



RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

SEPTEMBER
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, 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.

INSIDE THIS ISSUE

OSP / OVPR / RPO Updates	1
Manager Budgetary Balance Report (MBBR)	1
Faculty/Investigators Can Sign Up to Receive the OSP Newsletter	2
2015 Internal Funding Opportunities	2
Certificate Program in Research Administration and Compliance is Postponed	2
Upcoming BEARCORE Session for Students and Post Docs	3
Research Protections Office	3
Research Development & Grant Writing News and Grant Workshops	3
Upcoming Proposal Submission Deadlines	4
Agency Updates	5
RPPR Will Be Required for All Type 5 Non-SNAP Progress Reports	5
Annual Progress Reports Will Require Descriptions on the Use of Individual Development Plans (IDPs) for Graduate Students and Postdoctoral Researchers	5
NIH's New Interactive Timeline on Grants Administration Changes	5
Reminder – eRA Commons Usernames Requirement for Graduate and Undergraduate Students	5
Requesting a NIH eRA Commons ID at Brown	6
Presentations from the Spring 2014 NSF Grants Conference	6
Updated NSF Frequently Asked Questions (FAQs)	6
Coeus Updates	7
Updated Search Capabilities for Proposal Development	7
Bug with Trainee/Participant Support Costs on the RR Budget V1.3	7
Coeus Tip of the Month: Proposal Hierarchy Sync	8
Coeus User Group	8
Post-Award & Workday Updates	9
Closeout Tips	9
FY15 Salary Reallocations	9
Non-Salary Cost Transfers	9
Training & Conferences	10
Sponsored Projects Training: Fall 2014 Schedule	10
Conferences & NCURA Educational Programs	10

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OSP / OVPR/ RPO UPDATES

➤ **Manager Budgetary Balance Report (MBBR)**

INVESTIGATOR ACCESS TO MBBR in Workday:

The Manager Budgetary Balance Report (MBBR) has been updated to automatically allow all Investigators on the project (i.e., Principal and Co-Investigators) access to this report for all of their awards. This report provides budget to actual expenditure detail.

Tips on using the MBBR:

- [How to Access the Report in Workday](#)
 - Details how to set the MBBR as a Favorite Report
 - Details how to create a filter for the MBBR
- [Manager Budgetary Balance Report Guide](#)
 - Details the data you will find in the MBBR, organization of the report, and how to run the report.

MBBR – OBLIGATION BALANCES:

The problem with procurement accounting as it pertains to invoicing against open purchase orders with a change order has been FIXED.

Please contact your Grant/Contract Accountant or marisa_schasel@brown.edu if you have any questions.

➤ Faculty/Investigators Can Sign Up to Receive the OSP Newsletter

There is a listserv available for Faculty/Investigators who would like to receive the monthly OSP Newsletter.

To subscribe, Faculty/Investigators can go to:

- <https://listserv.brown.edu/archives/cgi-bin/wa?SUBED1=OSPNEWSLETTER&A=1>
- For questions about subscribing to the newsletter, please email Justyna Szulc (Justyna_Szulc@brown.edu).

The current version and archives of the newsletter can be also found at: <http://www.brown.edu/research/newsletters>.

➤ 2015 Internal Funding Opportunities

The Office of the Vice President for Research is pleased to announce that the [2015 Research Funds and Application Guidelines](#) are now available. A synopsis of the **Seed and Salomon grants** is below:

The Richard B. Salomon Faculty Research Awards

Deadline: Monday, November 3, 2014

- 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.
- Proposal: 250 word abstract, 1,500 word project description, CV, chair's letter

Research Seed Fund Awards

Deadline: Monday, December 1, 2014

- Multi-investigator, multi-disciplinary research projects
- up to **\$75,000** 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.
- Proposal: 250 word abstract, 2,500 word project description, CV, chair's letter

Thank you for your consideration of these opportunities. Please contact me if you have any questions. These guidelines and a list of previous awardees may be found on [OVPR's Internal Funding Opportunities](#) web page.

