RESEARCH ADMINISTRATION UPDATES AND ITEMS OF INTEREST

OFFICE OF THE VICE PRESIDENT OF 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.research.brown.edu/rschadmin/OSP_Newsletter.php for archives.

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OSP UPDATE

➢ **Brown University Responds to A-21 Task Force on Reducing Regulatory Burden**

Brown University responded to the *Request for Information (RFI): Input on Reduction of Cost and Burden Associated with Federal Cost Principles for Educational Institutions (OMB Circular A-21)* to address the impact and value of the many regulatory requirements associated with Federally funded research and scholarly activities. Brown strongly encouraged streamlining of the regulatory requirements through a revision of the OMB Circular A-21. The letter addressed the following:

- The demands on the University's infrastructure and resources placed by the regulatory financial administration, regulation, reporting and oversight of research (e.g. effort reporting requirements, subrecipient monitoring).
- The proliferation of regulatory requirements and their uneven and unsynchronized implementation over the many Federal funding agencies.
- The out of proportion weight of regulation on the University community to the risk that is being addressed in certain areas (e.g. Chemical Facilities and Anti-Terrorism Standards, Select Agents, Toxins Regulations, Export Controls Regulations).

To read Brown's response to OMB, see A-21 RFI on OMB Form

To read Brown's support of the American Association of Universities (AAU) response to the A-21 Task force, see American Association of Universities Regulatory Burden Letter

➢ **Faculty/Investigators Can Now Sign Up to Receive the OSP Newsletter**

A new listserv has been created for faculty who would like to receive the monthly OSP Newsletter. Faculty can go to http://listserv.brown.edu/archives/cgi-bin/wa?SUBED1=OSP-NEWSLETTER&A=1 to subscribe. For questions about subscribing to the newsletter please email Kat Szulc (katarzyna_szulc@brown.edu).

The current version and archives of the newsletter can be also found at: *http://www.research.brown.edu/rschadmin/OSP_Newsletter.php.*

UPCOMING PROPOSAL SUBMISSION DEADLINES

NIH

Below are upcoming due dates for the most commonly used activity codes for **_NIH Proposal Submissions_**. **Please continue to refer to the funding opportunity announcement (FOA) for due date information.**
Click here to view the listing of all the upcoming due dates for NIH.

Activity Code	Program Description	Sponsor Due Date		OSP Due Date	
		New Application	Resubmission, Renewal, Revision Application	New	Resubmission, Renewal, Revision Application
R01	Research Grants (R01)	10/05/2011	11/05/2011	09/28/2011	10/31/2011
K Series	Research Career Development	10/12/2011	11/12/2011	10/05/2011	11/7/2011
R03, R21, R33, R21/33, R34, R36	Other Research Grants	10/16/2011	11/16/2011	10/10/2011	11/9/2011

NSF

Below are upcoming due dates for the most commonly used Activity codes for **_NSF Proposal Submissions_**. **Please continue to refer to the funding opportunity announcement (FOA) for due date information.**
Click here to view the listing of all the upcoming Due Dates for NSF.

Program Guidelines	Program Title	Sponsor Due Date	OSP Due Date
11-537	Engineering Research Centers (ERC)	09/16/2011	09/09/2011
06-580	Focused Research Groups in the Mathematical Sciences	09/16/2011	09/09/2011
11-554	Documenting Endangered Languages (DEL)	09/20/2011	09/13/2011
10-595	Industry/University cooperative Research Centers Program (I/UCRC)	09/26/2011	09/19/2011
11-550	Science, Technology, Engineering, and mathematics Talent Expansion Program (STEP)	09/27/2011	09/20/2011
11-555 11-557 11-556	Computer and Network Systems (CNS): Core Programs (Medium Projects) Computing and Communication foundations (CCF): Core Programs (Medium Projects) Information and Intelligent Systems (IIS): Core Programs (Medium Projects)	09/30/2011	09/23/2011

