



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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| INSIDE THIS ISSUE | Research Administration Updates |
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| Research Administration Updates | <p>➤ NASA Proposal Submission Process Change on August 1st</p> <p>In collaboration with Brown's end users, a review was conducted to determine if the Grants.gov portal offers the optimal business process for the National Aeronautics and Space Administration (NASA) proposal submission. Our findings concluded that NASA's use of a manual retrieval method for proposals submitted via Grants.gov introduces a margin of risk which is incompatible with our goal to complete successful proposal receipt.</p> <p>To ensure that all Brown NASA proposals reach the intended review cycle, NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES) web portal will be used for all future submissions beginning on August first. Departmental Research Administrators are asked to prepare both a Coeus record and an NSPIRES record for each application. The Coeus record will contain a copy of the completed NSPIRES file along with the customary forms and PI Certifications.</p> <p>Should you have any questions contact your Grant & Contract Administrator.</p> <p>➤ Revised Cost Transfer Policy and Form</p> <p>The Cost Transfer Policy has been revised to incorporate 2 CFR § 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).</p> <p>The <i>Cost Transfer Justification and Explanation Form</i> has been revised to clarify the procedures and enhance the form by providing expandable answer blocks with spell check.</p> <p>Link to policy and form: https://www.brown.edu/research/conducting-research-brown/managing-award/award-management/cost-transfer-policy</p> <p>If you have any questions please feel free to contact your Grant/Contract Accountant.</p> |
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➤ Fair Labor Standards Acts (FLSA) Information for the Brown Community

The federal Fair Labor Standards Act final overtime rule will go into effect on **December 1, 2016**. The OVPR has created a resource page about FLSA on the Research at Brown Website: [Fair Labor Standards Act – 2016 Important Update](#).

In addition to University documents we have posted the [National Science Foundation's recent FLSA FAQ's](#) there for your reference.

Office of Research Integrity

➤ Office of Research Integrity Fall Open House

Brown's Office of Research Integrity (ORI) invites you to attend our Fall Open House on Tuesday, October 4th from 10:00 – 12:00 on the 1st floor of Horace Mann Building.

- ✓ Talk with IACUC & IRB protocol experts about best practices to facilitate expeditious review;
- ✓ Join us in our 'computer lab' for hands-on tutorials in Coeus and InfoEd and learn about how to navigate all of the resources available on our [new website](#);
- ✓ Connect with subject matter experts if you have questions about export controls, conflict of interest or responsible conduct of research.

There will be giveaways and resources available for you to take away if you only have a few moments to drop by. We look forward to seeing you and supporting the research at Brown!

➤ Human Research Protection Program (HRPP) Updates

NIH Releases Final Policy on the Use of a Single Institutional Review Board (sIRB) for Multi-Site Research

On June 21, 2016, the National Institutes of Health (NIH) issued the "NIH Policy on the Use of a Single Institutional Review Board for Multi-Site Research." This policy establishes the expectation that in NIH funded, domestic multi-site studies where each site will conduct the same protocol involving non-exempt human subject research; all sites will use a single IRB. This policy is "intended to enhance and streamline the process of IRB review and reduce inefficiencies so that research can proceed as expeditiously as possible without compromising ethical principles and protections for human research participants." The policy takes effect on *May 25, 2017*.

The policy applies to all competing grant applications (new, renewal, revision, or resubmission) with receipt dates on or after May 25, 2017. Ongoing, non-competing awards will not be expected to comply with this policy until the grantee submits a competing renewal application. For contracts, the policy applies to all solicitations issued on or after May 25, 2017.

Brown's Human Research Protection Program (HRPP) is working to operationalize this new policy. Additional information will be communicated to the research community in the upcoming months. In the interim, see [NIH FAQs](#).

➤ Financial Conflict of Interest (FCOI) Training Update

Many Investigators on Public Health Services (PHS) funded research are coming up for FCOI re-training.

The 2011 Public Health Service (PHS) FCOI regulations (42 CFR Part 50 Subpart F) require that institutions provide FCOI training to all *Investigators* on PHS-funded research. The regulations further require re-training every four years, and whenever institutional COI policies change.

