

Sponsored Research - News, Updates, Reminders

February 2024

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: Guidance on Salary Limitation for Grants and Cooperative Agreements FY 2024 (NOT-OD-24-057)



This important Notice provides information regarding the salary limitation for NIH grant and cooperative agreement awards and extramural research and development contract awards.

The Consolidated Appropriations Act, 2023 restricts the amount of direct salary to Executive Level II of the Federal Executive pay scale. The Office of Personnel Management recently released new salary levels for the Executive Pay Scale. **Effective January 1, 2024, the salary limitation for Executive Level II is \$221,900.** See [NOT-OD-24-057](#) for the full announcement.

NIH All About Grants Podcast: Ins and Outs of Training Grants (miniseries)

February 26, 2024: [NIH All About Grants Podcast](#): Ins and Outs of Training Grants (miniseries) (NIH Extramural Nexus) [Institutional training grants](#) help prepare undergraduates, predoctoral students and postdoctoral scholars for careers in biomedical and behavioral research. [Part 1](#) of this [NIH All About Grants podcast](#) miniseries dives into considerations for developing training grant applications and the review process, and [part 2](#) focuses on post-award monitoring, mentorship, and provides insights for trainees. The discussion focuses on [Kirschstein-National Research Service Awards](#) (T32 and T34), but the advice is generally applicable to other training grant programs.

NIH 2024 Grants Policy Updates

OPERA shared the latest policy updates at the most [recent NIH webinar on January 31, 2024](#). Updates related to budget, policy, system process, compliance updates, and policy reminders were discussed. For more information about the above mentioned updates, visit the [NIH website](#).

NIH Closeout Notices

NIH's "[Until Closeout Do We Part](#)" briefly discusses the new notices that have been put out regarding award closeout and the timeline that follows an award closeout.

The new NIH notices on award closeout

[NOT-OD-24-055](#)

[NOT-OD-24-047](#)

[NOT-OD-24-017](#)

February 13, 2024: NIH Guidance on Marking Changes in Resubmission Applications (NOT-OD-24-061)

This Notice ([NOT-OD-24-061](#)) informs the applicant community that, effective May 25, 2024, this guidance replaces previous guidance on marking changes in [Resubmission applications](#). The use of markups such as bracketing, indenting, highlighting, bolding, italicizing, underlining, margin lines, change in typography, font, or font color, or any other type of markup should not be used to identify changes in Resubmission applications.

New Enhanced Look Coming to eRA Commons

eRA Commons has announced that they are updating some of their modules and screens in commons. The rollout of the new screens will happen over the next few months. For more information and a complete list of all the screen updates, please visit the [NIH website](#).

You can now search for Cooperative Agreements in RePORTER

RePORTER now offers the ability to search for cooperative agreements. Cooperative agreements will be indicated by having a "U" in the activity code. For instructions on how to search for cooperative agreements in RePORTER please [visit RePORTER website](#).

Authentication of Key Biological and Chemical Resources

The NIH has put out a new form regarding the authentication of key biological and chemical resources. For information on whether or not this form applies to you visit the NIH's website, "[Do I need to include an "Authentication of Key Biological and/or Chemical Resources" attachment?](#)" If you have other questions regarding this topic, please visit the [NIH's FAQ page](#).



NSF Updates & Reminders

Reminder: Revised Proposal & Award Policies and Procedures Guide (PAPPG) (NSF 24-1)

NSF announced that a revised version of the NSF [Proposal & Award Policies & Procedures Guide \(PAPPG\) \(NSF 24-1\)](#) has been issued. The new PAPPG will be effective for **proposals submitted or due on or after May 20, 2024.**

You are encouraged to review the by-chapter [Summary of Changes](#) provided in the PAPPG.

NSF will present information about these changes in a webinar on

March 12 at 2 pm EST. Sign up on the [Policy Office outreach website](#) to be notified once registration opens. While this version of the PAPPG becomes effective on May 20, 2024, in the interim, the guidelines contained in the current [PAPPG \(NSF 23-1\)](#) continue to apply. If you have any questions regarding these changes, please contact the DIAS/Policy Office at policy@nsf.gov.

