing Official listed on the grant application during the week of November 4, 2013. In addition, meeting dates listed in the eRA Commons for these applications for will be changed to **09/09/9999** so they can be identified.

Applications will proceed to the initial peer review in February/March 2014 without any action from the applicant. However, NIH is giving these applicants the option of withdrawing and submitting a refreshed application. If you choose to replace your application, follow the steps below carefully:

- Withdraw the existing application by **November 15**.
- Submit the refreshed application to the original funding opportunity announcement (FOA), if possible. If that FOA has closed, submit to the appropriate parent announcement. If there is no parent announcement for that activity code, communicate with OSP or BMRA. OSP or BMRA will then send an e-mail to [grantsinfo@od.nih.gov](mailto:grantsinfo@od.nih.gov) with the previous FOA number and will work with you to get the application submitted.
- Submit a cover letter with the refreshed application. Indicate that you are refreshing your application for the May 2014 council round, include the previous application number, and provide the previous study section assignment. Applicants are welcomed to use the e-mail notification they received from NIH as the Cover Letter.
- Make the application a “new” or “resubmission” or “renewal” to match the withdrawn application.
- All replacement applications are due by **December 11**. No late applications will be allowed for this special due date. These proposals are due to OSP/BMRA **December 3** by 5PM, PIs will have until **Monday December 9 by 9AM** to upload final draft of the science.
- **Only applicants who are reassigned to May 2014 Advisory Council round, and who are notified by NIH of their eligibility to refresh an application, may submit for the December 11 deadline. Any other applications submitted for this deadline will not be reviewed.**

#### **Award Actions:**

NIH anticipates beginning to release award notices sometime after November 1.

➤ **Updated Timeline for Late Resubmission (-A1) Applications to PA-11-197 “NIH Pathway to Independence Award (Parent K99/R00)”**

[NOT-OD-14-006](#)

NIH will accept late resubmission (-A1) applications from applicants who are no longer eligible to apply for the March 12, 2014 due date, i.e. currently eligible applicants with more than 4 (but less than 5) years of postdoctoral experience. Late -A1 applications will be due no later than **January 13, 2014** by 5:00PM local time of the applicant organization. This late resubmission due date is available only to individuals whose eligibility ends prior to the March 12, 2014 due date. Resubmission applications submitted for the March 12, 2014 due date and beyond must conform to the new eligibility criteria outlined in [NOT-OD-13-050](#).

Prospective applicants should refer to [NOT-OD-13-050](#) for full research initiative details and specific guidelines on program and review implications.

➤ **Availability of a Test (Beta) Version of the Science Experts Network (SciENcv)**

[NOT-OD-13-114](#)

The test version of the Science Experts Network (SciENcv) is now available. This new electronic system will enable researchers to easily assemble the information (including expertise, employment, education and professional accomplishments) to populate an NIH biographical sketch (biosketch). Initially, the goal of SciENcv is to reduce the burden associated with creating and maintaining federal biosketches while accommodating the need to describe scientific contributions.

The beta version of SciENcv will allow users to explore the system and create an NIH biosketch. Users also are invited to identify features that need to be improved or added to fully serve the needs of the research community. Suggestions can be entered using the utility provided at [info@ncbi.nlm.nih.gov](mailto:info@ncbi.nlm.nih.gov). A number of enhancements are already planned for future versions of SciENcv including the ability to generate biosketches for other federal agencies as well as other functionality listed below:

- Generate and maintain multiple biosketches including those for NSF and other federal science agencies
- Describe the scientific impact of past discoveries
- Ingest data from additional external systems
- Control data exposure
- Transfer data to other systems
- Allow delegates to manage data

Users can get to SciENcv by going to the NCBI sign-in page at <https://www.ncbi.nlm.nih.gov/account/>. Users have the option to sign in using third-party accounts (for example, an [eRA Commons](#) account, a local institutional account through [InCommon](#), or a [Google](#) account). Full documentation on how to use My NCBI is located at <http://www.ncbi.nlm.nih.gov/books/NBK3842/>. Information on how to set up and use the SciENcv tool is located at <http://www.ncbi.nlm.nih.gov/books/NBK154494/>.

NSF

UPDATE

➤ **New Resumption of Operations at NSF Website**

A new page (<http://www.nsf.gov/bfa/dias/policy/postshutdown.jsp>) has been developed directly off the main NSF website that includes important notices as well as supplemental guidance that addresses grant and cooperative agreement related policy and systems issues. This page will continue to be updated as new information becomes available.

