



RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

SEPTEMBER
2015

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/cqi-bin/wa?SUBED1=OSPNEWSLETTER&A=1>

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OVPR / OSP UPDATES

➤ Proposal Review and Submission

At the opening of a new academic year, it's time to refresh our communication on proposal submission roles and responsibilities at Brown, as well as our current business processes.

Roles of University personnel

There are two offices responsible for the actual 'submit' step which is completed by an Authorized Institutional Official in the Office of Sponsored Projects (OSP) and Biomedical Research Administration (BMRA). Submission duties for grant proposals were streamlined last February and detail can be found here [OSP / BMRA Proposal Submission Distribution of Duties](#).

Purpose of central office review

A variety of proposal checklists ([DOD](#), [NIH](#), [NSF](#), [Non Grants.gov](#), [Proposal Hierarchy](#)) are used to ensure a thorough review. At a summary level, the central offices are looking at:

- Whether the Principal Investigator meets the eligibility criteria set forth by the Brown faculty;
- Intellectual property (patents, copyrights, licenses) and proprietary information;
- Protection of human and animal subjects, use of biohazards, select agents, etcetera;
- Appropriate use of University space, facilities and equipment;
- Adherence to the University's personnel, travel and purchasing policies;
- Use of subawards, consultants, collaborators;
- Conflicts of interest; privacy & security requirements, export control concerns;
- Recovery of direct and indirect costs, including cost-sharing arrangements.

To access the Checklists: see the [Proposal Review Checklists webpage](#).

Timeline for submission

The University has a 5/3 day requirement for proposal submission. The completed proposal is due to OSP or BMRA 5 business days before the sponsor deadline **and the PI can take an additional 3 days to finalize the scientific and/or programmatic components of the application:**

Examples of Scientific and/or programmatic components of the application:

- **NIH:** *Project Summary, Research Plan – Specific Aims & Research Strategy, References Cited, Cover Letter for Resubmission applications*
- **NSF:** *Project Summary, Project Description, Bibliography*
- **Federal Prime Subawards:** *Scope of Work Statement*
- **NASA:** *Proposal Summary (abstract), Scientific/Technical/Management Section, References and Citations*
- **DOE:** *Project Description, Bibliography*
- **DoD:** *Technical Approach and Justification, Project Schedule & Milestones*

In addition, the following exceptions are made for Monday due dates & holidays:

- **Monday Due Dates** - For deadlines that fall on a Monday, complete proposals may be submitted until 9:00 am on the Monday prior to the deadline date. This gives the PI an additional weekend to work through the technical portions of the application.
- **Holidays** - For University holidays that fall on Monday, proposals are due to OSP/BMRA on Tuesday by noontime after the Holiday. The holidays include:
 - Victory Day - Second Monday in August
 - Labor Day - First Monday in September
 - Fall Weekend (observed) - Second Monday in October
 - Martin Luther King, Jr. Day (obs.) - Third Monday in January
 - Memorial Day - Last Monday in May

To review the full policy – please see [Proposal Submission Policy](#).

OSP and BMRA's business practice is to return review comments on complete proposals to the department manager/PI within 3 days. For most academic units, review findings are shared directly with the departmental personnel, so that the PI's time is reserved to work directly on the technical parts of a proposal. If you are ever uncertain on the status or location of your proposal review please contact the submitting office. You can also locate this data in Coeus by going into the proposal development record.

In FY15 792 Brown Principal Investigators submitted 1,492 proposals to external agencies and over 85% were received in accordance with the University's established timeline. Thanks to all for your considerable and consistent efforts!

➤ **Opportunity to Provide Feedback and Ideas on how to Reduce the Regulatory Burden Associated with Federal Grants and Contracts**

The Office of Management and Budget (OMB) has initiated an effort to collect feedback from colleges and universities about regulatory burden associated with federal grants and contracts. The initiative to seek input from the university community is part of the [National Dialogue and Pilot to Reduce Reporting Compliance Costs for Federal Contractors and Grantees](#), launched by the Obama Administration in May 2015 to meet objectives outlined in the President's Management agenda as well as requirements enacted by Congress in the DATA Act.

