

Sponsored Research - News, Updates, Reminders

December 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!



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Sponsor Updates

NIH Updates & Reminders

Reminder: Updated Policy Guidance for Subaward/Consortium Written Agreements, effective January 2, 2024



Effective January 2, 2024, written agreements for foreign subawards must contain a provision requiring foreign subrecipients to provide access to copies of all lab notebooks, all data, and all documentation that supports the research outcomes as described in the progress report, to the primary recipient with a frequency of no less than once per year, in alignment with the timing requirements for Research Performance Progress Report submission. Such access may be entirely electronic. This policy change is applicable to both new and existing awards.

See the **OSP News section** below for a revised Subrecipient Commitment Form and more relevant information regarding this new federal requirement.

Simplifying Review of Research Project Grant Applications

NIH is implementing a simplified framework for the peer review of the majority of competing research project grant (RPG) applications, beginning with submissions with due dates of January 25, 2025. The simplified peer review framework is designed to:

1. Enable peer reviewers to better focus on answering the key questions necessary to assess the scientific and technical merit of proposed research projects:
 - Should the proposed research project be conducted?
 - Can the proposed research project be conducted?
2. Mitigate the effect of reputational bias, refocusing the evaluation of investigator/environment to within the context of the proposed research.
3. Reduce reviewer burden, shifting policy compliance activities to NIH staff.

Webinar Recording Available: take some time to review the recording of the public webinar held on November 3rd and read more about the simplified review framework on NIH's website.

NIH NEXUS - December 2023

Check out the latest [NIH Extramural Nexus](#) for important information and NIH related relevant news, including on how to participate in a pilot of Data Management and Sharing Plan templates, NIH closures for federal holidays, and much more.

NSF Updates & Reminders



NSF 2023 Virtual Grants Conference Video Recordings Available Online

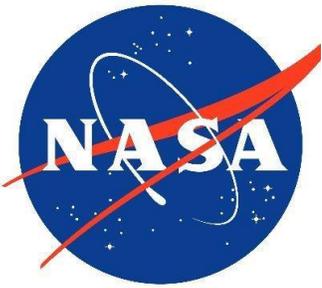
The NSF Grants Conference is designed to give new faculty, researchers, and administrators key insights into a wide range of current issues at NSF. NSF staff provided up-to-date information about policies and procedures, specific funding opportunities and answered attendee questions. Visit the [NSF Conference Agenda page](#), click on the Information button of the relevant session you wish to view and you will be taken to the video recording and have the ability to download the presentation slides.

Highlights included:

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

Missed the recent Dec 4-7 virtual conference last week? Check out the [conference sessions video recordings](#) online in the resource center.

NASA Reminder



NASA's Updated COI Policy effective December 1

Through a [Grant Information Circular \(GIC\)](#) dated August 21, 2023, NASA effectuated revisions to the "[Grant and Cooperative Agreement Manual](#)" (GCAM) section 3.3, "Conflicts of Interest Policy", and implemented a revised conflict of interest (COI) disclosure policy for grant and cooperative agreement recipients. The policy in Appendix A defines key terms, outlines grant and cooperative agreement recipients' COI policy and disclosure requirements, describes actions that NASA will take when a COI is disclosed to the Agency, and provides a term and condition that will be incorporated into new and amended awards. This policy was designed to standardize NASA's COI disclosure requirements with those of other Federal research funding agencies to the greatest extent practicable. This GIC became *effective on December 1, 2023*. Upon this effective date, the term and condition in Appendix A will be placed into all new and amended grants and cooperative agreements. Award recipients will be expected to comply with the disclosure requirements in the revised COI policy.

myResearch Updates and Reminders

Important Information for Reviewers and Approvers in myResearch Grants

Before the end of the year, the Office of Sponsored Programs will send an email notification to all the current unit reviewers and approvers in myResearch Grants for an annual verification of names and roles. If you are a designated proposal reviewer and are aware of any changes in your unit, please send us an email at osp@stonybrook.edu and request the appropriate personnel changes. We appreciate your cooperation with this process.

