RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

MAY 2014

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

➢ Research Development & Grant Writing News

May Issue

The May issue is now available online. (Brown users must sign-in to access this subscription.) This newsletter offers strategies on how to compete successfully for research funding and highlights new funding opportunities. This issue's highlights include the following article: "Basic Research at DoD: A Status Report".

➢ DOE's Call for Proposals: The Innovative and Novel Computational Impact on Theory and Experiment (INCITE)

2015 INCICE Call for Proposals

INCITE supports computationally intensive, large-scale research projects with large amounts of dedicated time on supercomputers at DOE's Leadership Computing Facilities.

Applications will be accepted only electronically starting April 16, 2014, and in accordance with the 2015 INCITE Instrucitons. **The deadline for proposals is Friday, June 27, 2014.** Awards are expected to be announced in November 2014. Please direct questions about the application procedure to the INCITE manager at INCITE@doeleadershipcomputing.org.

AGENCY UPDATES

NIH UPDATES

➢ **Clarification Regarding the Additional Educational Information Required for Ruth L. Kirschstein National Research Service Award (NRSA) Fellowships**

NOT-OD-14-090, **NOT-OD-14-094**, **NOT-OD-14-095**, **NOT-OD-14-096**

The National Institutes of Health is clarifying instructions provided in *Section IV.2 Content and Form of Application Submission, Other Project Information Form, Other Attachments* of the following FOAs as follows:

PA-14-150 (F30)

PA-14-147 (Parent F31)

PA-14-148 (Parent F31 – Diversity)

PA-14-149 (Parent F32)

- The Additional Education Information **must** be provided in a document with the file name "**Additional Educational Information**".
- This document must be attached to the Other Project Information form under the **Other Attachments** section.
- **All applications lacking this attachment will be considered incomplete and will not proceed to review.**

For more information please visit the above mentioned notices.

➢ **Notice Regarding Updates to the MARC Undergraduate Student Training in Academic Research (U-STAR) Institutional Research Training (T34) Program**

NOT-GM-14-116

This Notice provides the following updates to the MARC Undergraduate Student Training in Academic Research (U-STAR) National Research Service Award (NRSA) Institutional Research Training Grant (T34) Program (PAR-13-205):

- **Update in the Program Title**:
  The meaning of the MARC acronym is now defined as "Maximizing Access to Research Careers" to better reflect the intent of the MARC Program as stated in the FOA.

- **Clarification to the Underrepresented Groups**:
  Any reference to students from underrepresented groups in the MARC FOA refers to students who belong to groups A, B and C as stated in the NIH Research Supplements to Promote Diversity in Health-Related Research Program.

- **New Instructions on How to Prepare the Budget**:
  Effective immediately, NIGMS will no longer require the submission of the "PHS 398 Detailed Budget For Initial Budget Period" with MARC U-STAR T34 applications. Applicants are only required to submit the PHS 398 Training Budget form (and PHS 398 Training Subaward Budget form, as applicable) according to the supplemental instructions for Kirschstein-NRSA training grant applications contained in the SF424(R&R) Application Guide.

For more information visit: http://grants.nih.gov/grants/guide/notice-files/NOT-GM-14-116.html

> ## ➢ Notice of Clarification of Application Submission Instructions for PAR-12-156 "NIAID Career Transition Award (K22)"

NOT-AI-14-056

NIAID is clarifying submission instructions for applicants who are planning to submit a K22 application in response to PAR-12-156 "NIAID Career Transition Award (K22)". Specifically, this Notice addresses the instructions for the 'Budget Justification' and the 'Statements by Consultants, Contributors' as follows:

Budget Justification

For the NIAID K22 application complete ALL sections the SF 424 Research and Related (R&R) Forms with the following modifications:

Currently States:	*Modified to State:*
• For period of support, indicate the total period of support being requested: 2 years.	• For period of support, indicate the total period of support being requested: 2 years.
• For the project summary, briefly describe the research you propose during the two year K22 award period.	• For the project summary, briefly describe the research you propose during the two year K22 award period.
• Follow the budget format instructions as described in Section III of the PHS 398 application.	• Follow the budget format instructions as described in Section III of the PHS 398 application.
• The maximum direct cost budget is $150,000 in year 1 and $100,000 in year 2. No detailed budget information is required at the time of application for Phase 1.	• The maximum direct cost budget is $150,000 in year 1 and $100,000 in year 2. No detailed budget information is required at the time of application for Phase 1.
• A Budget Justification does not need to be provided at the time of submission of the K22 application.	• **A Budget Justification _must be_ provided at the time of submission of the K22 application.**

