



NOVEMBER 2017

Office of Sponsored Programs Monthly Bulletin

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Welcome Message from the Director

Welcome to the first Bulletin from the Office of Sponsored Programs! Many of you have known me from my previous role as a Contracts and Clinical Trials Administrator. In my new position, together with my talented OSP team, I look forward to continue working with you towards improving our research enterprise.

Through this Bulletin, our goal is to share on time helpful information related to sponsored activities. Important announcements and helpful reminders, sponsor updates and deadlines, training, internal and external workshops and conferences, as well as new or revised procedures or helpful hints and topics of interest on grant or contract award processing and administration are just some of the highlights.

In this issue, you have an opportunity to meet our team through a brief description of who we are and what we do. Please give special attention to the articles related to the Grants.gov Workspace transition, including registration and training information. Note that submissions that currently route through Grants.gov, other than NIH, NSF and NASA, become mandatory on Workspace after December 1, 2017.

OSP website is undergoing several changes in an effort to make it a more interactive tool for faculty and staff who engage in research activities. We hope to announce the changes in the very near future.

Lastly, our goal is to use this Bulletin as a tool to communicate and contribute as a team. Each edition will include one or more standing topics of interest in the area of pre- and/or post-award administration therefore we invite comments, ideas and your interests to make the OSP Bulletin a document you will use and save for future reference. Most importantly, please continue to follow the quarterly OVPR Newsletter which remains the primary mechanism of news dissemination on behalf of OVPR.

I hope you enjoy this first issue!

Sincerely,

Alina Azzam-Stroia

Subscribe to the Bulletin on this website: <https://research.stonybrook.edu/node/10061>. Please help us make improvements by providing feedback.



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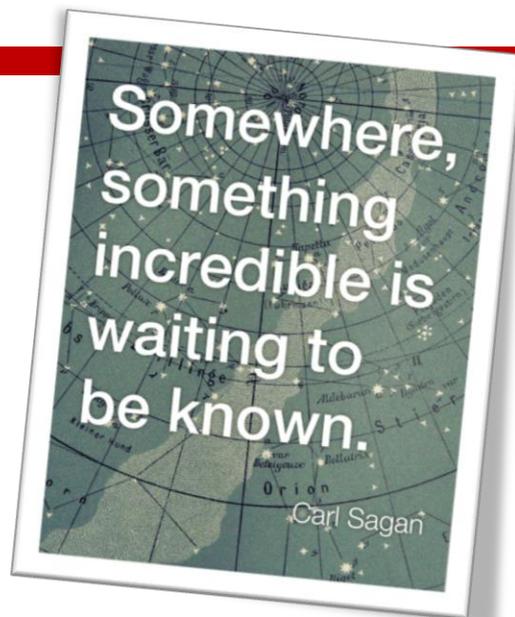
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Introducing our OSP team – who we are and what we do?



Support Staff

Kathryn Belmonte and Josephine (JoAnn) Schwarz are invaluable Support Staff responsible for providing administrative support to all of Sponsored Programs. They identify all incoming proposal/award correspondence for the Grants, Contracts and Clinical Trials Administrators on a daily basis. They have oversight for assigning rights and roles to campus users in COEUS and maintaining the electronic campus mapping for each COEUS user to ensure the proposals are routed correctly for approvals. In addition, they coordinate adding consortium members and new sponsors to the COEUS database. They are responsible for scanning all sponsored award correspondence into an electronic filing system.

Grants Administrators

The Grants Administrators in the Office of Sponsored Programs (OSP) provide assistance to faculty and their staff to secure and manage research grant awards. This involves advising in the development of grant proposals and reviewing budgets to ensure that they meet institution, sponsor, state and federal guidelines and policies. Grants Administrators provide instruction and review of COEUS system applications to facilitate OSP proposal routing and approval. They serve as liaison between faculty and sponsors to negotiate new awards, amendments to existing awards and other business matters related to the administration of an award. Upon issuance of a new award, they initiate the set-up of an award account on the Oracle based computer information system. In addition, the administrators facilitate grant transfers for new and departing faculty members.

Michele Canton

I am pleased to be part of the talented Sponsored Programs team that works diligently to ensure the timely and accurate review of proposal submissions in addition to the administration of pre-award grant matters. I take pride in my role of facilitating the success of the researchers at SBU and contributing to the important goals of the OVPR.

