RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

DECEMBER 2013

OFFICE OF THE VICE PRESIDENT FOR RESEARCH / OFFICE OF SPONSORED PROJECTS

This newsletter is produced by the Office of Sponsored Projects to provide agency updates, sponsor policy and procedural information, and guidance and training in all aspects of sponsored project administration for Researchers and Research Administrators. Please visit http://www.brown.edu/research/newsletters for archives.

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OSP / OVPR UPDATES

➢ **Upcoming BEARCORE Session for Students and Post Docs**

In response to a National Science Foundation (NSF) requirement, the University has created the Brown Ethical and Responsible Conduct of Research Education (BEARCORE) program. The training is required for all undergraduate and graduate students and postdoctoral fellows supported by NSF grants.

The next BEARCORE session is:
- **Tuesday, January 21st**
- **8:30AM-12:30PM**
- **Smith-Buonanno, RM 106.**

Please advise your students and post doctoral researchers to register via Learning Point: Register for BEARCORE

Students and post doctoral researchers must complete the training within one year of beginning their NSF supported work. Please note that if students or post docs supported by NSF have completed one BEARCORE session, they do not need to take it again. More information about the program is available on the BEARCORE web page.

➢ **NSF Revises Proposal and Award Policies and Procedures Guide (PAPPG)**

http://www.nsf.gov/pubs/policydocs/pappguide/nsf14001/gpg_sigchanges.jsp

NSF has updated several sections of the Proposal and Award Policies and Procedures Guide (GPG) which becomes ***effective for proposals submitted or due on or after February 24, 2014***. A summary of significant changes is located on the following page (page 2); review of the full guide is recommended and is located at *http://www.nsf.gov/pubs/policydocs/pappguide/nsf14001/gpg_index.jsp*

- **Project Summary -** clarifies that a Project Summary containing special characters that is submitted as a PDF file in the Supplementary Documentation section must be formatted with separate headings for the overview, statement on intellectual merit, and statement on broader impacts.

- **Results from Prior NSF Support** - has been amended to make clear that in the summary of results of the completed work, the accomplishments related to Intellectual Merit and Broader Impact activities must be separately described under two distinct headings and amended to clarify that in cases where the PI or co-PI has received more than one award (excluding amendments) they need only report on the <u>one</u> award most closely related to the proposal.

- **Unfunded Collaborations** - has been revised to explain that any substantial collaboration with individuals not included in the budget should be described in the Facilities, Equipment and Other Resources section of the proposal and documented in a letter of commitment from each collaborator.

➤ Feedback from NSF Related to Proposal Compliance

From time to time OSP shares feedback received from our funding agencies in an attempt to assist PIs with current requirements for proposal preparation. Recently, a PI received the following post-submission guidance from NSF:

- **References Cited:** "The font size is not compliant. The fonts allowed by the Grant Proposal Guide (GPG) are Arial, Courier New, or Palatino 10 pt. or larger, or Times Roman or Computer Modern, 11 pt. or larger. I recommend that you use one of the permissible fonts listed above, with font size 11 pt. or larger. Please keep the body of the text to a size no larger than 9 in x 6 ½ in and make sure that all the margins (top, bottom, right, and left) are at least 1 in wide. There is no need to shrink the font size in this section because there is no page limit for the References Cited section. "

- **Biographical Sketches: "** Please include the names of all (not just the last five years) the PhD students supervised (and their current organizational affiliations) to date, and the total number of PhD students supervised. If you don't know the current organizational affiliation of a former student, simply write 'unknown'. We require this information to identify possible conflicts of interest with potential reviewers of your proposal."

➤ American Heart Association Founders Affiliate Student Research Fellowship Programs - 2014
[Founders Affiliate Student Research Opportunities](#)

American Heart Association Founders Affiliate are sponsoring medical and undergraduate student research fellowship programs:

Program	Description	Application Deadline	Award Amount	Award Duration
Medical Student Research Fellowship Program	The purpose of the medical student fellowship award is to encourage medical students to consider a career in **cardiovascular research**. This program is designed to provide students at the crossroads of career choices an opportunity to experience research first hand with an established investigator.	January 27, 2014 (5:00 pm EST) at Agency Due to OSP/BMRA by noontime on Janaury 21st (Tuesday)	Student Stipend: $22,000 (which includes 10% indirect costs)	Medical Students generally begin their programs between July 1 & September 1, 2014 for a period of 12 months.
Undergraduate Student Summer Fellowship Program	The purpose of this undergraduate summer research program is to identify and encourage students to pursue careers in cardiovascular research. Research projects with broad relevance to cardiovascular biology and stroke will be considered.	February 18, 2014 (5:00 pm EST)at Agency Due to OSP/BMRA by 5pm on Monday February 10th		Minimum of 10 weeks during the summer of 2014

Please be advised that students who apply for this program must obtain the sponsorship of an established investigator engaged in appropriate cardiovascular research <u>at a research facility within the Founders Affiliate</u> which includes *Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island and Vermont.* The American Heart Association is not responsible for providing the students with appropriate institutions and/or sponsors within the Founders Affiliate.