General myResearch Reminders

- 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.
- Off Campus Determination: The Off Campus rate applies when all or greater than 50% of project personnel effort will take place at an off-campus location over the full period of performance or for longer than 50% of the award period. Note that convenience, telecommuting, conferences, and incidental travel do not qualify for the off-campus determination. The Facilities and Administrative/Indirect Cost (F&A/IDC) Off-Campus Rate Request Form must be completed for all off campus rate requests and must be uploaded to the General Proposal Information page, Field 9.0. Select 100% off campus in question, Where will the majority of the project activities take place?, and Yes to the question, DHHS F&A Rate applies? MyResearch will prompt you to upload the completed/signed request form.

OSP News, Announcements and Reminders

Revised Subrecipient Commitment Form in response to new NIH updated policy guidance

All subrecipients, as well as potential subcontractors who anticipate funding under a federal or non-federal contract, should complete a [Subrecipient Commitment Form](#) when participating as a subrecipient or subcontractor in a proposal submitted by Stony Brook University. This form provides a checklist of documents and certifications required by prime sponsors, and it must be endorsed by the subrecipient's authorized institutional representative prior to proposal submission.

Effective January 2, 2024, the National Institutes of Health (NIH) will require award recipients to address the following in subaward agreements with foreign subrecipients:

“For foreign subrecipients, a provision requiring the foreign subrecipient to provide access to copies of all lab notebooks, all data, and all documentation that supports the research outcomes as described in the progress report, to the primary recipient with a frequency of no less than once per year, in alignment with the timing requirements for Research Performance Progress Report submission. Such access may be entirely electronic.”

At the proposal stage, the NIH expects language to be included in the subrecipient's Commitment Form to indicate that the subrecipient is aware of these requirements and can/will comply. OSP has updated its [Commitment Form](#) to satisfy this requirement.

The NIH also expects recipients to update existing foreign subaward agreements within 60 days of the effective date (January 2, 2024) to address the requirement. OSP's Subawards Specialist will contact the PIs that are currently engaged in foreign subaward collaborations under their NIH awards in order to assist in ensuring compliance with this requirement for foreign subawards. PIs or research administrators are encouraged to submit purchase requisitions requesting amendments as soon as possible for existing NIH-funded foreign subawards to meet the NIH deadline.

Principal Investigators (PIs) of projects with foreign subrecipients will need to obtain access to the documentation specified above from their foreign subrecipient(s) annually as part of their RPPR

preparation and submission. PIs must also ensure progress reports and all other required lab notebooks and data are consistently and fully accessed and provided to the NIH upon request. Lastly, PIs are encouraged to reach out to OSP's Subaward Specialist (selamu.shega@stonybrook.edu) with any questions related to subrecipient relationships and these new NIH requirements.

Quick Subrecipient Related Fact

Stony Brook University participates in the [Federal Demonstration Partnership \(FDP\) Clearinghouse](#) where PIs and research administrators can look up subrecipient information. The purpose of this effort is to reduce the administrative burden associated with verifying standard information for each and every subaward between institutions when acting as either a Subrecipient or a Pass-Through Entity.

SBU makes All of Us Research Hub accessible to researchers with a new institutional Data Use Agreement

The [All of Us Research Hub](#), part of the National Institutes of Health (NIH) All of Us Research Program, stores health data from a diverse group of participants in the All of Us research program. The Research Hub has tiered levels of access to participant data: public data (no login required); registered data (login required); and controlled data (additional approval required), that incorporate strict data use policies. The program's [tiered data access model](#) allows registered researchers to work with different data types, such as electronic health record data and genomic data, while also [protecting participant privacy](#).

SBU has an agreed institutional DUA with All of Us, which permits SBU researchers to apply directly for access to a vast pool of health data. A list of [all other participating institutions can be found here](#). A copy of the institutional DUA can be provided by OSP to the investigators approved to get access to the hub.