Many Brown Investigators completed their initial FCOI training in the summer of 2012, when the 2011 PHS FCOI regulations became effective, and are now due for re-training. Brown's [Traincaster](#) system sends automatic notifications to anyone who is due for re-training. In addition, the Office of Research Integrity (ORI) will follow up individually with anybody whose FCOI training is overdue. OSP grant administrators will continue to verify training status for all investigators on new and renewing PHS grants and will flag any investigator who has not yet completed the FCOI training or re-training requirement.

For more information about FCOI training or re-training, please contact Jules Blyth (juliane_blyth@brown.edu).

➤ Animal Research Protection Program (ARPP) Updates

Staffing update – new IACUC Coordinator

The Office of Research Integrity regretfully announced the departure of IACUC Coordinator, Vittoria Capria, as she is enrolled in veterinary school this fall. We wish Vittoria the very best of luck as she pursues this dream and hope we'll see her again in the future (perhaps as a Brown veterinarian!) We know that she has been an invaluable resource to Brown investigators over the past year and that she will be missed.

We are excited to announce Annie Yoo, M.S., as our new IACUC Coordinator. Annie has been working as an intern in the ARPP over the summer and you may have already had the pleasure of interacting with her. She can be reached at 863-2356 / annie_yoo@brown.edu or via the ARPP email, IACUC@brown.edu. Both Annie and our IACUC Manager, Carol Colena, are available to assist with IACUC protocol development, submitting via Coeus, and any compliance/regulatory questions you may have.

➤ *NEW* Expired Drugs & Materials Policy

The IACUC recently approved an [Expired Drugs and Materials Policy](#) to provide instruction on the appropriate usage of drugs and materials in animal research studies performed in Brown University facilities, or in field studies. *The Guide to the Care and Use of Laboratory Animals, 8th Edition* states that pharmaceutical grade chemicals should be used, when available, for all animal-related procedures. The use of lower grade substances/compounds with undefined or higher levels of impurities or poorly formulated non-commercial preparations can introduce unwanted experimental variables or toxic effects. The use of pharmaceutical grade chemicals helps ensure that the substances administered meet established documentable standards of purity and composition, which may also prevent adverse effects on animals or research outcomes. Administration of non-pharmaceutical grade compounds to animals must be scientifically justified and approved by the IACUC. The finding of expired drugs and/or materials during a USDA inspection may result in a citation. Each researcher is responsible and accountable for ensuring that expired materials are not used or present in his/her lab areas, procedure rooms, portable carts, etc. and for ensuring that expired drugs, medical supplies and/or devices are properly disposed of by their expiration date.

Research Development

➤ OVPR Internal Funding Opportunities 2016-2017

OVPR is pleased to announce the availability of research funds for 2016-2017. Research Seed Funds, Salomon Awards, and Grant Resubmission Awards are competitive grants distributed directly to faculty researchers and administered by OVPR. Complete guidelines on these and other opportunities are available on the [Internal Funding Opportunities](#) page of the OVPR website.

Research Seed Funding

Deadline: Thursday, October 13, 2016, 5 p.m.

- Help faculty more successfully advance competitive research proposals by supporting the generation of preliminary data, pursuing new directions or collaborations in research, and other endeavors.
- Investigators may propose projects in one of two categories. Category 1 - projects of any type with budgets **up to \$50,000 for one year**; Category 2 - projects supporting a new collaboration between two or more disciplines with budgets **up to \$100,000 for one year**.

The Richard B. Salomon Faculty Research Awards

Deadline: Tuesday, November 29, 2016, 5 p.m.

- Support excellence in scholarly work by providing funding for selected faculty research projects deemed to be of exceptional merit.
- **Up to \$15,000 for one year.**

[Grant Resubmission Awards](#)

Deadline: Rolling

- Provide support for investigators to improve an already highly-rated proposal for re-submission.
- **Up to \$15,000.**

APPLY NOW: Applications for Seeds, Salomons, and Grant Resubmission Awards are available on [UFunds](#), Brown's online application system.

