



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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	<b>Office of Sponsored Projects</b>
<a href="#">Research Administration Updates</a>	<p>➤ <b>Brown University Policy on Research Terms and Conditions in Sponsored Research Agreements</b></p> <p>The second of two OSP authored research policy statements was recently reviewed by Brown’s Research Advisory Board and it is now published on the Office of the Vice President for Research (OVPR) website. The <a href="#">Policy on Terms and Conditions in Sponsored Research Agreements</a> outlines the University’s stance on selected terms of research awards contained in grants, contracts and cooperative agreements. The policy defines terms as being in one of four categories: fully acceptable terms; conditionally acceptable terms; terms which must be upheld; and terms that are unacceptable. This framework is applied consistently to externally sponsored agreements from all funding sources including domestic and foreign, corporate, private (e.g., foundations) and state/federal government. It guides the negotiation of awards and provides criteria for award acceptance. Most importantly, the policy ensures the traditional academic and scholarly rights for researchers so that Brown Investigators are free to exercise programmatic and scientific control over their sponsored projects and research findings. This spring, OSP is introducing a new training module on this topic entitled "<i>Grant and Contract Negotiation</i>". Please join us by registering in <a href="#">Learning Point</a> (requires Brown authentication).</p>
Office of Sponsored Projects	
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<a href="#">Upcoming Proposal Submission Deadlines</a>	<p>➤ <b>National Institute of Health (NIH) Salary Cap</b></p> <p>NIH has raised their salary cap to match the new Executive II salary level of <b>\$189,600</b>. This change is retroactive to January 7, 2018. Please see the <a href="#">notice</a> for additional details. This updated amount should be used for budget calculations in NIH proposals when an individual's annual salary exceeds the capped amount.</p>
<a href="#">Sponsor/Agency Updates</a>	
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Upcoming Conferences & Programs	<p>The NIH Salary Cap worksheet has been updated on OSP's website, and can be found at the following link:  <a href="https://www.brown.edu/research/sites/research/files/NIH_Salary_Cap_Worksheet_FY18_03_14_18.xlsx">https://www.brown.edu/research/sites/research/files/NIH_Salary_Cap_Worksheet_FY18_03_14_18.xlsx</a>.</p> <p>Please note that both the proposal stage and award stage of the worksheet have been updated with the new salary cap.</p>

For awards issued in those years that were restricted to Executive Level II (see [Salary Cap Summary, FY 1990 – FY 2017](#)), including competing awards already issued in FY2018, if adequate funds are available in active awards, and if the salary cap increase is consistent with the institutional base salary, grantees may re-budget to accommodate the current Executive Level II salary level. However, no additional funds will be provided to these grant awards.

If you have any questions, please do not hesitate to contact your Grant and Contract Administrator within OSP.

## Office of Research Integrity

### ➤ **National Science Foundation (NSF) Audit: Responsible Conduct of Research (RCR) training compliance**

The NSF requires awardees to provide training to undergraduate and graduate students and postdocs in the [Responsible Conduct of Research](#) when such individuals are supported by the NSF *to conduct research*. To ensure that its awardee institutions are fulfilling this obligation, the NSF Office of Inspector General (OIG) recently audited approximately 50 institutions, and found that nearly 25% of awardee institutions failed to comply this sponsor requirement. Whereas online training is sufficient to satisfy NSF's requirement and was used by nearly ¾ of institutions audited, 65% of audit participants indicated that they would prefer face-to-face training.

Brown's Office of Research Integrity shares this position. While we do offer the [CITI RCR course](#) as a way for trainees to meet NSF's requirement, we also provide an [in-person, interactive, case-based course](#) that more meaningfully engages participants in the ethical conduct of research.

While we hope that the NSF OIG does not come knocking at Brown's door, it is important that Principal Investigators are aware of their responsibilities with respect to RCR training and associate record-keeping:

- PIs are responsible for ensuring that all individuals who are required to complete RCR training have done so; **and** PIs are expected by Brown to maintain RCR training records (i.e., copies of RCR completion certificates) for their awards. Such documentation is subject to audit by Brown's Office of Research Integrity to ensure fulfillment of NSF compliance obligations.

