RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

MARCH 2015

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, 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. To subscribe, Faculty/Investigators can go to https://listserv.brown.edu/archives/cgi-bin/wa?SUBED1=OSPNEWSLETTER&A=1

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OSP / OVPR UPDATES

➢ New Workday Composite Reporting Tool

The Workday Operations Team recently introduced the new **Composite Reporting Tool** that was released with the latest update to Workday 24. This tool will enable users to see a new set of financial reports, with additional options for managers to review financial data within their organizations. The ***Sponsored Awards Budget to Actual report*** is the initial composite report being released.

HIGHLIGHTS: SPONSORED AWARDS BUDGET TO ACTUAL REPORT

- Gives users a project-to-date view of the award

- Includes the award budget, current month expenditures, fiscal year to date expenditures, and project to date expenditures

- Includes cost sharing expenditures and outstanding obligations

- The report is available to those with the roles of Grant Manager, Grant Financial Analyst, Lead Principal Investigator, and Principal Investigator

- To access the report:
  - Type the name of the report "Sponsored Awards Budget to Actual Report" in the Search Box

    OR
  - A new dashboard on your homepage called "Supplemental Reports" includes this report

*See Finding Your Award Number to Run the Sponsored Award Budget to Actual Report section.

➢ Subaward Services – Lifecycle of a Subaward

The subaward originates at the proposal stage when a Principal Investigator (PI) determines need for subrecipient participation in the proposed scope of work. Once the proposal is funded, you will receive an email from your **Pre-Award Contract Administrator** notifying you that the award is in house and asks if the subaward proposal information (e.g., scope of work (SOW), dates and dollars) requires revisions. In addition, the **Pre-Award Contract Administrator** will also ask you to send completed Subaward Order Forms for each subaward to be issued. This form should be returned to the **Pre-Award Contract Administrator**. The **Post-Award Grant & Contract Accountant** will set-up a child for each subaward in Coeus which will have a separate grant worktag. After the grant worktag is created in Workday, the file moves to the **Subaward Team.** They review the file to ensure that OSP received the Subrecipient's Profile Questionnaire, Indirect Cost Rate Agreement and copy of the A-133 Audit (or similar financial) report. Once these reports are accepted, the team will issue the subcontract agreement for signature at the partner institution.   In award continuation years, a similar process is followed by issuing a modification to the existing subaward, which in most cases only requires Brown's signature.

Throughout the year, OSP is responsible for a program of subrecipient monitoring. The **Subcontract & Property Compliance Manager** ensures the receipt of specific audit information from all federal subcontractors for each year the award is active. In addition, the Manager assists with the monthly Federal Funding Accountability and Transparency (FFATA) reporting which allows Brown's subaward data to be shared with the public on www.USASpending.gov.

At the closeout stage, a *Subaward Closeout Certification* form is signed by the PI and sent to their **Post-Award Grant & Contract Accountant**. Under the new federal Uniform Guidance, PIs are instructed to sign approval of both invoices *and* technical reports submitted by their collaborators throughout the life of the project. As a reminder, the final invoice should not be approved for payment until the PI is completely satisfied with the subcontract's work and all reports (i.e., invention, property, technical) have been received.

If at any time during the subaward process you have a question, please email the Subaward Team at subawards@brown.edu.

➢ NSF Webinar - *How to Write a Competitive NSF Career Award*

The recorded NSF CAREER webinar is now available online until April 24, 2015. Please see below for instructions on how to access and for additional resources.

Access: To view the archive of **How to Write a Competitive NSF CAREER Proposal** (120 minutes):
- Go to: http://myLibrary.krm.com
- Enter the registrant's email address:**margaret_manning@brown.edu**
- Enter the Event ID: **22329**
- Enter the Order Number: **1214746**

Resources:
- Frequently Asked Questions (FAQ) about the Faculty Early Career Development (CAREER) Program for Submission in Years 2015 and 2016

- Please Contact Margaret Manning, Research Development & Support Program Manager, to receive copies of the following documents:
  [margaret_manning@brown.edu or 401-863-5145]
  - *How to Write a Winning CAREER Proposal Handouts*
  - *How to Write a Competitive NSF CAREER Proposal Powerpoint*

FEDERAL SPONSOR / AGENCY UPDATES

AHRQ UPDATE	➢ **AHRQ Announces Continued Interest in Career Development and Dissertation Awards** NOT-HS-15-007 AHRQ has announced its continued interest in supporting individual Mentored Clinical Scientist Research Career Development Awards (K08), Patient-Centered Outcomes Research (PCOR) Mentored Clinical Investigator Awards (K08), PCOR Mentored Research Scientist Development Awards (K01), and the Grants for Health Services Research Dissertation Program (36).