➤ **Save-the-Date: Research Networking Event - Health Disparities**

OVPR's 1st Annual Research Networking Event to be held on October 25, 2016. This inaugural event focus will be in the area of *Health Disparities*. A new pilot funding mechanism, the Collaborative Seed Funding, is to be introduced as part of the event promoting multi-institutional, multi-disciplinary, collaborations. Registration for the event will be opened in mid-September. Please contact [Edel Minogue@brown.edu](mailto:Edel_Minogue@brown.edu) for more information.

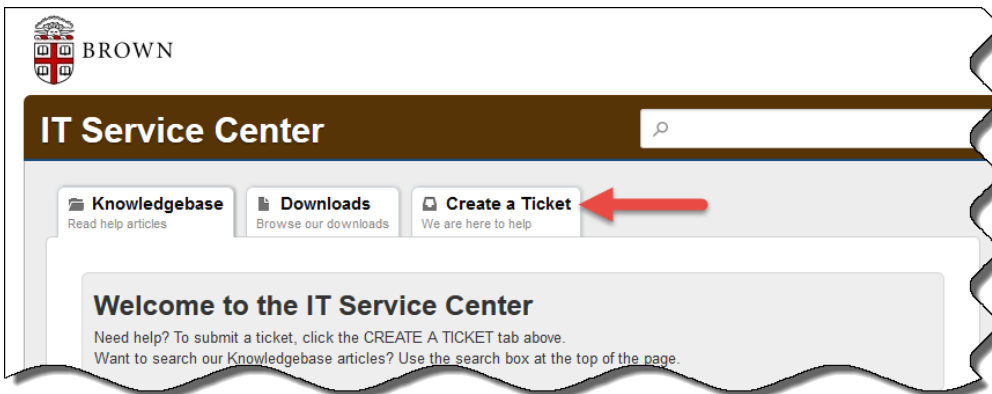
Research Administration Information Systems

➤ **New Coeus Access Request Form**

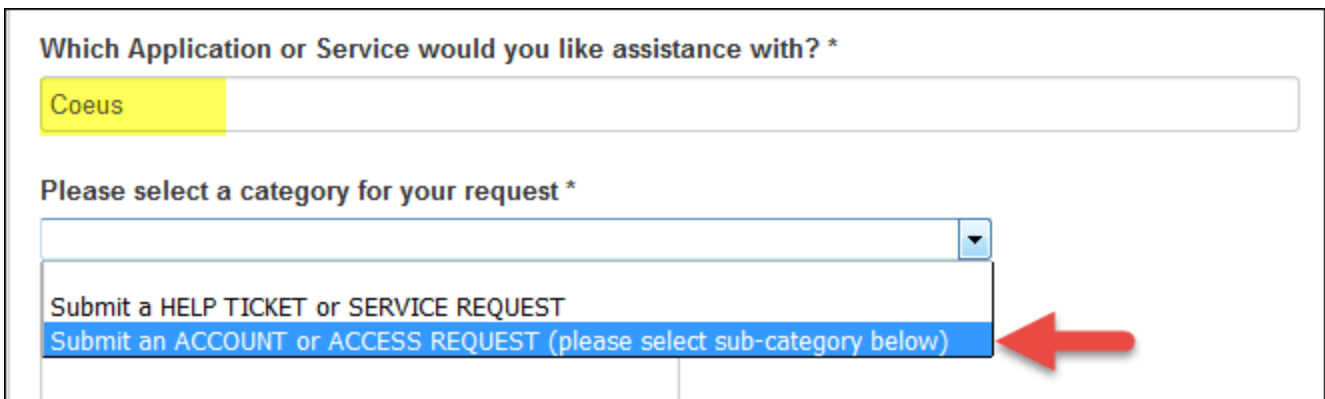
The Coeus Access Request Form has transitioned into Brown's new information technology ticketing system - DeskPro.

The form can be accessed from the Brown IT Service Center at <https://ithelp.brown.edu/>. To submit a request:

1. Click the "Create a Ticket" Tab.



2. In the "*Which Application or Service would you like assistance with? **" text box > Enter **Coeus** and under "*Please select a category for your request*" drop-down > select **Submit an Account or Access Request**



3. In the **Sub-Category drop-down** below - Select **Coeus**.

Please select a category for your request *

Submit an ACCOUNT or ACCESS REQUEST (please select sub-category below) ▾

You ACCOUNT/ACCESS Assistance (for all applications other than those below)

----Coeus

----Cognos

4. The Coeus form will open - complete the fields on top of the form.

Name of person this request is for (if different from submitter) ?

