




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 Research Integrity
Office of Research Integrity	<p>➤ New and Improved IACUC Protocol Submission Process</p> <p>The Office of Research Integrity and the IACUC are pleased to announce a new, streamlined protocol submission process. Changes have been made to both the Animal Use Form (AUF) and to Coeus to reduce duplicative data entry, capture only the most pertinent information the IACUC needs to evaluate animal use, and prepare for the upcoming transition from Coeus to InfoEd.</p> <p>The new Animal Use Form is modeled after Rhode Island Hospital's IACUC forms and now has separate appendices for:</p> <ul style="list-style-type: none"> • Surgical Procedures • Non-surgical Procedures • Hazardous Agent Use • Breeding • Antibody Production <p>Please visit the IACUC website for more information on how this will affect your protocol(s). At this time, you do <u>not</u> need to complete these new forms if your protocol is already approved.</p> <p>If you have questions or need help with the new process, please contact the Animal Research Protection Program at 401-863-2356 or IACUC@brown.edu.</p> <p>➤ Cuban and Iranian Sanctions</p> <p>Let's plan a holiday in Havana! Or fly to a conference in Tehran! Well, no, let's not! </p> <p>Contrary to popular belief, the comprehensive sanctions against Cuba and Iran are, for the most part, still in place. Yet, we have observed an increased interest in travel to, research or academic collaborations with, Iran and Cuba. But because most sanctions have not been lifted, there is a lot of concern about possible violations.</p> <p>When thinking about travel, conference attendance, research or any other activities involving Iran or Cuba, the default should be to pause and check in with Brown's Export Control Officer, Jules Blyth (juliane_blyth@brown.edu or 401-863-3295).</p>
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The Office of Foreign Assets Control (OFAC), which administers and enforces economic and trade sanctions, has specific sanction programs involving Cuba and Iran. While they share certain common concepts, each sanction program is unique. In addition, OFAC has, over the years, issued program specific exemptions as well as general and specific licenses, making it sometimes difficult to know what is or isn't allowed.

For example:

Cuba

- **Travel:** It is **generally prohibited** to travel to Cuba (CACR § 515.201). There is an exemption (a General License) for Educational activities (§515.565). This license allows for U.S. academic institutions and their faculty, staff, and students, to engage in certain transactions, including travel-related transactions [see §515.560(c)]
- **Academic and professional conferences:** It is **generally allowed** to attend academic conferences in Cuba. CACR § 515.564 (a)(2) permits travel and related transactions in connection with participation in or organization of “professional meetings” in Cuba. The event must relate to the travel’s professional field and there can be no tourist activities or excessive free time.

Iran

- **Travel:** It is **generally allowed** to travel to Iran (ITSR § 560.210). However, once in Iran, many transactions involving commodities, technologies, money and services, are prohibited or require a license from OFAC.
- **Academic and professional conferences:** attending an academic conference in Iran is likely **not allowed** except with an OFAC specific license.

Question? Please contact Brown’s Export Control Officer, Jules Blyth (juliane_blyth@brown.edu or 401-863-3295)

Research Administration Information Systems

➤ **Coeus Update**

The following updates are coming soon to Coeus:

- **Forms-D PHS Fellowship Supplemental Form** will be programmed in Coeus in preparation of the August 8th NIH Fellowship Deadline. Coeus changes will include several new Narrative / Attachment types to support the new requirements of the form. In addition, there will be an updated fellowship questionnaire to address providing responses to the new Vertebrate Animal and Citizenship questions. To view all the changes to the Fellowship Supplemental Form, see a [High Level List of Forms D Changes](#).
- **Resolve PHS Assignment Request Form Print Issue** – There currently is an issue with printing the uploaded PHS Assignment Request form from the Grants.gov window. The form can be uploaded and transmitted to NIH, however, you are unable to print it. We will implement a fix for this in June.

Office of Sponsored Projects

➤ **OSP Staff Promotion**

We are pleased to announce the appointment of Katie Fleck to the Associate Director position in Pre-Award. Katie brings 10 years of experience in research administration including progressively responsible positions at UMass Medical School. During her UMass tenure, Katie performed both pre- and post-award functions including budget preparation and spending analysis on Center grants and Clinical Trials. Katie joined OSP in 2013 where she has successfully managed an active portfolio including the School of Engineering and the Center for Gerontology and Health Care Research. Katie teaches several Pre-Award modules in the OSP training curriculum and recently presented a session on NIH's RePORTER at the December Brown Bag session. Katie is an active member of the National Council of University Research Administrators. She currently is enrolled in the Masters level Certificate program in Research Administration and Compliance at Emmanuel College in Boston.

