RESEARCH ADMINISTRATION NEWSLETTER

http://www.brown.edu/research/research-administration-newsletters

APRIL 2017

The monthly newsletter provides timely information on agency updates; sponsor and University policy and procedural information; and guidance in all aspects of sponsored project administration for Researchers and Research Administrators. Content for the newsletter is contributed from the offices under the Vice President for Research:

- Office of Research Administration Information Systems (RAIS)
- Office of Research Development
- Office of Research Integrity (ORI)
- Office of Sponsored Projects (OSP)

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Research Administration Updates

Office of Sponsored Projects

➤ Contingency Planning for Federal Funding Reductions

The Office of the Provost recently published a communication to Brown faculty members in regards to how the University is preparing for potential short-and longer-term reductions to federally funded programs. Some highlights below:

- Collaborating with peer institutions and national associates to underscore with Congress and the Trump Administration the fundamental importance of federal support for research and education to the nation's economic strength, future and national security.
- Developing contingency plans should reductions occur to ensure that critical research taking place at Brown can continue with minimal disruption. This includes allocating $5 million from reserves over the next five years to support the continuation of existing research projects and to prevent interruptions in the support of grant-funded graduate students and staff should current funding be reduced or terminated precipitously.
- Diversification of revenue streams to support research, including intensifying efforts to develop a more robust corporate relations office and strategy.

To access the entire communication from the Provost office see: https://www.brown.edu/about/administration/provost/communications/contingency-planning-federal-funding-reductions

➤ Federally Funded Academic Research Costs

The Council on Governmental Relations (COGR) recently published a paper regarding Federally Funded Academic Research Costs. Some key highlights include:

- Direct costs and Facilities and Administrative costs (F&A) cannot be viewed separately; together they represent the total cost of performing research.

- F&A costs are those research operating costs incurred by all awards. The Federal government funds only that portion of F&A costs, including the costs of research space, incurred in conducting federal research. The mechanism for reimbursement is a negotiated F&A rate between the federal government and each individual research institution to ensure appropriate costs.
- F&A costs on Federal awards have remained relatively constant for the past two decades at less than 28% of the total cost of Federal awards. That stability has occurred despite ever-increasing federal regulations and reporting requirements that require additional compliance activities.
- F&A rates negotiated with the federal government follow rules established by OMB, defined in 2 CFR Part 200. F&A rates charged to non-federal sponsors are not expected to comply with federal accounting rules.
- Private foundations and charitable organizations often place limitations on F&A reimbursement. A number of federal programs, such as National Institute of Health (NIH) career and training awards also place limitations on F&A reimbursement (restricted to 8%) with the rationale that these programs are less F&A intensive than others.

The Nation's research institutions are active partners in research, providing the facilities, equipment and research personnel necessary to conduct federally funded research and self-funding approximately one quarter of higher education research. This partnership has yielded tremendous results. The United States leads the world in scientific innovation, which has led to significant economic benefits, job growth and advances in healthcare that

To access the entire paper from COGR see: http://www.cogr.edu/sites/default/files/COGR%20One%20Pager.pdf

➤ Updates to Cost Sharing on Sponsored Projects Policy and Forms

The Cost Sharing on Sponsored Projects Policy and Cost Sharing Commitment Form have been updated and are available on the Office of the Vice President for Research (OVPR) web site.

Significant changes include a clarification of **Voluntary Uncommitted Cost Sharing (VUCS).** VUCS is defined as costs associated with a sponsored project not funded by the sponsor, which was not committed in the proposal or in any other communication to the sponsor. These are, therefore, nonbinding commitments that do not require documentation or reporting. This is most often seen in *nonfederal* proposals when allowable Principle Investigator (PI) salary is being Cost Shared by Brown but not reported to sponsor. In such cases, the Cost Sharing Commitment Form is not required with the proposal, unless the PI's appointment is in the Division of Biology and Medicine.

The Division of Biology and Medicine requires all proposals with Activity type "Organized Research" to reflect PI effort whether or not the effort is paid by the Sponsor. This includes proposals to Federal and Non-Federal sponsors.
This can be a complex topic during budget planning and proposal development. OSP and BioMed Research Administration (BMRA) staff are well versed in this matter and available to assist you upon request. Please see the listing of OSP contacts by department and BMRA staff listing.