This fellowship is being administered at the AHA's Founders Affiliate New York City office. For further information please call <u>212-878-5912</u>. All email inquiries should be sent to the attention of Mary Gonzalez: mary.gonzalez@heart.org

➢ Upcoming NIH Proposal Deadlines

January Submission Deadlines:

Mechanism	Sponsor Deadline	OSP /BMRA Deadline	Grants.gov FORMS used	Available for Coeus S2S Submission?
P Series	1/25/14	1/21/14 by noontime	N/A – Must be submitted via ASSIST	NO
R18, U18, R25 (All – new, renewal, resubmission, revision)	1/25/14	1/21/14 by noontime	FORMS-C	YES* (*except proposals with Human Subjects)
T Series & D Series	1/25/14	1/21/14 by noontime	FORMS-C	YES* (*except proposals with Human Subjects)

February Submission Deadlines:

Mechanism	Sponsor Deadline	OSP/BMRA Deadline	Grants.gov FORMS used	Available for Coeus S2S Submission?
R01 (new)	2/5/14	1/28/14	FORMS-C	YES
U01 (new)	2/5/14	1/28/14	FORMS-C	YES
K Series (new)	2/12/14	2/4/14	FORMS-C	YES
R03, R21, R33, R21/R33, R34, R36 (new)	2/16/14	2/10/14 by 9:00am	FORMS-C	YES
R15 (All – new, renewal, resubmission, revision)	2/25/14	2/17/14	FORMS-C	YES

AGENCY UPDATES

NIH	
UPDATE	

NIH

UPDATE

> ## NIH Reminds Applicants to Use Updated Electronic Applications Forms (FORMS-C) for F, K, T, and D Submissions with Due Dates on/after January 25, 2014

NOT-OD-14-027

Applicants targeting due dates **on or after January 25, 2014 MUST** download and use a new version of the SF424 (R&R) application packages for the following programs:

- Individual National Research Service Awards (Fs)
- Individual Research Career Development Award Programs (Ks)
- Institutional Training and Career Development Programs (Ts) and Other Training Grants (Ds)

The new packages will be identified with a Competition ID of "FORMS-C". All applicants should carefully read the FOA and the appropriate "C Series" Application Guide for program-specific instructions before completing their application.

> ## NIH Process Change to the Inclusion Enrollment Reports

The new FORMS-C application packages use a different approach for collecting inclusion data. In addition to reformatting the data tables themselves, inclusion data is no longer collected in PDF attachments. Instead, each package includes new Planned Enrollment Report and Cumulative Inclusion Enrollment forms. These forms allow NIH to collect the data in a format that can be leveraged throughout the lifecycle of the application/grant.

 The forms are included in the application packages as 'Optional' and eRA systems no longer provide an error when inclusion data is omitted. However, our policies on when to include the data in your application have not changed. Applicants must carefully follow application guide and supplemental instructions to ensure the new forms are included when needed. A handy decision tree was recently posted that can also help determine whether the inclusion reporting policies apply to your specific application.

For additional guidance on Enrollment forms and Inclusion of Women & Minorities as Participants in Research Involving Human Subjects – see http://grants.nih.gov/grants/funding/women_min/women_min.htm

> ## NIH Will Require Use of Research Performance Progress Report (RPPR) for All Multi-Year Funded Awards

NOT-OD-14-026

For multi-year funded (MYF) progress reports submitted **on or after January 31, 2014** the NIH will require the use of the eRA Research Performance Progress Report (RPPR) Module.

Information on the content of a MYF RPPR, and instructions on how to submit the report through the eRA Commons will be included in the revised NIH RPPR Instruction Guide, which will be posted on January 31, 2014.

MYF RPPRs must be completed by the PD/PI, and then submitted by an individual with the Signing Official (SO) Role in the eRA Commons or a PD/PI with delegated authority from the SO to submit a progress report. Upon submission of the report via the eRA Commons, the Program and Grants Management Officials will review the report and request any additional information or clarification if required.   Unless follow-up is necessary, there will not routinely be any communication back to the grantee or PD/PI and the progress report will be considered complete and accepted.

If submitting a MYF progress report on or prior to January 30, 2014, use the current method. For more information see NIH Instructions for Progress Reports for Multi-year Funded (MYF) Awards.

