RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

OCTOBER 2014

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/cgi-bin/wa?SUBED1=OSPNEWSLETTER&A=1

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OSP / OVPR/ RPO UPDATES

➢ Assistance with the NIH Public Access Policy Now Available

OSP is pleased to announce that Laura Pavlech, DVM, MSLS, has recently joined the Brown University Library as the Biomedical and Life Sciences Librarian. Dr. Pavlech can provide NIH Public Access Policy training; including the core requirements of the policy, how to comply with the policy, and managing compliance with My NCBI for departments, institutes and centers.

She is also available for individual consultations with investigators, trainees and administrative staff. For assistance, or to schedule a training session, please contact Laura Pavlech by phone at 863-2135 or email at laura_pavlech@brown.edu.

For those seeking a quick refresher on the NIH Policy and its requirements, see the FAQs about the NIH Public Access Policy.

➢ 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 23rd and January 2nd**, the due date to OSP/BMRA is 5pm on Tuesday, December 16th.
- For proposals **due on January 7th**, all non-science sections are due by Friday, December 19th with final technical/science sections due by 12pm on Monday, January 5th.

➢ Workday Effort Reporting Implemented October 8, 2014

Over the past year, the Office of Sponsored Projects and the Workday Operations Team have collaborated to develop Workday Effort Reporting. **This new functionality went live on October 8th for non-exempt and undergraduate student workers who currently certify monthly**. In early January, we will be releasing this new functionality for faculty, graduate students, and exempt staff who certify semi-annually (July 1 – December 31).

The Workday Effort Reporting functionality has replaced our current manual, paper processes and allows for the online distribution of effort reports and online certification of effort. A new report, *Effort Certification Summary Report,* has been created to enable Effort Certification Partners to easily track the status of their effort reports.

RESOURCES:

- The Effort Reporting Manager is available for one-on-one training should you have questions on the process. If you would like a session at your office please contact maria_mento@brown.edu to set up a time.

- A series of screencasts and job aids have been developed. These will be included in Workday communications. The links to screencasts and attached job aids are as follows:

  o Screencasts
    - Reviewing Effort Certification Reports in Workday for Effort Certification Partners and Cost Center Managers

    - How to Make Changes to Effort Certification Reports in Workday for Effort Certification Partners

    - How To Certify an Effort Certification Report in Workday for Workers and Principle Investigators

    - Generating and Reviewing the Effort Certification Summary Report in Workday for Effort Certification Partners

  o Job Aids
    - Review/Change/Submit Effort Certification Report

    - Certify or Send Back an Effort Certification Report

    - Generating the Effort Certification Summary Report

We appreciate your flexibility and commitment in adapting to this new functionality and we thank you for your patience as we go live with this new functionality. If you have any questions, please contact Marisa Schasel (Marisa_Schasel@brown.edu).

➢ Clarification on the New NSF Proposal & Award Policies & Procedures Guide (PAPPG)

At the September 30th OSP Brown Bag, it was incorrectly noted that the NSF PAPPG was going to be effective October 1, 2014. It has not yet been released and will be effective **12/26/14**.

➢ Research Development & Grant Writing News and Grant Workshops
September Issue

The September issue is now available online. (Brown users must sign-in to access this subscription.) This newsletter offers strategies on how to compete successfully for research funding and highlights new funding opportunities.

AGENCY UPDATES

NIH

UPDATES

➢ Upcoming eRA Systems Maintenance

All eRA systems will be down for maintenance on the following dates:

Oct. 16-17	9 pm to 7 am ET Thu-Fri	System-wide software release	All eRA systems (including eRA Commons, eSubmission and all IMPAC II modules) and databases will be unavailable
Nov. 1-2	10 pm – 5 am ET Sat – Sun	Scheduled weekend maintenance	All eRA modules, databases and web sites will be unavailable (including eRA Commons, eSubmission, iEdison, all IMPAC II modules and the RePORTER web site)

➢ Inclusion Management System (IMS)

The NIH is mandated by law to ensure the inclusion of women and minority groups in clinical research. On October 17, 2014, eRA Commons will be implementing a new feature known as the Inclusion Management System (IMS). IMS is replacing the existing Population Tracking System to ensure the appropriate reporting of sex/gender, race, and ethnicity information as required by the NIH Policy on the Inclusion of Women and Minorities in Clinical Research.