Research Development

➤ **NSF CAREER Webinar**

The Office of the Vice President for Research (OVPR) is hosting access to a NSF CAREER webinar available to the Brown community through July 15, 2016. Please [register here](#) for details on how to access the recorded webinar and background materials and contact [Margaret Manning@brown.edu](mailto:Margaret_Manning@brown.edu) with any questions about OVPR support available for NSF CAREER applications.

➤ **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.

➤ **Grant Resubmission Awards (up to \$15,000)**

Application Deadline: Rolling

Grant Resubmission Awards, a pilot program for 2015-2016, provides support for investigators to improve an already highly-rated proposal for re-submission. The awards will be for up to \$15,000 to support activities including data gathering, travel, equipment time, purchase of supplies or other modest activities that could make a significant difference for the competitiveness of the proposal. Proposal: description of how the award will address limitations identified by funding organization reviewers. Details and application guidelines may be found on OVPR's [Internal Funding Opportunities web page](#).

Sponsor / Agency Updates

**AIRFORCE
UPDATE**

➤ **Air Force Office of Scientific Research (AFOSR)**

Defense University Research Instrumentation Program (DURIP)

[PA-AFRL-AFOSR-2016-0001](#)

Issued March 3rd, 2016 and Closes **July 22nd, 2016**

- Provides funds for the acquisition of research equipment
- Eligibility: Accredited U.S. institutions of higher education with degree programs in science, mathematics, and/or engineering

Defense Multidisciplinary Research Program of the University Research Initiative (MURI)

Issued April 4th, 2016 and Closes **November 5th, 2016**

- Focus is on multidisciplinary research effort where more than one traditional discipline interacts to provide rapid advances in scientific areas of interest to DOD
- Sponsored by DOD research offices ONR, ARO, and AFOSR

Air Force Fiscal Year 2016 Young Investigator Research

Program (YIP) [BAA-AFRL-AFOSR-2016-0006](#)

Issued March 21th, 2016 and **Closes June 1st , 2016**

- Supports and engineers showing exceptional ability and promise for conducting basic research.
- Eligibility: Scientists and engineers who have received PH.D. or equivalent degrees no earlier than 01 January 2010

(Source: FDP May Meeting 2016 AFOSR Update)

**NIH & AHRQ
UPDATE**

➤ **New Podcast on Writing the Vertebrate Animal Section in Your NIH Application**

Proposing the use of animal models in your application? [All About Grants](#) has a new podcast episode on writing the vertebrate animal section in your grant or contract research proposal. Join Dr. Patricia Brown, director of the Office of Laboratory Animal Welfare for a discussion of why this application section is required, what reviewers look for, and more.

Links to the “Writing Your Vertebrate Animal Section”:

- Podcast ([mp3](#))
- Transcript ([transcript](#))

➤ **Precision Medicine Initiative (PMI)**

The PMI will enable a new era of medicine through research, technology and policies that empower patients, researchers, and providers to work together to develop individualized care.

- \$200 million was allocated to NIH for the PMI in FY16.
- \$130 million to build a national, large-scale cohort (research participant group) of one million or more U.S. participants.
- \$70 million to NCI to lead efforts in cancer genomics.

To read more about the PMI see <https://www.nih.gov/precision-medicine-initiative-cohort-program>

(Source: FDP May Meeting 2016 NIH Update)

➤ **Community Response Requested on National Cancer Moonshot Initiative**

The National Cancer Moonshot Initiative was established to accelerate cancer research, to make more therapies available to more patients, and to improve the ability to prevent cancer and detect it in an early stage. The FY2017 President's budget request includes \$680 million of additional funding for the National Cancer Institute (NCI) to support this national cancer research initiative and a \$260.5 million increase in NCI funding in its FY2016 appropriation.

Community input is critical to the success of the National Cancer Moonshot Initiative, and NIH is asking the community to submit their scientific ideas or suggestion for addressing cancer research challenges to cancerresearch@nih.gov or to the National Cancer Institute (NCI), by 5:00 pm on July 1.

Input is sought in the following areas:

- Expanding clinical trials
- Enhanced data sharing
- Cancer immunology and prevention
- Implementation sciences
- Pediatric cancer
- Precision, prevention and early detection
- Tumor evolution and progression

Further detail at <http://www.cancer.gov/research/key-initiatives/moonshot-cancer-initiative>.

