

Sponsored Research - News, Updates, Reminders

May 2023

The Sponsored Research - News, Updates & Reminders is a monthly e-newsletter published by the Offices of Sponsored Programs (OSP) and Grants Management (OGM). [Subscribe through this link](#) to receive monthly information that impacts pre and post-award administration. Do not miss out on receiving up to date announcements, Sponsor updates, training opportunities and much more!



Sponsor Updates

NIH Updates

Updates to Funding Opportunity Terminology (NOT-OD-23-109)

NIAID Encourages Early RPPR Submission

NSF Updates

"For Comment" version of the NSF Proposal & Award Policies & Procedures Guide published in the Federal Register

NSF Virtual Grants Conference - June 5-8, 2023

myResearch Updates and Reminders

OSP Announcements and Reminders

OGM Announcements and Reminders

Research Community Corner

Training, Workshops and Other News

Team Spotlights

Sponsor Updates

NIH Updates



Updates to Funding Opportunity Terminology (NOT-OD-23-109)

The purpose of this notice is to notify the extramural community that NIH is transitioning to updated terminology regarding funding opportunities to better align with the Uniform Administrative Requirements as outlined in 2 CFR Part 200.

Effective immediately, NIH will use the term notice of funding opportunity (NOFO) to refer to formal announcements of the availability of Federal funding through a financial assistance program. Previously, such announcements were referred to as funding opportunity announcements (FOAs). See the NIH Grants & Funding Glossary for the full definition.

NIH is currently updating websites, documents, and other resources to reflect the new terminology.
NIAID Encourages Early RPPR Submission

Please be advised that the NIAID is encouraging all recipients with RPPRs due in July to submit the RPPR one month prior to the NIH due date. This means that if the RPPR is due by July 15th, NIAID encourages submission by June 15th. The NIAID is encouraging early submission of RPPRs so they can review and potentially issue FY 23 awards earlier. Additionally, the NIAID anticipates placing a term requiring early submission of RPPRs for all awards cycling in September. Please be mindful of this change in RPPR due date for any upcoming deadlines.

NSF Updates



"For Comment" version of the NSF Proposal & Award Policies & Procedures Guide published in the Federal Register

NSF published a notice in the Federal Register announcing the availability of the "For comment" draft of the Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 24-1). The Foundation is accepting comments from the external community until cob June 12, 2023. The draft PAPPG is available on the Policy Office website.

To facilitate review, revised text has been highlighted in yellow throughout the document and explanatory comments have been included in the margins, where appropriate.

Any questions should be directed to the Policy Office at policy@nsf.gov.

NSF Virtual Grants Conference - June 5-8, 2023

Join the National Science Foundation for the Spring 2023 NSF Virtual Grants Conference, to be held during the week of June 5, 2023. Registration is open! To register for this free event, visit [NSF's conference website](#).

Just like the in-person grants conferences, the NSF Virtual Grants Conference is a must, especially for new faculty, researchers and administrators.

Highlights include:

- New programs and initiatives
- Proposal preparation
- NSF's merit review process
- NSF directorate sessions
- Award management topics
- Conflict of interest policies
- NSF systems updates

The NSF Grants Conference is designed to give new faculty, researchers, and administrators key insights into a wide range of current issues at NSF. NSF staff will provide up-to-date information about policies and procedures, specific funding opportunities and answer attendee questions.

myResearch Updates and Reminders

Grants

Pre-award budget revisions:

Great news, you've received a notification that your proposal has been recommended for funding, however, the sponsor has requested a reduction or revisions to your budget, prior to award. Now what? The steps will involve copying the budget in your original myResearch Funding Proposal (FP), completing the questions in the budget revision tab and completing the budget and budget justification on the sponsor forms, as per the specific sponsor policy. A new set of improved, step by step guidelines with screenshots are being developed by OSP and will be disseminated broadly within the next few weeks. Please always advise your OSP Specialist and send a copy of the sponsor notification via email to our attention. We are here to help and our goal is to assist you and guide you through the process to obtain your notice of award!

Agreements

Reminder:

If you will be engaging in a clinical trial or a testing/lab study, please make sure to log into the myResearch Agreement module and create the agreement log. The system will walk you through questions on the smart forms that are specific to your project. Once the smart forms are completed, click on submit and your Contract team member will be in touch. As a reminder, all agreements that flow through The Research Foundation and are supported by the Office of Sponsored Programs (OSP) can be initiated either by OSP or by the PI/their research administrative staff. [For questions regarding agreements, reach out to osp_contracts@stonybrook.edu.](mailto:osp_contracts@stonybrook.edu)

OSP News, Announcements and Reminders

Resources/Templates Available

The OSP website includes a number of valuable resources to aid in the [development](#) and [submission](#) of funding proposals including information related to:

- [budget development](#)
- [institutional numbers/IDs](#)
- [fringe benefit rates](#)
- [facilities and administrative](#) (F&A or indirect cost) rates.