Same as submitter

Supervisor's Email Address* ?

Username of whom this is for (ie/ jcarberr) ?

Your Email Address * This is where our agent replies will be sent

If you are a registered user, please [Log In](#)

Setup Like (if you would like to be setup like another user) ?

Proposal Development ?

If completing the form for another user / enter their name here.

Only required if completing the form for another user.

5. Select the appropriate roles for Coeus / Workday Finance:

Coeus - Proposal Development ?

Approve All Proposals for Department

Create / Modify a Development Proposal (Proposal Creator)

Modify All Development Proposals for Department (Aggregator)

Modify Development Proposals but no access to Budget (Brown Asst. Aggregator)

Coes - IACUC Protocols ?

Protocol Creator

Protocol Approver

Viewer

Coes - IRB Protocols ?

View Protocol at Protocol Level

View protocols for Department

Coes/Workday - Grant Management ?

Coeus - View All Coeus Proposals and Awards for Department

Workday - Grant Financial Analyst for the Cost Center

Workday - Grant Financial Analyst for the Grant Org(s)

Workday - Grant Manager for the Cost Center

Use control key to multi-select the roles if you need more than one.

Scroll to view more roles

About Workday Grant Roles:

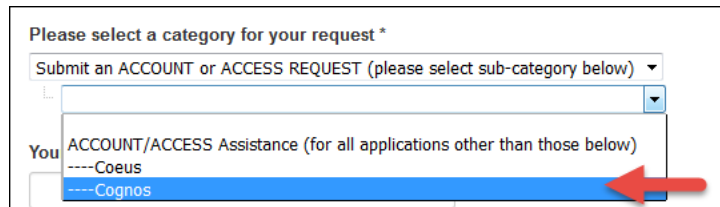
Coeus is the system of record for assigning roles on Grants in Workday. There are two roles that are currently used:

| Role: | Rights: |
|--------------------------------|--|
| Grant Financial Analyst | <ul style="list-style-type: none"> • View Financial Data for Sponsored Awards • Access to Sponsored Award Financial Reports • Access to the Sponsored Budget to Actuals Report |
| Grant Manager | <ul style="list-style-type: none"> • Approval Authority for Sponsored Award Transactions • View Financial Data for Sponsored Awards • Access to Sponsored Award Reports • Access to the Sponsored Budget to Actuals Report |

For questions about Coeus or Workday grant roles, please contact RAIS@brown.edu

***NOTE** – The **Cognos Access Request Form** has also transitioned to this new format and can be accessed from the Brown IT Service Center at <https://ithelp.brown.edu/>

In the **Sub-Category drop-down** - Select **Cognos**.



Select **Sponsored Projects Reports for Departments** in the Cognos Folder drop-down.

➤ **NIH Prepares to Streamline the Pre-application (X02) Form Package**

NIH is currently working streamlining the pre-application (X02) form package. The package will contain only 2 forms – the *SF424m (R&R) form* and the *R&R Senior/Key Person Profile (Expanded) form*. Submitters will be able to take advantage of the the “Pre-application” attachment (item #20) on the SF424 (R&R) form; instead of having to complete the Research Plan, Cover Page Supplement, etc.

This streamlined Pre-application package is expected to be released in mid-October. NIH will continue to support our standard X02 package: SF424 (R&R), R&R Performance Sites, R&R Other Project Information, R&R Sr/Key Person Profile (Expanded), PHS 398 Cover Page Supplement, PHS 398 Research Plan and optional PHS Assignment Request form.

Coeus is programmed to support both X02 packages, depending on which one is posted for the opportunity.

To determine which form package is being used, navigate to the In the Grants.gov Submission Details window in Coeus.