➤ Upcoming NIH & NSF Grant Compliance Workshops

The library has a number of NIH & NSF public access compliance workshops scheduled in May.
National Science Foundation (NSF) Public Access Policy
This workshop will briefly review NSF's new Public Access policy and then look at the process for depositing manuscripts. In addition timelines, required materials, and potential workflows for making this process more efficient will be reviewed.

Monday May 15th, 4-5pm: http://brown.libcal.com/event.php?id=1203371
Tuesday May 30th, 12-1pm: http://brown.libcal.com/event.php?id=1203370

NIH Grant reporting and compliance using My Bibliography
My Bibliography is an online tool used by researchers to collect and share works they have authored, and to manage compliance with the NIH Public Access Policy.
This workshop will cover how to:
- Create an MyNCBI account and link it to an eRA Commons account
- Populate My Bibliography and use My Bibliography for NIH Public Access compliance, including how to link articles with awards.
- Use the NIH compliance monitor to track compliance of your grants and papers

- Learn about other tools such as filters, saved alerts, and SciENcv

Tuesday May 16th, 12-1pm: http://brown.libcal.com/event.php?id=1203368
Monday May 29th, 4-5pm: http://brown.libcal.com/event.php?id=1203369

➢ OSP's New Landing Page

OSP is pleased to announce a new landing page on the OVPR website. Please review the new landing page and provide any suggestions and comments to resadmin@brown.edu.

Office of Research Integrity

➢ Export Control Brown Bags

ORI is hosting three Export Control Brown Bags this Spring. The sessions are open to all faculty, students, and staff. Please RSVP: email Juliane_Blyth@brown.edu. Please bring your lunch. Water, coffee, and tea will be provided.

- **Export Controls Applied (**Advanced Session – prior knowledge of export control regulations needed**)**
  Wednesday, May 3, 2017, 12 pm - 1 pm (Horace Mann, Room 103)
  This session builds upon a basic knowledge of export control regulations. Using real life cases, we will explore situations and activities at the university that could trigger export controls. What are potential export control red flags and what needs to be done to avoid potential violations? This is an interactive, discussion-based session; participants are encouraged to bring questions and/or hypothetical scenarios that can be discussed with the whole group.

- **Export Controls, Sanctions, and International Travel (**no prior knowledge of export control regulations needed**)**
  Wednesday, May 24, 2017, 12 pm - 1 pm (Horace Mann, Room 103)
  With the end of the teaching semester in sight and summer fast approaching, this special session explores how export control regulations and U.S. sanctions programs may affect international travel. What should international travelers be aware of? Do you know which countries are under sanctions? Participants are encouraged to bring questions.

➢ Animal Research Protection Program (ARPP) Updates

Required Veterinary Pre-Consultation Deadlines
The Institutional Animal Care and Use Committee (IACUC) continues to strive to support animal research at Brown and reduce protocol review and approval time. One of the key factors to reducing time-to-approval is through laboratory compliance with the veterinary pre-consultation process.

Deadlines for veterinary pre-consultation are posted on ORI's website for each full committee meeting. Adherence to these deadlines is required, so in addition to the reminders the ARPP already sends, animal researchers should become familiar with these dates. Veterinary pre-consultation is defined on ORI's website. Sending a partially-completed protocol for vet review does not satisfy the pre-consultation requirement. While veterinary pre-consultation is considered best practice for all protocols, it is **required** for new protocols, de novo (renewal) protocols, and amendments **involving Category D or E procedures.** It is also required for new investigators submitting an IACUC protocol for the first time.

Also included on ORI's website are examples of protocol turnaround time for those that underwent the veterinary pre-consultation process vs. those that did not. You'll see a significant difference in time-to-approval for those protocols with veterinary pre-consultation.

➢ Human Research Protection Program (HRPP) Updates

A New Era in Single IRB Review and Reliance Agreements
For several years now, the Brown Institutional Review Board (IRB) has engaged in IRB Authorization Agreements (IAAs) with collaborating institutions as a way to eliminate duplicative review and reduce administrative burden for investigators. IAAs, also called reliance agreements, can be implemented whenever more than one institution is engaged in human subject activities on the same project. The purpose of the agreement is to set the terms and conditions of one institution relinquishing IRB oversight to the other institution. Each institution is still responsible for the research that their investigators undertake, however only one IRB will review protocol and its associated submissions (amendments, progress reports, adverse events, etc.).