Sponsor specific guidance and resources for [Department of Energy](#), [National Institutes of Health](#), and [National Science Foundation](#), including templates for required documents, can be found in the [Sponsor Info section of the OSP website](#). This information is continually updated to be responsive to changing sponsor guidance and requirements with recent additions related to the DOE PIER Plan, NSF Safe and Inclusive Plan, and NIH Data Management and Sharing Plan. Also, check out the [Grant Proposal Resource Repository](#) developed by OPD and available on SharePoint. This repository contains checklists, templates, and successful proposal examples.

RPPR (Progress Report) & Effort Reporting

The OSP Post-Award Grants Team assists with all questions regarding post award actions on your grant and cooperative agreements. Each month, we plan to feature a quick reference guide for a specific post award action. This month, we focus on effort reporting in your [Research Performance Progress Report \(RPPR\)](#). Effective with the [Federal Register Notice](#) in 2016, federal agencies adopted a uniform format for reporting performance progress on Federally-funded research projects. The Research Performance Progress Report (RPPR) as it is widely referred to captures standard cover page data elements and reporting categories across Federal agencies (ie NIH, NSF, DOE, DOC, DOD and others). One such category is information related to - *Participants & Other Collaborating Organizations*. Within this category, we are asked, *What individuals have worked on this project?*, and their associated effort. We offer the following guidance in responding to this field:

- Please list the effort of all personnel (not just key personnel) who participated on the project in the reporting period, regardless if that effort was paid or unpaid from the grant.
- Effort reporting should be consistent with what was listed in the original funded application or approved via subsequent award modifications as well as what is being reported in [Effort Certification and Reporting Technology \(ECRT\)](#).
- *Unpaid* effort during the summer for faculty with academic year appointments **cannot** be reported. The University can only certify paid effort and cost shared academic year or calendar year effort.
- Please share your draft report with the Post Award Team (it can be forwarded to OSP_postawards@stonybrook.edu) prior to submission. The Post Team will review the RPPR for compliance with Sponsor, NoA, FOA and Institutional guidelines and will provide comments and suggested edits.

- Effort discrepancies can be resolved upon submission of [award modification requests](#) and with institutional approval via myResearch.
- Please be mindful that although you may be working on the project all year, nights, weekends etc., effort reporting centers on regular working hours as effort outside those hours cannot be certified by the University. Please also take into account your institutional responsibilities that include teaching, service and/or clinical duties that may have an impact on your overall annual effort.
- It is important to remember that sponsors view effort to determine the personnel's ability to participate on a project given competing responsibilities and whether there is any scientific or budget overlap overall. They are also confirming whether there are any foreign influence concerns with personnel participating on a project. Comprehensive and accurate reporting ensures you as PI and the University are meeting the terms and conditions of your sponsored award.

OSP Staff Updates

Welcome **Josephine Marrali!** Josephine joined our team as a Contracts/Clinical Trials Officer on April 17, 2023. She received her law degree from New York Law School and her undergraduate degree from Boston University. Prior to working in research administration, Josephine practiced trademark law and general commercial litigation. She then joined the Office of Sponsored Programs at Cold Spring Harbor Laboratory and served as a Subaward Specialist for 7 years. Josephine is excited to be a member of the Stony Brook University team and looking forward to combining her legal background and grants administration experience.

This month, our office bid farewell to **Jessica Gretencord-Steiner**. For those who had the pleasure to work with her during her short tenure at Stony Brook University, I am certain that they recognized Jessica's professionalism and great personality that she brought to every situation. The Departmental Assignment webpage has been updated to reflect any changes for the portfolios handled by Jessica.

Job Opportunity in OSP

Do you want to be part of a fast-paced environment where your work has a direct impact on SBU's research mission? The Office of Sponsored Programs is currently recruiting for a Contracts and Subawards Specialist in the Contracts Team. Anyone interested can find more information on this link [2301378 - Contracts and Subawards Specialist](#) or the [SBU Jobs webpage](#).

Reminders

[Please contact your Specialist](#) 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 Specialist and will ensure that sponsor deadlines are met successfully. [View our proposal submission policy](#).

Below are the main inboxes in use at OSP. Please use these inboxes based on their descriptions.

osp@stonybrook.edu - This inbox is responsible for all general inquiries, proposal requests, research system access requests, and issues for OSP.

osp_contracts@stonybrook.edu - This is the main inbox for the contracts, subaward and clinical trials team. Directing all inquiries, and especially supporting documentation, to this general email box will

ensure all matters are logged in and routed to the Contracts/Clinical Trials or Subaward Specialist assigned to assist you.

osp_postawards@stonybrook.edu - This new inbox must be used for communication on new and existing awards, as well as post award administration functions involving funded sponsored research projects.

ovpr_myresearchgrants@stonybrook.edu - This is the main inbox for inquiries related to the use, navigation or inquiries related to myResearch Grants module.