NSF **UPDATE**	➢ **The Spring 2014 NSF Grants Conference** **The Spring 2014 NSF Grants Conference** will be held **June 23-24, 2014 in Denver, CO**, and will be hosted by Colorado State University. This two-day conference is a must, especially for new faculty, researchers and administrators who want to gain key insight into a wide range of current issues at NSF including the state of current funding; new and current policies and procedures; and pertinent administrative issues. NSF program officers representing each NSF directorate will be on hand to provide up-to-date information about specific funding opportunities and answer your questions. Highlights include: • New programs and initiatives; • Future directions and strategies for national science policy; • Proposal preparation; • NSF's merit review process; • Cross-disciplinary and special interest programs; • Conflict of interest policies; and • Breakout sessions by discipline. Send an email to grants_conference@nsf.gov to be notified once conference registration is available. For additional information regarding program content, contact the Policy Office, Division of Institution and Award Support at (703) 292-8243, or via e-mail at policy@nsf.gov. ➢ **NSF Issues Notice - *Transparency and Accountability at NSF*** On December 11, 2013 - NSF posted - Important Notice No. 135, Subject: *Transparency and Accountability at NSF-* http://www.nsf.gov/publications/pub_summ.jsp?ods_key=in135 The document highlights NSF's mission for transparency and Accountability and identifies opportunities for improvements in two areas to enhance our public stewardship.

COEUS UPDATE

COEUS UPDATE	COEUS TIP

4.5.1 P2 Release – Coming January 20ᵗʰ, 2014

This release contains the functionality to submit the two new Human Subject Forms required in the Grants.gov Forms – C Packages.

- *Planned Enrollment Report*
- *Cumulative Inclusion Enrollment Report*

Please see *NIH Process change to the Inclusion Enrollment Reports* for details about the new Enrollment forms.

Enrollment forms can be downloaded from the Grants.gov Opportunity package located at Grants.gov.

Coeus User Group Meeting

The meeting is intended 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 (Katarzyna_Szulc@Brown.edu).

Next Meeting:
Wednesday – January 15, 2014
Vartan Gregorian Quad - 101 Thayer Street Room 116-E
10:00 am – 11:30 am

Topic:
Review of new upload tool for PHS Human Subject forms

International Collaboration on NSF Grants.gov Submissions

When a project has activities outside the United States or partnerships with international collaborators, you must identify the countries involved.

NSF requires that the countries identified as International Collaborators or activities outside of the U.S. are entered in accordance with the NSF Specific International Organization for Standardization (ISO) 2-digit code format.

A listing of each country and their 2-digit ISO code is listed on the OSP website:
http://www.brown.edu/research/sites/brown.edu.research/files/uploads/2_Digit_Country_Codes%20%282%29.pdf

Example

*My Project has activities outside of the U.S. in **France & Spain***

→ In the **Questionnaire for Grants.gov S2S Forms Section** – '**Identify the countries**' question should appear as follows:

→ Make sure to verify the Grants.gov – R&R Other Project Information form

TRAINING

OSP TRAINING SPOTLIGHT	ABOUT OSP TRAINING

OSP TRAINING SPOTLIGHT

Do you have an upcoming Program Project Grant or Center Grant due for the 1/25/14 Deadline?

ASSIST Training
January 8, 2014
1:00 PM – 4:00 PM
CIT 269

The Office of Sponsored Projects is offering training on how to prepare, enter, and submit multi-project grant applications using the ASSIST system. More specifically, the training will cover the entire grant application process in Coeus and ASSIST, and the following topics will be covered in great detail:

To register - Coeus / Pre Award ASSIST Training

- Review of Test Multi-Project Funding Opportunity Announcement
- Login into ASSIST, accessing ASSIST User Guide & other training materials
- Detailed overview of the ASSIST System
- Budget preparation overview, requirements, and best practices in Coeus
- Hands on Grant Application entry in ASSIST
- Completing required Application components in Coeus

Pre-requisite: Coeus experience and knowledge of grant application preparation process.

OSP Wishes You a Very Happy and Prosperous New Year!!!

ABOUT OSP TRAINING

The Office of Sponsored Projects is pleased to offer numerous training opportunities for faculty and staff. Topics Include:

- **Coeus Training**
  - *Learn how to use the University's sponsored projects management system.*

- **Pre-Award Training**
  - *Learn best practices in Pre-Award management. Sessions range from preparation of proposals and budgets to subawards.*

- **Post-Award Training**
  - *Learn best practices in Post-Award management. Sessions ranging from travel on sponsored projects to allocation of costs.*

Sponsored Projects Training Sessions are listed on LearningPoint, Brown's Professional Development System.
♦To register for classes, please navigate to www.brown.edu/learningpoint and log in using your Brown User Name and Password.
♦The training classes can be found by clicking on the "*Sponsored Research Related Training*" from your homepage.

UPCOMING NCURA NATIONAL CONFERENCES

Financial Research Administration Conference (FRA)
Hilton San Francisco Union Square
San Francisco, CA
March 15-17, 2014

- To learn more and register for the 15th Annual Financial Research Administration Conference click **here**.

Pre-Award Research Administration Conference (PRA)
Hilton San Francisco Union Square
San Francisco, CA
March 18-20, 2014

- To learn more and register for the 8th Annual Pre-Award Research Administration Conference click **here**.

Questions or comments about the Newsletter should be directed to the editor:
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