This is an opportunity to vote for and comment on the ideas submitted by University Associations in which Brown maintains a membership (AAU and COGR) and to submit new ideas. **OMB is seeking responses by early October.**

[Click here to Vote, Comment, and or Submit new ideas.](#)

➤ 2016 Internal Funding Opportunities

The Office of the Vice President for Research is pleased to announce that the [2015-2016 Research Funds and Application Guidelines](#) are now available. Research Seed Funds, Salomon Awards and Grant Resubmission Awards are competitive grants distributed directly to faculty researchers and administered by the Office of the Vice President for Research. Details and application guidelines may be found on OVPR's [Internal Funding Opportunities](#) web page. A synopsis of the grant opportunities is below:

Seed Awards (up to \$50,000)

Application deadline: October 19

Seed Awards were created to help faculty more successfully advance competitive research proposals. Investigators may propose projects with budgets up to \$50,000 for one year. Proposal: 250 word abstract, 5 page project description, CV, chair's letter.

Salomon Awards (up to \$15,000)

Application deadline: November 2

Richard B. Salomon Faculty Research Awards were established to support excellence in scholarly work by providing funding for selected faculty research projects deemed to be of exceptional merit. These awards are for individual research projects (as distinguished from collaborative projects). Investigators may propose projects with budgets up to \$15,000 for one year. Proposal: 250 word abstract, 1,500 word project description, CV, chair's letter.

***New* Grant Resubmission Awards (up to \$15,000)**

Application deadline: rolling

Grant Resubmission Awards, a pilot program for 2015-2016, provides support for investigators to improve an already highly-rated proposal for re-submission. The awards will be for up to \$15,000 to support activities including data gathering, travel, equipment time, purchase of supplies or other modest activities that could make a significant difference for the competitiveness of the proposal. Proposal: description of how the award will address limitations identified by funding organization reviewers.

➤ 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 the [Research Administration Information Services](#).

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

➤ Research Development & Grant Writing News – 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.

SPONSOR / AGENCY UPDATES

Foundations

➤ **The Bill & Melinda Gates Foundation Grand Challenges**

The Bill & Melinda Gates Foundation is now accepting applications for the following Grand Challenges:

1. **Grand Challenges Explorations** is seeking innovative global health and development solutions and is now accepting proposals for its latest application round. Applicants can be at any experience level; in any discipline; and from any organization, including colleges and universities, government laboratories, research institutions, non-profit organizations, and for-profit companies. Initial grants will be for \$100,000 each, and projects showing promise will have the opportunity to receive additional funding of up to \$1 million.

Proposals are being accepted online until **November 11, 2015** for the following challenges:

- [Novel Approaches to Characterizing and Tracking the Global Burden of Antimicrobial Resistance](#)
- [Explore New Solutions in Global Health Priority Areas](#)
- [Addressing Newborn and Infant Gut Health Through Bacteriophage-Mediated Microbiome Engineering](#)
- [Explore New Ways to Measure Delivery and Use of Digital Financial Services Data](#)

2. **New Interventions for Global Health: Vaccine Manufacturing**, this challenge focuses on innovations in vaccine manufacturing platforms designed to lower production cost for vaccines that target diseases of great global burden and that are among the most costly to produce with current technologies.

Letters of Intent will be accepted until **November 5, 2015** and the full challenge announcement can be found [here](#).

➤ **Arnold O. Beckman Postdoctoral Fellows Award - Open Call for Applications**

Applications are due: December 1, 2015 at 5:00 PM Pacific Time.

The Arnold O. Beckman Postdoctoral Fellows Award program which began in 2015 is intended to support postdoctoral scholars who are judged to have the highest potential for success in an independent academic career in chemistry and the life sciences, and who will become the next generation of leaders and innovators in science, engineering, and technology. It is the Arnold and Mabel Beckman Foundation's intent that this fellowship will be the catalyst to aid in the fellow's transition to an outstanding, independent research career.

The Foundation anticipates granting twenty fellowships for the 2016 program year. Fellows will be appointed for two years, with possibility for renewal for a third year. Fellows may begin as early as August of their application year, and no later than December 31. The award amount will range from \$57,000-\$67,000 based upon years of postdoctoral research experience. **Follow this link for additional information:** <http://www.beckman-foundation.org/aob-postdoc-invitation-letter>.