### ➤ NSF Revised Proposal Due Dates

NSF has provided revised due dates for funding opportunities with deadlines or target dates occurring between October 1 through 25, 2013. These revised dates apply whether the proposal is being submitted via the NSF FastLane System or Grants.gov. You can find the **complete list of rescheduled deadlines** and more post-shutdown information as well as FAQs for the due date revision here:

<http://www.nsf.gov/bfa/dias/policy/postshutdown.jsp>

*In general due dates beyond October 25th will not be extended. However, specific circumstances may necessitate that an individual program extend due dates for its program(s). Any such changes will be disseminated via the NSF website.*

Due Dates for the Following Programs have been revised to <b>November 12, 2013</b>		
Program		Due to OSP/BMRA
11-547	SBE Doctoral Dissertation Research Improvement Grants – Sociology DDRIG proposals (can also be submitted directly to NSF 98-1331 on same date)	November 4, 2013
13-578	Secure and Trustworthy Cyberspace -- Note change to a submission window from November 1-12	
13-579	Computing and Communication Foundations (CCF): Core Programs -- Note change to a submission window from November 1-12	
13-580	Information and Intelligent Systems (IIS): Core Programs -- Note change to a submission window from November 1-12	
13-581	Computer and Network Systems (CNS): Core Programs -- Note change to a submission window from November 1-12	

Due Dates for the Following Programs have been revised to <b>November 13, 2013</b>		
Program		Due to OSP/BMRA
11-7246	Physics of Living Systems	November 5, 2013
12-564	Louis Stokes Alliances for Minority Participation (LSAMP) – Broadening Participation in STEM Education Research proposals & LSAMP Alliance Proposals	
13-516	Historically Black Colleges and Universities Undergraduate Program	
13-569	Advancing Digitization of Biodiversity Collections	
13-582	Management and Operation of the National Optical Astronomy Observatory (Letter of Intent)	
13-604	Research on Education and Learning (Letter of Intent)	

Due Dates for the Following Programs have been revised to <b>November 20, 2013</b>		
Program		Due to OSP/BMRA
13-575	Partnerships for Innovation: Accelerating Innovation Research - Technology Translation (note: Requirement for Letter of Intent has been deleted, due date for submission of full proposals is extended until November 20, 2013)	November 12, 2013



### Agency Tip

#### File Names

Even-though NIH has recently changed their instructions for attachment file-names allowing spaces, we will continue to enforce the "**no spaces**" in the file name requirement so that we are consistent across all sponsors/agencies.

## COEUS UPDATES & REMINDERS

### FORMS-C Submissions

Coeus now supports the **UPDATED** Grants.gov form packages (FORMS-C) with the exception of proposals that *include Human Subjects*.

- NIH Proposals that include Human Subjects will have to be submitted via the Grants.gov Adobe Forms Packages until further notice. *We will inform users when the functionality to accommodate Human Subjects is available in Coeus to submit NIH proposals via System-to-System.*

### Changes to Coeus to Accommodate FORMS-C

- Two new fields added to the Proposal Tab to support the SF424 (R&R) Cover V2-0 Form –
  - Previous Grants.gov Tracking ID:**  
(Under the Agency Div Code field – will map to field 4.c. Previous Grants.gov Tracking ID)
  - Agency Routing Identifier:**  
(Under Agency Program Core field – will map to field 4.a. Federal Identifier)

The screenshot shows a portion of the Grants.gov application form. The 'Agency Routing Identifier' field is highlighted in yellow and contains the value 'N00014'. The 'Previous Grants.gov Tracking ID' field is also highlighted in yellow and contains the value 'GRANT123456'. Other visible fields include 'Notice Of Opportunity' (Unsolicited), 'Funding Opportunity Number' (NIH-UBER-4-1-2013), 'Agency Program Code', 'CFDA Number', 'Agency Div Code', and a 'Subcontract' checkbox which is checked. The Grants.gov logo is also visible in the center.

- New Narrative Types:
  - S2S\_Budget\_Justification** – Budget Justification that maps to the FORMS-C Budget Forms (RR Budget V1-3)
    - You will still see the Budget\_Justification narrative type in the Narrative Type drop-down which maps FORMS-B1 and B2 Budget Forms
  - RRSF424\_Cover\_Letter** – This Cover Letter narrative replaces the PHS Cover Letter Form and maps to Field 21. Cover Letter Attachment on the RR SF 424 Cover Page.