New application form for IRB Authorization Agreements (IAAs)

Up to now, we have relied on a relatively informal process to initiate discussions about entering into an IAA that involved mainly e-mail correspondence between the investigator and the Human Research Protections Program (HRPP). To simplify this procedure for investigators, and to ensure that our office has sufficient information to begin negotiations with the collaborating institution's IRB, we have developed an IAA application form, now available on the IRB forms web page. We hope this new application will facilitate the process by providing clear and complete instructions and a format that guides the investigator in providing all the necessary information in a clear and concise manner.

Gearing up for the NIH Single IRB (sIRB) Review Mandate

As we've mentioned in previous newsletters, the concept of single IRB review is not only becoming a very popular mechanism to reduce administrative burden, in some cases it will be mandated by federal agencies. Beginning on September 25, 2017, the National Institutes of Health (NIH) will mandate single IRB for multi-site research projects where the same protocol is followed at each site. As part of this mandate, proposals submitted after September 25, 2017 will be required to include a plan for single IRB review, including budgeting for costs associated with managing the single IRB process at the designated institution. The Brown HRPP office is working together with other related departments to develop plans and procedures for implementing this mandate and we will update the research community regularly prior to the implementation date. For now, if any of your investigators are planning on submitting a proposal this fall that may be subject to the new NIH mandate for single IRB review, please direct them to contact our office for guidance in preparing the budget justification and single IRB plan.

Research Development

➢ Proposal Support Resources for 2017 NSF CAREER Applicants

Office of the Vice President for Research (OVPR) will be organizing small peer-review panels for faculty who are submitting (NSF CAREER) proposals this July. In the past, faculty who have joined these mock peer review panels have had a high success rate. By joining a peer-review, you will get feedback on whether you meet the NSF review criteria in time to revise your draft proposal and you will have the opportunity to see peer proposals in a variety of disciplines.

Dates will be set for the week of June 26 to bring together the peer reviewers and members of the Engaged Scholarship and Broader Impacts Joint Committee to give each participant feedback about their proposal draft. If you are applying for an NSF CAREER award this summer and are interested in participating in a mock review, fill out this form by May 17. Please then plan to submit a draft of your proposal the week of June 19.

If you have any questions or would like to hear about additional CAREER resources, please contact Kate_Duggan@brown.edu.

➢ Research Development and Grant Writing Newsletter

The April issue is now available online; this newsletter offers strategies on how to compete successfully for research funding and highlights new funding opportunities

➢ OVPR Internal Funding Opportunities

Grant Resubmission Awards
- Deadline: Rolling
- Provide up to $15,000 for investigators to improve an already highly-rated proposal for re-submission.
- Apply via UFunds.

➢ 2017 OVPR Seed and Salomon Awards

OVPR is pleased to announce fourteen Research Seed grants and fourteen Richard B. Salomon Faculty Research Awards to support exceptional faculty research at the University. Abstracts of funded projects are available online here.

➢ Celebration of Research 2017

On April 19th David Savitz and the Provost hosted the annual Celebration of Research at the Faculty Club. This event recognized the winners of Brown's inaugural Research Achievement Awards, as well as recipients of this year's Research Seed Awards and Richard B. Salomon Faculty Research Awards.

Research Administration Information Systems

➢ Research Administration Information Systems (RAIS) & Reporting User Group

The RAIS & Reporting User Group was established to provide a forum for the research administration community to discuss topics pertaining to Brown's eRA systems - Coeus and InfoEd; Sponsored Agency Systems; InfoEd Project Updates; and Sponsored Projects Reporting.

The Next RAIS & Reporting User Group will be held:
- **Date: Thursday / May 11, 2017**
- **Time: 2:00pm to 3:30pm**
- **Location: Petteruti Lounge**

An agenda will be sent in the next week.

Please contact RAIS@brown.edu if you have any suggestions for topics.