Susan Ciuffo

I am excited to join the Sponsored Programs team as a Grants Administrator. I have 20 years of experience in the engineering industry as a Marketing and Proposal Specialist where I managed and coordinated hundreds of submissions to various local municipalities, State, Federal, and City agencies.

Kristen Ford

After many years with Grants Management and post award activities, I joined Office of Sponsored Programs to provide pre award assistance. Combined total years of service with the Research Foundation is 15 + years.

Michelle (Shelly) Rose

Prior to Stony Brook, I worked as a Graduate Research Assistant in the Department of Anthropology at Binghamton University. While at BU, I earned a MS in Biomedical Anthropology and an MA in Anthropology. I am new here at Stony Brook and I look forward to the challenges of working on the administrative side of the grant process.

Mary Serra

I have been working in Research Administration for many years and appreciate working with the OSP team, faculty and staff and enjoy navigating through the various changes in sponsor policies and proposal submissions.

Laureen Velez

I have been a long time “pillar” in the OSP starting behind the scenes and now as a Grants Administrator. I graduated from the inaugural RF Leadership Program as well as having received my CRA in research administration in 2016.

Contracts and Clinical Trials Administrators

The Contracts and Clinical Trials Administrators in OSP advise faculty and staff in the preparation of contract proposals, budgets and the COEUS system. They draft and negotiate contracts for awarded projects to ensure compliance with institutional, state and federal regulations and policies. Contracts Administrators establish subcontracts with other institutions with funding from prime awards. They negotiate and administer any subcontracts awarded to our institution. They also authorize the establishment of accounts for awards and assist in fiscal planning and management, research compliance assurances and patent and licensing issues. In addition, they provide post-award support such as expenditure approvals, project extensions and reporting requirements.

Deborah Chalmers

I appreciate the opportunity to interact with the innovative faculty and staff involved in research. I negotiate contracts for departments in medicine, technology, engineering, arts and sciences and the humanities and enjoy the diversity. I find it most rewarding to support the research efforts of our esteemed faculty.

Annette (Anne) DePietri

I have been with the Research Foundation since 1994 and have witnessed a lot of growth and development in the research community. It's fascinating and fulfilling to play a part in bringing faculty's visions to fruition!

Shiu-Yie (Jennifer) Hsieh

I recently joined Sponsored Programs as the new Clinical Trials and Contracts Administrator. I am really excited about being part of the clinical research process, which is vital to a better healthcare tomorrow, and I look forward to working with all faculty and staff who are seeking new project opportunities or are actively involved in projects initiated.

Celeste Radgowski

I joined the Research Foundation staff at Stony Brook University after working in industry. My financial background has been beneficial to the work on the department level and in Sponsored Programs.

Account Establishment & Maintenance Unit

The Account Establishment & Maintenance Unit (AEMU) establishes and maintains all awards and projects from external sources into the Research Foundation Financial Business System. AEMU also establishes and maintains all awards, including the Campus Financial Plan (IDC Accounts); Royalty Accounts; Agency Fee Accounts; Service & Facility, Clinical Practice Management Plan and all Internal Seed Grants Programs. We monitor the progress reports and remind Principal Investigators of when their reports are due to the sponsoring agency. We initiate the IFR/Cost Share process by generating the appropriate form, as well as initiating the yearly Conflict of Interest (COI) renewals in Huron Click.

Razeema Sahib

I am the Supervisor of the Account Establishment & Maintenance Unit. I have been in Sponsored Programs for over 20 years and enjoy the daily challenges.

Jacelyn (Jackie) Dent

I have been working in the Account Establishment and Maintenance Unit for 18 years. I enjoy working with the staff in Sponsored Programs and look forward to the challenges in learning new aspects of my daily responsibilities.

Claire Foley

Started working for the Research Foundation in 1990 in the department of Biochemistry & Cell Biology Graduate Program as graduate coordinator and later joined Account Established Unit in 2005.

Paula Moore

I started working in the Office of Grants Management in 2001 and joined the Account Establishment Unit in 2005. I enjoy the daily complexities that surrounds my diverse workload.