Key Changes as of October 17, 2014 and beyond:
- Inclusion enrollment report forms received with competing application submissions will automatically populate the IMS.
- NIH grantees completing their Research Progress Performance Reports (RPPRs) will be prompted in Item G.4.b to access and update inclusion records directly in IMS.
- Grantees will be able to access their inclusion enrollment data through the IMS, found through the eRA Commons Status page, and can review or update their inclusion data as needed.
- NIH will migrate ongoing enrollment information from the previous data system to the IMS. The report format has been adjusted; as a result, grantees will be required to update Cumulative Inclusion Enrollment data in the IMS format at the time of the RPPR.

For more information on the IMS, visit the
Inclusion of Women and Minorities as Participants in Research Involving Human Subjects –
Policy Implementation Page

➢ Reminder for Investigators with Early Stage Investigator (ESI) Status

In order for eRA systems to identify a Project Director/Principal Investigator (PD/PI) on a R01 or DP2 application as having Early Stage Investigator (ESI) status, the PD/PI's degree completion and/or the end of residency date must be correctly entered in the eRA Commons profile at the time of submission.

If you have submitted an application and it does not reflect the correct Early Stage Investigator status, you need to open a ticket with the eRA Commons Help Desk to request a correction for the submitted application.

➤ Research Training and Career Development Pre-Application Webinar – October 30, 2014

NOT-AT-15-002

On Thursday, October 30th, the National Center for Complementary and Alternative Medicine (NCCAM) will hold a pre-application webinar for potential applicants to help them prepare for NIH research training and career development opportunities. The webinar will provide an overview of the research grant submission process, a discussion of the funding opportunities, and an explanation of the peer-review process. Interested participants can register at: https://events-support.com/events/NCCAM_Research_Training_Career_Development

➤ Webinars on the NIH Application Submission and Review Process

NOT-OD-15-002

NIH will hold several webinars in November focused on navigating the NIH application submission and review processes. Each webinar will focus on a different type of NIH Grant Application:

Webinar Focus	Date	Time
Academic Research Enhancement Awards (R15)	November 4, 2014	**Each webinar will run from 2:00 to 4:00 pm EST and will include a 30-minute Q&A session.**
Fellowship Awards	November 5, 2014	
Small Business Grants (SBIR/STTR)	November 7, 2014	
Research Project Grants (R01)	November 10, 2014	

The webinars will focus on the following topics:
- The Review of Your NIH Grant Application Begins Here
- What You Need to Know about Application Receipt and Referral
- How Your Application is Reviewed
- Key Things to Know About Your Type of Application
- Jumpstart Your Career with CSR's Early Career Review Program

**If you are interested in participating in any of the webinars, register at
http://public.csr.nih.gov/Pages/csrwebinar.aspx by Tuesday, October 28th.**

➤ Updated NIH Frequently Asked Questions (FAQs)

NIH has recently updated the following FAQs:
- NIMH Clinical Trials Funding Opportunity Announcements – Applicant FAQs
- Resubmission of NIH Applications FAQs

➤ 10 Tips for Electronic Grant Submission Success

NIH has developed an 8-minute YouTube video detailing good submission practices everyone should follow. Topics covered in the video include:
- Required system registrations
- Following instructions in Funding Opportunity Announcements (FOA), Application Guides, and Supplemental instructions
- Paying attention to Section IV. Application and Submission Information of the FOA