AGENCY UPDATES

NIH UPDATES **Corrected the quoted instructions on September 8, 2011.**	➤ **NIH Mandating the Use of eRA Commons to Submit No-Cost Extensions** **NOT-OD-11-098** Effective **October 1, 2011**, NIH is requiring grantees to use the No-Cost Extension feature in the eRA Commons to notify NIH when they exercise their one-time authority to extend, without additional funds, the final budget period of a grant. All such notifications must be submitted through the eRA Commons before the project period expires. **NIH will no longer accept these notifications via other communication channels.** ➤ **Modification of Eligibility Criteria for Ruth L. Kirschstein National Research Service Awards (NRSA) for Individual Postdoctoral Fellows (Parent F32)** **NOT-OD-11-097** NIH has modified the instructions under "Eligible Organizations" for the NIH Postdoctoral fellowship program, Ruth L. Kirschstein NRSA for Individual Postdoctoral fellows. The new instructions read as follows: *"The fellowship is designed to support research training experiences in new settings in order to maximize the acquisition of new skills and knowledge. In most cases, therefore, the sponsoring institution should be a site other than where the applicant fellow has trained as a graduate student. However, if the applicant fellow is proposing postdoctoral training at his/her doctoral institution, the application must carefully document the opportunities for new research training experiences specifically designed to broaden his/her scientific background. In addition, the application should propose research experiences that will allow the fellow to acquire new knowledge and/or technical skills that will enhance his/her potential to become a productive, independent investigator."*

➢ **NIH has Revised the Instructions for Inclusion of Appendix Materials in Ruth L. Kirschstein National Research Service Award (NRSA) Institutional Research Training Grants (Parent T32 and T35)**
NOT-OD-11-100

The current Appendix Instructions have been replaced with more detailed Instructions that are Training Grants specific and that outline the materials that can and cannot be submitted. Please click **here** or navigate to the noticed specified above to view the new Appendix Instructions.

➢ **Clarification on Resubmission of Applications with Pending Appeals of NIH Initial Peer Review**
NOT-OD-11-101

NIH would like to remind everyone that it will not review resubmission applications (A1 versions) if an appeal on initial peer review is pending on the original application (A0 version). **This policy is effective for original applications (A0) submitted for the May 25, 2011 due date and thereafter.**

Should an appeal for the initial peer review of the original application (A0) be pending and a resubmission application (A1) is submitted; or a resubmission application (A1) is pending peer review and an appeal for the initial peer review of the original application (A0) is received, the applicant organization will either have to withdraw the appeal **or** the resubmission application (A1). The decision will need to be sent in writing to the NIH program Officer (with concurrence of the Authorized Organization Representative) **within five business days of being notified**.

➢ **Change in the NIH Continuous Submission Policy for Reviewers with Recent Substantial Service**
NOT-OD-11-093

This policy is effective as of **July 8, 2011** and it lengthens the window of time during which peer reviewers who have served six times in the 18 months (recent substantial service) can submit their applications under the NIH Continuous Submission Policy. During the initial implementation of the continuous submission policy, individuals identified as having substantial, recent review service were able to participate in the continuous submission option from October 1 to September 30 of the following year. ***With this Notice, this window will be adjusted to begin on <u>August 16th and end on September 30th of the following year</u>.***

The continuous submission option is only available for NIH R01, R21 and R34 applications. Please see the notice to see when this option does not apply.

NSF UPDATES

➢ **NSF: BIO Proposals Processing Changes**

On August 15, 2011, NSF issued a Dear Colleague Letter (**NSF 11-078**) stating that effective immediately, "the Directorate for Biological Sciences (BIO) of the National Science Foundation (NSF) has initiated new procedures for the submission and review of regular research proposals to the core programs within the Division of Molecular and Cellular Biosciences (MCB), Division of Environmental Biology (DEB), and Division of Integrative Organismal Systems (IOS)."

