BROWN

RESEARCH ADMINISTRATION NEWSLETTER

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

FEBRUARY 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

➢ Public Health Services (PHS) - Public AccessCompliance Status Report Access Change

For many years, OSP has distributed a quarterly report of Publications identified as 'non-compliant' with PHS Public Access requirements. **As of January, 2017**, Brown University has achieved a 98% compliance rate, with a total of 3575 compliant articles, and only 85 found to be 'non-compliant'.

Given this high rate of success, OSP will no longer send out the quarterly report to Department Managers whose faculty have non-compliant publications. Going forward, Department Managers will be able to directly help faculty achieve full compliance. As a reminder, to gather the full list of publications you will need to run the report from April 2008 onward.

If you have an Electronic Research Administration (eRA) Commons account and you'd like to assist faculty with compliance in this area, please contact OSP (resadmin@brown.edu or 3-2777) and we will amend your eRA Commons role to include access to the master publication list published by PubMed Central.

For specific questions on publications and the Public Access Policy, please contact Hope Lappen, BioMed and Life Sciences Librarian at lappen@brown.edu.

➢ Post Award Survey Link

As part of this on-going effort to improve our services, we have included a link to the post award survey on our new award and award modification memo. We invite you to complete a short survey regarding your experience.
Your feedback is disseminated to the accountants and discussed as a team.

The Post Award Team is constantly looking for ways to improve our customer service as well as our business processes and procedures. Your suggestions, comments, and insights are invaluable to us as we strive to enhance our support of research and grant management. Please take a few minutes to complete the survey.

Office of Research Integrity

➢ Animal Research Protection Program Updates

Brown's Institutional Animal Care and Use Committees (IACUC) recently approved three new policies:

- A Rodent Genotyping Policy (replacing the *Tail Biopsy Policy*). This policy provides information and guidance to the research community regarding genotyping techniques in rodents. Whichever method is used must be indicated in the protocol and approved by the IACUC. For training in any of the methods, cited in the policy, labs should contact veterinary services.
- A Rodent Identification Policy (replacing the *Toe Clipping Policy*). This policy provides information and guidance regarding commonly used rodent identification techniques. Whichever method is used must be indicated in the protocol and approved by the IACUC. For training in any of the methods cited in the policy, labs should contact veterinary services.
- A ***NEW*** Policy on Physical Restraint of Laboratory Animals. This policy acknowledges that physical restraint of an awake, un-anesthetized animal may be necessary due to the scientific goals of certain studies and implemented this policy to outline the minimally acceptable standards for physical restraint of laboratory animal species for experimental purposes.

The IACUC also completed its most recent round of required semiannual inspections, held in advance of the February 16-17th Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) reaccreditation visit. Labs have received notice of any deficiencies observed during inspections and are expected to comply with the assigned correct-by date.

➢ What is Dual Use Research of Concern (DURC)?

Certain types of research conducted for legitimate purposes can be utilized for both benevolent and harmful purposes and is characterized by the United States Government (USG) as "dual use research" (DUR). Dual use research of concern (DURC) is a subset of dual use research, and is defined as: "*life sciences research that, based on current understanding, can be reasonably anticipated to provide knowledge, information, products, or technologies that could be directly misapplied to pose a significant threat with broad potential consequences to public health and safety, agricultural crops and other plants, animals, the environment, material, or national security*." As a recipient of federal funds, Brown must comply with USG policy governing DURC, which requires the designation of an institutional review entity or a Dual Use Research Review Committee (DURRC) to identify DURC and its associated risks and devise ways to mitigate these risks. For Brown's policy on implementing DURC, please go to Brown University Policy: Dual Use Research of Concern (DURC).

How do I know if I'm performing DURC?

A Biological Research Authorization (BRA) is required when working with any biohazardous agents. The process begins with the identification of research that directly involves one or more of 15 listed agents (the "DURC list," found here) and through answering 'screening' questions on the BRA.

What is an example of DURC?

Genetically modified H5N1 avian flu virus:

- In 2011, 2 National Institute of Health (NIH)-funded research teams, one led by Yoshihiro Kawaoka at the University of Wisconsin and another led by Ron Fouchier at the Erasmus Medical Center (The Netherlands), developed methods of genetically modifying the H5N1 avian flu virus so that it can be transmitted between mammals. They submitted their papers to *Nature* (Kawaoka) and *Science* (Fouchier). Both journals received a request from the US National Science Advisory Board for Biosecurity to omit certain information about the methodology and findings from manuscripts the journals were considering for publication.

  Risk: This research resulted in the creation of what one of the principal investigators involved has called "probably one of the most dangerous viruses you can make. If made freely available, this research has the potential of being misused by terrorists or others with malevolent intentions."
  Benefit: Research into mutations that permit the transmission of the virus in mammals may help answer important questions about the possibility of an H5N1 pandemic and contribute to more effective treatments.