Questions about this NSF requirement? Visit our [RCR FAQs](#) or contact [Juliane Blyth](#).

### ➤ **Human Research Protection Program (HRPP) Update: Consent Document Requirements, Templates and Tools**

While implementation of the majority of changes to the federal human subjects regulations (the "[Revised Common Rule](#)") has been delayed, there is one element of the forthcoming Revised Common Rule that we are able to implement now because it does not conflict with the current regulations.

Brown has elected to implement the forthcoming requirement for consent documents to *"begin with a concise and focused presentation of the key information that is most likely to assist a prospective subject ... in understanding the reasons why one might or might not want to participate in the research. This part of the informed consent must be organized and presented in a way that facilitates comprehension."*

#### **Why implement this now?**

First, this change is consistent with our ongoing efforts to ensure that participants enter into research with a full understanding of a project's scope, including all potential risks and benefits.

Secondly, we are requiring the revised consent format for all **NEW** protocol submissions to ensure that we don't have to ask investigators to revise consent documents when the Revised Common Rule becomes effective. Consistent with this approach, for **existing** studies, we request that investigators make the formatting change to their consent document(s) when submitting an amendment that already requires a consent change. Investigators may also make this change to their consent(s) at the time of their next continuing review.

**Is there any guidance to help researchers implement these changes to consent documents?**

The HRPP has developed [templates and tools](#) to assist investigators with developing consent documents that conform to this new requirement, including a new “short form” template for studies that are not so complex that they require a lengthy consent document. HRPP staff are also offering a course to describe the changes and present the templates and tools. (See [LearningPoint](#) for more information and to register).

If, for some reason, the schedule to implement the changes to your consent(s) will not work for your particular study, please contact the HRPP at 863-3050, to discuss acceptable alternatives.

**➤ Animal Research Protection Program (ARPP) Updates****Policy Revisions:**

The IACUC must review existing policies once every three years, and welcomes the animal research community’s recommendations for revisions as it fulfills this obligation. The committee recently reviewed and updated the following policies:

- The [Expired Drugs and Materials Policy](#) was updated throughout to clarify the requirement for use of glass containers and subsequently renewed for three years;
- The [Social Housing Policy](#) was found to be reflective of current practices and expectations and was renewed for three years without edit;
- The [Rodent Tumor Policy](#) was updated to reflect terminology now used to refer to the “Animal Use Protocol” and to remove outdated instruction related to cage cards. With these revisions, this policy was renewed for three years.

**➤ ARPP Protocol Writing Guidance: now online!**

The ARPP’s “[How to write an IACUC protocol for expeditious review](#)” slides are now available on our website. We encourage all new (and even seasoned!) investigators and lab managers to review this guidance prior to submitting an IACUC protocol. In-person individual or group training sessions are always available upon request by contacting the ARPP team at [iacuc@brown.edu](mailto:iacuc@brown.edu).

**Research Development****➤ Research Development and Grant Writing Newsletter**

[This newsletter](#) offers strategies on how to compete successfully for research funding and highlights new funding opportunities. Archived editions, going back to 2012, are also available. Access the [External Funding Opportunities](#) website and then select ‘Research Development and Grant Writing News’ in the left hand menu.

**➤ National Endowment for the Humanities (NEH) Fellowships offered by Division of Research Programs**

NEH has increased Fellowships monthly stipend from \$4,200 to \$5,000. As a result, the minimum award is now \$30,000 (for six months of full-time work). The maximum award is now \$60,000 (for twelve months of full-time work).

Fellowships support individuals pursuing advance research that is of value to humanities scholars, general audiences, or both. Recipients usually produce articles, monographs, books, digital materials, archaeological site reports, translations, editions, or other scholarly resources in the humanities. Guidelines and Frequently Asked Questions can be found [here](#). The application receipt deadline is Wednesday **April 11, 2018** for projects beginning January 2019.

***Fellowships are awarded to individuals, not to institutions. Therefore, the applications do not require OSP review or entry in the University’s grant management systems, Coeus.***

Applicants interested in research projects that require digital expression and digital publication are encouraged to apply for [NEH-Mellon Fellowships for Digital Publication](#).