Funding Opportunity Announcement	NEW FOA
AHRQ Mentored Clinical Scientist Research Career Development Award (K08)	PA-13-039
AHRQ Patient-Centered Outcomes Research Mentored Clinical Investigator Award (K08)	PA-13-180
AHRQ Patient-Centered Outcomes Research Mentored Research Scientist Development Award (K01)	PA-12-181
AHRQ Grants for Health Services Research Dissertation Program (R36)	PA-12-256

NIH UPDATE

➢ **New Way to Tell if Your Application Falls Within a NIH Direct Cost Limit**

NIH established a policy in 2004 to allow applicants to exclude consortium/contractual F&A costs when determining compliance for any application where a direct cost limit applies (NOT-OD-05-004). A new "Total Direct Costs Less Consortium F&A" table has been added to the assembled application images for all NIH applications that use the R&R Budget form and include subaward budgets. This table can be used to determine if your application by NIH calculations falls within a direct cost limit. When viewing your application in eRA Commons, the new table will be located after the last subaward budget in a single project application and with the Composite Application Budget Summary in multi-project applications.

Total Direct Costs less Consortium F&A

NIH policy (NOT-OD-05-004) allows applicants to exclude consortium/contractual F&A costs when determining if an application falls at or beneath any applicable direct cost limit. When a direct cost limit is specified in an FOA, the following table can be used to determine if your application falls within that limit.

Category	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
Total Direct Costs less Consortium F&A	490,437	495,838	495,334	499,974	489,749	2,471,332

➢ **ASSIST: New PHS Additional Indirect Cost Form for Multi-Project Applications**

NIH has implemented a new PHS Additional Indirect Cost form for Multi-Project Applications. This form will be used by the prime applicant organization to track the F&A costs on the first $25,000 of each subaward where a subaward organization leads an entire component. The additional form will be available in the Overall component of the application. Instructions in the General Application SF424 (R&R) Guide and the ASSIST User Guide have been updated to include the new form.

- **SF424 Guide:** http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf
- **ASSIST User Guide:** http://era.nih.gov/files/assist_user_guide.pdf

➢ **NIH Implementation of Uniform Guidance**

NIH has issued a slide video and updated FAQs on the implementation of Uniform Guidance. The slides provide an overview of the policies contained within NIH's Interim Grant General Conditions document, which was issued in order to serve as the applicable terms and conditions for recipients of NIH awards, until such time as revised Research Terms and Conditions become effective.

The slide video can be found at: https://www.youtube.com/watch?v=dZGndlxOWIg&feature=youtu.be

NIH FAQs on the Uniform Guidance can be found at:
http://grants.nih.gov/grants/policy/faq_grants_uniformguidance.htm

➢ **Correction to Application Guide Instructions for Subawards Not Active in All Budget Periods of the Prime Applicant**

NOT-OD-15-073

NIH has issued a correction to the General Application Guide SF424 (R&R) – Forms Version C instructions related to preparing R&R Budget forms for subaward budgets which are not active for all periods of the prime budget. Section 4.8 of the SF424 Guide instructs users to line up the budget period dates of a subaward to the prime budget date and ignore the budget period numbers. This is a disconnect from the NIH application processing system which ignores the dates of the budgets and uses the budget period numbers to align the budgets. As a result, **the guidance in section 4.8 of the guide no longer aligns with NIH practices and is replaced in its entirety with the following**:

Submitting Subaward Budgets That Are Not Active for All Periods of the Prime Grant
Complete all budget periods in the R&R Budget form for your subaward budgets, aligning the budget period numbers, start dates and end dates with the budget periods of the prime grant.

Example:
- The prime fills out an R&R Budget form with the following periods:
    - period 1 - Jan 1, 2016 – Dec 31, 2016
    - period 2 - Jan 1, 2017 – Dec 31, 2017
    - period 3 - Jan 1, 2018 – Dec 31, 2018
    - period 4 - Jan 1, 2019 – Dec 31, 2019
    - period 5 - Jan 1, 2020 – Dec 31, 2020
- The budget period numbers and dates should be the same in the R&R Budget forms for the subawards.

The R&R Budget forms do not allow for "empty" budget periods. All periods on the form include several required fields which must be completed (even for inactive periods) in order to successfully submit the application.