U.S. Department of Justice

Tips for Better Proposals to NIJ: The agency's director released a [letter discussing how to write a successful application to the National Institute of Justice](#). The letter also includes common shortcomings in unfunded proposals.

myResearch Updates and Reminders

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

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 as well as a Grants and Contracts Specialist in the pre-award team. Anyone interested can find more information on this by accessing the [Contracts and Clinical Trials Officer](#) or [Grants and Contracts Specialist](#) postings or the [SBU Jobs webpage](#).

Post Award Corner

Required action when your project includes subawards.

If you have received a new award or the next increment for your project, please note the instructions under the “Important Facts” heading in the email you receive from AEMU after an award action has been processed:

“Important Facts: Please note that your award includes one or more subcontracts. In order to initiate the subcontract establishment, please complete a [purchase requisition](#) and forward to osp_contracts@stonybrook.edu. “

Subaward agreements and/or amendments are set up in 12-month periods to allow for proper oversight of subaward activities. The creation of a subaward agreement or an amendment to an existing subaward to increase and/or extend their agreement is not automatically processed upon receipt of an award notice. It requires an action by you as PI, or your designated delegate, to confirm your intent by submitting the purchase requisition to OSP_Contracts@stonybrook.edu.

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

Guidance on Salary Limitation for Grants and Cooperative Agreements FY 2024 (NOT-OD-24-057) Post Award actions

The Consolidated Appropriations Act, 2023 restricts the amount of direct salary to Executive Level II of the Federal Executive pay scale. The Office of Personnel Management recently released new salary levels for the Executive Pay Scale. Effective **January 1, 2024**, the [salary limitation for Executive Level II](#) is **\$221,900**.

Effective immediately, the Office of Grants Management will use the updated NIH capped salary amount to calculate the maximum effort that can be directly charged for Salary Offset cost, to not exceed the annualized limit.

New RF Tuition Form in Wolfmart

OGM and Procurement are excited to announce the launch of an improved process for making research-funded payments for student tuition.

Effective **February 12, 2024**, a new RF Tuition Form was activated in Wolfmart, replacing the current paper format when making payments from RF Research Awards to pay student accounts directly.

The [training session was recorded](#).

Approvals on HRS/Payroll Actions must be dated

Principal Investigators and assigned signature delegates are reminded that all transactions that are routed to HRS/Payroll for action must include the date of approval. If a signature is not legible, a printed name should be added as well. This includes Employee Appointment, Change Forms as well as Fellowship appointment forms.

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. More can be found under the Code of Federal Regulation - 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.

OGM email reminders

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.

Training, Workshops and Other News

Spring 2024 NSF Virtual Grants Conference

Save the date for the hybrid [Spring 2024 NSF Grants Conference](#) from June 3 to June 5, 2024, in Philadelphia, Pennsylvania! This conference is designed to give new faculty, researchers, and administrators key insights into a wide range of current issues at NSF. NSF program officers representing each NSF directorate will be on hand to provide up-to-date information about specific funding opportunities and to answer attendee questions. A draft agenda will be available soon at nsfpolicyoutreach.com. Registration will open on Wednesday, March 6, at 12 pm ET.

Feel free to check the nsfpolicyoutreach website for the most [up-to-date information and view recordings](#) of sessions from previous conferences. You may also view the [Fall 2023 Virtual Grants Conference recordings](#) on NSF's YouTube page. If you have any logistical questions about this hybrid conference, please [contact NSF at grants_conference@nsf.gov](mailto:grants_conference@nsf.gov).

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 19 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 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.](#)

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 **Rachel Panasci**, OSP - *Congratulations! Your employee Rachel Panasci has received a Gratitude Gram from Deborah Mann Rodriguez via the [Thank a Seawolf recognition portal](#). They said,*

Thank you so much for doing such an amazing job.... This was our first time working together and I appreciate your guidance, patience and personable demeanor. I look forward to working with you again in the future!

Warm regards,

Wolfie

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.



“While it is February, one can taste the full joys of anticipation. Spring stands at the gate with her finger on the latch.” Patience Strong