## Research Administration Information Systems

### ➤ Requesting National Science Foundation (NSF) Account ID - Process Update

With NSF's new Account Management system effective 3/26/2018, modified their account registration process. New NSF ID requests at Brown will now be done by self-registering directly at Research.gov. For more details – see the article - [New NSF Account Management System – Effective March 26, 2018](#)

#### If you have an existing NSF ID associated with Brown:

- Log into Research.gov with your existing NSF ID and password.
- This will activate your Research.gov account.

#### If you do not yet have an NSF ID:

- Register at Research.gov
- Receive an email with a temporary password. Set your new password.

If you are a PI, Co-I or Postdoc and need a role for your new account:

- Request a role at: Add a New Role.
- Within 2 business days you will receive confirmation of your role(s) request.

#### If you have an existing NSF ID that is *not* yet associated with Brown:

- Log into your account at Research.gov.
- Request a new role using: Add a New Role.
- Select Brown by searching the 'Find Organization' by DUNS: 001785542
- Then request the role needed at Brown on the next screen.

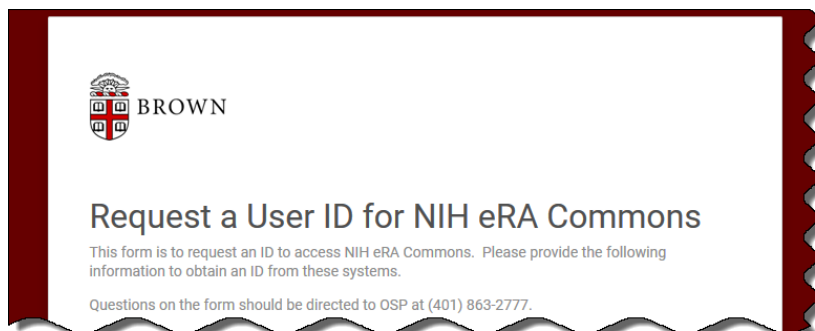
Account password resets are done directly at Research.gov

- Use the Forgot Password link at the [User Sign In](#) page

### ➤ Requesting an NIH eRA Commons ID – Process Remains the Same

To obtain an NIH eRA Commons, please complete the following form: [Request a User ID for NIH eRA Commons](#)

*The form has been revised so it no longer requests information on requesting NSF IDs.*



The form will guide you with what information is required for us to properly set users in each system.

Brown's Research Administration will contact you as soon as you are set up in the requested system. Questions on the form should be directed to - (401) 863-2777 or [resadmin@brown.edu](mailto:resadmin@brown.edu).

## 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 / BioMed Research Administration (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	May 29 (noon)	June 26
K Series	Research Career Development	June 12	July 12	June 4	July 5 (noon)
R03, R21, R33, R21/33, R34, R36	Other Research Grants	June 16	July 16	June 8	July 6
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 8		July 31	

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	May 29 (noon)	June 26
R03	Small Research Projects	June 16	July 16	June 8	July 6
K01	Mentored Research Scientist Development Awards	June 12	July 12	June 4	July 5 (noon)
R18	Large Research Demonstration Projects	May 25		May 17	
F32	Postdoctoral Individual NRSA Awards	August 8		July 31	

NSF Proposal Deadlines:

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

## Sponsor /Agency Updates

### NIH UPDATE

#### ➤ National Institute of General Medical Sciences (NIGMS) Discontinues the F31 Individual Predoctoral Fellowship

The National Institute of General Medical Sciences (NIGMS) is discontinuing participation in [PA-16-309](#) "Ruth L. Kirschstein National Research Service Award (NRSA) Individual Predoctoral Fellowship (Parent F31)" effective in late January 2018. NIGMS will not accept either New or Resubmission applications for [PA-16-309](#) and its subsequent reissuances for the April 8, 2018 application due date and beyond. Full details are found in the [Guide Notice](#).