Humanities Research Funds

Deadline: Friday, November 15, 2014

This help support faculty research in departments and fields in the arts, humanities and social sciences with limited external funding opportunities. Faculty apply directly to their chairs for support; full-time faculty may request up to \$1,800.

➤ Certificate Program in Research Administration and Compliance is Postponed

The Certificate Program in Research Administration and Compliance has been postponed. Our enrollment projection was significantly lower than in prior years and we will re-assess later in the fall. If you are interested in the Certificate Program in Research Administration or if you require a specific class(es) to complete the program, please send your name, department and contact information to resadmin@brown.edu.

➤ Upcoming BEARCORE Session for Students and Post Docs

In response to a National Science Foundation (NSF) requirement, the University has created the Brown Ethical and Responsible Conduct of Research Education (BEARCORE) program. The training is required for all undergraduate and graduate students and postdoctoral fellows supported by NSF grants.

The next BEARCORE session is:

Thursday, September 25th, 2014
8:30am – 12:30 pm
Robert Center Kaspar Multipurpose Room, 040

Please advise your students and post-doctoral researchers to register for the BEARCORE program via Brown's Learning Point System.

- Students and post-doctoral researchers must complete the training within one year of beginning their NSF supported work. Please note that if students or post docs supported by NSF have completed one BEARCORE session, they do not need to take it again. More information about the program is available on the [BEARCORE Webpage](#).

➤ Research Protections Office (RPO)

The Research Protections Office (RPO) Research Support and Outreach Program (RSOP) is a resource designed to assist investigators and their research teams through support, guidance, and education, toward the successful completion of their research. A prime focus of the program is providing information regarding "Best Practices" associated with the protection of study participants and consistency with Brown University [Human Research Protection Program \(HRPP\) Policy and Procedures](#). Please visit the RSOP web page, <http://www.brown.edu/research/research-support-and-outreach-program-rsop>, or contact Christiana Provencal, Outreach Manager, at 863-5729 or Christiana_Provencal@Brown.edu for more information.

In addition, RPO offers several IRB and IACUC trainings and scheduled informational sessions a year. Please visit www.brown.edu/learningpoint, to log in and register for these sessions.

➤ Research Development & Grant Writing News and Grant Workshops [August Issue](#)

The August 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.

Events / Workshops:

[Public Humanities Grants Workshop](#)

***next week* September 16, 3:00 pm - 4:30 pm.**

Rhode Island Historical Society, Aldrich House

Have ideas for a new public humanities project? The [RI Council for the Humanities](#) will present a free workshop to share information about upcoming major and mini grant opportunities for non-profit organizations and individual researchers planning public programs in the humanities.

[Grant Finding at Brown and Beyond](#)

Tuesday, September 23, 12:00 - 1:00 p.m.

Rockefeller Library, Hecker Center

UPCOMING PROPOSAL SUBMISSION DEADLINES

NIH

Below are upcoming due dates for the most commonly used activity codes for ***NIH Proposal Submissions***. Please continue to refer to the funding opportunity announcement (FOA) for due date information.

Click [here](#) to view the listing of all the upcoming due dates for NIH.

****All Proposals are due to OSP / BMRA at the close of the business day unless a time is indicated below.***

Activity Code	Program Description	Sponsor Due Date		OSP/BMRA Due Date	
		New Application	Resubmission, Renewal, Revision Application	New Application	Resubmission, Renewal, Revision Application
R01	Research Grants (R01)	10/05/2014	11/05/2014	09/29/2014 (9 am)	10/28/2014
K Series	Research Career Development	10/12/2014	11/12/2014	10/06/2014 (9 am)	11/04/2014
R03, R21, R33, R21/33, R34, R36	Other Research Grants	10/16/2014	11/16/2014	10/07/2014	11/10/2014 (9 am)
F Series Fellowships	Individual National Research Service Awards	12/08/2014		12/01/2014 (9 am)	
T Series	Institutional National Research Service Awards	09/25/2014		09/17/2014	
P Series	Program Project Grants and Center Grants	09/25/2014		09/17/2014	

NSF

Below are upcoming due dates for the most commonly used activity codes for ***NSF Proposal Submissions***. Please continue to refer to the funding opportunity announcement (FOA) for due date information.