Go to Action > Grants.gov and open the Forms tab.

| Grants Gov Submission Details | | | |
|---|-------------------------------------|-------------------------------------|-----------|
| Proposal Number : 00015065 | | | |
| Sponsor : 001847 : National Heart, Lung, and Blood Institute | | | |
| Opportunity Forms Submission Status | | | |
| Form Name | Mandatory | Inclu... | |
| RR SF 424 V2-0 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Available |
| Performance Site V2-0 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Available |
| RR Other Projects V1-3 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Available |
| RR Key Person Expanded V2-0 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Available |
| PHS398 Cover Page Supplement V2-0 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Available |
| PHS398 Research Plan V2-0 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Available |

Sponsor / Agency Updates

| | |
|----------------------------------|--|
| NIH & AHRQ UPDATE | <p>➤ New Resource on Addressing Rigor & Reproducibility in NIH Applications</p> <p>NIH has developed a one-page guide to explain how to address rigor and reproducibility in your NIH application. This new application walks through each of the four key areas of scientific rigor, explaining how and where to address each area in your application.</p> <p>Additional resources have also been included in the guide in the event you need more in-depth information on any of the four key areas.</p> <p>Link to Guide: One Page Guide to Rigor and Reproducibility.</p> |
| NSF UPDATE | <p>➤ New Process for Resetting Fastlane/Research.gov Passwords</p> <p>National science Foundation (NSF) awardees and proposers can now reset their own password at www.research.gov.</p> <p>NSF recently implemented a more convenient and secure process for resetting NSF passwords so that users will no longer need to reach out to Sponsored Projects Offices (SPO) to reset their passwords on both FastLane and Research.gov.</p> <p>To reset passwords, awardees and proposers can go to www.research.gov and click the “Log In” link in the top right corner. On the Log In page, click the “Forgot Password” link. On the next screen enter your NSF ID and click the “Send Temporary Password” button. A temporary password will be sent to the email address on file so that you can log in and create a New password.</p> <p>To learn more about Research.gov/FastLane password modernization, including accessing a getting started guide and FAQs, see NSF Password Management.</p> <p>➤ FastLane Enhances Automatic Compliance Checking</p> <p>NSF continues to focus on the automated compliance checks of proposals in order to decrease the burden on both the research community and NSF staff. Effective July 25, 2016, all proposals submitted via FastLane will be subject to a new series of automated compliance validation checks to ensure proposals comply with requirements outlined in Chapter II.C.2. of the Proposal and Award Policies and Procedures Guide (PAPPG).</p> <p>The new set of automated compliance checks will trigger error messages for each of the following rules:</p> <ul style="list-style-type: none"> • Biographical Sketch(es) and Current and Pending Support files are required for each Senior Personnel associated with a proposal; and • Biographical Sketch(es) can only be uploaded as a file, must not exceed two pages and can no longer be entered as text. <p>Note About NSF proposals submitted via Coeus:</p> <p>Coeus has validations that check that a Biographical Sketch and Current & Pending Support is uploaded for each Senior Key person. The files must be uploaded as PDFs. Coeus does not have a check on page limits; so please adhere to the two-page limit prior to uploading.</p> <p>Please note that the new set of compliance checks are in addition to the compliance checks that currently exist in FastLane.</p> <ul style="list-style-type: none"> • Link to a complete list of FastLane auto-compliance checks: Complete list of FastLane auto-compliance checks. • Link to Coeus / NSF Validations based on Fastlane’s auto compliance checks. |

➤ **NSF Proposal & Award Policy Update**

At the August 8, 2016 National Council of University Research Administrators (NCURA) National Meeting, NSF presented a NSF Proposal & Award Policy Update. Topics included:

- NSF Budget Update
- NSF Policy Update
- NSF Policy Hot Topics
- Automated Compliance Checking
- Proposal Submission Modernization

To view slides of the full presentation:

http://www.nsf.gov/bfa/dias/policy/outreach/nsfupdate_aug2016.pdf.

➤ **NSF Day in Bangor, Maine October 13th**

The National Science Foundation (NSF) and the University of Maine are pleased to invite you to participate in an upcoming NSF Day to be held on Thursday, October 13, 2016 at the Cross Insurance Center in Bangor, Maine.

NSF Days provide basic insight and instruction on how to compete for NSF funding for science, engineering and education research. This day-long workshop will provide background on the Foundation, its mission, priorities, and budget.