Provide the following information for inactive budget periods:
- Organization DUNS
- Budget Type = Subaward/Consortium
- Budget Period Start/End Dates (align with budget periods and dates of the prime budget)
- In section A: Senior/Key Person, provide a single entry including the following:
- PD/PI or subaward lead First and Last names
- Project Role (may default to PD/PI; should be adjusted as needed)
- Calendar Months = .01 (smallest amount effort allowed in the field)
- Requested Salary = $0
- Fringe Benefits = $0
- Explanation of the inactive budget periods in the budget justification

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The **next iteration** of the General Application Guide SF424 (R&R) – Forms Version C will include this correction.

NSF UPDATE	

➢ New Steps to Enhance Transparency and Accountability

The NSF has dedicated itself to clarifying award abstracts so that they best describe the project and justifies the federal funds expenditure. The Principal Investigator may be contacted by the NSF Program Officer for assistance in preparation of the public award abstract and title. The nontechnical component of the NSF award abstract must explain the project's significance and importance, as well as serve as a public justification for NSF funding by articulating how the project benefits the national interest by promoting scientific progress, advancing national health, prosperity and welfare, or securing the national defense.

http://www.nsf.gov/pubs/2015/in137/in137.pdf

➢ Updated NSF Frequently Asked Questions (FAQs)

NSF has recently updated the following FAQs:
- Frequently Asked Questions (FAQ) about the Faculty Early Career Development (CAREER) Program for Submission in Years 2015 and 2016
- Frequently Asked Questions (FAQs) for NSF 14-548, NSF Research Traineeship (NRT) Program

➢ NSF Begins to Transition Requests Functionality from FastLane to Research.gov

Beginning April 24, 2015, awardees will be required to create and submit three new budget-related requests through Research.gov:
- Salaries of Administrative or Clerical Staff
- Travel Costs for Dependents
- Additional categories of participant support costs other than those described in 2 CFR § 200.75 (such as incentives, gifts, souvenirs, t-shirts and/or memorabilia)

All other existing notifications and requests will continue to reside in FastLane and will be migrated in the future. Awardees may view the status of all notifications and requests in both FastLane and Research.gov, regardless of where they were created and submitted.

For more information, see the **notifications and requests informational page**.

➢ NSF's Public Access Plan

The National Science Foundation has developed a plan, entitled "Today's Data, Tomorrow's Discoveries," outlining a framework for activities to increase public access to scientific publications and digital scientific data resulting from research the foundation funds. As outlined in section 3.1 of the plan, NSF will require that either the version of record or the final accepted manuscript in peer-reviewed scholarly journals and papers in juried conference proceedings or transactions must:
- Be deposited in a public access compliant repository designated by NSF;
- Be available for download, reading and analysis free of charge no later than 12 months after initial publication;
- Possess a minimum set of machine-readable metadata elements in a metadata record to be made available free of charge upon initial publication;
- Be managed to ensure long-term preservation; and
- Be reported in annual and final reports during the period of the award with a persistent identifier that provides links to the full text of the publication as well as other metadata elements.

This requirement will apply to new awards resulting from proposals submitted, or due, on or after the effective date of the Proposal & Awards Policies & Procedures Guide (PAPPG) that will be issued in *January 2016*.

The entire NSF "Today's Data, Tomorrow's Discoveries," public access plan can be found at: http://www.nsf.gov/pubs/2015/nsf15052/nsf15052.pdf?WT.mc_id=USNSF_179

COEUS UPDATES & REMINDERS

NEW NSF/GRANTS.GOV (S2S) FORMS

NSF has updated to the Grants.gov forms (Forms-C) packages and implemented a new Cover Page (V1.6).

Upgrade to Forms-C:
NSF Grants.gov applications have transitioned to the Grants.gov (Forms-C) packages. Updated form packages will be identified with a Competition ID of "NSF-PAPPG-2015".

The following forms have been updated:

Old Forms	New Forms
SF424 (R&R) Cover V1-2	SF424 (R&R) Cover V2-0
Project/Performance Site Location(s) V1-4	Project/Performance Site Location(s) V2-0
R&R Senior/Key Person (Expanded) V1-2	R&R Senior/Key Person (Expanded) V2-0
R&R Budget V1-1	R&R Budget V1-3
R&R SubAward Budget V1-2	R&R SubAward Budget V1-3
NSF Cover Page V1-3	NSF Cover Page V1-6

New NSF Cover Page V1.6:
The Cover Page has been updated with the following changes:

- New drop-down field to track the **Funding Mechanism** field that was implemented in FastLane in 2014.
  (*This required drop-down also includes the "Ideas Lab" mechanism implemented by the 2015 policy changes*).
- Two new attachment fields to append the Data Management Plan and the Mentoring Plan documents.
  (*Previously these were appended to the R&R Other Project information form as "Other Attachments"*).