#### ➤ NIH Funding FY2017

NIH recently released their annual web reports, success rates and NIH Data Book with updated numbers for fiscal year 2017. Highlights of the article include:

- NIH supports approximately 2,500 organizations. In 2017 about 640 of these organizations received funding for competing Research Project Grants (RPGs) which involved over 11,000 principal investigators.
- The average size of RPGs increased by over 4% and the average size of R01-equivalent awards increased by over 5%.
- A total of 54,005 competing RPG applications were reviewed in 2017. This is a slight decrease (0.4%) compared to fiscal year 2016.
- Competing research project grants (RPGs) decreased by 2.4% compared to fiscal year 2016, however, NIH funded more RPG dollars in fiscal year 2017, which is evident from the increase in the average size of RPGs.
- The success rate for competing FY 2017 RPG applications was 18.7% compared to 19.1% in FY 2016. The 2017 success rate for competing R01-equivalent applications was also slightly lower than last year (19.3% compared with 19.96% in FY 2016).

For more information related to this article, see: <https://nexus.od.nih.gov/all/2018/03/07/fy-2017-by-the-numbers/>

#### ➤ Cumulative Investigator Funding Rates

NIH has updated findings cited by the University of Wisconsin last year related to Investigator funding rates. Specifically, how many researchers are vying for NIH support and how many are successful. The findings include:

- The number of RPG applicants increased substantially from 2003 to 2015, but since that time has slightly decreased (peak of 87,885 in 2015 to 87,567 in 2017)
- The number of awardees increased, particularly in the past 3 years (from 27,261 in 2015 to 29,835 in 2017). The cumulative investigator rate increased since 2014 from 31.3% to 34.1%.
- Since 2015, the number of unique R01 awardees increased but only slightly higher than it was in 2003; the number of unique R01 applicants has declined slightly from its peak in 2014.
- R21 awards experience pattern as R01 awards; however, funding rates are much lower. The number of P01 applicants continue to decline.

For more details related to this article, see <https://nexus.od.nih.gov/all/2018/03/07/how-many-researchers-revisited-a-look-at-cumulative-investigator-funding-rates/>

### NSF UPDATE

#### ➤ NSF Notice on Harassment

On February 8<sup>th</sup>, the National Science Foundation (NSF) released [Important Notice No. 144](#) on harassment. The notice re-affirms that the NSF [does not tolerate sexual harassment, or any kind of harassment](#), within the agency, at grantee organizations, field sites, or anywhere NSF-funded science and education are conducted. Further it outlines the steps NSF is undertaking to re-affirm its commitment to a safe research environment.

One step is the development of a new award term and condition that will require grantee organizations to report findings of sexual harassment, or any other kind of harassment regarding a PI or co/PI or any other grant personnel. In addition, NSF's Office of Diversity and Inclusion (ODI) has launched a dedicated web portal to consolidate policies and procedures found [here](#).



Prior to finalizing these reporting requirements, NSF is requesting public comment on its new proposed rules for reporting sexual harassment, other forms of harassment or sexual assault. The full text of the request for comment can be found in [the Federal Register](#).

Comments are due by **May 4, 2018** and may be addressed to Suzanne H. Plimpton, Reports Clearance Officer, Office of the General Counsel, National Science Foundation, [2415 Eisenhower Avenue, Alexandria, VA 22314](#), email [splimpto@nsf.gov](mailto:splimpto@nsf.gov); telephone: (703) 292-7556; FAX (703) 292-9240.

Respondents are encouraged to submit comments electronically to ensure timely receipt. Please include “*Reporting Requirement Regarding Findings of Sexual Harassment, other Forms of Harassment, or Sexual Assault*” in the subject line of the email message; please also include the full body of your comments in the text of the message and as an attachment. Include your name, title, organization, postal address, telephone number, and email address in your message.

### ➤ **New NSF Account Management System – Effective March 26, 2018**

The National Science Foundation (NSF) made a major change to the way the research community registers for NSF accounts and maintains account and user profile information in FastLane and Research.gov. **On March 26, 2018**, NSF introduced a new centralized and streamlined account registration process in Research.gov for the research community that will provide each new user with a single profile and unique identifier (i.e., NSF ID) for signing in to FastLane and Research.gov for proposal and award activities.