Click [here](#) to view the listing of all the upcoming Due Dates for NSF.

****All Proposals are due to OSP / BMRA at the close of the business day unless a time is indicated below.***

Program Guidelines	Program Title	Sponsor Due Date	OSP/BMRA Due Date
14-562	Computer and Information Science and Engineering (CISE) Research Initiation Initiative (CRII)	09/24/2014	09/16/2014
14-553	EarthScope National Office (ESNO)	09/26/2014	09/18/2014
13-594	Industry/University Cooperative Research Centers Program (I/UCRC)	09/26/2014	09/18/2014
14-569	Partnerships for Innovation: Accelerating Innovation Research-Technology Translation (PFI: AIR-TT)	10/02/2014	09/24/2014
14-573	ADVANCE: Increasing the Participation and Advancement of Women in Academic Science and Engineering Careers	10/03/2014	09/25/2014
13-596	NSF/DOE Partnership in Basic Plasma Science and Engineering	10/03/2014	09/25/2014
11-559	NSF Astronomy and Astrophysics Postdoctoral Fellowships (AAPF)	10/08/2014	09/30/2014
13-568	Doctoral Dissertation Improvement Grants in the Directorate for Biological Sciences (DDIG)	10/09/2014	10/01/2014
14-585	Research Training Groups in the Mathematical Sciences (RTG)	10/14/2014	10/06/2014 (9 am)
10-510	Geospace Environment Modeling (GEM)	10/15/2014	10/06/2014
14-582	Mathematical Sciences Postdoctoral Research Fellowships (MSPRF)	10/15/2014	10/06/2014
14-587	Partnerships for International Research and Education (PIRE)	10/21/2014	10/14/2014 (9 am)
14-576	Division of Physics: Investigator-Initiated Research Projects (PHY)	10/22/2014	10/14/2014
14-588	Improving Undergraduate STEM Education (IUSE)	10/24/2014	10/16/2014
14-504	Collaborative Research in Computational Neuroscience (CRCNS)	10/28/2014	10/20/2014
14-590	Graduate Research Fellowship Program (GRFP)	10/29/2014	10/21/2014

AGENCY UPDATES

NIH UPDATES

➤ **RPPR Will Be Required for All Type 5 Non-SNAP Progress Reports**

[NOT-OD-14-092](#)

NIH currently requires the use of the [Research Performance Progress Report \(RPPR\)](#) module to submit progress reports for Streamline Non-Competing Award Process (SNAP), fellowship, and multi-year funded awards. Beginning October 17, 2014, this requirement will be extended to all type 5 non-SNAP progress reports as well. NIH continues development of the RPPR for all final progress reports and for administrative extensions and will post future updates.

➤ **Annual Progress Reports will Require Descriptions on the Use of Individual Development Plans (IDPs) for Graduate Students and Postdoctoral Researchers.**

[NOT-OD-14-113](#)

In 2012, a Working Group on the Advisory Committee to the NIH Director (ACD) recommended that NIH should require individual development plans (IDPs) for all NIH-supported graduate students and postdoctoral researchers to provide a structured training experience. In response to this recommendation, NIH encourages but does not require institutions to develop and use IDPs for graduate students and postdoctoral researchers supported by NIH awards.

However, NIH annual progress reports received on or after October 1, 2014 are required to include a description of whether the institution uses IDPs or not and how IDPs are employed to help manage the training and career development/goals of graduate students and postdoctoral researchers.

NIH progress reports using the [Research Performance Progress Report \(RPPR\)](#) must include a report on the use of IDPs in Section B. Accomplishments, Question B.4. All projects reporting graduate students and/or postdoctoral participants in section D. are required to describe whether the institution has established Individual Development Plans (IDPs) for those participants. A similar response is required for all T, F, K, R25, R13, D43 and other awards or award components designed to provide training and professional development opportunities for graduate students and postdoctoral researchers.