OSP Announcements and Reminders

- Each month, the OSP Bulletin will include a topic of interest related to grant or award processing, updated procedures or helpful hints on grant or contract award processing and administration. If you are interested in a specific topic, please email us at osp@stonybrook.edu.
- Important reminder: please contact your OSP administrator as soon as you identify a grant opportunity for which you want to apply. Advance notice will provide you with detailed attention to your proposal by your OSP administrator and will ensure that sponsor deadlines are met successfully. Our proposal submission policy can be found here: <https://research.stonybrook.edu/sites/default/files/osp-deadline-policy-revision.pdf>.
- Register as soon as possible for a Grants.gov Workspace account at <https://apply07.grants.gov/apply/OrcRegister>. See article below for detailed information and note that the institutional DUNS # 804878247 will be required in order to complete the registration.
- The Office of Sponsored Programs webpage has been updated to include a new link (<https://research.stonybrook.edu/node/10051>) which will allow you to submit a request to register for an NSF FastLane account or NIH eRA Commons account.
- The Office of Grants Management (OGM) offers hands on training of the Research Foundation Report Center to all Principal Investigators and their administrators. This training uses current active Research Foundation sponsored awards/projects to demonstrate how to view encumbrances and expenditures. Please contact Cynthia Traub, 2-4886 or Cynthia.traub@stonybrook.edu to schedule a session.

Upcoming Training & Workshops

OSP Internal Training and Workshops

- COEUS training classes are available every 3rd Friday of each month. To reserve your spot, please register on our website at <https://research.stonybrook.edu/coeus#coeus-training>. For any additional questions regarding the training classes, please email Anne DePietri at annette.depietri@stonybrook.edu, or call at extension 2-4702.
- Reserve your spot for remaining Workspace training at https://docs.google.com/forms/d/e/1FAIpQLSc_hPQ2nXbtPZIdnpYRH_0Hm43xkxZJKssqNeZPZyrPXysGzQ/viewform. This class will cover key actions for applying on Grants.gov using Workspace (overview, creating a proposal on Workspace, managing roles, completing Workspace forms online and offline, submitting via Workspace).
- **COMING SOON!** We are in final stages of rolling out various training videos to further assist the campus community with different aspects of proposal preparations.

External Conferences, Workshops and Seminars

- **NCURA Traveling Workshops**
Boston, MA - November 27-29, 2017
New York, NY - December 4-6, 2017

Atlanta, GA ~ December 4-6, 2017

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

- NSF [Proposal & Award Policies & Procedures Guide](#) (PAPPG) Webinar

December 8, 2017 at 2 PM EST. Registration is now available at: <https://nsfgrantsconferences.com/pappg-update-webinar/>. The new PAPPG will be effective for proposals submitted, or due, on or after January 29, 2018.

Grants.gov Workspace- Register Now

On December 31, 2017, Grants.gov will retire its legacy, downloadable PDF application packages. As of December 1, 2017, all SBU applicants will be required to submit their applications through [Grants.gov Workspace](#), a shared, online environment where multiple users can simultaneously work on different forms within an application package. This does not apply to proposals submitted through NSF Fastlane, NIH ASSIST or NASA NSPIRES.

Each user must now [register!](#) Please be sure to register as an Organization Applicant and not an individual. Register under Organization Applicant DUNS 804878247.

For more information, access Grants.gov Workspace YouTube Channel <https://www.youtube.com/user/GrantsGovUS>

When to use ASSIST, FastLane or NSPIRES after December 1, 2017

ASSIST: Used for NIH Applications. NIH's web-based service for the preparation, submission and tracking of grant applications. ASSIST is preferable to Workspace as it allows validation to identify more potential errors prior to application submission. <https://public.era.nih.gov/assist/public/login.do>

Fastlane: Used for NSF Applications. Link: <https://www.fastlane.nsf.gov/fastlane.jsp>

NSPIRES: Used for NASA Applications. <https://nspires.nasaprs.com/external/>

Sponsor Updates

Each month, we will communicate any updates dictated by sponsoring agencies. Our office will be happy to answer any questions you may have regarding the changes.

NIH Updates

New NIH "FORMS-E" Grant Application Instructions Available for Due Dates on or After January 25, 2018

NIH issued a Guide notice [NOT-OD-17-062](#) announcing how they will be transitioning from the current forms ("FORMS-D") to the next iteration of forms for due dates on or after **January 25, 2018**. Focus of the changes include:

- New PHS Human Subjects & Clinical Trials Information Form
 - Consolidates human subjects, inclusion enrollment, and clinical trial information into one form.
 - Collects information at the study-level.
 - Uses discrete form fields to capture clinical trial information and provide the level of detail needed for peer review.
 - Presents key information to reviewers and staff in a consistent format.
 - Aligns with ClinicalTrials.gov (where possible) for future data exchange with ClinicalTrials.gov.
 - Includes attachment to comply with [NIH Policy on the Use of a Single Institutional Review Board for Multi-Site Research](#) (see [NIH-OD-17-076](#)).