➢ Update to Fringe Benefit Rates for FY18+

The Fringe Benefit Rates for FY18 and forward have been updated. The new agreement is on the OSP Website
> https://www.brown.edu/research/sites/research/files/policies/brown-university-rate-agreement_0.pdf

A summary of our current Fringe Benefit Rates are as follows:
Full-Time Employees:

Type	From - To	Rate / Location
Fixed	*7/1/16 – 6/30/17*	*30.50% - All*
Fixed	7/1/17 - 6/30/18	31% - All
Provisional	7/1/18 Until amended	30.40% - All

Part-Time Employees:

Type	From - To	Rate / Location
Fixed	*7/1/16 – 6/30/17*	*7.50% - All*
Fixed	7/1/17 - 6/30/18	7.50% - All
Provisional	7/1/18 Until amended	7.40% - All

The Coeus Rates table have been updated in accordance with the new rate agreement.

- For Proposals with the status of "IN PROGRESS" (any proposals that are currently being worked on) you should use the rates from the new agreement.
  - *To update to the new rates, you will have to Sync the proposal to the rates table for the new rates to be incorporated in the proposal.*
    (Instructions: See Page 101 of the Coeus Premium Guide or Page 100 of the Coeus Lite Guide).

- For Proposals with the status of "APPROVAL IN PROGRESS" that were submitted with the prior rates, they should remain as is and can be re-budgeted at the award stage.

Please contact your OSP Contract Administrator or BMRA with any proposal preparation questions.

Upcoming Proposal Submission Deadlines

Below are upcoming due dates for the most commonly used activity codes for **_National Institute of Health_ (_NIH_) _& Agency for Healthcare Research & Quality (AHRQ)_**. There is also a link to the NSF Proposal Deadlines. **Please continue to refer to the funding opportunity announcement (FOA) for due date information.**

All Proposals are due to OSP / BMRA by the close of the business day unless a time is indicated below. For OSP deadlines that fall on a Friday, complete proposals may be submitted until 9:00 am on the following Monday.

Click here to view the listing of all the upcoming due dates for NIH.

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)	June 5	July 5	Noon, May 30	June 26
K Series	Research Career Development	June 12	July 12	June 2	Noon, July 5
R03, R21, R33, R21/33, R34, R36	Other Research Grants	June 16	July 16	June 8	July 7
R18, U18, R25	Research Demonstration Education Projects	May 25		May 17	
T Series D Series	Institutional National Research Service Awards Other Training Grants	May 25		May 17	
P Series	Program Project Grants and Center Grants	May 25		May 17	
F Series Fellowships	Individual National Research Service Awards	August 8		July 31	
F31 Diversity Fellowships	Individual Predoctoral Fellowships (F31) to Promote Diversity in Health-Related Research	August 13		August 4	

Click here to view the listing of all the upcoming due dates for AHRQ.

Grant Mechanism	Type of Application	Sponsor Due Date		OSP/BMRA Due Date	
		New Application	Resubmission, Renewal, Revision Application	New Application	Resubmission, Renewal, Revision Application
R01	Large Research Projects	June 5	July 5	Noon, May 30	June 26
R03	Small Research Projects	June 16	July 16	June 8	July 7
K01	Mentored Research Scientist Development Awards	June 12	July 12	June 2	Noon, July 5
R18	Large Research Demonstration Projects	May 25		May 17	
F32	Postdoctoral Individual NRSA Awards	August 8		July 31	

Click here to view the listing of all the upcoming Due Dates for NSF.

Sponsor /Agency Updates

NIH UPDATE	➢ **NIH Guidance for Adjustment to Appointment Records in xTrain**

(NOT-OD-17-057)

NIH announces guidance for adjustments to appointment records in xTrain to reflect stipend level Increases for Postdoctoral Trainees on Institutional Ruth L. Kirschstein National Research Service Awards (NRSA)

This notice also alerts training grant awardees meeting the criteria established in NOT-OD-17-002 that they must submit applications by June 30th, 2017, in order to receive supplemental funding from NIH to accommodate stipend level increase.

For further information, see: https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-057.html

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NSF UPDATE

➢ **Federal Research Funding Up in FY2015**

A new report from the National Center for Science and Engineering Statistics (NCSES) recently reported that Federal funding for research and development (R&D) and R&D plant (facilities and fixed equipment) totaled $131.4 billion in Fiscal Year (FY) 2015, a 1 percent decrease from the previous year.