To view the new Cover Page: http://at07apply.grants.gov/apply/forms/sample/NSF_CoverPage_1_6-V1.6.pdf

Coeus Changes to Accommodate the New Cover Page:

- **A new NSF questionnaire – NSF Cover Page 1.6**
  - New drop-down field for Funding Mechanism
- **New Narrative / Attachment Types**
  - NSF_DATAMANAGEMENT_PLAN
  - NSF_MENTORING_PLAN

Note: When you connect to grants.gov, both the new and old form packages might be available. The two sets are distinguished by the Competition Id field. The new package will have "NSF-PAPPG-2015" listed in the field, while the field in the old package will be blank. MAKE SURE TO SELECT THE NEW PACKAGE WITH "NSF-PAPPG-2015" LISTED IN THE COMPETITION ID FIELD.

CHANGES TO YES/NO QUESTION 0B16 AND COST SHARING QUESTIONNAIRE

Yes/No Question 0B16:

Old Wording	New Wording
Is the maximum F&A rate allowed by the sponsor? (If No, this is considered cost sharing/PI Consideration)?	Is the F&A rate applied in the proposal budget the maximum F&A rate allowed by the sponsor? (Note: If the Sponsor does not allow F&A the answer is Yes.)

Cost Sharing –Direct Cost Questionnaire:

Old Wording	New Wording
Cost Sharing has been identified in this proposal; is any of it considered IN KIND Contribution? (Note: All IN KIND Contributions must be captured in detail on the Cost Sharing Commitment Form which must be approved and included in the Narrative Section of this Proposal.)	Does the Proposal have IN KIND Contributions?* Please select Yes if your proposal has contributions for project costs that are not requested from the sponsor and are not funded by a Cost Center. *Salary dollars over the sponsor's salary cap are NOT considered IN KIND Contributions* (Note: All IN KIND Contributions must be captured in detail on the Cost Sharing Commitment Form which must be approved and included in the Narrative Section of this Proposal.)

*For IN KIND contributions, make sure to write "INKIND" in the Source field of the Cost Sharing Commitment Form.

DECOMMISSIONING OF FIELDS IN COEUS

Completion of the following fields is no longer required when creating a proposal record:

- Number of Grad Students
- Other Fees
- Stipends
- Student Tuition

The Other Tab in Coeus Premium and the Other Screen in Coeus Lite have been updated.

NOTE: If a Proposal Development record was "In Progress", when the 4 fields were deactivated, they will still appear in the record. The validations will no longer be run against them and you can submit without entering the information.

If you copy an older proposal with data elements already completed, they will copy over to the new proposal. You can delete the data in these fields.

POST-AWARD / WORKDAY UPDATE

Finding Your Award Number to Run the Sponsored Award Budget to Actual Report

The just released Sponsored Award Budget to Actual Report gives users a life-to-date view of either the entire award (can contain multiple grants) or an individual grant. It includes the project budget, current month expenses, fiscal year to date expenditures, and life to date expenditures in the report view, as well as cost sharing expenses and outstanding obligations.

*For optimum performance of the Sponsored Award Budget to Actual Report, the Award number should be entered. There are a couple of different ways you can locate the Award number affiliated with your award:

1. **Locate the Award number in Workday**

   ➢ In Workday, Enter your Grant Worktag (e.g. GR5223034) in the Search box.