The changes for MCB have already been announced and can be viewed in the new solicitation, **NSF-11-545**.

DEB and IOS have yet to update their solicitations, however they intend on implementing the following changes:

- Annual cycle of preliminary and full proposals beginning in January 2012 – Preliminary proposals will be accepted in January and each applicant will be notified of a binding decision to Invite of Not Invite submission of a full proposal. (Each Investigator is limited to submitting two preliminary proposals a year to either Division.)
- All Proposals submitted to DEB or IOS in response to the core program solicitations, and to the RUI and LTREB solicitations, must pass the preliminary proposal stage.
- Proposals submitted in response to special solicitations will remain unaffected by these new review procedures.
- Frequently Asked Questions (FAQs) about these changes also can be found at http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf11079

AGENCY TIP - *Remember to Track NIH Application Status through eRA Commons*

eRA Commons has recently reported that the e-mail notifications that the eRA system sends to grant applications after the application viewing window elapses are not being sent under certain conditions.
Although you may not receive an e-mail, your application status is always available through eRA Commons!
If you have any questions, please contact the eRA Help Desk at: http://era.nih.gov/help/ (Preferred method of contact) or Toll-Free: 1-866-504-9552

COEUS UPDATES	
COEUS NEWS	**COEUS TIP OF THE MONTH**

NEW Release of Coeus

A new release of Coeus was implemented on August 30, 2011. This release resolved the following issues:

- *Leap Year Issue in the Personnel Budget Details Window* - When budgeting salary for Academic Periods, there was an issue that caused an error in the End Date field in the Person Budget Details window in the generated out years.
- *Display of the Organization / Rolodex address on the Organization tab* - In the Organization Tab, "null" appeared in the Address/Contact Box for the Organizations listed. While the correct address information populates the Grants.gov forms, it was deceiving to the end-user.
- *Calculate button in the Personnel Budget Details window* - In the Personnel Budget Details Window, the Calculate button to calculate the Employee Benefits and MTDC was not working.

For a detailed listing of the changes in this release, click here.

NEW Coeus E-Mail Notifications

OSP has updated the wording of Coeus E-mail Notifications that are sent when proposals are Submitted for Approval, Approved, Rejected, and/or Submitted.

For example, the "Proposal is Rejected" email that is sent to Aggregators on a proposal will be updated to "Corrections needed for Proposal No:…………."

These changes will be implemented on September 9, 2011.

Please click **here** to view the new wording of the E-Mail Notifications.

Coeus User Group Meeting

The Coeus User Group meets 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:
September 21st – Salomon Center Room 003
10:00am – 11:30am

ADOBE-FORMS-B1 Versions of the Grants.gov Forms are Being Phased Out

NIH, AHRQ, CDC, FDA and NIOSH are in the process of phasing out the Adobe-Forms-B1, Grants.gov forms. During the transition period, **Applicants may use either the current parent FOAs with ADOBE-FORMS-B1 or the new parent FOAs with ADOBE-FORMS-B2 packages for NIH deadlines on/before January 7, 2012.**

Coeus does not have the most current version of the PHS398 Modular Budget form located in the Adobe-Forms-B2 package. The new form is scheduled to be implemented at the end of September. ***Note** – For **Grants.gov proposals through Coeus, use the FOAs with ADOBE-FORMS-B1 until notified.**

TRAINING

OSP TRAINING SPOTLIGHT

BEARCORE
BROWN ETHICAL AND RESPONSIBLE CONDUCT OF
RESEARCH EDUCATION PROGRAM

BEARCORE is a mandatory training program for all undergraduate and graduate students and postdoctoral fellows supported by grants awarded as a result of proposals that were submitted to NSF.

The half-day program is intended to acquaint new researchers with ethical issues that emerge in all disciplines, equip participants with the resources and contacts to address them, and prompt students to reflect on the ambiguity of ethical questions that emerge as part of the research process. Faculty, staff, and graduate students will present and lead case study analyses and facilitate cross-disciplinary discussions.