➤ **NIH's New Interactive Timeline on Grants Administration Changes**

The [Grants Policy & Guidance](#) page on NIH website is now home to an interactive timeline of upcoming changes and updates in grants administration. The NIH Guide is still the official document for policy announcements, but guide notices will also be added to the timeline based on when policies take effect.

➤ **Reminder – eRA Commons Usernames Requirement for Graduate and Undergraduate Students**

[NOT-OD-13-097](#)

Starting in October 2014, eRA Commons Usernames for graduate and undergraduate student project roles will be required for both the [PHS 2590 Non-Competing Continuation Progress Report](#) and [Research Performance Progress Report \(RPPR\)](#).

For more information on this change, refer to Guide Notice [NOT-OD-13-097](#).

➤ Requesting a NIH eRA Commons ID at Brown

To obtain an eRA Commons ID, please complete the *NEW* eRA Commons User ID request form: <http://brown.edu/research/about-brown-research/policies/requesting-era-commons-user-id>

You will need to provide the following information:

- a. Full name
- b. Have you ever had an eRA Commons account at any other institution? If so, what is your User ID?
- c. Department
- d. What role should you be assigned (i.e. ASST, Graduate Student, PI, Postdoc, Project Personnel, Trainee, Undergraduate)?

For more on eRA Commons roles, please see - http://era.nih.gov/files/eRA_Commons_Roles.pdf

After you complete the form, OSP will create an account for you and you will receive an "Account Created" notification email from eRA Commons containing the username and a temporary password. You will be required to change your password the first time you log into the system. See the [eRA Password Policy](#) for more password related information.

NSF UPDATES

➤ Presentations from the Spring 2014 NSF Grants Conference

The Spring 2014 NSF Grants Conference was held June 23-24, 2014 in Denver, Colorado. The two-day conference provided insight and updates on a wide range of NSF related policies, procedures and administrative issues.

Highlights include:

- [Presentation on Proposal Preparation](#)
- [NSF Merit Review Process](#)
- [Award Management](#)
- [NSF Policy Update](#)

For a full list of presentations and updates from the Spring 2014 NSF Grants Conference, visit NSF's [Outreach Activities webpage](#).

➤ Updated NSF Frequently Asked Questions (FAQs)

NSF has recently updated the following FAQs:

- [Frequently Asked Questions \(FAQs\) for the NSF Research Traineeship \(NRT\) Program](#)
- [Frequently Asked Questions \(FAQs\) for Hazards SEES 2014/2015 Competition](#)
- [Frequently Asked Questions \(FAQs\) for Partnerships for International Research and Education \(PIRE\)](#)

COEUS UPDATES

UPDATED SEARCH CAPABILITIES FOR PROPOSAL DEVELOPMENT IN COEUS PREMIUM

PROPOSAL DEVELOPMENT SEARCH WINDOW:

The **Proposal Development Search Window** in Coeus Premium has been enhanced to allow users to search by a wider variety of search criteria. The following fields have been added to the search window: **Prime Sponsor**, **Funding Opportunity #**, and **Program Title**.

Select Development Proposal				
Sponsor Code	Sponsor Name	Prime Sponsor	Funding Opportunity #	Program Title

Find
Clear

PROPOSAL DEVELOPMENT RESULTS WINDOW:

The **Proposal Development Results Window** in Premium has been updated to list the following new fields: **Prime Sponsor**, **Funding Opportunity #**, **Program Title**, **Start/End dates**, and **NSF Code**.

Sponsor Name	Prime Sponsor	Funding Opportunity #	Program Title	Start Date	End Date	NSF Code
National Heart, Lu...	No Prime Sponsor	PA-14-078	Change of Grante...	01/September/2014	30/November/2015	Medical - Life Scie...
Burnham Institute	National Institute o...			01/April/2014	31/March/2015	Biological - Life S...



BUG WITH TRAINEE/PARTICIPANT SUPPORT COSTS ON THE R&R BUDGET V1.3 CUMULATIVE PAGE

When budgeting for **Tuition/Fees/Health Insurance** or **Travel** for participants and trainees, the total in **Section E. Participant/Trainee Support Costs** on the **R&R Budget V1.3 – Cumulative page** is calculated incorrectly. This issue is only present in the **Total for Section E.** and it does not affect the final costs or final direct or indirect costs on the budget.