*Note: You may notice a display issue with the Grants.gov Questions Questionnaire Name. While the name of the questionnaire may not appear you will see the green checkmark indicating that the questionnaire was completed. To access the questionnaire answers just click on the blank space where the questionnaire name would normally appear.*

### Summary of Forms Changes

- Please see the [July 24, 2013 Coeus User Group Meeting Notes](#) - Detailed PowerPoint presentation of the changes made to the updated Grants.gov Forms.
- SF424 (R&R) Application Guides for Restructured Application Forms:  
<http://grants.nih.gov/grants/funding/424/index.htm>

### Updates to FCOI PI Certification Questions

The PI Certification for proposals will be updated on November 1<sup>st</sup> to **exclude** the following FCOI questions:

- Do you have a significant financial interest related to your professional expertise or institutional responsibilities?
- Do you have a significant financial interest related to this research project?

The annual Assurance of Compliance form question will be updated to include:

- In the last 12 months**, have you filed the annual Assurance of Compliance form, and if necessary, the Reporting form required by the University's Conflict of Interest Policy for Officers of Instruction and Research?



## WORKDAY REPORTING TIPS

### Tip 2: Save Filter for the Manager Budgetary Balance Report

**Manager Budgetary Balance Report**

1 Organization \* Grant: GR527943 Computational Approaches for Structural Variation Studies in Genomes

Company \* Brown University

Budget Structure \* Award Business Plan - Annual Entry

Budget Name \* 002380: National Human Genome Research Institute 01/01/2011 (version 1)

Year \* Year 4 (01/01/2014 - 12/31/2014)

Summary Period

Period

Budget to Date

2 MBBR Save

0 Saved Filters Manage Filters

3

OK Cancel

### Tip 2: Save Filter for the Manager Budgetary Balance Report

1. In the prompts under the report heading, enter the required prompt fields indicated by (\*) and select the **Budget to Date** checkbox.
2. To save this filter, type in a name for the filter in the blank box to the right to easily identify the report (e.g. GR527943).
3. Click the [Save] button to save the filter.  
*The next time you run this report, you will be able to click on 'Saved Filters' to access the filters you created. The saved filter will populate the required fields to the left. You can modify any of those selections if necessary.*

## TRAINING

### OSP TRAINING SPOTLIGHT

#### SPONSORED PROJECTS TRAINING UPCOMING COEUS 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.*

#### **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 Sherri Araujo at [sherri\\_araujo@brown.edu](mailto:sherri_araujo@brown.edu) to schedule a session for your Department/Center.

#### **Coeus: Proposal Hierarchy**

November 1, 2013

2:00 PM – 4:00 PM

CIT 269

Learn how to use the hierarchy function to combine multiple budgets (Child Budgets) into one complete budget (Parent Budget). If you prepare budgets for phased or tasked projects, multiple PI submissions, multiple disciplinary, optional budget periods, or want to prepare a proposal based on post award account set-up, this class is for you.

*\*Coeus experience required*

#### **CoeusLite Proposal Development**

November 14, 2013

2:00 PM – 4:00 PM

CIT 269

This course covers constructing a full proposal in CoeusLite; from proposal creation to proposal submission. You will learn all functions of proposal development, including Coeus navigation, uploading proposal attachments, building a detailed budget, and submitting the proposal for approval routing.

This class is intended for new and seasoned Coeus Users.

### 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](http://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.

### UPCOMING NCURA WORKSHOPS

**THE FOLLOWING WORKSHOPS WILL BE HELD  
December 9-11, 2013 in Charleston, SC**

#### [Financial Research Administration Workshop](#)

This workshop provides an in-depth look at financial compliance issues through a combination of lecture, case studies, review of Federal audit reports, and a discussion of best practices.

#### [Fundamentals of Sponsored Projects Administration Workshop](#)

The purpose of this program is to provide participants with a broad overview of the various aspects involved in sponsored projects administration throughout the lifecycle of the award.

#### [Sponsored Projects Administration Level II Workshop](#)

For more experienced research administrators, NCURA created "Level II: Sponsored Project Administration Workshop-Critical Issues in Research Administration" (commonly referred to as "SPA II").