OGM Announcements and Reminders

RF Payroll and OGM - Payroll Form Review Department Administrator Committee

Included in this e-Newsletter is the [PowerPoint from the joint RF Payroll and OGM DAC presentation](#) held on March 23, 2023.

Additionally you will find a [payroll date calculator](#) as well as an [effort conversion tool](#) that you may find useful. When using the payroll calculator be sure to update the correct fields for fringe rates that correspond to the Salary Type on your forms.

We are working on a plan to host a second session with the HRS/Payroll team to review Fellowship forms on June 15th. *Watch for the invitation.*

Research Foundation Summer Salary

Summer Employment Guidelines | Human Resources (stonybrook.edu)

RESEARCH FACULTY AND POSITIONS WITH AN ACADEMIC YEAR OBLIGATION

Research Faculty and positions WITH an academic year obligation. The defined summer period begins May 22, 2023 and ends August 18, 2023. These appointments must be approved by the Dean.

Typical Title(s) Utilized: Principal Investigator; Co-Principal Investigator

How to Hire? Visit [Required Documentation for Hiring](#). Up to 2.5 Months

Campus policy permits, subject to sponsor constraints, the recovery of 2.5 months of full time effort on sponsored projects during the summer (see [attached payroll schedule for paperwork submission dates](#)).

Between 2.5 to 3 Months

Requests for more than 2.5 months (55 days), not to exceed 3 months of salaried effort for this calendar year, must be fully justified and approved by both the Chair and the Dean's office prior to submission to the RF Payroll office.

The requests should must:

- Identify the specific funding Project and Award
- Address the faculty member's dedication of effort during the prior academic year.

Research Foundation Bank of America PCard and Travel Card

Thank you to everyone who has applied for the Research Foundation (RF) Bank of America credit card. The program that launched in the fall of 2022 offers an all-in-one card which can be used as a Procurement-Card (P-Card), Travel Card (T-Card), and Non-Employee Travel Card (NET-Card) to alleviate out-of-pocket expenses.

For more information and to apply for an RF Credit Card, Stony Brook employees (both State and RF) can [visit the Procurement website](#).

When determining if you should apply for an RF card, please consider that the following services are no longer available and can be accomplished using the RF card.

- The Research Central Travel Account (previously arranged via Euro Lloyd or Direct Travel)
- Travel cash advances (with the exception of cash advances for subject cost and field expenses)
- Buyer-assisted Amazon purchases through WolfMart. *RF Credit Card holders will use the Amazon WolfMart punch-out to purchase directly from Amazon going forward. These purchases will be reconciled through Concur using the Non-Travel policy to resolve credit card transactions.*

For questions, please email sbu_travel_expense@stonybrook.edu.

All transactions that are charged to the Bank Of America PCard/Travel card are reconciled in Concur. Once card holders submit for approval by the Account Director the workflow routes to OGM for review and approval against the Sponsored Award to ensure that the costs are in keeping with the specific terms and conditions and all related sponsoring agency regulations. We will continue to review and approve provided the charges are necessary, reasonable and allocated to the Award(s) that benefited from the expense.

Card holders will be responsible for corrections to the correct expenditure type and if an Award cannot support charges presented for reconciliation. PCards should not be used in the final 30 days of the active Award period.

Contact Sheila Routh sheila.routh@stonybrook.edu with your questions or concerns regarding the decision to apply for the RF BoA P/Travel Card.

WolfMart Live Training is Now Available!

Are you new to WolfMart and unsure of how to use it? Or an existing WolfMart user that could benefit from a WolfMart refresher? Procurement now offers LIVE WolfMart training classes via Zoom! This comprehensive training course covers all the basics of WolfMart: site navigation, how to put through requisitions and purchase orders, various special request forms and when to use each, as well as tips and tricks. Training sessions are held on the 2nd and 4th Thursday of the month. [Register for a WolfMart Live training session](#).

Reminders

OGM email

The Office of Grants Management maintains several monitored email boxes as outlined here.

ogm_ovpr@stonybrook.edu, for incoming documents that require processing, such as a material and services requisitions for recharging, paper travel reimbursements for non-employees and for general inquiries. Please be sure to include all Award/Project information in your email so we can properly direct your inquiry.

sbu_subrecipient_invoice@stonybrook.edu, for incoming subaward invoices from partnering institutions that are collaborating with SBU PIs to report expenditures and request payment against active agreements on sponsored awards.

ogm_billing@stonybrook.edu, for incoming payment information from those sponsors that pay The RF for SUNY for sponsored and non-sponsored research activity.

Did you know?