- Tuition/Fees/Health Insurance dollars are not being included in the Section E. total
- Travel dollars are being doubled in the total

If your proposal requires the use of the **R&R Budget V1.3** form and you are budgeting for any of the cost elements listed in the table below, you will not be able to use Coeus for your System-2-System submission. You will have to submit your proposal directly via Grants.gov for the time being.

COST ELEMENT	DESCRIPTION
F015130	HEALTH FEE (FELLOW/TRAINEE)
F219999	TRAVEL – (FELLOW/TRAINEE)
F195120	TUITION/FEES – OTHER (FELLOW/TRAINEE)
F185120	TUITION/FEES – POST DOC DEGREE (FELLOW/TRAINEE)
F175120	TUITION/FEES – POST DOC NON DEGREE (FELLOW/TRAINEE)
F155120	TUITION/FEES – PRE DOC DUAL DEGREE (FELLOW/TRAINEE)
F165120	TUITION/FEES – PRE DOC SINGLE DEGREE (FELLOW/TRAINEE)
F025120	TUITION/FEES – UNDERGRADUATE (FELLOW/TRAINEE)

RESEARCH & RELATED BUDGET - Cumulative Budget		Totals (\$)
Section A. Senior/Key Person		106,416.70
Section B. Other Personnel		0.00
1. Domestic		0.00
2. Foreign		0.00
Section E. Participant/Trainee Support Costs		100,000.00
1. Tuition/Fees/Health Insurance	82,080.85	
2. Stipends	0.00	
3. Travel	50,000.00	
4. Subsistence	0.00	
5. Other	0.00	
6. Number of Participants/Trainees	0	

While the Coeus Consortium is working on a fix, we have set up a validation in Coeus that will prevent you from submitting your proposal S2S if your submission requires the use of the R&R Budget V1.3 form and you include the particular cost elements affected by this bug in your budget. When you run your validations in Coeus and your proposal meets both of the conditions listed above, you will receive the following **ERROR Message**:

“There is an issue with budgeting for participant/trainee costs on the Grants.gov RR Budget form, please contact your Contract Administrator.”


COEUS TIP OF THE MONTH

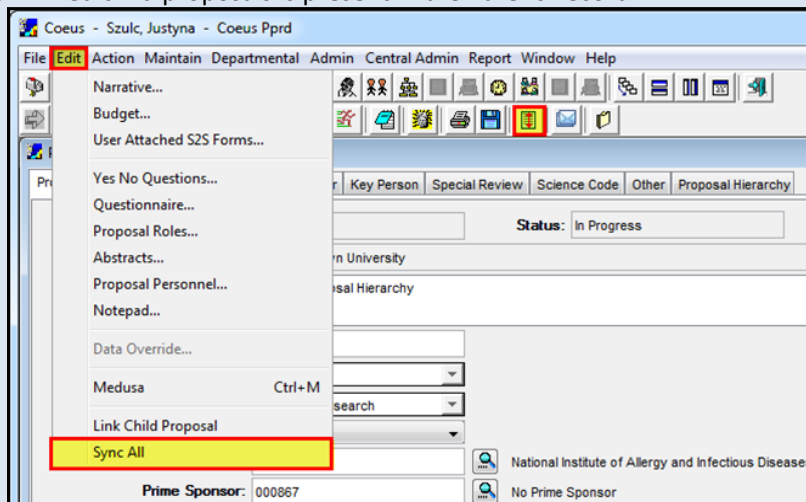
PROPOSAL HIERARCHY SYNC

Syncing a Proposal Hierarchy Prior to Submission:

- It is very important that the individual who is submitting the parent proposal for approval always syncs from the **Proposal Details Screen** of the **Parent Proposal** prior to submission.
- This ensures that the most current data from all linked child proposals is present in the Parent Record.

Syncing from Parent Proposal:

1. Open the Parent Proposal in modify mode by selecting the proposal and clicking **Edit → Modify** from the menu drop-down.
2. In the **Proposal Details Section**, click **Edit → Sync All** from the menu drop-down or click on the Sync All icon .