Additionally, within the R&D total, research obligations -- a category of transactions including orders placed, contracts awarded and services received -- increased by 1 percent to $63.6 billion. At the same time, development funding fell by 4 percent to $64.9 billion and R&D plant rose a substantial 27 percent to $2.8 billion.

For more details, including a breakdown of research funding amounts for the top federal agencies see: https://www.nsf.gov/news/news_summ.jsp?cntn_id=191588&WT.mc_id=USNSF_51&WT.mc_ev=click

➢ **Pilot for Identifying Collaborators and Other Affiliations Information**

On April 24, 2017, the National Science Foundation (NSF) initiated a new pilot requiring the use of a spreadsheet template for identifying Collaborators and Other Affiliations information for Principal Investigators (PIs), Co-PIs, and other senior project personnel identified on proposals.

The new pilot standardizes Collaborators and Other Affiliations information across the Foundation and will ensure that the information is submitted in a searchable format. Results from the pilot will be assessed and will determine how to proceed with this section of the proposal in the future.

Please note that the spreadsheet template has been developed to be fillable. However, the content and format requirements must not be altered by submitters.

- Must be saved in .xlsx or .xls formats and directly uploaded into FastLane as a Collaborators and Other Affiliations Single Copy Document.
- Will be converted by FastLane from an .xlsx or .xls file to a PDF file.
- Has been tested in Microsoft Excel, Google Sheets, and LibreOffice.
- Will enable preservation of searchable text that otherwise would be lost. Must be uploaded in .xlsx or .xls formats only. Uploading a Collaborators and Other Affiliations Single Copy Document in any other format may delay the timely processing and review of your proposal.
- Will be directly linked in FastLane. The template and associated instructions may also be accessed directly at: https://www.nsf.gov/bfa/dias/policy/coa.jsp.

This pilot will only be for FastLane proposal submissions. Grants.gov proposal submissions will continue to follow the instructions in NSF Grants.gov Application Guide Chapter VI.2.4.

> ## ➢ Division of Materials Research (DMR) Newsletter – Winter 2017

The Division of Materials Research Newsletter - Winter 2017 has recently been updated and is now available online. The intent of the DMR newsletter is to better inform and further strengthen partnerships with the Materials Research communities.

Coeus Update

➤ New Grants.gov Form – NSF Coversheet 1.7 – available in Coeus

The new NSF Coversheet V1.7 is now available in Coeus. This version of the Coversheet enables us to submit System to System for the following new Proposal Types (Funding Mechanisms):
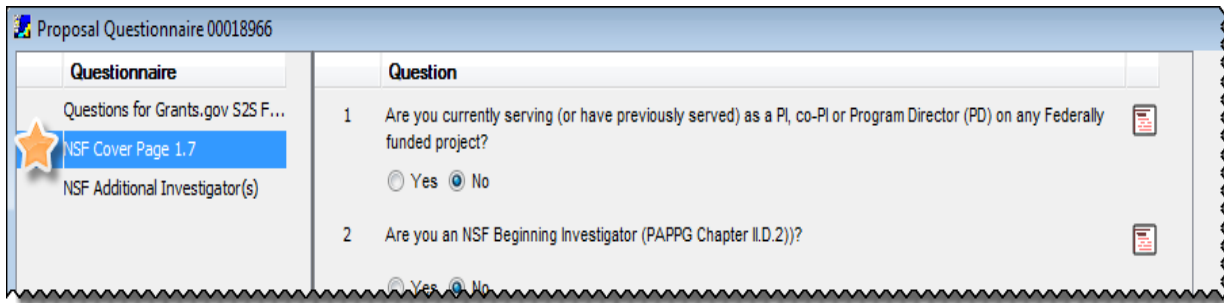
- GOALI - Grant Opportunities for Academic Liaison with Industry
- RAISE – Research Advanced by Interdisciplinary Science and Engineering
- FASED – The Facilitation Awards for Scientists and Engineers with Disabilities

