RESEARCH ADMINISTRATION NEWSLETTER

BROWN

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

MAY 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)

Email: RAIS@brown.edu | *Subscribe / Unsubscribe:* https://listserv.brown.edu/?SUBED1=RESEARCH_ADMIN_NEWS&A=1

Research Administration Updates

Research Administration Information Systems

➢ **New Sponsored Funding Opportunities Database**

As of August 31, PIVOT, the grant funding search engine jointly sponsored by the Library, the Graduate School and Office of the Vice President for Research (OVPR), will no longer be offered. SPIN will replace PIVOT and is available now. You may continue to use PIVOT until August 31, 2017.

Please see a quick guide on Accessing SPIN+ and How to Videos. For additional information, instructional videos, and webinars on SPIN see http://libguides.brown.edu/grants.

Office of Sponsored Projects

➢ **OSP Effort Reporting Announcements**

The Effort Certification Summary report has changed!
The newly improved effort certification summary report provides effort certification partners (ECPs) with the capability to drill into a worker's name in the awaiting person column to see more worker detail while reviewing the report.

Previously, additional steps would be required to view worker information pertinent to the effort certification review process in Workday. Now, the worker's name is an active link in the summary report whereby an ECP can view contact information and other details at a glance, either via the related actions function or by clicking directly into the worker's profile.

We hope that this change will facilitate and expedite the effort reporting process by eliminating the need for additional actions to access information for the certification review process.

Also, there is a new email address for effort reporting related communications between departments and OSP, Effort-Reporting@brown.edu. This email address was created so that department administrators can contact the OSP Effort Certification Administrator with questions regarding the effort certification process in a centralized location. We will also be using this email address to contact departments regarding grant-funded terminating worker notifications, send out certification reminders, and other effort-related communications.

➢ Fiscal Year End Closing Schedule

The Year End Schedule has been posted to the Controller's Website:
https://www.brown.edu/about/administration/controller/workday-project/year-end-schedule

OSP will follow the Controller's Office closing schedule for all business processes including:
- • Payroll accounting adjustments (PAA's)
- • Cost transfer journals

Best Practice: Begin reviewing sponsored awards now for any and all adjustments.

➢ Faculty Summer Salary Costing Allocations

When completing faculty summer salary costing allocations in Workday please complete and attach the Summer Salary Costing Allocation Template to the costing allocation in Workday. In addition, if salary is changing July 1, a separate Summer Salary Costing Allocation Template is needed for July and/or August summer salary costing allocations.

The summer salary guidelines can be found on the OVPR website: https://www.brown.edu/research/conducting-research-brown/managing-award/award-management/summer-salary-effort-reporting-guidelines

Summer salary is defined as any compensation paid during the summer period to a faculty member in excess of his or her academic year salary. The summer period is the period outside of the academic year appointment for those with 9 or 10 month appointments:

- • June - August for faculty with 9 month appointments
- • July - August for faculty with 10 month appointments

Unallowable Summer Activities on Sponsored Projects
- • Vacation
- • Administrative tasks (student advising, curriculum review)
- • Work on new proposals
- • Travel to conferences associated with another grant from the one for which time is charged
- • External peer review committees

If you have any questions, please contact your OSP Grant/Contract Accountant.

Office of Research Integrity

➢ Export Controls and International Travel

The Office of Research Integrity encourages the following export control information be distributed to faculty and students in departments/centers.

With the teaching semester is over, many students and faculty are getting ready to head to foreign shores to conduct field work, visit collaborators, or attend conferences. Here is some guidance for Brown faculty, students, and staff to help avoid potential export control violations.

1. **Sanctioned/Embargoed Countries**: If traveling in a Brown capacity (e.g., for research, Brown business, or to attend an academic conference) to comprehensively sanctioned or embargoed countries such as **Cuba, Syria, North Korea, Iran, and Sudan**, you must check in with the University's Export Control Officer **prior** to traveling. Specific licenses from the Office of Foreign Assets Control (OFAC) may be needed for travel to, and/or activities conducted in, these countries. Licenses may also be needed from the Department of Commerce for any equipment, including laptops and cell phones, you may be bringing with you. If taking advantage of general licenses or license exceptions, it must be appropriately documented by the University.