The fall 2011 BEARCORE program will be held on:
Monday, September 26, 2011 – *Salomon Center Room 001*
2:30 pm – 6:30 pm

Please click here to view more information on the BEARCORE program and to register to the session.

CERTIFICATE PROGRAM IN RESEARCH ADMINISTRATION
FOR FY12

The Office of the Vice President for Research will be hosting the Certificate Program in Research Administration and Compliance for FY12. This 35 hour Certificate Program covers all aspects of research compliance and administration from proposal submission through award management and close-out. Department administrators with any level of experience in sponsored research will benefit from participation.

***NOTE** – Program is currently full. Please contact sherri_araujo@brown.edu by September 15th if you are interested.*

ABOUT OSP 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 numerous 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=71

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=72

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

NCURA EDUCATIONAL PROGRAMS

- **NCURA 53rd Annual Meeting**
  November 6-9, 2011
  Washington, DC ~ Washington Hilton Hotel
  Registration open through 10/3/11
  http://www.ncura.edu/content/educational_programs/sites/53/index.php

- **NCURA Traveling Workshops**
  Need a better understanding of the plethora of government rules and regulations and their impact on your job and institution. Looking to expand your professional network? If so, consider the NCURA workshops in a city near you.
  http://www.ncura.edu/content/educational_programs/workshops/

- **NCURA YouTube Tuesday**
  Check out NCURA's YouTube Tuesdays at http://www.youtube.com/user/ncura1959 where each week your colleagues will be sharing tips and information on topics of interest to research administrators.

OSP BROWN BAG LUNCHEON SERIES
Through quarterly noon-time sessions, the Brown Bag Luncheon Series covers topics of interest to Brown's research community. All are welcome to attend, no registration required.
Next Brown Bag: September 20, 2011 ~ 12pm to 2pm ~ Chancellor's Dining Room

SPONSORED PROJECTS REPORTING

Sponsored Projects Reports for Departments

OSP has created a set of reports related to sponsored projects activities for Department Administrators. Reports include both proposal and award activities.

- In order to access to the Sponsored Projects Reports for Departments, you will need to have Cognos access and the appropriate role to view Proposal and Award data in Coeus.
  See below to get access to Cognos.
- Report guides are located at http://www.research.brown.edu/osp/coeus/Reporting/index.html

How to Get Access to Cognos & Cognos Training

- **How to Get Access to Cognos**

To complete the Cognos access form, navigate to Brown's Computing Accounts & Passwords (CAP) page - https://remedyweb.brown.edu/arsys/shared/login.jsp?/arsys/forms/remedy.brown.edu/AccessRequest/Web/?cacheid=6b7da9a9&mode=CREATE

You will need to login with your Brown user name and password. Once authenticated, click on the following: Request Access / For Me / Start. The access form will display.   Below is a sample form for requesting access to the *Sponsored Projects Reports for Departments* folder.

- **Cognos Training: Intro to Cognos Connection & Running Reports Training**

Take advantage of the features of this powerful reporting tool. Learn how to navigate the Cognos Connection interface, search for and run reports, run reports with advanced options, create report views, schedule reports to run at a specific time or at regular intervals, create jobs to schedule multiple reports, customize personal settings, create folders and organize content, access the reporting wiki, and more! This course is recommended for all Cognos users (Consumers and Authors). Participants must have access to Cognos to take this course.

To register for this training navigate to http://training.brown.edu/index.php?forgroup=staff

Requesting an Ad Hoc Sponsored Projects Report

All Sponsor Projects report requests should be sent to:

OSP_Reporting@brown.edu

In addition, a new form has been created to be used to request ad hoc reports:
http://research.brown.edu/pdf/OSP_Report_Request_Form_12_10.doc .