RESEARCH ADMINISTRATION UPDATES
AND
ITEMS OF INTEREST

MAY 2011

BROWN

OFFICE OF THE VICE PRESIDENT OF RESEARCH ~ OFFICE OF SPONSORED PROJECTS

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This newsletter is produced by the Office of Sponsored Projects to provide agency updates, grant policy changes, and best practices in grant management for Researchers and Research Administrators.
Please visit http://www.research.brown.edu/rschadmin/OSP_Newsletter.php for archives.

OSP Policy Updates

NEW Change of PI Form

A new **Change of PI Form** has been developed by the Office of Sponsored Projects and is now available on the OSP Website.

♦   The form is to be used when submitting a request for change of PI
♦   Click **HERE** to view the new form.

Federal Policy Updates

New Versions of the Research Terms and Conditions are available on the NSF Website

No changes have been made to the side-by-side version of the Research Terms and Conditions, however, significant changes have been made to the Appendices (Appendix B and Appendix C).

✸   *Appendix B: Sub-award Requirements* has been updated to reflect the name change of USDA/CSREES to USDA/NIFA.

✸   *Appendix C: National Policy Requirements Matrix* has been updated to include new categories of requirements; added and updated numerous Federal-wide requirements; and added and updated Agency Specific requirements.

Please click **HERE** to see the details of all significant changes made to the Appendices B and C.

Also, all of the following updated documents have been posted on the NSF Website:
♦   Research Terms and Conditions, dated June 2011
♦   Appendix B: Subaward Requirements, dated June 2011
♦   Appendix C: National Policy Requirements Matrix, dated June 2011

Agency Updates

Salary Limitation on Grants, Cooperative Agreements, and Contracts
NOT-OD-11-073

Since no increase has been provided for Federal salaries, the **Executive Level I salary level will remain at $199,700** which will be the salary limitation for the remainder of **FY 2011.**

NIH Fiscal Policy for Grants Awards – FY 2011
NOT-OD-11-068

NIH received a **$30.9 billion budget** level for **FY 2011** (nearly 1% less than the total FY 2010 budget). *The following NIH Fiscal Policies are instituted for FY 2011:*

Non-Competing Research Awards for All NIH Institutes and Centers Except the National Cancer Institute (NCI)	**Modular and non-modular research grants, from all ICs (except NCI) will be reduced to 1% below the FY 2010 award level.**
Non-Competing Research Awards for NCI	For NCI, modular and non-modular research grants will be reduced to 3% below the FY 2010 award level.
Competing Research Awards	Each NIH Institute and Center (IC) will manage its competing portfolio using funds that have not been committed for non-competing awards. It is estimated this will allow ICs to support the NIH investigator pool with approximately 9,050 new and competing Research Project Grants.
Inflationary adjustments for recurring costs on <u>non-competing</u> and <u>competing research</u> grants in FY 2012 and beyond will be set at the <u>2 percent level</u>, calculated based on the adjusted FY 2011 level. Awards that have already been made in FY 2011 which are impacted by this policy may be revised.	
Ruth L. Kirschstein National Research Service Awards (NRSA)	The NIH implemented a 2 percent increase at all stipend levels (see **NOT-OD-11-067**)

New Ruth L. Kirschstein National Research Service Award (NRSA) Stipends Levels for FY 2011
NOT-OD-11-067

New stipend levels have been issued for **FY 2011** Kirschstein-NRSA awards for Undergraduate, Predoctoral and Postdoctoral trainees and fellows. (The Tuition and Fees, Training Related Expenses for trainees and the Institutional Allowance for individual fellows remain **unchanged.)**

Effective with all Kirschstein-NRSA awards made on or after October 1, 2011, the following stipend levels apply:

Career Level	Stipend for FY 2011
Freshmen/Sophomores	$ 8,136
Juniors/Seniors	$11,400

Career Levels	Years of Experience	Stipend for FY 2011
Predoctoral	ALL	$21,600
Postdoctoral	0	$38,496
	1	$40,548
	2	$43,476
	3	$45,192
	4	$46,884
	5	$48,900
	6	$50,832
	7 or more	$53,112

The stipend changes are effective only for Kirschstein-NRSA awards made with FY 2011 funds. **Retroactive adjustments or supplementation of stipends or other budgetary categories with Kirschstein-NRSA funds for an award made prior to October 1, 2010 are not permitted.**

Policy Change on Submitting Plans for Instruction in the Responsible Conduct of Research for Institutional K12 and T32 Applications
NOT-OD-11-075 and **NOT-OD-11-076**

The following changes in policy are:

- The plan for instruction in RCR (Item 2.5) will no longer be included in the 25 page limit for the Research Training Program Plan Component. Rather, the plan for instruction in RCR will now have its own separate page limit, and **will be limited to 3 pages.**
- SF 424 (R&R), Section 8.7 - Research Training Program Plan Component: combined items Background, Program Plan, and Recruitment and Retention Plan to Enhance Diversity **will be limited to 25 pages.**

The above described changes are in effect for the following:

INSTITUTIONAL K12 APPLICATIONS IN RESPONSE TO:	
PAR-10-166 NEI Mentored Clinical Scientist Development Program Award (K12)	**May 13, 2011** and subsequent due dates
PAR-10-155 Paul Calabresi Career Development Award for Clinical Oncology (K12)	**June 10, 2011** and subsequent due dates
INSTITUTIONAL T32 APPLICATIONS IN RESPONSE TO:	
RFA-EY-10-001 NEI Ruth L. Kirschstein National Research Service Award (NRSA) Institutional Research Training Grants (T32) for Statistical Genetics and Genome Informatics	**May 18, 2011** and subsequent due dates

"New Kirschstein-NRSA Stipend Levels for Fiscal Year 2011"

Revision to the NIH Policy on Appeals of the Initial Peer Review
NOT-OD-11-064

The revised policy applies to all competing applications received for due dates **on or after January 25, 2011**. The revised appeals process works in the following manner:
- First, the Investigator must contact the NIH Program Officer to discuss the concerns and outcomes.
- Second, if the investigators would still like to proceed with an appeal, **he or she MUST contact their authorized organizational representative (AOR), since the AOR MUST concur with the appeal in order for it to be accepted by the NIH**. (AOR can send the letter directly to the Program Officer or they must send their concurrence to the PD/PI who will then forward all the materials to the PO along with the AOR's concurrence).
- The appeal letter must meet specific criteria (outlined in the notice).

If review staff and program staff support the appeal, the original application will be re-reviewed. If the review and program staff does not support the appeal, then the PD/PI can either withdraw the appeal, or the appeal letter can be made available to the IC's council during the second level of review. Finally, if the appeal goes to council, council can either recommend re-review or deny the appeal. The PD/PI will be notified of the decision within 30 days of the council meeting.

"All NIH Grants Awards will be Reduced Below Fiscal Year 2010 Award Levels"

Reminder Single Research Project Agreements (U01s) Transition to Electronic Submission for May 25, 2011 and subsequent due dates
NOT-OD-11-048

All Funding Opportunity Announcements (FOAs) for existing single project U01s with due dates on or after May 25, 2011 will be expired on May 8, 2011 and will be re-issued by March 25, 2011..

Frequently Asked Questions for NSF Graduate Research Fellowship Program Administrative Guide for Fellows and Coordinating Officials are Now Available

Please see **NSF 11-050 frequently Asked Questions for recently cleared NSF Graduate Research Fellowship Program Administrative Guide for Fellows and Coordinating Official** for more details.

eRA Commons Updates

Personal Profile Fix in eRA Commons

The continuous submission eligibility period has been extended for all eligible PD/PIs. The eligibility period will begin on **August 16, 2011 and will end on September 30, 2012.**

Application Status Fix in eRA Commons

♦ Moving forward, when an application is still processing, the Application ID will show AN:0, but the **eSubmission Status** and **Show All Prior Errors** columns will remain blank until processing is complete.

New Features available in eSNAP

♦ A new role, *Biostatistician*, has been added to the **Project Role** drop down on the *Edit Business – All Personnel List* screen.
♦ **PD/PIs** are now able to indicate time devoted to a project **as less than one month**. The **Calendar**, **Academic**, and **Summer** fields on the *Edit Business – All Personnel List* screen **will accept a decimal value between 0 and 1 (i.e. 0.4)** to indicate less than one month devoted to the project. **This change applies to PD/PIs only**; the *Months Devoted to Project for all other personnel must still be entered as a value between 1 and 12*

New Fix and Feature available in xTrain

Fix:
♦ The **Signature of Fellow or Trainee** field and the **Signature of Sponsor or Program Director** field on the *Termination Notice* PDF previously displayed incorrect information. These fields will display correctly.

New Feature:
♦ Users are now able to appoint trainees for RL5 (Linked Education Project) and RL9 (Linked Research Training Award) grants in xTrain.

"New Features Available in eSNAP"

Did you know that…

The Office of Extramural Research (OER) released a site where they post [All About Grants Podcasts](). These podcasts are conversations with NIH staff members that provide insights on grant topics and are designed for investigators, fellows, students, and research administrators.