2. **Taking Equipment and Materials**: When taking special equipment or material with you on your trip abroad, including but not limited to, scientific equipment, laptops, drones, encryption software, cell phones, tablets, flash drives, cameras, and Global Positioning System (GPS) units, you need to verify that these items are not export restricted based on your travel destination(s). Click here for resources and help in determining whether an item is export controlled. You can also contact the University's Export Control Officer for assistance. The Export Control Officer can provide export control classification documentation for you to take on your travels, in case such information is requested by custom and border officials.

3. **"Clean" Devices for International Travel:** If your travel laptop contains export controlled technical data, protected data, or proprietary information, you should consider traveling with a "clean" electronic device. Brown's IT Group has prepared useful tips for international travelers that can be found here and here. Brown's IT Group also has an international device loaner program with a limited amount of clean travel laptops (PCs and MACs). If you have any interest in this program, please contact the Export Control Officer for more information.

For questions on export controls and international sanctions, please contact Brown's Export Control Officer (3-3295) or visit Brown's Export Control Compliance website.

➢ Institutional Animal Care and Use Committee (IACUC) Protocol Writing Assistance

Did you know that the Animal Research Protection Program offers monthly Protocol Writing Workshops from 12-1 pm in the ORI conference room (2 Stimson Ave.) on the last Thursday of the month? Don't want to travel? We can come to you! To schedule an individual or small group session, or to RSVP for our monthly workshop, you can reach us at iacuc@brown.edu.

➢ Conflict of Interest 2016 Annual Cycle: 100% compliance thanks to you!

The Annual Conflict of Interest Assurance cycle for Brown Faculty and "Investigators" has officially concluded. We are pleased to report that with the help of Department Managers and Administrators, we achieved **100% compliance** for Investigators with federal funding (and an overall compliance rate of 99%). We could not have done it without you!

Research Development

➢ Research Development and Grant Writing Newsletter

The May 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.

Sponsor /Agency Updates

NIH UPDATE	

➢ Implementing Limits on Grant Support to Strengthen Biomedical Workforce

The National Institute of Health (NIH) realizes that, as stewards of the American investment in biomedical sciences, they must do all they can to protect the future of the biomedical research enterprise. NIH has announced several steps to assure that the impact of the public dollars spent are maximized which include:

- Continue to monitor on a trans-agency level, the number and characteristics of the researchers they support with the idea that by doing so they can broaden and diversify the enterprise.
- Take additional efforts to identify funding for even more early stage investigators who submit meritorious applications. When necessary, they will encourage the use of bridge funding to offer additional stability and chances for obtaining an award.
- To improve opportunities for early established mid-career investigators, they will take special steps to identify meritorious applicants who are only one grant away from losing all funding and prioritizing these applicants for funding consideration.
- Monitor, on a trans-agency basis, investigators' Grant Support Index, with the idea that over time and in close consultation with the extramural research community, they will phase in a resetting of expectation for total support provided to any one investigator.

➢ Getting Ready for the Next NIH Forms Update

NOT-OD-17-062

NIH issued a Guide notice on April 27th, announcing the transition from the current forms ("FORMS-D") to the next iteration of forms for due dates on or after **January 25, 2018**. These updates are needed in order to maintain consistency with Grants.gov and Office of Management and Budget federal-wide requirements, and to incorporate changes in NIH policies and processes. Highlights of the new FORMS-E include:

- Consolidation of human subjects, inclusion enrollment, and clinical trial information previously collected across multiple agency forms
- Expansion and use of discrete form fields for clinical trial information to:
  - o provide the level of information needed for peer review;
  - o lead applicants through clinical trial information collection requirements;
  - o present key information to reviewers and agency staff in a consistent format; and
  - o align with ClinicalTrials.gov (where possible) and position NIH for future data exchange with ClinicalTrials.gov
- Incorporation of recent Grants.gov changes to R&R Budget and SBIR/STTR Information forms

NIH will begin posting funding opportunities with the new FORMS-E packages in October.

RAIS implemented the Grants.gov R&R Budget forms in Coeus this past January and will be working this summer to implement the new NIH Forms.