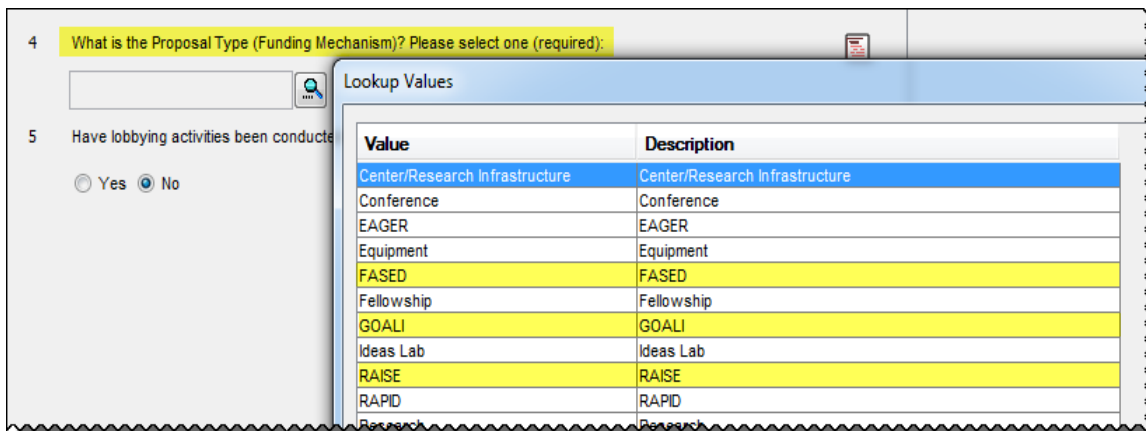The following supporting documents have been updated:
    1. NSF / Grants.gov Submission Validations - RAIS has updated Coeus Validations to replicate NSF's Automatic Compliance Checks for the above Proposal Types.
    2. NSF Submissions - Recommended Platforms - A document that outlines the recommended platform (Fastlane or Coeus) for the different NSF submission scenarios.

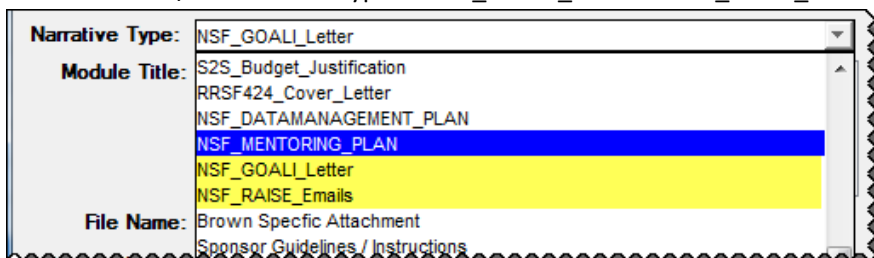The following updates have been made to Coeus to support the new form:

1. New Questionnaire - NSF Cover Page 1.7

2. New Proposal Types (Funding Mechanisms) to select in question 4:

3. New Narrative / Attachment Types – NSF_GOALI_Letter & NSF_RAISE_Emails:

Training & Conferences

OSP & RAIS Spring Training

The Office of Sponsored Projects and RAIS 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. The Spring Training Schedule is below:

Spring Training Schedule		
Track	Class	Date
Post Award	Direct Charging of Administrative Costs	05/04/2017
Coeus	Coeus Viewing Proposals & Awards	05/09/2017
Post Award	Traveling on Sponsored Projects	05/18/2017
Pre Award	Cost Sharing	05/31/2017
RAIS/Post Award	Effort Reporting	06/08/2017

UPCOMING CONFERENCES & PROGRAMS

NCURA National Meetings posted for 2017

➢ **Annual Meeting**
   August 6-9, 2017 | Washington, DC

For more details, see
http://www.ncura.edu/Education/MeetingsConferences.aspx

NSF Grants Conference 2017

➢ **Conference:** June 5 – 6, 2017| Louisville, KY

For more details, see
https://www.nsf.gov/bfa/dias/policy/outreach.jsp

NCURA Region I Spring Meeting 2017

➢ **Pre- Conference Workshop:** April 30, 2017
   Conference: May 1- May 3, 2017 | Newport, RI

For more details, see http://ncuraregioni.org/spring-meeting.html

NIH Regional Seminar (Spring & Fall 2017)

➢ **Spring: May 3-5, 2017**| New Orleans, LA
➢ **Fall: October 25 – 27** | Baltimore, MD

For more details see NOT-OD-17-026.

Questions or comments about the Newsletter should be directed to
the Office of Research Administration Information Systems – RAIS@brown.edu