AHRQ UPDATE

➤ **Change in Budget Limit for AHRQ General Research (R01) and Research Demonstration (R18) Grant Applications**

[NOT-HS-15-013](#)

The Agency for Healthcare Research and Quality (AHRQ) has just announced an increase in the budget limit for applications in response to the Funding Opportunity Announcements (FOAs) that use the AHRQ general large health service research (R01, R18) grant mechanisms. These include the following FOAs

FOA	Funding Opportunity Title
PA-14-290	AHRQ Health Services Research Demonstration and Dissemination Grants (R18)
PA-14-291	AHRQ Health Services Research Projects (R01)

The new budget limit, effective as of 08/20/2015, will be **\$400,000** in total (direct and indirect) costs per year. This budget limit is being implemented for all competing large research grant applications submitted to these two FOAs, including new, renewal, resubmission, and revision applications. The new grant budget limits will be in effect until further notice from AHRQ.

NIH UPDATE

➤ **NICHD Launches New Data Sharing Resource to Accelerate Scientific Findings, Improve Health**

[NOT-HD-15-028](#)

NICHD has launched the NICHD Data and Specimen Hub (DASH), a centralized resource for researchers to store and access de-identified data from NICHD-funded research studies for the purposes of secondary research use. NICHD DASH is available for NICHD-funded extramural and intramural investigators to house research data from studies when such data are ready for sharing as per the NIH Data Sharing Policy and the NIH Genomic Data Sharing Policy or in accordance with some other policy of interest.

NICHD DASH is a publicly accessible website. All users may browse and view information about studies and data archived in NICHD DASH. Users who are interested in submitting or requesting study data must register for a free account.

The Resources section of the website includes the NICHD DASH policy, the NICHD DASH Data Use Agreement, a tutorial, answers to frequently asked questions, and other supplemental materials to orient new users.

➤ **eRA Commons Upcoming Deployment and Maintenance Calendar**

Date	Duration	Reason	Impact
Oct 3 – 4	10PM – 5AM EDT	Scheduled weekend maintenance	All eRA modules, databases and web sites will be unavailable (including eRA Commons, eSubmission, iEdison, QVR, all IMPAC II modules and the RePorter web site).
Oct 15 – 16	9PM - 7AM EDT	System wide software release	All eRA modules and databases will be unavailable (including eRA Commons, eSubmission, iEdison, QVR, and IMPAC II modules).

NSF UPDATE

➤ **NSF Continues to Transition Notifications and Requests from FastLane to Research.gov**

On August 24, 2015, the following ten notifications and requests were released in Research.gov and retired from FastLane:

1. Long-term Disengagement of the PI (Principal Investigator)/PD (Project Director) or co-PI/co-PD (Over Three Months)
2. Pre-award Costs in Excess of 90 Days
3. Significant Changes in Methods/Procedures
4. Significant Changes/Delays or Events of Unusual Interest
5. Changes in Objectives or Scope
6. Reallocation of Funds Provided for Participant Support Costs
7. Change in Person-Months Devoted to Project
8. Withdrawal of PI/PD or co-PI/co-PD
9. Rearrangements/Alterations in excess of \$25,000 (Construction)
10. Conflicts of Interest

All remaining notifications and requests will continue to reside in FastLane and will be migrated in the future. Awardees may view the status of all notifications and requests in both FastLane and Research.gov, regardless of where they were created and submitted. For a full listing of all NSF notifications and requests, please see the [Award & Administration Guide \(AAG\), Exhibit II-1](#).

Agency Tip of the Month – NIH

NIH Suggestions on Staying Up to Date with Funding Opportunities

All NIH funding opportunities are published in the [NIH Guide to Grants and Contracts](#) (as well as on Grants.gov). The following are a few options for staying on top of new announcements as provided by a recent [Extramural Nexus post](#):

- Create customized email alerts: In addition to [searching](#) the NIH Guide, you can save your search and receive an email notification when a new NIH Guide posting matches your search criteria. Watch this [YouTube video](#) for a demo.
- Join the [NIH Guide Weekly Table of Contents email listserv](#): Sign up for the listserv, and every Friday you will receive the week's NIH Guide notices and funding opportunities in a table of contents style digest.
- Follow [@NIHFunding on Twitter](#): All NIH Guide postings go out over the @NIHFunding Twitter feed.
- [Use the NIH Guide RSS feed](#): NIH funding opportunities are available in an RSS (Really Simple News Syndication) format for use in your news reader or service of choice.