➢ eRA Enhancements: New xTRACT Features

A new feature and updates to xTRACT occurred in a software release on Thursday, April 27, 2017. 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.

Feature:
- When entering the in-training data for a participating student or trainee, the allowable length of the ResearchTopic has been increased, from 80 to 200 characters.

Updates:

Corrected styling of author names, for citations selected from PubMed

- For any publication that is being selected from PubMed and added for a student/trainee, each author name for the citation should now appear in National Library of Medicine (NLM) style.

Corrected Year Awarded, Shown in Table 8 for Non-NIH Subsequent Grants

- Occasionally the year awarded would be shown incorrectly for a Non-NIH subsequent grant in table 8. This problem has been corrected.

Details and screenshots can be found in in the Online Help for xTRACT (and accessible through the question marks on xTRACT screens).

> ## ➢ xTrain – Statement of Appointment PDF No Longer Displays Personally Identifiable Information (PII)

Effective, Thursday, May, 18, the xTrain module no longer displays certain information in the Statement of Appointment PDF form (PHS 2271). This change was made in order to protect Personally Identifiable Information (PII).

The following information will no longer be displayed:
- Date of Birth
- Last four digits of Social Security numbers
- Gender
- Race/Ethnicity
- Disability
- Disadvantaged Background

A box has been added next to each of these fields in the PDF of the form, which will be checked if the appointees have completed these fields in their eRA Commons Personal Profile. If they did not provide this information in their profile, these boxes will be left blank.

Users can contact the eRA Service Desk at http://grants.nih.gov/support/ (preferred method of contact) or call 1-866-504-9552/301.402.7469 with any questions related to this change.

NSF UPDATE	> ## ➢ National Science Foundation (NSF) Headquarters Moving NSF Headquarters will be moving to Alexandria, Virginia. The physical move to NSF's new headquarters will be phased over a six-week period, beginning Thursday, August 24 through Sunday, October 1. ***FastLane & Research.gov will be unavailable from Friday, June 30 at 8:00 PM until Tuesday, July 4 at 6:00 PM EDT.*** During this outage period, proposals cannot be submitted in FastLane, and project reports and cash requests cannot be submitted in Research.gov. However, previously saved information and uploaded documents in FastLane and Research.gov, including in-process proposals and reports, will be accessible after the Data Center moves. More information regarding this move are available: **HTML: https://www.nsf.gov/pubs/issuances/in139.jsp?WT.mc_id=USNSF_109** **PDF: https://www.nsf.gov/pubs/issuances/in139.pdf?WT.mc_id=USNSF_109**

> ➤ **NSF Proposal & Award Policies & Procedures Guide – For Comment Version**
> NSF recently announced in the <u>Federal Register</u> the availability of a "For comment" draft of the *Proposal & Award Policies & Procedures Guide* (PAPPG). The Foundation is accepting comments from the external community until close of business <u>July 24, 2017.</u> The draft PAPPG is available on the <u>Division of Institution and Award Support (DIAS)/Policy Office website</u>. To facilitate review, revised text has been highlighted in yellow throughout the document and explanatory comments have been included in the margins, where appropriate. Any questions should be directed to the Policy Office at <u>policy@nsf.gov</u>.
>
> ➤ **Budget Summary Brochure – FY 2018**
> NSF has published the FY2018 Budget Summary Brochure.
> Available Formats:
> PDF: <u>https://www.nsf.gov/pubs/2017/nsf17057/nsf17057.pdf?WT.mc_id=USNSF_80</u>

Agency Tip

New NIH "All About Grants" Podcasts

Two new "<u>All About Grants</u>" podcasts focus on topics related to submitting your application.

> ➤ In "**A Look at NIH's Appendix Policy**" (<u>mp3</u>, <u>transcript</u>), Dr. Cathie Cooper, director of the Division of Receipt and Referral in the <u>NIH's Center for Scientific Review</u>, talks about what can be submitted in an application's appendix.
> ➤ In "**NIH's Post Application Submission Policy**" (<u>mp3</u>, <u>transcript</u>), Dr. Sally Amero, NIH's Review Policy Officer provides insight into why NIH has such a policy, and what grant application information can be updated after submission of an application, but before peer review.