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.

The Next Coeus User Group will be held on **October 22, 2014**

Time: 10:00 to 11:30

Location: TBD

POST-AWARD UPDATES

CLOSEOUT TIPS

1. Notify OSP if a no-cost extension is needed one month prior to closeout
2. Review employee's costing allocations in WD to ensure the end date coincides with the end date of the award
3. Ensure all final subcontract invoices have been received, reviewed and approved by the PI, and submitted for payment via WD
4. Close all open purchase orders in WD
5. Rough Draft financial reports are due 15 days prior to final report due date
 - a. Supporting documentation for all transactions not in WD must be submitted with rough draft report
6. Reconciliation of grants: total expenditures on the grant, e.g. GR527423, must agree to total expenditures reported on final financial report submitted to sponsor after all adjustments are processed in WD
7. PIs must complete and submit all final programmatic reports
 - a. Please send evidence of report submission to OSP such as receipt acknowledgement from sponsor, cover letter, etc.

WORKDAY UPDATES

FY 15 SALARY REALLOCATIONS

The salary reallocation process for FY15 is coming to Workday soon. To be prepared for this transition and new business process, you can complete your Cost Transfer Justification forms now in order to have them ready to go at inception. Required responses:

- Questions 1 and 2 for all reallocations
- Questions 3 & 4 if > 90 days

NON-SALARY COST TRANSFERS

Non-salary cost transfers are processed in Workday using a journal.

- **Process**
 - In WD journal entry tool select the Cost Transfer journal source and complete/submit journal
 - Complete and send via email the Cost Transfer Justification Form to post award accountant
 - Required responses
 - Questions 1 and 2 for all non-salary cost transfers
 - Questions 3 & 4 if > 90 days
 - Supporting documentation, if applicable (e.g. p-card purchases)
 - Best practice is to send in one attachment per cost transfer with the journal ID in the subject line of the email

TRAINING

OSP TRAINING SPOTLIGHT

OSP FALL TRAININGS

COEUS:

- Viewing Proposal and Award Information – 10/7/2014
- Premium Proposal Creation and Finalization – 10/9/2014
Premium Budgeting Basics – 10/23/2014
- Proposal Hierarchy – 11/4/2014
- Advanced Budgeting – 11/6/2014
- How does Coeus populate your Grants.gov forms? – 11/18/2014

PRE-AWARD:

- Reading the Funding Opportunity Announcement – 10/8/2014
- Introduction to Grant Budgets – 10/21/2014
- Subcontracts Demystified – 10/30/2014
- Cost Sharing on Sponsored Projects – 11/6/2014
- NIH Assorted Training - Ruth L. Kirschstein NRSA Individual Fellowships – 11/11/2014
- NIH Assorted Training - NRSA Institutional Training (T) Grants – 11/20/2014
- NIH Assorted Training - Career Development Awards (CDA) ("K" Awards) – 12/4/2014

POST-AWARD:

- Commitments – 10/2/2014
- Direct Charging Administrative Costs – 10/3/2014
- Financial Closeout of Sponsored Projects – 10/10/2014
- Traveling on Sponsored Funds – 11/4/2014
- Supporting Documentation and Justification – 11/7/2014
- Allocations of Costs – 11/19/2014
- Effort Reporting – 12/3/2014
- Cost Transfers-12/5/2104

Register for Training at
[Brown Learning Point Page](#)

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

NSF Grants Conference – Arlington, VA - Oct. 6-7, 2014, hosted by George Washington University

Topics include: Introduction to NSF
Proposal preparation
Merit review process
Award management
Conflict of interest policies
New program and initiatives
Cross-disciplinary programs
Special interest programs

To register for upcoming events:

<http://events.signup4.com/nsfnotification>

NCURA Traveling Workshop – St. Louis, MO – Oct. 13-15, 2014, hosted by Hyatt Regency St. Louis at the Arch

Topics include: Fundamentals 2.0
Department Research Administration
Financial Research Administration

To register:

<http://www.ncura.edu/Education/TravelingWorkshops.aspx>