	• Checking the Related Notices section of the FOA • Viewing your application image in eRA Commons • Notifying eRA Commons Help Desk if system issues threaten your on-time submission Top 10 Tips for Electronic Grant Submission Success Video
NSF UPDATES	➢ **Presentation from NSF's NCURA National Meeting held August 11, 2014** The NSF NCURA National Meeting was held in August. Topics covered during the meeting include: • Proposal & Award Policies & Procedures Guide (PAPPG) Update • Public Access Implementation • Automated Compliance Checking for Proposals • Research Performance Progress Report Update **The full presentation is located at: http://www.nsf.gov/bfa/dias/policy/outreach/nsfupdate_fall14.pdf** ➢ **CBET CAREER Webinar** CBET will host a two-day CAREER proposal Webinar, October 21-22, 2014, 12pm – 5pm EST. The Webinar will discuss best practices regarding the development and submission of CAREER proposals. Topics will include guidelines and eligibility, proposal preparation guidance, and recommendations for integration of research. For full details and information on the registration process visit: http://www.nsf.gov/events/event_summ.jsp?cntn_id=132552&WT.mc_id=USNSF_13&WT.mc_ev=click
DOE UPDATE	➢ **Department of Energy Guidance on the Supercircular** The Department of Energy has presented their perspective on the Supercircular (aka Omnicircular), formally titled 2 CFR 200, which encompasses all previous federal award guidance and becomes effective December 26, 2014. It streamlines Federal awards to ease administrative burdens and also strengthens oversight of Federal funds to reduce risk of waste, fraud and abuse. For full details, please visit: http://science.energy.gov/~/media/grants/pdf/news/Introducing_the_Supercircular_Final_Consolidated.pdf
NASA UPDATE	➢ **NASA Guidance on Avoiding Grant Delays** The NASA Shared Services Center (NSSC) is the NASA organization that issues grants to non-civil servant PIs. They report the number one cause of grant delays is a failure on the part of the proposer to submit accurate budget rates from their institution including approved indirect rates and appropriate justification for expenditures (see the budget details FAQ and the Guidebook for Proposers for instructions). The more detail in your budget justification (or narrative) the less likely your grant will be delayed. Try to explain procurements in a manner that would be understood by a non-scientist, but with enough detail so that they know what will be purchased. See the *NASA How to Guide* for details.

COEUS UPDATES

COEUS Tip of the Month

➢ **Completing Rolodex Entries for Non Brown Contacts**

When adding Non Brown individuals to proposals and protocols, make sure you enter complete Rolodex entries.
Complete Rolodex entries consist of the following required fields:

First and Last Name	Postal Code
Organization	Country
Address Line 1	Phone Number
City	Email Address
State	

Things to Keep in Mind:
- Do not use special characters (such as Ü) in any Rolodex entry.
- Do not copy and paste information into the Rolodex entry. This can result in "hidden" special characters that can cause an application to be rejected by Grants.gov.
- Enter phone/fax Numbers in one of the following formats:
  - XXX-XXX-XXXX or XXXXXXXXXX
- Make sure the postal code is 9-digits long (Do not include a dash between the first 5 digits and the last 4 digits).
- You will only be able to modify Rolodex entries that you created. If a contact has a misspelling or known address change and you cannot modify the entry, please contact Coeus_Help@brown.edu to have the record updated.

When entering Rolodex entries use the Rolodex Guide

➢ **Coeus User Group**

The Coeus User Group meetings are intended to allow Coeus users to network, share best practices, learn new business process changes, and address Coeus issues.

PowerPoint Slides from the August 20, 2014 meeting are now available for viewing on the Coeus User Group website.

If you have ideas for discussion topics, please email Justyna Szulc (Justyna_Szulc@brown.edu)

Next Meeting:
Tuesday – October 22, 2014
Robert Center Faunce Memorial Room 229
Time: 10:00 to 11:30

POST-AWARD UPDATES

> ## Fly America Act – Open Skies Agreements

- Travelers supported by federally funded projects must use a U.S. Carrier under the "Fly America Act".
  - One exception to this requirement is transportation provided under a **bilateral** or **multilateral** agreement. There are currently **four bilateral/multilateral "Open Skies Agreements" in effect**:
    - o United States (US) Government and the European Union (EU) effective April 30, 2007 US-EU Amendment effective June 24, 2010, and US-EU Amendment effective June 21, 2011
    - o United States (US) and Australia effective October 1, 2008
    - o United States (US) and Switzerland effective October 1, 2008
    - o United States (US) and Japan effective October 1, 2011

*Please note:
  - The exceptions noted above do not apply to Department of Defense funded awards.
  - 3 of the agreements (Australia, Switzerland, and Japan) also require that there is no City Pair Program in effect.