All About Grants podcast episodes are produced by the NIH Office of Extramural Research, and designed for investigators, fellows, students, research administrators, and others just curious about the application and award process. The podcast features NIH staff members who talk about the ins and outs of NIH funding, and provide insights on grant topics from those who live and breathe the information. Listen to more episodes via the <u>All About Grants podcast page</u>, <u>through iTunes</u>, or by using <u>our RSS feed</u> in your podcast app of choice.

Coeus Update

➢ Answering Brown's Internal Regulatory Questions on Proposals

Brown University's regulatory questions appear in the Yes No Questions Section of the Coeus Proposal Record. The question codes for these questions range from 0B03 > 0B09 & 0B23. These questions are used to identify any proposed compliance and regulatory items that are tracked by the Office of Research Integrity (ORI) or Environmental Health and Safety (EHS).

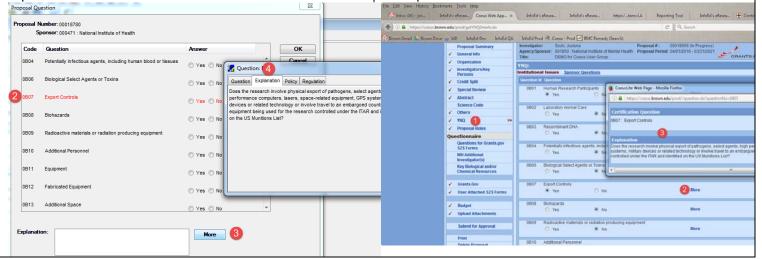| ID	Question	Question Description
0B03	Recombinant DNA	DNA that has been formed artificially by combining constituents from different organisms or by artificial gene synthesis.
0B04	Potentially Infectious Agents, including human blood and tissues	Any work which involves an agent of biological origin that has the capacity to produce deleterious effects on humans, i.e. microorganisms, toxins, and allergens derived from those organisms; and allergens and toxins derived from higher plants and animals.
0B06	Biological Select Agents or Toxins	Bio-agents, which since 1997 have been declared by the U.S. Department of Health and Human Services (HHS) or by the U.S. Department of Agriculture (USDA), to have the "potential to pose a severe threat to public health and safety".
0B07	Export Controls	Does the research involve physical export of pathogens, select agents, high performance computers, lasers, space-related equipment, GPS systems, military devices or related technology or involve travel to an embargoed country? Is any equipment being used for the research controlled under the ITAR and identified on the US Munitions List?
0B08	Biohazards	A risk to human health or the environment arising from biological work, especially with microorganisms.
0B09	Radioactive Materials or Radiation Producing Equipment	Ionizing radiation; either a sealed or unsealed source of radioactive material or an apparatus capable of producing x-rays.
0B23	Nanomaterials	A material having particles or constituents of nanoscale dimensions, or one that is produced by nanotechnology.

➢ To Access the Explanation of YNQs in Coeus:

Premium
1. Open your proposal in Edit mode and Navigate to the YNQs (Yes No Questions) - Edit > Yes Not Questions
2. Select the Question
3. Click the [More] button towards the bottom of the screen
4. The Question: More window will open, Click on the Explanation tab.

Lite
1. Open your proposal in Edit mode and click the link "YNQ" in the left navigation pane.
2. Select the Question and Click the More link to the right of the question.
3. The Question: More window will open, and you can view the Explanation.

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.

Traveling Sponsored Projects Training

While Sponsored Projects Trainings are not scheduled during the summer; we do offer to "travel" to departments to conduct trainings upon request. We currently offer over 20 classes that range from how to use Coeus, to guidelines on award management. Visit the Sponsored Projects Training and Outreach Webpage to learn more about the classes.

UPCOMING CONFERENCES & PROGRAMS

NCURA National Meetings posted for 2017

➢ **NCRUA 58th Annual Meeting**
August 6-9, 2017 | Washington, DC

The Early Bird deadline is quickly approaching. Register by June 9th for a reduced conference fee.

 For more details, see NCURA Annual Meeting

NSF Grants Conference 2017

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

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

NIH Regional Seminar (Spring & Fall 2017

➢ **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*