Additional resources regarding DURC policies and procedures can be found on our website. A short video discussing DURC is

posted on the NIH Office of Biotechnology Activities (OBA) website.

Administrative questions should be directed to Holly Clifford in the Office of Research Integrity at holly_clifford@brown.edu or (401) 863-3050. Questions or requests for additional information regarding DURC should be directed to Shannon Benjamin, at shannon_benjamin@brown.edu or (401) 863-3087.

➢ Human Research Protection Program updates

Brown's first ever FDA inspection – a success!

In February 2017, the Human Research Protection Program (HRPP) underwent our first ever inspection by the Food and Drug Administration (FDA). This was a routine (not for cause) inspection conducted as part of the FDA's surveillance program under which Institutional Review Boards (IRBs) are periodically audited to ensure compliance with FDA regulations regarding the protection of human subjects in research studies involving drugs and/or devices. Brown has approximately 17 active research studies under the purview of FDA regulations. During the inspection, the FDA investigator reviewed our policies and procedures, IRB member rosters and meeting minutes for the past three years, and selected four protocols for more detailed inspection. We have worked very hard over the past year in collaboration with the investigators involved in FDA-regulated studies, and we are happy to report that this work has paid off. The FDA inspector found **no** major deficiencies in our program or protocols and suggested only a minor improvement to an internal process, which we will incorporate.

Registering a study on ClinicalTrials.gov

Last month we told you about the reasons you may want to register your study on ClinicalTrials.gov. This month we're focusing on making the process easier for you. In the past, because Brown had no central administrator, each investigator had to go through the process of registering his/her own account in the Protocol Registration & Results System (PRS), and were left to decipher what information to include in their entry. Effective immediately, the Human Research Protections Program (HRPP) office has taken on the role of central administrator for Brown investigators**.**

This means that getting a user account under Brown's PRS account is as simple as sending an e-mail to IRB@brown.edu with the investigator's basic information (Full name, Brown department, valid phone number and e-mail address). We'll set up your account and you'll receive an e-mail from ClinicalTrials.gov so you can log in, change your password and get started entering the data elements for your study. The ClinicalTrials.gov website has excellent instructions and guidance for entering your study information into the registry and HRPP is here to help – contact Susan Carton-Lopez with any questions.

Once you have completed and submitted your entry, it will come to us for review. We will contact you if we think there is anything in your entry that needs to be changed prior to releasing to CT.gov for final review and publication. Our office will serve as a liaison between CT.gov and Brown investigators whenever there are issues with an account, such as not updating information as required (at least every 6 months and upon completion of the study). Don't forget to include language in your consent documents to inform participants that the study information is available on ClinicalTrials.gov!

➢ Annual COI Assurance and Reporting for Calendar Year 2016

Every year, Brown requires Brown faculty with appointments greater than 50% and *Investigators* on research administered through Brown to submit an annual Conflict of Interest (COI) Assurance form. For the first time reporting is being conducted in Brown's new electronic research administration system, InfoEd (https://infoed.brown.edu/).

On February 7th, Brown's Vice President for Research, David Savitz, sent the Annual COI reporting cycle "kick-off" announcement to 1,030 faculty and researchers. As of February 28, 2017, 732 have already submitted their assurance forms. The remaining faculty and researchers have until March 31, 2017, to complete theirs.

ORI has posted COI FAQs to assist with any questions about reporting requirements. Additionally, Job aides are available to help navigate the new submission system. Jules Blyth and Rebecca Haworth are hosting several "open lab/information sessions" during February and March to provide hands-on assistance with COI Assurance submissions, and are available to answer any questions about COI reporting in InfoEd. Check out ORI's website for a list of open lab dates.

➢ Export Control Compliance news: Brown now registered with Department of State

As of February 1, 2017, Brown University is officially registered with the Department of State, Office of Defense Trade Controls Compliance. This means that Brown is now able to apply for individual export licenses from the Directorate of Defense Trade Controls (DDTC) for items/technology/materials/software that are subject to the International Traffic in Arms Regulations (ITAR). Likewise, Brown can now apply for licenses for foreign nationals to work with/on ITAR-controlled technology on campus. Brown's registration with the DDTC does not change the University's current policy related to ITAR-controlled products, technology, and technical data on campus. Brown continues to presumptively prohibit faculty, students, and staff from purchasing any item on the United States Munitions List (USML) and subject to the ITAR. Faculty, students or staff who wish to have ITAR-controlled technology on campus must:

- receive explicit and documented approval from the Vice President for Research; such requests must be submitted through Brown's Export Control Officer;
- work with the Export Control Officer to implement a Technology Control Plan (TCP) prior to the arrival of the controlled item.