- Clarification that the Research Strategy attachment should be used to discuss the overall strategy, methodology, and analyses of the proposed research, but applicants should not duplicate information collected in the new PHS Human Subjects and Clinical Trials Information form.
- Incorporation of updated appendix policy (see [NOT-OD-17-098](#)).
- Incorporation of recent Grants.gov changes to R&R Budget and SBIR/STTR Information forms.
- Discontinue use of supplemental instructions for all competing applications and progress reports
 - All information has been folded into the application guide form instructions and/or is contained in the appropriate policy website (e.g., [NIH Grants Policy Statement](#)).

All updates to form instructions are listed at: <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.120-significant-changes.htm>.

Forms-E and impacts on NIH -funded studies involving Human Subjects

The most significant change with the new FORMS-E Application Package is the addition of a new PHS Human Subjects and Clinical Trials Information form. This form consolidates human subjects, inclusion enrollment, and clinical trial information previously collected across multiple agency forms. The form collects information on human subjects and clinical trials at the study level.

- Leads applicants through the human subject and clinical trial information collection requirements
- Expands the use of discrete form fields to capture clinical trial information to provide the level of detail needed for peer review
- Presents key information to reviewers and agency staff in a consistent format
- Aligns with ClinicalTrials.gov (where possible) and positions the NIH for future data exchange with ClinicalTrials.gov

Additional Resources

https://www.youtube.com/watch?v=nz9NWFhYOG8&list=PLOEUwSnjvqBJeHcb4yai7_fDnFZFPEmQK&index=1

[Annotated Form Set for NIH Grant Applications - FORMS-E Series](#)

[High Level Summary of Form Changes: FORMS-E](#) to learn about other form changes.

ERA Commons Expansion for Prior Approvals, including the Internal Process for submission

Beginning June 2017 Carryover requests may be submitted electronically under the Prior Approval Module in NIH eRA Commons. Only a Signing Official (SO)/your OSP Grants Administrator may submit this request and under the following conditions:

- The grant is still active, meaning the project period has not ended, or a Prior Approval NCE request has been submitted by the institution requesting additional time and the grant has not gone into closeout or unilateral closeout.
- The grant does not have an Expanded authority (Expanded authority is based on the activity code of the application, or set by the IC in GM Module).
- The request date is within the current budget period date.
- The grant is not for a Fellowship application.
- An Annual Federal Financial report has been submitted to NIH by the Office of Grants Management.

The request should be made within 90 days of the project periods end date and will also allow submission of a No-Cost Extension Request at the same time.

For additional information please see eRA Commons Help Online <https://era.nih.gov/erahelp/commons/>

A video tutorial for the Prior Approval Carryover Request can be found here:

https://era.nih.gov/era_training/era_videos.cfm#carryover

Please contact your Grants Administrator in OSP and complete an internal form, the Institutional Approval/ Sponsor Request Form if you will be submitting a Carryforward request. Your Grants Administrator will submit your Carryover request to the sponsor via eRA Commons. Link to internal form: <http://research.stonybrook.edu/forms/institutional-andor-sponsor-approval-request-form>

Other Requests which can be submitted using the new expanded eRA Commons Module are:

Second No-Cost Extension Requests

Change of PD/PI Requests

\$500,000 Requests- Required six weeks prior to submitting a grant application containing \$500,000 or more in any one budget year. Please note, if the PO determines that they wish to receive the request through an electronic process, they will initiate an invitation to the PI which will open up a request in the **Prior Approval module. The PI and the Notice of Award email of the organization on the invitation will receive an email notifying them of the invitation.**

<https://era.nih.gov/erahelp/commons/>

In Addition to the Prior Approval Module, the Administrative Supplement Module is used to submit competing Administrative Supplements Requests for existing grants: <https://grants.nih.gov/grants/administrative-supplements.htm>

NSF Updates

NSF Proposal & Award Policy Newsletter

The third issue (Aug/Sep 2017) of the NSF Proposal & Award Policy Newsletter is available on the NSF website:

<https://www.nsf.gov/pubs/2017/nsf17119/nsf17119.pdf>

Issuance of a Revised Proposal and Award Policies and Procedures Guide (NSF 18-1)