COEUS UPDATES & REMINDERS

➤ Requesting to Add a Sponsor or Organization to Coeus

We have developed a new process for requesting to Add a Sponsor or Organizations to COEUS. Instead of emailing Coeus_Help@Brown.edu, users should complete the new form: [Request to Add a Sponsor or Organization to COEUS](#)

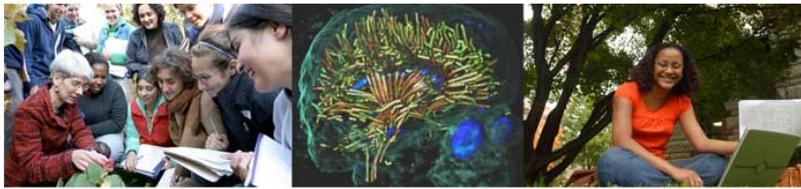
The form contains an option to select if you are requesting to add a **Sponsor** (the external funding agency to which the proposal will be submitted) or an **Organization** (the performance site or field site).

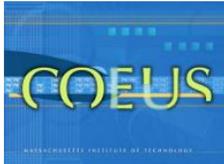
Form is located on the *Coeus Homepage* >

Under Related Links:

[Request to Add Sponsor or Organization to Coeus](#)

Coeus





Coeus is the University's research administration application developed by Massachusetts Institute of Technology's Office of Sponsored Programs and implemented by the University in April 2006. The system centralizes stored information about proposals, protocols, awards, and subawards and is the system of record for all research activities for the University. In addition, it contains primary features for Proposal Electronic Submissions, JACHC Protocol

RELATED LINKS

- Coeus Launch Page
- Coeus System Requirements 
- Coeus Training Classes
- Coeus User Group
- Office of Sponsored Projects
- Request to Add Sponsor or Organization to COEUS

➤ Resolved Coeus Bugs

The issues previously identified with the **RR FedNonFed Subaward Budget V1.2** and the **CD-511 Certification Regarding Lobbying V1.1** forms have been resolved. As a result, proposals requiring these forms can once again be submitted to grants.gov through Coeus (system-2-system).

Please refer to the [Known Coeus Bugs and Issues](#) document to stay up to date on current issues with the system.

➤ Reminder - Coeus 'Delete Proposal Development' Script will Run on October 1, 2015

This script will delete "Rejected" or "Approval in Progress" Proposals that are no longer needed. In the Proposal Tab of the Proposal Record, select the **Proposal Type - [X – Delete from the System]** and save the record. All proposals with the Proposal Type marked as [X – Delete from the System] will be deleted from the system when the script is run.

Once deleted from the system, they will NOT be able to be recovered!

➤ Next 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.

Next Meeting:

Tuesday, October 20, 2015
Rhode Island Hall, Room 108
Time: 10:00 to 11:30

If you have ideas for discussion topics, please email [Research Administration Information Services](#).

REPORTING UPDATE

➤ Departmental Reporting - Enhancement for Expenditure Details

- Workday and FRS Expenditures are now captured in the Coeus Data Warehouse.
 - This enables Workday Expenses to now be included in Cognos Sponsored Projects Reports.
- Standard Award, Proposal, Expense Report is updated to include:
 - Workday Expenses
 - The Account Number and/or Grant Worktag detail is included in the Expenditure portion of the report.

➤ Access to Sponsored Projects Reports in Cognos

Access to run Sponsored Projects Reports requires access to both Coeus and Cognos.

- For Coeus, you will need to have the role of “**Brown Department Viewer**” for your department
- For Cognos, you will need access to the “**Sponsored Projects Reports for Departments**” folder.

To complete the Coeus or Cognos form, navigate to the [CIS Accounts and Access page](#) and click the **Coeus, Cognos** link to complete the form.

➤ Sponsored Projects Reports for Available to Departments

The Sponsored Projects Reports for Departments folder in Cognos contains the following reports:

Proposal Reports

- Monthly Proposal Activity Report
- Proposals by Sponsor
- Report of Proposals by Agency Type
- Summary Report of Proposals by Department
- Custom Proposal Activity Report

Award Reports

- Monthly Award Activity Report
- Report of Awards by Agency Type
- Report of Opens Award
- Summary Report of Awards by Department

Proposal/Award/Expenditure Activity Reports

- Standard Award, Proposal, WD Expense Activity
- Award & Proposal Activity by Investigator

➤ Report Highlight – Award & Proposal Activity by Investigator Report

The Award & Proposal Activity by Investigator report is a quarterly report that is automatically distributed to Department Chairs and Department Managers. In addition, the report is located in the Cognos *Sponsored Projects Reports for Departments* folder so can be run on demand at any point. Some of the main features of the report are as follows:

- Based on the Principal Investigator’s **Home** Department
- Captures both PI and Co-I Activity
- Report totals are for PI activity only
- Contains a Summary & Detail Report for Awards and Proposals
- Revised Budgets are excluded from the Proposal Report

POST-AWARD / WORKDAY UPDATE

➤ Workday Award Display Name Enhancement

The Workday 25 update enhanced the nomenclature of award names. Instead of the award sponsor being used, the award title will be the basis for the name. Workday will display the first 50 characters of the title.