Remember to contact Brown's Export Control compliance team if you see any reference to the "ITAR" or the "USML" in any sales agreements, quotes, or other purchasing documents.

Research Development

➢ Research Development and Grant Writing Newsletter

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

Research Administration Information Systems & Reporting

➢ Research Administration Information Systems and Reporting (RAIS) User Group Meeting

Please join us for the first **Research Administration Information Systems and Reporting (RAIS) User Group Meeting** to learn about upcoming updates in **Coeus** and the **InfoEd** project/implementation that is underway.

- **Thursday, March 2, 2017**
- **2:30 pm – 4:30 pm**
- **Rhode Island Hall – Room 108**
  (Registration is NOT required)

Agenda

- Coeus
  - Coeus Roles
  - Common Proposal Development Error Messages
  - Proposal Person Addresses - Workday Campus box
  - Grants.gov Budget Form Versions & Subawards
  - New NSF Cover Sheet Coming
- Grants.gov Workspace Update
- RAIS Webpages
- InfoEd
  - Project Update
  - InfoEd Grants
  - Proposal Development - Focus Group
- Questions and Topics - If you have a specific topic or question or would like us to address, please email RAIS@Brown.edu

Sponsor / Agency Updates

NIH

➢ National Institute of Mental Health (NIMH) Will Host an Informational Webinar for Institutional Training Grants (T32) Applicants

NOT-MH-17-013

The NIMH will conduct an informational webinar on **Wednesday, March 29, 2017** for those interested in applying for T32 opportunity, PA-16-152. Institutional staff assisting in preparation of T32 applications are encouraged to attend this webinar.

The intent of the webinar is to provide information on NIMH's programmatic priorities, an overview of the FOA including data tables, and to address questions pertinent to preparing a T32 application for submission to the NIMH.

Webinar Information:

Date: March 29, 2017
Time: 1-3pm EST

Individuals wishing to receive access information for this webinar should contact Nikki North at nikki.north@nih.gov.

➢ NIH Blog Discusses the Topic of Funded Resubmission Applications and Their Initial Peer Review Scores

Dr. Michael Lauer, NIH's Deputy Director for Extramural Research, discusses this topic and provides high-level data on resubmission and award rates in relation to the first-time score in his blog, Open Mike.

➢ eRA Enhancements: New Features for xTRACT

New features were added to xTRACT in a recent software release. xTRACT is the Extramural Trainee Reporting and Career Tracking system and is accessed via eRA Commons. It allows applicants, grantees and assistants to create research training tables for progress reports and institutional training grant applications.
New features include:

Upload feature for participating faculty members on a Research Training Dataset (RTD)
When adding participating faculty to an RTD, users now have the ability to upload a tab-delimited file of faculty members, rather than entering them by hand.

Ability to cite publications with a large number of authors
Publications can now be added for a trainee if the Pubmed citation lists more than 256 authors.

Year Awarded Correctly Shown in Table 8 for Subsequent Grants
The year awarded is now being displayed correctly for all subsequent grants in Table 8.

Additional details and screenshots of the new features are in the Online Help for xTRACT (and accessible through the question marks on xTRACT screens).

NSF UPDATE

➢ Schedule and FAQs Posted for the Faculty Early Career Development (CAREER) Program for Submission in Years 2017 - 2019

- Schedule for CAREER Program Submissions:

Directorate	2017 Due Dates	2018 Due Dates	2019 Due Dates
BIO, CISE, EHR	July 19, 2017	July 18, 2018	July 17, 2019
ENG	July 20, 2017	July 19, 2018	July 18, 2019
GEO, MPS, SBE	July 21, 2017	July 20, 2018	July 19, 2019

- Frequently asked questions (FAQs) about the CAREER Program Solicitation

For further details on this announcement, please see NSF 17-050.

➢ Request for Information on Future Needs for Advanced Cyberinfrastructure(CI) to Support Science and Engineering Research (NSF CI 2030)

NSF has launched an effort to refresh the Foundation's vision and strategy for advanced cyberinfrastructure. Through this Request for Information (RFI), NSF invites contributions from the whole science, engineering, education, and CI research community to inform this planning effort. NSF seeks input on scientific challenges, associated cyberinfrastructure needs, and bold forward-looking ideas to advance science and engineering frontiers over the next decade and beyond.

The **deadline for submissions is April 5, 2017 5:00 PM ET**. Questions about this effort and the submission process can be sent to nsfci2030rfi@nsf.gov.