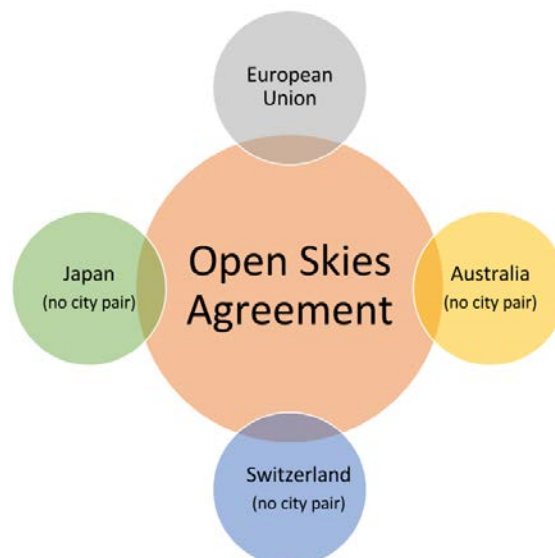A listing of all countries included under these four agreements can be found at:
http://www.gsa.gov/portal/content/103191?utm_source=OGP&utm_medium=printradio&utm_term=openskies&utm_campaign=shortcuts

OPEN SKIES PARTNERS:

The Department of State references a PDF document that lists "Open Skies Partners". This is **NOT** part of the Fly America Act Open Skies exception and **should not be used** as a reference when making a decision on an approved carrier.

- **Example:** Canada is included in the Full List of "Open Skies Partners" but not under one of the 4 bilateral/multilateral agreements. Therefore, Canadian Airlines would **NOT** qualify as an Open Skies exception under the Fly America Act.

Please contact your Grant/Contract Accountant if you have any questions or register for the **Traveling on Sponsored Funds** training session on 11/4/2014 to learn more! [LearningPoint]

WORKDAY UPDATES

➤ Checking Sponsored Award Budgets In Workday

When you receive notification from OSP that a new award or an award modification was processed, please review and verify the budget in Workday.

To Review Budget:
Run the Manager Budgetary Balance Report and verify that funding has been apportioned to the correct ledger accounts and that the total budget amount is accurate. Notify your Grant/Contract Accountant if changes are required.

➤ Change To Grant Worktag

Effective October 1, 2014:
New Parent and/or Child Awards established are assigned a 9 character grant worktag – GR52XXXXX

Existing 8-digit grant worktags will <u>not</u> change.
The same site logic in number scheme will continue; e.g.
- National Science Foundation Grants – GR526XXXX
- National Institute of Health Grants – GR527XXXX

Please pay careful attention when selecting the grant worktag in Workday; confirm the grant name when making your selection.

➤ Inactivation Of Grant Worktags

WD Operations Team and OSP are in the final stages of testing inactivating grant worktags:
- **Phase 1 – Underway -** Inactivation of grant worktags for closed awards that were converted
- **Phase 2 – October / November** - Inactivation of grant worktags for awards closed and reconciled in FY14

Grant worktags with a status of inactive will not be allowed on transactions initiated in Workday; e.g. supplier invoice, expense report, costing allocation. The grant worktag will appear in the pick list but the inactivation will be clearly denoted, i.e
 GR524567 (INACTIVE)

Inactive Grant worktags will still be available for reporting purposes and the associated Bat Keys will be disabled.

TRAINING

OSP TRAINING SPOTLIGHT	ABOUT OSP TRAINING

OSP FALL TRAININGS

COEUS:

⬇ Lite Proposal Development – New Users	10/20/2014
⬇ Premium Budget Basics	10/23/2014
⬇ Proposal Hierarchy	11/04/2013
⬇ Advance Budgeting	11/06/2014
⬇ How does Coeus populate your Grants.gov forms?	11/18/2014

PRE-AWARD:

⬇ Introduction to Grant Budgets	10/21/2014
⬇ Subcontracts Demystified	10/30/2014
⬇ Cost Sharing on Sponsored Projects	11/06/2014
⬇ NIH - Ruth L. Kirschstein NRSA Individual Fellowship	11/11/2014
⬇ NIH – NRSA Institutional Training (T) Grants	11/20/2014
⬇ NIH – Career Development Awards (CDA) ("K" Awards)	12/04/2014

POST-AWARD:

⬇ Traveling on Sponsored Funds	11/04/2014
⬇ Supporting Documentation and Justification	11/07/2014
⬇ Allocations of Costs	11/19/2014
⬇ Effort Reporting	12/03/2014
⬇ Cost Transfers	12/05/2014

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.

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

NCURA Conferences will be held in Orlando, FL in 2015 Registration opens in late October:
- Pre-Award Research Administration: March 2-4
- Financial Research Administration: March 5-7

http://www.ncura.edu/Education/MeetingsConferences.aspx

Future NSF Grants Conference
June 1 & 2, 2015 - Tampa, FL
- Fall 2015 - TBD

Sign up at http:events.signup4.com/nsfnotification to be notified of future conferences.