Statements by Consultants, Contributors

Currently States:	*Modified to State:*
Statements by Consultants, Contributors (Component of Statements of Support)	***Plans and Statements of Mentor and Co-mentor(s) (Component of Statements and Letters of Support)***
• Signed statements must be provided by each collaborator/consultant confirming their participation in the project and describing their specific roles. Information should be provided that clearly documents expertise in the proposed area(s) of collaboration/consultation. Any other opportunities for the candidate's professional growth should also be documented in these statements.	• Signed statements must be provided by each collaborator/consultant confirming their participation in the project and describing their specific roles. Information should be provided that clearly documents expertise in the proposed area(s) of collaboration/consultation. Any other opportunities for the candidate's professional growth should also be documented in these statements.
• Since this is not a mentored award, a statement by the current postdoctoral advisor should not be included unless s/he will serve as a consultant or contributor during the K22 award.	• **The NIAID K22 Career Transition Award is not a mentored award. Once the candidate transitions to an independent faculty position, the (current) postdoctoral advisor may continue to support the candidate as a scientific advisor, consultant and/or collaborator for the research project proposed in the K22 application. This required attachment allows the current postdoctoral advisor and/or other consultants/contributors to provide information about their respective future role and support to the candidate during the early phase as an independent investigator.**

For more information visit: http://grants.nih.gov/grants/guide/notice-files/NOT-AI-14-056.html

➢ Notice of Clarification of Career (K) Award Eligibility

NOT-OD-14-088

NIH has issued this notice to correct the current language on eligibility of foreign components for the recently issued NIH Parent Research Career Development (K) Award Funding Opportunity Announcements

Currently reads:
Foreign Institutions
Foreign components, as defined in the NIH Grants Policy Statement, are not allowed.

Modified to read:
Foreign Institutions
Foreign components, as defined in the NIH Grants Policy Statement, are allowed.

This clarification pertains to all applications submitted in response to the following FOAs:

- PA-14-044: Mentored Research Scientist Development Award (Parent K01)
- PA-14-045: Independent Scientist Award (Parent K02)
- PA-14-046: Mentored Clinical Scientist Research Career Development Award (Parent K08)
- PA-14-049: Mentored Patient-Oriented Research Career Development Award (Parent K23)
- PA-14-047: Midcareer Investigator Award in Patient-Oriented Research (Parent K24)
- PA-14-048: Mentored Quantitative Research Development Award (Parent K25)
- PA-14-042: NIH Pathway to Independence Award (Parent K99/R00)

For more information visit: http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-088.html

➢ NIH Extramural Grant Systems Upgrade for Unicode Compatibility

NOT-OD-14-071

This past weekend, the NIH eRA systems were taken off line for systems upgrade to support Unicode compatible data. "Unicode is a computing industry standard for the consistent encoding, representation and handling of text expressed in most of the world's writing systems.

As a result of this upgrade, **eRA systems will be able to accept Greek characters as they appear in the original scientific text submitted by grantees**. For instance, Greek characters will now appear in progress reports without resulting in garbled text.

Because Unicode will support Greek and other scientific characters, the **attachments in your application** can be more accurately assigned for evaluation; reviewers will be able to better understand your goals and objectives; and NIH will be able to better categorize awards for reporting.

NOTE: Since Grants.gov limits the characters allowed in grant application form fields, applicants should only use the newly supported characters in the PDF attachments of their applications. For example, Greek characters in the Project Summary/Abstract attachment are fine, but Greek characters in the Project Title field are still problematic.

For more information visit: http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-071.html

➢ NIH Launching New System and Procedures for Reporting Sex/Gender, Race, and Ethnicity Information to the NIH

NOT-OD-14-086

The NIH is in the process of transitioning to a new module in the eRA Commons, the Inclusion Management System, for reporting sex/gender, race, and ethnicity information as required by the NIH Policy on the Inclusion of Women and Minorities in Clinical Research. The existing Population Tracking System will be retired this summer. The new Inclusion Management System will take advantage of the structured inclusion data being collected on competing applications, pre-populate inclusion data records, and allow grantees to directly manage their inclusion data in the system throughout the life of the award.

Key Changes:
1. NIH has already rolled out inclusion data in a structured format in the competing application forms. Progress reports will transition to the new inclusion reporting format over the summer (see NOT-OD-14-085).
2. As of **October 17, 2014**, grantees will be able to access their inclusion enrollment data through the Inclusion Management System in the eRA Commons and can update their inclusion data as often as needed.
3. NIH will migrate inclusion enrollment data from the Population Tracking System into the Inclusion Management System.

Additional Resources: Additional guidance regarding these changes as well as other topics related to the inclusion of women and minorities in clinical research can be found at:
http://grants.nih.gov/grants/funding/women_min/women_min.htm

For more information visit: http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-086.html

➢ Piloting Modified NIH Biosketch

NOT-OD-14-091

The NIH has announced a new round of pilots to evaluate the upcoming modified Biosketch. The new Biosketch format being piloted will extend the page limit from four to five pages and it will allow researchers to describe up to five of their most significant contributions to science along with the historical background that framed their research. The goal behind the modified Biosketch is to help reviewers get a more complete picture of the researcher's background as it relates to proposed projects. For the time being, **the modified Biosketch is only available for the pilot RFAs that will be issued over the next few months**.

For more information visit: http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-091.html

➢ Updated Grant Application Forms (FORMS-C) Now Available for SBIR/STTR FOAs

NOT-OD-14-089

All Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) opportunities will be updated to FORMS-C forms for use with applications submitted to **due dates on or after August 5, 2014**.