The new account management functionality will:

- Allow users to create and self-manage accounts, including personal information and role requests;
- Eliminate the need for organizational Administrators to create accounts and maintain profile information for their users;
- Replace the existing FastLane and Research.gov account management functions.

#### Helpful Links

- Users with existing NSF accounts can access the [NSF ID Lookup page](#) for their NSF ID.
  - Forgotten passwords for established NSF accounts may be retrieved [here](#).
- New users will be able to register directly with NSF through Research.gov, via this link: <https://www.research.gov/accountmgmt/#/registration>.

NSF has created a new webpage - [About Account Management](#) - for account management training resources such as job aids, Frequently Asked Questions (FAQs), and instructional videos.

For IT system-related questions, please contact the NSF Help Desk at 1-800-381-1532 or [rgov@nsf.gov](mailto:rgov@nsf.gov). Policy-related questions should be directed to [policy@nsf.gov](mailto:policy@nsf.gov).

### ➤ **Improving Undergraduate Science Technology Engineering and Math (STEM) Education (IUSE) Program Flyer**

[nsf18049](#)

NSF has issued a flyer on [Improving Undergraduate STEM Education \(IUSE\) Program](#). The goal of the IUSE: Education and Human Resources Program is to catalyze colleges and universities and their faculties to provide highly effective, evidence-based teaching and learning experiences for their undergraduate students taking STEM courses.

PDF format: [https://www.nsf.gov/pubs/2018/nsf18049/nsf18049.pdf?WT.mc\\_id=USNSF\\_25&WT.mc\\_ev=click](https://www.nsf.gov/pubs/2018/nsf18049/nsf18049.pdf?WT.mc_id=USNSF_25&WT.mc_ev=click)

## Coeus Update

### ➤ Important Notice for Coeus S2S Proposals for NSF

NSF has very recently issued an update for two of their proposal forms to go into effect for proposals submitted on or after 3/26/2018:

- NSF Cover Page version 1.8
- NSF Senior Key Person Profile (Expanded) version 1.1

We are working diligently to get the new forms tested and updated but do not believe that it will be implemented in time for the changeover date. During this transitional time, you will not be able to submit via Coeus S2S for NSF proposals, they must be sent through FastLane. Note: A Coeus proposal development record is still required to be routed to OSP or BMRA.

If you have a proposal due to NSF on or after 3/26/2018 (due to OSP or BMRA by 3/21/2018) please begin preparing your NSF proposal in both Coeus and [FastLane](#). Should you require FastLane assistance, please contact FastLane at 800-673-6188.

We will notify the community as soon as Coeus has the new NSF S2S forms available for the usual S2S submissions via Coeus.

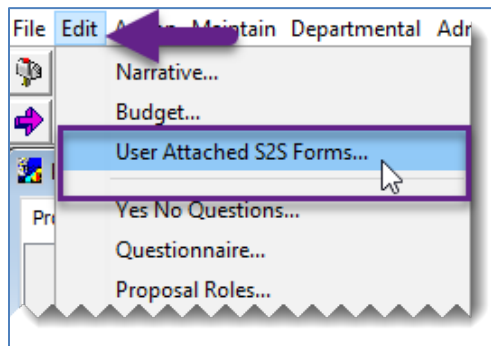
### ➤ Coeus Proposals Tip - User Attached S2S Forms

When connecting to your [Grants.gov](#) FOA, you may see a message displayed from Coeus that certain forms must first be uploaded via the User Attached S2S Forms upload tool. If you see this message, it will list the specific forms that must be uploaded.

Check those forms against the available forms that Brown has for Coeus at this page:

<http://brown.edu/go/coeus-S2S-forms>

If the needed forms **are** available from our forms web page, download and complete them. Then use the User Attached S2S Forms in Coeus to upload and translate them.



Save the proposal and then you may properly connect to the Grants.gov FOA.