BEFORE

Sponsored Award Budget to Actuals (Central Office Use Only) ⋮ | ⌘

Accounting Period 2016 - 02-Aug Award 003218: Qatar National Research Foundation 03/15/2012 (version 2)

AFTER

← Sponsored Award Budget to Actuals (Central Office Use Only) ⋮

Accounting Period 2016 - 02-Aug Award 003218: Nanotechnologies and Treatment of Obesity: From Po 03/15/2012 (version 2)

➤ FY15 Research Reserve Distribution Timeline

The Research Reserve Distribution key dates are as follows:

- **October 5th – 9th** > Communication sent to department chairs/directors
- **October 7th – 14th** > Research Reserve funds deposited into accounts.

TRAINING & CONFERENCES

OSP TRAINING

The Office of Sponsored Projects offers a variety of research administration training opportunities in order to provide staff with the knowledge base to support faculty and researchers in the management of their research.

Fall Training Schedule		
Track	Class	Date
Post-Award	Commitments	9/28/2015
Pre-Award	Reading the Funding Opportunity Announcement (FOA)	10/2/2015
Coeus	Viewing Proposals and Awards	10/5/2015
Post-Award	Supporting Documentation and Justification	10/5/2015
Coeus	Coeus Lite New Users	10/7/2015
Pre-Award	Introduction to Grant Budgets	10/13/2015
Pre-Award	NIH - Career Development Awards (CDA) ("K" Awards)	10/15/2015
Post-Award	Direct Charging of Administrative Costs	10/20/2015
Coeus	Coeus Premium: Creation and Finalization	10/23/2015
Pre-Award	NIH – NRSA Individual Fellowship (F) Grants	11/3/2015
Coeus	Coeus Premium: Budgeting Basics	11/4/2015
Post-Award	Financial Closeout of Sponsored Projects	11/6/2015
Pre-Award	Subawards	11/11/2015
Post-Award	Cost Transfers	11/18/2015
Coeus	Coeus Premium: Advanced Budgeting	11/19/2015
Coeus	Proposal Hierarchy	11/30/2015
Pre-Award	NIH – NRSA Institutional Training (T) Grants	12/1/2015
Post-Award	Effort Reporting	12/2/2015
Coeus	How Coeus populates your Grants.gov forms	12/3/2015
Post-Award	Allocation of Costs	12/3/2015
Pre-Award	Cost Sharing on Sponsored Projects	12/8/2015
Post-Award	Traveling on Sponsored Funds	12/9/2015
Pre-Award	ASSIST Training	12/10/2015

To register for classes, please navigate to the

[Brown Learning Point Page](#) and log in. The training classes can be found by clicking on the "Sponsored Research Related Training" from your homepage.

CONFERENCES & NCURA PROGRAMS

NCURA WORKSHOP: Challenges in Sponsored Research Administration

October 5 – Brookline MA

- Compliance issues
- Conflict of interest
- IRB/IACUC/IBC
- Subrecipient monitoring
- Financial compliance
- Public access
- Uniform Guidance highlights

<http://ncuraregioni.org/workshops.html>

2015 National Conference on College Cost Accounting (NACCA)

October 12-15 – San Antonio TX

- Costing decisions and compliance
- NSF and DHHS OIG updates
- Service centers
- Uniform Guidance impacts
- Effort reporting

<http://www.ncura.edu/Education/MeetingsConferences/EventInfo.aspx?sessionid=2015NACCA>

NIH Regional Seminars on Program Funding and Grant Administration

October 14-16 – San Diego CA

- Program Funding
- Grants Administration
- eRA Commons workshops

<http://grants.nih.gov/grants/seminars.htm>

Questions or comments about the Newsletter should be directed to the editors:

[Cathryn Henderson](#), eRA & Grant / Contract Accountant & [Justyna Szulc](#), eRA & Grant / Contract Administrator