For more information:

http://www.nsf.gov/events/event_summ.jsp?cntn_id=189371&WT.mc_id=USNSF_13&WT.mc_ev=click

➤ **Graduate Research Fellowship Program (GRFP) Administrative Guide for Fellows and Coordinating Officials 2016**

The [GRFP Administrative Guide](#) outlines the administrative policies and procedures for Fellows and GRFP Institutions. The Guide incorporates all policies, rules and regulations, and the terms and conditions found in the Fellowship Offer Letter, the annual GRFP Program Solicitation, and the Notice of Grant Award.

The current Guide applies to the 2016-2017 Fellowship year forward, unless otherwise noted or superseded by an updated version. As a recipient of federal funds, Fellows are expected to fulfill the academic and fiscal obligations of their Fellowship award, as outlined in the Guide. Please note that the Fellowship Terms and Conditions are subject to change, and it is the responsibility of the Fellow and the Grantee GRFP Institution to ensure compliance with current guidelines.

NOAA

➤ **The National Oceanic and Atmospheric Administration (NOAA) - Saltonstall-Kennedy Grant Programs FY17**

NOAA Fisheries announced in late July that approximately \$10 million is available to support fisheries projects through the 2017 Saltonstall-Kennedy (SK) Grant competition. The solicitation will close on December 9, 2016. There is a new Pre-proposal submission requirement with a deadline of September 20, 2016.

Pre-proposals should be sent via email to NMFS.SK.PreProposals@noaa.gov.

Link to NOAA Fisheries website:

http://www.fisheries.noaa.gov/mb/financial_services/skhome.htm?utm_source=SK+Pre-proposal+email&utm_campaign=2017+SK+Grant+announcement&utm_medium=email

Coeus Update

➤ Updated Proposal Development FAQs Posted

An updated version of the [Proposal Development FAQs](#) has been posted to the [Coeus Proposal Development website](#).

For Coeus questions, please email Coeus_Help@brown.edu.

Sponsored Projects Reporting

➤ Access to Sponsored Projects Reports in Cognos

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

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

To complete the Coeus or Cognos form, navigate to the Brown IT Service Center - <https://ithelp.brown.edu/>. See the section on the [New Coeus Access Request Form](#) in this newsletter for details about submitting a Coeus or Cognos form.

➤ Sponsored Projects Reports Available to Departments

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

Proposal Reports

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

Award Reports

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

Proposal/Award/Expenditure Activity Reports

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

➤ Sponsored Projects Report Requests

For Sponsored Projects Report requests, please email osp_reporting@brown.edu

Training & Conferences

OSP & RAIS Spring Training Classes

OSP and RAIS are in the process of scheduling Pre-Award, Post-Award, and Coeus training classes for the fall semester. Classes will begin in mid-September and run through December.

All classes will be posted in Learning Point for registration; we will inform the community when the schedule is posted.

To learn more about the classes offered, please see the [Sponsored Projects Training Website](#).

CONFERENCES & PROGRAMS

NCURA Region I – Research Administrators Discussion Group (RADG)

- Discussion Group: **September 13, 2016 | Brookline, MA**
For more details, see [NCURA Region I - Research Administrators Discussion Group \(RADG\)](#)

NCURA Region I – Workshops

- Emmanuel College will host two NCURA Workshop: **September 21, 2016 | Boston, MA**
 - ***Essential of Sponsored Research Administration***
The Essentials of Sponsored Research Administration workshop provides participants with a broad overview of the various aspects involved in sponsored projects administration, including coordination and review of proposals and proposed budgets, negotiation and acceptance of awards, financial and administrative management, closeout and audit, as well as the relevant compliance issues
 - ***Current Challenges in Research Administration***
The purpose of the program is to provide participants with in-depth guidance on compliance, financial audit risk areas, and other complex high-risk areas relating to research administration. The workshop will also update participants on recent regulatory changes. Each of the topics will be explored through a combination of lecture, discussion and case study analysis. Attendees are highly encouraged to participate and share their own experiences in order to facilitate interaction and learning. Specific topics include: high-risk financial compliance topics, Uniform Guidance highlights, IRB/IACUC/IBC, Academic Medical Centers compliance issues, conflict of interest, international collaboration/export controls, and subrecipient monitoring

For more details & registration information, see [NCURA Region I – Workshops](#)

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