See also original [Federal Register Notice 2016-11283](#), pages:29871 -29872 (2 pages):
Document Citation:81 FR 29871

➤ **NIH Restructured and Streamlined Application Guides and Supplemental Instructions**

NIH has updated the application guide and supplemental instructions for use with grant application due dates after May 25, 2016. In addition to incorporating policy changes, the updated (FORMS-D) application guide has been restructured and streamlined based on helpful feedback received from the NIH Request for Information issued last summer.

Key changes include:

- A new [How to Apply Application Guide](#) that will serve as the new central resource for competing application submission information.
- A new approach to the format of the general application instructions.
- New, filtered views of the application instructions specific to research, career development, training, fellowship, multi-project, and small business applications.
- Provided in PDF format only
- A [chart](#) that shows which application instructions to follow for each activity code.
- Edited and formatted content to eliminate duplicative information, and to improve clarity and scanability.
- Automatic redirects from old to new URLs to minimize impact of change in approach
- Access to format pages, including biosketch and data table documents, under the form at attachment link on the [How to Apply Application Guide](#) webpage as well as on the [NIH forms page](#).

Significant Changes to form instructions are listed at: <http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.120-significant-changes.htm>

<p>NASA UPDATE</p>	<p>➤ Access to Research Results Policy</p> <p>Awards are subject to the requirements of the, “NASA Plan: Increasing Access to the Results of Scientific Research,” which covers public access to digital scientific data and peer-reviewed publications. The recipient (Brown University) shall:</p> <ul style="list-style-type: none"> • Comply with their approved Data Management Plan submitted with its proposal, and as modified upon agreement by the recipient and NASA from time to time during the course of the period of performance. • Ensure that any Final Peer-Reviewed Manuscript is submitted to the NASA-designated repository, currently the PubMed Central system at www.ncbi.nlm.nih.gov. • Ensure that any publisher’s agreements entered into by an Awardee will allow for the Awardee to comply with these requirements. <p>(Source: FDP May Meeting 2016 NASA Update)</p>
<p>NSF UPDATE</p>	<p>➤ New NSF Proposal & Award Policies & Procedures Guide (Effective January 2017) published in the Federal Register for comment</p> <p>The National Science Foundation is accepting comments, related to the NSF Proposal & Award Policies & Procedures Guide (PAPPG), from the external community until close of business on <u>July 15, 2016</u>. The new guide will become effective January 2017.</p> <p>To facilitate review, revised text has been highlighted in yellow throughout the document and explanatory comments have been included in the margins, where appropriate.</p> <p>The following are links to the draft PAPPG and associated Federal Register Notice: — Draft PAPPG; Federal Register Notice.</p> <p>Any questions should be directed to the Division of Institution and Award Support (DIAS)/Policy Office at policy@nsf.gov.</p> <p>➤ Federal Science and Engineering Funding for Academic Institutions Sees First Increase in Five Years</p> <p>Federal agencies obligated \$30.8 billion to 996 academic institutions for science and engineering (S&E) activities in Fiscal Year (FY) 2014, the most recent year for which such information is available, a 6 percent increase over the previous year and the first increase in such funding since FY2009. For further details about the funding increase, please see NSF16-059.</p> <p>➤ What If There Were No Proposal Submission Deadlines? – an NSF Study</p> <p>According to an NSF Pilot Study, the elimination of deadlines resulted in a significant drop in the number of submissions of grant proposals. To learn more about this NSF Pilot study, please see the article written by author, Eric Hand in Science magazine.</p>

	<p>➤ Dear Colleague Letter: Reproducibility and Robustness of Results</p> <p>The Geosciences Directorate (GEO) of the National Science Foundation funds a wide range of activities to promote the progress of its science. Intrinsic to our mission is the responsibility to ensure the reliability, reproducibility, and robustness of research and its associated scientific outcomes.</p> <p>This Dear Colleague Letter is to reaffirm that we continue to welcome proposals related to enhancing the validity of the data and outcomes of research in all GEO programs. For further details of the letter, please see NSF16-083</p>
<p>PCORI</p>	<p>➤ New Funding Opportunities for the Patient-Centered Outcomes Research Institute (PCORI)</p> <p>The Patient-Centered Outcomes Research Institute (PCORI) just released three new pre-announcements for the following targeted opportunities:</p> <ul style="list-style-type: none"> • Community-based Palliative Care Delivery for Adult Patients with Advanced Illnesses and their Caregivers • Strategies to Prevent Unsafe Opioid Prescribing in Primary Care among Patients with Acute or Chronic Non-cancer Pain • Management of Care Transitions for Emerging Adults with Sickle Cell Disease <p>Letters of Intent are due September 14th, 2016. You can find the pre-announcements by visiting PCORI’s Funding Opportunities page and clicking on ‘upcoming’. The full announcement will post later this summer.</p> <p>Interested PI’s can request a call with a Program Officer to discuss their research topic by e-mailing sciencequestions@pcori.org.</p>