Researchers can apply for access through the All of Us [Research Hub](#) website and [register for an account](#) to begin the onboarding process. After the account is created, researchers must log in, complete an SBU developed intake form for data access, complete all required training, and sign a Data User Code of Conduct. As detailed in the Data Use Policies, participant-level data may not be downloaded, copied, or otherwise extracted from the Research Workbench. SBU's approval is needed to get access.

Who approves access at SBU?

The Office of Research Compliance would be able to approve access to the registered data as well as the controlled data hubs after their review of the intake form and IRB information. For controlled data access, additional review and internal security approvals may be required.

A sample intake form for data access is included below. For any questions, please contact the Office of Research Compliance at orc_ovpr@stonybrook.edu. Dawn Alomar, Assistant Director of Contracts in the Office of Sponsored Programs, can also be contacted for general information and guidance regarding this program and steps required for access.

Sample Intake Form

Requester:

Email:

Department:

Role/Job Title:

Principal Investigator:

Controlled Tier Interest:

Description of Controlled Tier data that will be accessed and how that data will be used:

Do you have an approved IRB protocol number?

What is your approved IRB Protocol number?

If the use of the data is not for research purposes as approved by an IRB, please explain the activity you wish to use the data for:

Please provide the name of the Workspace you will create in the Controlled Tier:

What SBU computers/technology devices will you be using to access the *All of Us* data platform for the purposes of this endeavor? Please provide the device name:

Are students participating in this initiative?

I understand I am subject to subsection 301(d) of the Public Health Service:

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 Clinical Trials Officer. Anyone interested can find more information on this by accessing the [Contracts and Clinical Trials Officer posting](#) or the [SBU Jobs webpage](#).

OSP 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 News, Announcements and Reminders

Campus change to orders for Tanked Gas

Effective 10/1/2023 the campus procedure for ordering tanked gas was migrated into Wolfmart, discontinuing the use of iLab for these needs. In the interest of maintaining the quickest turnaround time for these orders OGM and Procurement have partnered to create an OGM skip step for orders under \$500, which we believe encompasses most of the orders that are submitted. This will have no impact on the process when placing an order; it will just mirror the review and approval process in iLab for orders below \$500.

Many thanks to Sean Dremody and Lynn Meyer in the Procurement office for their planning and execution of this idea.

News from the Graduate School

In collaboration with the Office of Grants Management and Procurement, the Grad School Finance team is pleased to announce a new process for tuition recharges, related to returns on training grants. This will streamline processing and allow Departments to receive their returns in a more timely manner.

This process is NOT applicable for charges to collect Tuition on Research Grant (ToRG) program which is executed by OGM in unison with Graduate Student appointments to Sponsored Awards.

Contact the [Graduate School Finance team](#) for the step by step process instructions.

End of Award Period Expenditures

Expenditures in the final 90 days of the active Award period must be necessary for the conduct of grant activities and be for items that will be fully utilized prior to the end of the award. Expenditures during this time period must clearly reflect why the items are needed and represent a quantity that is reasonable for the time that they will be utilized. Items of long-term use, such as computers and computer accessories, equipment, and service agreements that exceed the award end date, should not be submitted for consideration.

Procurement of equipment and supplies may not be purchased simply to use an unobligated balance remaining at the end of the project and these costs are highly scrutinized during audit and are targets for disallowed cost. The [annual federal cost audit](#) targets end of award charges to confirm that there is satisfactory evidence that all costs are necessary, reasonable and will be utilized within the award period. The OGM approval process serves to document this review and is critical to our federal cost accounting standard compliance. [2 CFR 200.402-.405](#).

Bank of America Credit Cards cannot not be used during the final 90 days of active award periods. These transactions are not encumbered and may not be charged back to Award funds until 45/60 following expenditure date, therefore award funds may not be available creating a disallowed expense that cannot be charged back to intended award.