- New FORMS-C forms will be available for all active SBIR and STTR funding opportunity announcements by May 16, 2014.

For more information visit: http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-089.html

NSF

UPDATES

➢ NSF New Draft Proposal & Award Policies and Procedures Guide (PAPPG) Available for Review and Comment

The National Science Foundation has posted a new draft Proposal & Award Policies and Procedures guide for review. The primary purpose of this revision is to implement 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance). The draft NSF Proposal and Award Policies and Procedures Guide may be found at: http://www.nsf.gov/bfa/dias/policy/.

NSF is interested in public comment on NSF's implementation of 2 CFR 200, as well as the policy changes that are identified in the new PAPPG. Written comments should be submitted by **July 8, 2014** to splimpto@nsf.gov.

Please see the Federal Register notice for more information, http://www.gpo.gov/fdsys/pkg/FR-2014-05-09/html/2014-10685.htm.

➢ Video Tutorial on Research.gov's Feature to Capture Citations in Annual and Final Project Reports

The NSF has released a video tutorial on Research.gov's feature to capture citations in annual and final project reports through the uploading of a BibTeX file. This tutorial walks awardees through the creation and uploading process of a BibTeX file to a project report via Research.gov. To view the tutorial, visit the Research.gov Project Reporting page or click here.

This Research.gov BibTeX video tutorial is one in a series of tutorials that NSF is releasing to help awardees. This past February, NSF released the Project Reporting video tutorial, which highlights the process and tools available to complete and submit a project report.

If you have any questions, please contact: feedback@research.gov.

COEUS UPDATES & REMINDERS

COST SHARING IN COEUS UPDATE

- The [Coeus Cost Element/Subcode](#) spreadsheet has been updated to include a column for Cost Sharing Type indicating what cost sharing type will be assigned to the Cost Sharing entered under each Cost Element.

- The process of entering Cost Sharing amounts in the Coeus Budget has not changed.

- To indicate Cost Sharing for **Personnel Cost Elements**, users must modify the **% Effort** and the **% Charged** (% Charged should be less than % Effort to generate Cost Sharing) in the Budget Person Window.
    - If the same individual has NIH Cap and true salary cost share, they need to be entered in the appropriate Cost Elements (i.e. amounts over the NIH Cap must be entered in the NIH Cap Cost Elements and amounts cost shared by the departments must be entered in the appropriate Salary Cost Element).

- To indicate Cost Sharing for **Non-Personnel Cost Elements**, users must manually enter the Cost Sharing amount in the **Cost Sharing** field in the Budget – Line Item Detail Window for the Cost Element that Cost Sharing is present.

- **F&A Cost Sharing** is not directly entered in the Coeus budget. It is indicated on the proposal record and manually updated by OSP on the Institute Proposal record. To indicate Cost Sharing for Indirect Costs, users must:
    - Reduce the overhead rates in the Budget Rate table for the proposal.
      AND
    - Answer the Yes/No question 0B16 as "No."

UPDATED COST SHARING PROPOSAL VALIDATIONS

The following Cost Sharing validations have been modified in Coeus as follows (*these deviate from the validations discussed during the May 21, 2014 Coeus User Group Meeting)*:

1. **Cost Sharing is included in your proposal; please upload the appropriate Cost Sharing Approval Form in the Narrative Section/Upload Attachments Section of the Proposal.**
   (*This Warning Message will come up whenever there is Cost Sharing on the proposal and YNQ 0B18 is answered as "NO" and a Cost Sharing Approval Form is not included.)*

2. **Indirect Cost - Cost Sharing is included in your proposal, please upload the appropriate Cost Sharing Approval Form in the Narrative Section/Upload Attachments Section of the Proposal.**
   (*This Warning Message will come up whenever there is Underrecovery in the Budget, YNQ 0B16 is answered as "NO" and a Cost Sharing Approval Form is not included.)*

3. **You have indicated that proposed salaries are over the salary cap. Please upload the NIH Salary Cap Worksheet in the Narrative/Upload Attachments Section of the Proposal (for each individual whose salary is over the cap).**
   (*This Error Message will come up whenever a user answers "Yes" to YNQ 0B18 and the NIH Salary Cap Worksheet is not included.)*

TRAINING

OSP TRAINING SPOTLIGHT

NIH ASSIST TRAINING THIS JUNE

Date:	June 11, 2014
Time:	1pm to 4pm
Location:	CIT 269

ASSIST is the Application Submission System & Interface for Submission Tracking. It is used to prepare and submit multi-project grant applications electronically to NIH and other Public Health Service Agencies.

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:

Topics covered in this class:
- Review of Test Multi-Project Funding Opportunity Announcement
- Log 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

Register for NIH ASSIST Training at
Brown Learning Point Page

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.

NCURA EDUCATIONAL PROGRAMS

NCURA 56th Annual Meeting
August 10-13, 2014
Washington, DC.

The annual meeting of the membership is held in August each year in Washington, DC. Over 2,000 members attend. The conference begins with a full day of workshops and senior level seminars which are a supplemental training program open to all registrants of the annual meeting. This in-depth, targeted training and professional development includes offerings for those new to the profession to senior level members.

Registration Details