Agency Tip

Using the New PHS Assignment Request Form

Use the Assignment Request Form in FORMS-D to Provide NIH Peer Review Referral Information

NIH applicants have the opportunity to suggest information to help NIH refer and review their grant application. When applying with the new FORMS-D application package, applicants will include their requests in the new assignment request form, rather than in the cover letter has been done in the past.

Applicants should use the new assignment request form if they choose to:

- request assignment to an institute/center for funding consideration
- request assignment to a particular study section for initial peer review
- identify individuals they do not think should review their application
- identify scientific areas of expertise needed to review their application

Applicants should still use the cover letter attachment for information not captured on the assignment form, such as to provide information about a late application. Just like the cover letter, the assignment request form is only for internal use by receipt and referral staff and scientific review officers involved in handling the application’s review – we do not share the assignment request form or cover letter with reviewers or other NIH staff.

For more information, read these related NIH Guide notices:

[NIH & AHRQ Announce New Form for PHS Awarding Component and Peer Review Requests](#)

Post Award / Workday Grants Update

➤ Summer Salary Costing Allocations

When completing the summer salary costing allocations in Workday, please attach the summer salary costing allocation template. Please be sure you discard the version dated 1/21/15 and use the **new version dated 5/6/16**.

The updated template can be found on the OVPR website here:

<https://www.brown.edu/research/about-brown-research/policies/summer-salary-costing-allocation-template>

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 defined to be the period outside the academic year appointment.

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

➤ Use of Inactive Grant Worktags

Within the operational system (Financials) the use of an inactive grant worktag creates an error and prevents you from charging the inactive account.

Within the operational system (Human Capital Management-HCM) testing validations are currently underway. The goal is to prevent the usage, similar to the financial side.

Outside the operational system (ie: journals via Sales Force and integrations) validations have been built to either cause a transaction error or the transaction goes to suspense. Controller's Office will be working with departments to get the correct worktags and process accordingly.

If you have any questions about this process please feel free to contact your Grant/Contract Accountant.

➤ 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 today.

Training & Conferences

OSP & RAIS Spring Training Classes

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 Webpage](#) to learn more about the classes and to obtain class materials.

Sponsored Projects Trainings		
Pre-Award	Post-Award	Coeus
Cost Sharing on Sponsored Projects	Allocation of Costs	Advanced Budgeting
Introduction to Grant Budgets	Commitments	How Does Coeus Populate Your Grants.gov Forms?
NIH – Career Development Awards (CDA) (“K” Awards)	Cost Transfers	Lite Proposal Development – New Users
NIH - NRSA Individual Fellowship (F) Grants	Direct Charging Administrative Costs	Premium Budgeting Basics
NIH - NRSA Institutional Training (T) Grants	Effort Reporting	Premium Proposal Creation and Finalization
Reading the Funding Opportunity Announcement (FOA)	Financial Closeout of Sponsored Projects	Proposal Hierarchy
Subcontracts Demystified	Supporting Documentation and Justification	Viewing Proposal and Award Information
Coeus/Pre-Award: NIH ASSIST Training	Traveling on Sponsored Funds	Coeus/Pre-Award: NIH ASSIST Training

CONFERENCES & PROGRAMS

NCURA 58th Annual Meeting

- **Conference:** August 7 -10, 2016 | Washington, DC
The Early Bird deadline is quickly approaching. [Register](#) by June 3rd for a reduced conference fee.
For more details, see [NCURA Annual Meeting](#)

NCURA Traveling Workshops

- **Workshop:** June 15-17, 2016 | Cold Spring Harbor, NY
Learn from well-respected senior research administrators and meet others who share similar job challenges. NCURA offers four workshops that travel the country to better serve you.
For more details, see [Level II: Sponsored Project Administration Workshop](#)

NCURA Region I Research Administration Discussion Group (RADG)

- **Discussion Group:** September 23, 2016 | Boston University, Boston, MA
Case Studies: Learning from Audits
For more details, see [NCURA Region I Meetings](#)

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