Summer 2023 Effort Certification

Effort statements for the reporting period of May 20, 2023 through August 27, 2023 have been released and are ready to be certified. If a proxy certifier or restricted effort coordinator was delegated the authority to certify effort on your behalf, please ensure that your delegate has all necessary information to perform this task. All Effort Statements for Summer 2023 are due by December 18, 2023.

Some campus users have reported that the email notification went to their Spam Inboxes. Please share this with your PI's and Effort Reporting Proxy certifier.

If you are a proxy certifier/restricted effort coordinator, please work with the PI to ensure that you have all necessary information to complete this task.

All effort certifications are due by December 18, 2023. If you have any questions, please send an email to effortreporting@stonybrook.edu.

OGM email reminder

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

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.

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](#)

Training, Workshops and Other News

OVPR December Schedule

OVPR will be closed on December 25, 2023 and January 1, 2024. Normal business will resume Tuesday, January 2, 2024.

Additionally, OVPR's office hours will be 9 am - 3 pm EST from December 26, 2023 to December 29, 2023. OSP and OGM will be available for calls and virtual meetings as needed during those hours. Please plan accordingly any proposals/award actions with deadlines during the modified office hours. Urgent matters that arise after 3:00 pm on each of those days may be sent to osp@stonybrook.edu (OSP) or ogm_ovpr@stonybrook.edu (OGM).

The Early Career Workshop Series for Stony Brook Researchers

The Office of Proposal Development (OPD) and Office of Sponsored Programs (OSP) have teamed up to present the 2023-2024 Early Career Workshop Series for Stony Brook Researchers! This virtual workshop series began on Thursday, October 19th and includes seven workshops. The series will walk researchers through the following topics: Introduction to OSP/OPD (October 19), Introduction to Various Sponsors (November 9), Understanding a Funding Opportunity Announcement (December 14), Common Proposal Elements (January 11), How to Construct a Budget (Feb 8), Regulatory Compliance (Mar 7), and Engaging with a Program Officer (April 11). Each session will take place from noon to 1 pm and [registration for the virtual series can be completed at this link](#). We hope to see you there!

SciENcv Training

Save the Dates! OSP and OPD will be offering quarterly "A How-to Guide for SciENcv" training to assist in preparing personnel documents with the new requirements. The next training will be December 20, 2023, 10 am to 11. Upcoming dates will be March 20, 2024 and June 12, 2024, times TBD. Keep checking the [Upcoming Workshops on the OPD website](#) for registration availability.

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](#).

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](#).

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.](#)

Registration is now open for the Federal Demonstration Partnership (FDP) Virtual January 22-24, 2024 meeting

This meeting will follow the same concurrent session schedule as our past January FDP meeting. The agenda and schedule are forthcoming and will be released shortly. As always, session summaries, presentations, and videos will be offered post-meeting. This meeting will include sessions on the following topics:

- Federal NSPM-33 Research Security Training Modules: Overview/Introduction and Panel Discussion
- NIH Data Management & Sharing Pilot Update
- SciENCv & Common Forms
- The Role of AI in Research Administration
- And more!

[Access FDP's website for more information and to register.](#)

External Newsletters

[Access external newsletters on the OSP-OGM website](#) for the most up to date information from Grants.gov, NIH and other agencies.

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.

Campus feedback is always appreciated!

To OSP and OGM: *"Thank you all so much for taking the time to meet with us...and for your tremendous support on this project. And in general! We really appreciate you all individually and collectively, and all you do to enable New York Sea Grant."* (Sea Grant Administration)

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 to be reviewed and considered for publication.



"December: A month of lights, snow, coziness, and feasts; time to make amends and tie up loose ends; finish what you started and make your wishes come true." — Unknown

The Offices of Sponsored Programs and Grants Management would like to extend warm wishes to all our readers for a happy holiday season and a Happy New Year. Thank you for your continuous support, work and commitment to expanding Stony Brook University's research enterprise. We look forward to working with you in 2024!