If the needed forms **are not** on the forms web page, they are not programmed into Coeus and you cannot submit that proposal via S2S. Please consult your OSP Pre-Award contact to advise you on how to best prepare the non-S2S proposal for submission to sponsor (e.g., ASSIST, Research.gov, Workspace, etc.).



## ➤ Printing of Grants.gov Forms-E Forms

Please note that there are currently two forms that are not printable from the recently released Grants.gov Forms-E forms set. These forms are still viewable.

- Human Subjects and Clinical Trials Information Form 1.0 (which includes the Human Subject Study Record portion)
- Project Abstract Form 1.2

You are able to use the ‘View’ feature for each of these forms to confirm that you can view them and that they are correct. You can also print and/or save the view copy of the .pdf.

To view the Human Subjects and Clinical Trials Information Form- Subject Study Record:

- Click on ‘View Form’



As a best practice, also confirm that you see the two green checkmarks for PDF and XML as shown above. This confirms that your document is correct and can be sent via S2S submission.

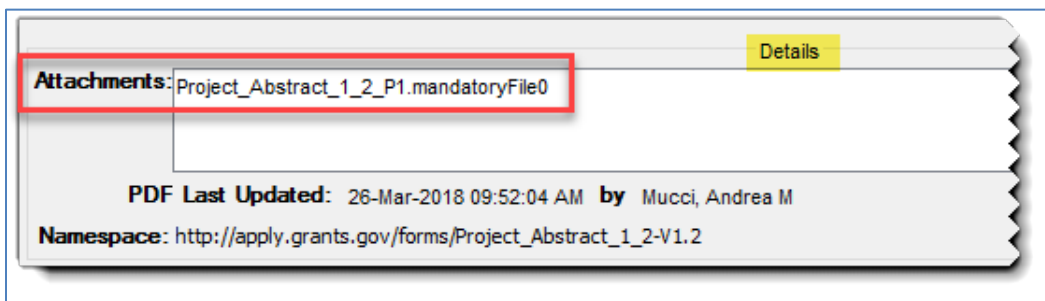
To view the Project Abstract Form:

- From the User Attached S2S Forms window
- Click ‘View Form’



As a best practice, also confirm that you see the two green checkmarks for PDF and XML as shown above. This confirms that your document is correct and can be sent via S2S submission.

- You will also need to see file details in the Attachments Details box to confirm the form has properly uploaded and translated.



## Training & Conferences

### OSP & RAIS Spring 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.

Spring Training Schedule		
Track	Class	Date
Post-Award	Financial Closeouts	04/11/18
Pre-Award	NIH K (Career)	04/12/18
Coeus	Viewing Proposal and Award Data	04/16/18
Pre-Award	Subawards	04/17/18
Pre-Award	Grant and Contract Negotiations	04/19/18
Coeus	Advanced Budgeting	05/15/18
Pre-Award	Cost Sharing	05/31/18
Post-Award	Effort Certification	06/14/18

### UPCOMING CONFERENCES & PROGRAMS

#### NCURA National Meetings posted for 2018

- **Annual Meeting**  
August 5-8, 2018 | Washington, DC

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

#### NSF Grants Conference

- **Conference: June 4-5, 2018 | Detroit, MI**

For more details, see  
[https://www.nsf.gov/events/event\\_summ.jsp?cntn\\_id=244050&WT.mc\\_id=USNSF\\_13&WT.mc\\_ev=click](https://www.nsf.gov/events/event_summ.jsp?cntn_id=244050&WT.mc_id=USNSF_13&WT.mc_ev=click)

#### NCURA Region I Spring Meeting 2018

- **Conference: April 30 - May 2, 2018**
- Workshops: April 29, 2018 | Portsmouth, NH

Registration is **NOW OPEN**.  
Questions? Contact Program Co-Chair  
[Heather\\_Dominey@brown.edu](mailto:Heather_Dominey@brown.edu)

#### NCURA Spring Traveling Workshops

- **May 21-23, 2018 | Philadelphia, PA**
- **May 22-24, 2018 | Hollywood, FL**

*Questions or comments about the Newsletter should be directed to  
the Office of Research Administration Information Systems – [RAIS@brown.edu](mailto:RAIS@brown.edu)*