   ➢ Click the Grant in the Search Results screen to View the Grant.
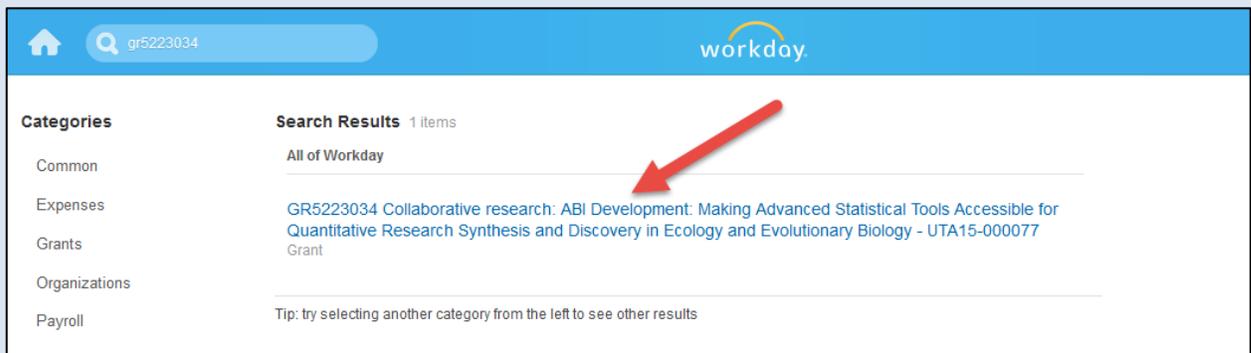
   ➢ The Award number is listed beside "Included In" – it is the numerical portion of the Grant Award Hierarchy (GRH_AWD_**004361**)
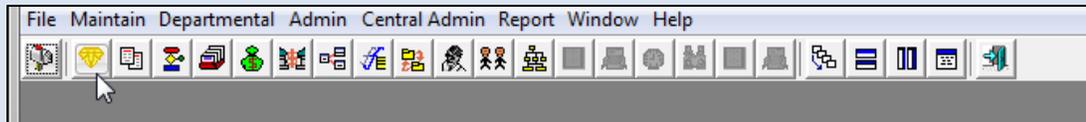
2. Locate the Award number in Coeus

➢ In Coeus, click **Maintain > Awards** to open the Award Module.
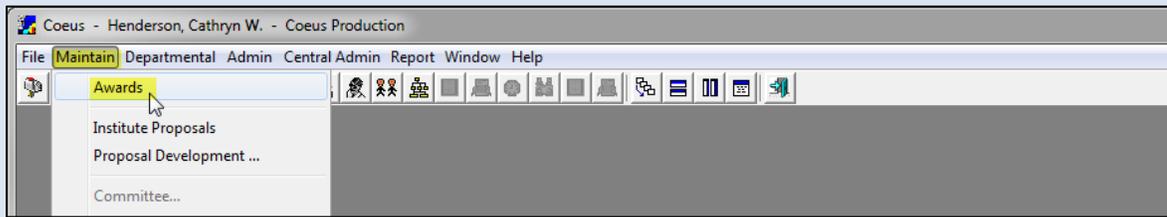
OR

In Coeus, click on the jewel icon.

➢ The award search box appears. Enter your Grant Worktag (e.g. GR5223034) in the account number field, leaving the prefix of GR off (e.g. 5223034) and then click Find.

➢ The Award number (004361-001) is in the first column. The award number needed for the Sponsored Award Budget to Actuals Report is 004361 (prefix only).

TRAINING & CONFERENCES

OSP TRAINING

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

COEUS:

Learn how to use the University's sponsored projects proposal and award management system.

Class	Date
How Does Coeus Populate Your Grants.gov Forms?	4/07/2015
Proposal Hierarchy	4/21/2015
Viewing Proposals & Awards	05/05/2015

PRE-AWARD:

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

Class	Date
Subcontracts Demystified	4/9/2015
NIH - Career "K" Awards	5/12/2015
Cost Sharing on Sponsored Projects	5/20/2015

POST-AWARD:

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

Class	Date
Financial Closeouts of Sponsored Projects	4/1/2015
Direct Charging Administrative Costs	5/5/2015
Effort Reporting	5/13/2015

To register for classes, please navigate to the _Brown Learning Point Page_ and log in. The training classes can be found by clicking on the "Sponsored Research Related Training" from your homepage.

CONFERENCES & NCURA PROGRAMS

Save the Date! NCURA Region I Spring Meeting 2015
Portland, Maine – May 3 – 6
- Pre-Conference Workshops – May 3
- Spring Meeting –May 4-6
  http://ncuraregioni.org/spring-meeting.html

NCURA Sponsored Projects Traveling Workshops
Portland, Oregon -- May 27 – 29
- Level I: Fundamentals of Sponsored Project Administration
- Level II: Critical Issues in Research Administration
- Financial Research Administration

http://www.ncura.edu/Education/TravelingWorkshops.aspx

NIH Regional Seminars on Program Funding and Grant Administration
Each year, the Office of Extramural Research (OER) sponsors the NIH Regional Seminars on Program Funding and Grants Administration. These seminars are intended to help demystify the application and review process, clarify Federal regulations and policies, and highlight current areas of special interest or concern. The seminars are appropriate for grants administrators, researchers new to NIH, and graduate students.

Upcoming Seminar:
Dates: May 6-8, 2015
Location: Baltimore, MD
Registration is now open:
http://regionalseminars.od.nih.gov/baltimore2015/