Electronic Authorized Signatory - ERAS

ERAS is a campus wide system that allows Account Directors for both State and Research Foundation Projects to assign levels of signing authority as well as the ability to delegate users on their behalf. The delegations are integrated with expenditure business systems including Wolfart, iLab, Concur.

Account Director is the PI of the RF Project number, who has the primary authority to commit and spend account funds. The Account Director can delegate authority to Account Assistants and Signatory Delegates.

Below are the levels of delegation that an Account Director can assign users. To add a delegation the users Solar ID number is needed.

Account Assistant is appointed by the Account Director and gives the authority to act on behalf of the Account Director to assign Signatory Delegates and additional Account Assistants. Account Assistants **do not have the authority to commit or spend account funds unless they are also designated as a Signatory Delegate.**

Signatory Delegate is appointed by the Account Director or Account Assistant and has the authority to commit and spend account funds on behalf of the Account Director. Signatory Delegates cannot view assigned delegations. Only Account Directors and/or Account Assistants will be able to log-in to view account information.

iLab user is an individual appointed by their PI's to assist in the purchasing of items through the iLab system. iLab users do not have the authority to approve orders, but have the ability to request goods and services from the School of Medicine's Core Facilities. iLab users must submit the order to the Approver for final review and completion of the requisition.

WolfMart Requester is an individual appointed by their PI to assist in the purchasing of items through the WolfMart system. Requesters do not have the authority to approve orders, but have the ability to search for items and also complete accounting information when creating the requisition. The Requester must submit the requisition to the Account Director or Delegate for final review and completion of the Wolfmart order.

Traveler is an individual that is authorized to submit travel requests and expense reports in the campus Concur travel system, using the assigned Project number. Note: If a Traveler is already an Account Director or a Signatory Delegate they do not need to be also listed as a Traveler.

[View more information and to log into ERAS](#)

Research Community Corner

The Research Community Corner is designed to provide our campus administrators and researchers with the opportunity to connect with our two central offices, OSP and OGM, by sharing important topics, updates, experiences, best practices which would help build a common understanding around pre and post-award research administration. Other relevant news or topics of interest we would like to know and share include department or unit changes due to retirement, reorganization, new hires; meaningful resources; helpful tips; training and support requests or ideas to peer administrators or faculty; OSP/OGM employee recognition messages. As always, OSP and OGM will work with departments to ensure faculty and research administrators have correct system access and provide training to those who are unfamiliar with OSP/OGM processes.

[Share your news, ideas, best practices, or topics of interest!](#)

Topics must be submitted to us no later than the third Friday of each month in order to be reviewed and considered for publication.

Training, Workshops and Other News

Have questions on a specific topic?

The Offices of Sponsored Programs and Grants Management launched a new webpage which allows you to find your contact information in our offices, as well as other units in OVPR, by searching a specific topic. [You can access the information here.](#)

myResearch Grants Training Sessions

myResearch Training sessions: myResearch Grants is the campus approval system required prior to the submission of all funding applications to a sponsor. OSP offers hands-on training classes, via Zoom, to instruct participants on how to build a sample funding proposal in the myResearch Grants Test environment, including how to fill out the smart forms, complete the main FP section with required attachments, budget sections and credit split section. We will also discuss routing, revising the FP and answer any questions that you may have about the process. [myResearch Grants Training dates will be announced later this summer on the OSP-OGM webpage.](#)

OSP Upcoming Workshops

Save the Date! OSP and OPD will be offering "A How-to Guide for SciENCv " training on **June 7, 2023, 10 am to 11 am** in preparation for the upcoming requirements. Visit the [Upcoming Workshop on the OPD website](#) to complete registration.

External Newsletters

[Access external newsletters on the OSP-OGM website](#) for the most up to date information from Grants.gov, NIH and other agencies. The link to the latest [Grants.gov April Newsletter](#) is included for your convenience.

Standard Deadlines

- National Science Foundation: [Standard due dates can be found on the NSF website](#).
- National Institutes of Health: [Deadlines for Competing Grant and Cooperative Agreement Applications can be accessed on the NIH website](#).

[For additional funding opportunities, visit the OPD webpage.](#)

Team Spotlights



Who is working on a cool new project and why? Working with someone who exceeded your expectations? This section will focus on recognizing the great service provided, and the good that happens on a daily basis in OSP and OGM.

To **Corinne Lenz, OGM** - *“Special thanks for SBU's grant and procurement experts for your efforts.”*
(Faculty, Electrical and Computer Engineering)

To **Steven Spaccarelli, OSP** - *“Thank you for your help, guidance and patience. I hope ...we would have the pleasure of working with you again...and again sprint to the finish line.”* (Faculty, Materials Science and Chemical Engineering)



“Nothing in life is to be feared, it is only to be understood. Now is the time to understand more, so that we may fear less.”— Marie Curie