A revised version of the NSF [Proposal & Award Policies & Procedures Guide](#) (PAPPG), (NSF 18-1) has been issued. The new PAPPG will be effective for **proposals submitted, or due, on or after January 29, 2018**. Significant changes include:

- Addition of a new eligibility subcategory on international branch campuses of U.S. Institutions of Higher Education;
- Revision of eligibility standards for foreign organizations;
- Implementation of the standard Collaborators and Other Affiliations (COA) template that has been in pilot phase since April;
- Increase in the Budget Justification page limitation from three pages to five pages;
- Restructuring of coverage on grantee notifications to and requests for approval from NSF, including referral to the [Prior Approval Matrix](#) available on the NSF website; and
- Numerous clarifications and other changes throughout the document.

You are encouraged to review the by-chapter summary of changes provided in the Introduction section of the PAPPG. NSF will hold a webinar to brief the community on the new PAPPG on **December 8 at 2 PM EST**. You can [sign up](#) to be notified when registration is available on their [outreach notifications website](#), by selecting “All NSF Grants and Policy Outreach Events & Notifications.” If you have any questions regarding these changes, please contact your OSP Grants Administrator.

AFOSR

Important *** AFOSR No Cost Extension Policy, including Internal Process for submitting your request

1. As per a memorandum received by AFOSR, we have been informed that all requests for a No Cost Extension (NCE) be received from the PI/University in writing at **least 30 days prior** to the expiration of the award and the request must include:

- a. Compelling Reasons for the NCE and not merely for the purpose of using unexpended balances. (Prepared by PI.)
- b. Original end date and requested extension length.
- c. SF425 showing the unexpended funds remaining. (This will be prepared by a Financial Specialist in the Office of Grants Management upon request).

2. Branch Chiefs at ONR may approve extensions when the remaining balance is up to \$100,000 **and** the requested extension is six months or less. RT or IO Divisions Chiefs provide approvals for extensions over \$100,000 **or** more than six months.

3. Defense University Research Instrumentation Program (DURIP) NCE's may receive a one-time automatic extension up to 12 months. The requests must be received in writing (or e-mail) **at least 30 days prior** to the expiration of the grant and must be approved by the Branch Chief and Grants Officer. An SF424 (financial report) is not required for DURIP extensions if there are no installations costs included.

Please contact your Grants Administrator in OSP and complete an internal form, the Institutional Approval/ Sponsor Request Form if you will be submitting a no-cost extension request. Your Grants Administrator will submit your NCE request to the sponsor. Link to internal form: <http://research.stonybrook.edu/forms/institutional-andor-sponsor-approval-request-form>

Upcoming Sponsor Deadlines

NSF Standard Deadlines:

A link to NSF due dates can be found here:

https://www.nsf.gov/funding/pgm_list.jsp?org=NSF&ord=date

NIH Deadlines:

Please find deadlines for Competing Grant and Cooperative Agreement Applications below. Also, refer to the funding opportunity announcements for deadline information as not all applications are due on standard deadlines.

The chart below can also be found on the NIH web site <https://grants.nih.gov/grants/how-to-apply-application-guide/due-dates-and-submission-policies/due-dates.htm>

General Information

- Grant applications and associated documents (e.g., reference letters) are due by 5:00 PM local time of application organization on the specified due date.
- Check the funding opportunity announcement (FOA) for due date information.
- If the FOA says "standard dates apply", refer to the table below using the activity code specified in the title of the FOA.
- Note that renewal/resubmission/revision applications may have different due dates than new applications. Read the table carefully.
- The AIDS and AIDS-related dates apply to all activity codes.

Activity Codes	Program Description	Cycle I Due Date	Cycle II Due Date	Cycle III Due Date
P Series <i>All - new, renewal, resubmission, revisions</i>	Program Project Grants and Center Grants NOTE: Applicants should check with the relevant Institute or Center (IC), since some do not accept P series applications for all three receipt/review/award cycles.	January 25	May 25	September 25
R18, U18 R25 <i>All - new, renewal, resubmission, revision</i>	Research Demonstration Education Projects	January 25	May 25	September 25
T Series	Institutional National Research Service Awards Other Training Grants	January 25	May 25	September 25
D Series <i>All - new, renewal, resubmission, revision</i>	NOTE: Applicants should check with the relevant Institute or Center (IC), since some do not accept T series applications for all three receipt/review/award cycles. Applicants should refer to the IC Table of Contacts for information for each IC's scientific/research contact for the NRSA T32 program.	January 25	May 25	September 25
C06/UC6 <i>All - new, renewal, resubmission, revision</i>	Construction Grants	January 25	May 25	September 25
G07, G08, G11, G12, G13, G20, R24, S06, S11, S21, S22, SC1, SC2, SC3, UG1, U10, U19, U24, U2C, U41, U42, U45, U54, U56 <i>All - new, renewal, resubmission, revision</i>	Other Activity Codes	January 25	May 25	September 25
R01 <i>new</i>	Research Grants	February 5	June 5	October 5