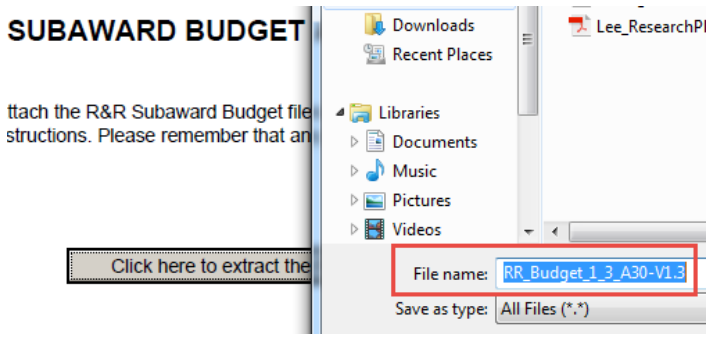
Coeus Update

➢ Using the Correct R&R Subaward Budget Form Version for your Coeus / Grants.gov Submission

When submitting your proposal "System-to-System" from Coeus, you must use the correct version of the R&R Subaward Budget form. If you do not use the correct version, the proposal will receive a Grants.gov error and will not be sent to the agency.

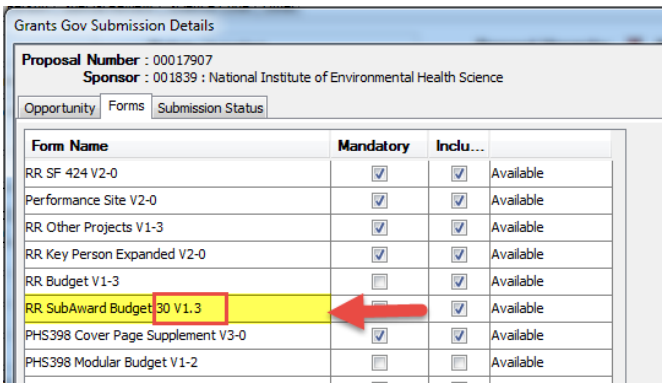
*To ensure you are using the correct version you need to verify that your **Subaward Budget Form** is the Same Version as your **Subaward Attachment Form** – to confirm the budget form versions of each form, see the following:

Subaward Budget Form - When you extract the form from the Grants.gov package you will see the version of the form in the file name:



*Note – Do NOT use the Subaward Budget Form located on the Grants.gov Forms Page.

Subaward Attachment Form - To see the version of the, navigate to the Grants.gov Submission Details Window in Coeus and review the version listed on the end of the form:



Training & Conferences

OSP & RAIS Spring Training

OSP and RAIS offer a variety of research administration training opportunities to provide administrative staff with the knowledge base to support faculty and researchers with the preparation of proposals and the management of their awards.

The Spring Training Schedule is below:

Spring Training Schedule		
Track	**Class**	**Date**
RAIS	Coeus Premium – Creating and Submitting Proposals for Review	03/09/2017
Post Award	Cost Transfers	03/14/2017
Pre Award	Reading the Funding Opportunity Announcement (FOA)	03/15/2017
Pre Award	Training Grants	03/16/2017
Post Award	Financial Closeout of Sponsored Awards	03/22/2017
RAIS	Coeus Premium – Proposal Development – the Basics of Creating a Proposal Budget	03/24/2017
Pre Award	Fellowships	03/29/2017
Pre Award	Budgeting Basics	03/30/2017
Pre Award	K Award Proposals	04/03/2017
Pre Award	Sub awards	04/05/2017
RAIS	Coeus Lite – Proposal Development	04/06/2017
Post Award	Commitments	04/06/2017
Post Award	Allocation of Costs	04/12/2017
RAIS	Coeus Premium – Proposal Development - Advanced Budgeting	04/21/2017
Post Award	Direct Charging of Administrative Costs	05/04/2017
RAIS	Coeus Premium - Viewing Proposals & Awards	05/09/2017
Post Award	Traveling on Sponsored Awards	05/18/2017
Pre Award	Cost Sharing	05/31/2017
RAIS	Effort Reporting	06/08/2017

To register for classes, please go to the ***Brown Learning Point Page*** **and log in. The training classes can be found by clicking on the "Sponsored Research Related Training" from the Brown Learning Point homepage.**

UPCOMING CONFERENCES & PROGRAMS

NCURA Region I Spring Meeting 2017

- **Conference:** May 1- May 3, 2017 | Pre Conference Workshops: April 30, 2017 | Newport, RI
  For more details, see http://ncuraregioni.org/spring-meeting.html

NCURA Annual Meeting

- **Annual Meeting**
  August 6-9, 2017 | Washington, DC
  For more details, see http://www.ncura.edu/Home.aspx

NSF Grants Conference 2017

- **Conference:** June 5 – 6, 2017| Louisville, KY
  For more details, see
  NSF Grants Conference Homepage

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