Each podcast is approximately 12 minutes long and has a complementary transcript in PDF format. Current available podcasts offer information in following areas:

♦ *How to Prepare a Successful Grant Application*
♦ *Understanding How a Grant is Reviewed*
♦ *Becoming an NIH Investigator*
♦ *Other Topics (Training in RCR, using the appropriate language in your Abstracts, Title, etc.)*

Please click [HERE]() for more information.

Coeus Updates

COEUS NEWS

Coeus User Group Meeting

The Coeus User Group meets regularly each month to allow Coeus Users to network, share best practices, learn new business process changes, and address Coeus issues.

If you have ideas for topics to discuss please email Kat Szulc.

Next Meeting:
JUNE MEETING IS TO BE DETERMINED

There is a conflict for the June 15th meeting so we are looking into rescheduling the meeting for a new time that week. We will send an email out to the Coeus Listserv as soon as the date and time is established.

NEW Proposal Validations in Coeus

OSP has created 53 NEW Grants.gov/Sponsor Specific Validations for NIH and NSF proposal submissions.

Please click **HERE** for a listing of the new Proposal Validations in Coues.

*NOTE - **Please keep in mind that even though these validations are in place, you MUST still read the Specific Program Announcement as requirements often change and there may be other requirements that we have not programmed as validations!**

COEUS TIP OF THE MONTH

The Difference between the PROPOSAL DEVELOPMENT and the INSTITUTE PROPOSAL Modules:

1. **Proposal Development Module** –

   The Proposal Development Module allows users to construct and route complete proposals from their desktop computers. This module contains all the proposal components; including Proposal Summary Data, Proposal Personnel Documents, Budget, Attachments (science, budget justification, etc.), Compliance Questions (Yes/No Questions), and Questionnaires.

2. **Institute Proposal Module** –

   The Institute Proposal (IP) Module contains summary data for all proposals. An Institute Proposal Record is created when the Proposal Development Record is submitted to the Sponsor.
   The Institute Proposal Module is the University's official source of proposals submitted to sponsors.

Overview of Differences	
Development Proposal	**Institute Proposal**
Proposal Summary Data	Proposal Summary Data (Except Sponsor Proposal No., Program Title, and Organization information)
Brown Proposal Abstract	
Attachments - Personnel, Science, and Budget Attachments	
Detailed Budgets for All Years	Direct and Indirect Costs Totals for First Year and the Total Project Periods
Proposals are Routed for Approvals	
Ability to Copy Proposal Development Records	
Sponsor Related questions in the YNQ or Questionnaire section	
Query your department's Developing Proposals to see all proposals that are under development, in the process of being approved or submitted to the Sponsor	Query your department's Institute Proposals to see what your department has officially submitted to sponsor

OSP Training

TRAINING SPOTLIGHT

Post Award – Direct Charging Administrative Costs

This workshop discusses administrative costs and provides examples of when administrative costs can be charged directly to sponsored projects. Guidance is offered on justifications for charging administrative costs as direct costs. Participants are encouraged to offer examples of administrative cost issues they have encountered.

Gain a better understanding of when administrative costs can be directly charged to sponsored projects by attending this workshop.

Topics covered in this class:
- What are administrative costs?
- Explanation of the University's Facilities & Administration rate
- Review "Normal" administrative costs
- Discuss examples of administrative costs charged as direct costs
- Review administrative cost justification requirements

Mary West, Senior Grant/Contract Accountant at OSP, is the lead instructor for this session.

Feedback from participants who have taken the class:

↓ *"I thought coming with actual examples really helped the class."*

↓ *"The session was extremely useful and well-presented. The topics were clearly presented and explained very well. More like this, please!"*

↓ *"Such sessions strengthen the working relationship between OSP and the departments, allowing post-award work to be completed in an acceptable and beneficial way."*

Click **HERE** to register for ***Post Award – Direct Charging Administrative Costs***

About Office of Sponsored Projects Training

As part of our effort to keep the campus community informed on issues related to research administration, the Office of Sponsored Projects is pleased to offer various training opportunities for faculty and staff that range from how to use Coeus to guidelines on award management:

Coeus Training

Learn how to use the University's sponsored project management system, Coeus. Classes include creating proposals, budgets, submitting Grants.gov proposals, and viewing proposal and award records.
http://training.brown.edu/index.php?campaign=70

Post Award Training

Learn best practices in Post Award management. Sessions covering travel, commitments, administrative costs, and other areas of post award administration are offered.
http://training.brown.edu/index.php?campaign=71

Click HERE to view all Sponsored Projects training sessions on Training.brown.edu.