Activity Codes	Program Description	Cycle I Due Date	Cycle II Due Date	Cycle III Due Date
U01 <i>new</i>	Research Grants - Cooperative Agreements	February 5	June 5	October 5
K series <i>new</i>	Research Career Development	February 12	June 12	October 12
R03, R21, R33, R21/R33, R34, R36, UH2, UH3, UH2/UH3 <i>new</i>	Other Research Grants and Cooperative Agreements	February 16	June 16	October 16
R15 <i>All - new, renewal, resubmission, revision</i>	Academic Research Enhancement Award (AREA)	February 25	June 25	October 25
R01 <i>renewal, resubmission, revision</i>	Research Grants	March 5	July 5	November 5
U01 <i>renewal, resubmission, revision</i>	Research Grants - Cooperative Agreements	March 5	July 5	November 5
K series <i>renewal, resubmission, revision</i>	Research Career Development	March 12	July 12	November 12
R03, R21, R33, R21/R33, R34, R36, UH2, UH3, UH2/UH3 <i>renewal, resubmission, revision</i>	Other Research Grants and Cooperative Agreements	March 16	July 16	November 16
F Series Fellowships (including F31 Diversity – NOT-OD-17-029) <i>new, renewal, resubmission</i>	Individual National Research Service Awards (Standard) (see NRSA Training Page)	April 8	August 8	December 8
R13, U13 <i>All - new, renewal, resubmission, revision</i>	Conference Grants and Conference Cooperative Agreements	April 12	August 12	December 12
R41, R42	Small Business Technology Transfer (STTR)*	September 5	January 5	April 5

Activity Codes	Program Description	Cycle I Due Date	Cycle II Due Date	Cycle III Due Date
R43, R44, U43, U44, <i>All - new, renewal, resubmission, revision, AIDS and AIDS-related</i>	Small Business Innovation Research (SBIR)* Commercialization Readiness Pilot (CRP) Program*			
SB1, UB1				

If you do not see your activity code, check your Funding Opportunity Announcement or the [Activity Code Database](#).

Activity Codes	Program Description	Cycle I Due Date	Cycle II Due Date	Cycle III Due Date
All Activity Codes Cited Above <i>new, renewal, resubmission, revision</i>	AIDS and AIDS-Related Applications *Effective. Sept 5, 2015 - N/A for SBIR/STTR Applications using Standard Due Dates NOTE: See Key Dates section of funding opportunity announcement to determine if AIDS dates apply.	May 7	September 7	January 7

Review and Award Cycles

	Cycle I	Cycle II	Cycle III
Application Due Dates	January 25 - May 7	May 25 - September 7	September 25 - January 7
Scientific Merit Review	June - July	October - November	February - March
Advisory Council Round	August or October *	January	May
Earliest Project Start Date	September or December *	April	July

*SBIR/STTR, CRP Only	Cycle I	Cycle II	Cycle III
Application Due Dates	September 5	January 5	April 5
Scientific Merit Review	October - November	February - March	June-July
Advisory Council Round	January	May	August
Earliest Project Start Date	April	July	September or December*

NOTES:

The actual date of the Advisory Council may occur in the month before or after the month listed. For example, some ICs may actually hold the January Advisory Council meeting in February or the October Advisory Council meeting in September.

Awarding components may not always be able to honor the requested start date of an application. Before incurring any pre-award obligations or expenditures applicants should be aware of NIH policy governing pre-award costs prior to receiving a Notice of Award. See the NIH [Grants Policy Statement](#).

* Advisory Council Round for Cycle I applications (Cycle III for SBIR/STTR) may be August or October, and their earliest project start date may be September or December respectively.

For additional funding opportunities, visit the Office of Proposal Development [webpage](#).

Note: If you have trouble accessing any of the links in this document, we recommend that you copy and paste those links into your default browser.