

Sponsored Research - News, Updates, Reminders

November 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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NIH Updates & Reminders

Use The New NIH Workflow to Check If The Single IRB Requirements Apply

If your next new or competing renewal application includes human subjects research, take advantage of NIH's new Single IRB (sIRB) Requirement Determination Workflow (PDF) to help determine whether your project is subject to the [single institutional review board \(IRB\) requirements](#).

Importance of the Participating Components Section of an NIH NOFO

When reviewing a Notice of Funding Opportunity (NOFO), it is important to review the list of participating Institutes and Centers (ICs) contained on the first page. Applicants should carefully note which ICs participate in a NOFO and review their respective mission and research focus to determine which IC to target with their application. ICs that do not participate in a particular NOFO will not consider applications submitted under that NOFO for funding.

Assignment preferences should be communicated by the applicant using the assignment request form, an optional document in ASSIST. This document is only seen by staff in the Division of Receipt and Referral (DRR) housed in the Center for Scientific Review (CSR), who are responsible for assigning applications to a participating IC. Applications are assigned based on the most appropriate match between it, the terms of the NOFO and the mission of each potential awarding component, with applicant preference(s) taken into consideration when possible.

If a mismatch is found between the ICs participating in a NOFO and the IC most relevant to the application, the DRR may find they cannot reasonably assign an application to one of the Institutes or Centers that support the NOFO. In those cases, the application is often not sent forward in the review process and is effectively withdrawn. In limited cases, the DRR might be able to change the NOFO of the submission to one that the most relevant IC does participate in.

However, this option, based on timing and availability of a suitable NOFO, is not always feasible.

Key takeaway: Always review list of participating ICs in a NOFO to ensure one is a good match to the proposed project and then communicate IC assignment preference using the assignment request form!

NSF Updates & Reminders



REMINDER: Use of SciENcv Now Mandatory

The mandate to use SciENcv only for preparation of the biographical sketch and Current & Pending documents went into effect for new proposals submitted or due on or after October 23, 2023. Here are useful links to additional information needed as you prepare each document:

[Disclosures required in your biographical sketch](#)

This table provides helpful reference information regarding pre-award and post-award disclosure information in the biographical sketch and current and pending support proposal sections. It identifies where these disclosures must be provided in proposals and in project reports.

[Disclosures required in your Current and Pending \(Other\) Support](#)

This table provides helpful reference information regarding pre-award and post-award disclosure information in the biographical sketch and current and pending support proposal sections. It identifies where these disclosures must be provided in proposals and in project reports.

[Frequently asked questions: Current and Pending \(Other\) Support](#)

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

OSP Post Award Corner

The Post-Award Team has moved to a Department Portfolio. The [Department Assignments can be found on our website](#). At all times, feel free to contact the post award team via the general email osp_postawards@stonybrook.edu.

OSP Announcements

We are happy to announce that we very recently added a new member to our pre-award grants team. **Rachel Panasci** joined OSP on November 27, 2023. Rachel joins Stony Brook University after serving as the sole grants administrator for the Department of Chemistry at New York University where she managed the portfolio and all proposal submissions of 25 faculty submitting to an array of federal and private sponsors. Her previous academic and professional experiences, including receiving her master's degree in history from the University of Massachusetts Amherst and as the Director of Education at the Mattatuck Museum in Waterbury, Connecticut, have provided her with an interdisciplinary, cradle-to-grave understanding of the grant's lifecycle. In her spare time, Rachel enjoys reading, anime, crafting, and spending time outdoors. She looks forward to getting to know and work with the OSP team and greater SBU research community.

OSP is bidding farewell to **Josephine Marrali**, Contracts and Clinical Trials Specialist. Josephine is leaving OSP at the end of this month. A search to replace her will be underway soon. Best of luck Josephine!

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 Grants & Contracts Specialist - Pre-Award Team. Anyone interested can find more information on this [Grants & Contracts Specialist - Pre-Award Team 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

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 Expenditures

Expenditures in the final 90 days of the active Award period must be necessary for the conduct of grant activities and full use 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.

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 1, 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 PIs 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

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 th 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!

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.](#)

External Newsletters

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

Training Opportunities

Fall 2023 NSF Virtual Grants Conference – Save the Date

Save the Date! Join the National Science Foundation (NSF) for the **Fall 2023 NSF Virtual Grants Conference**, to be held during the week of **December 4 to December 7, 2023**.

Registration is free of charge and is open. Please feel free to check nspolicyoutreach.com for the most up-to-date information and view [recordings](#) of sessions from previous conferences. You may also view the Spring 2023 Virtual Grants Conference recordings on the [NSF YouTube](#) page. For those who cannot attend the live conference, all recorded conference sessions will be available on-demand shortly after the event and posted on the [NSF website](#) and the [NSF YouTube](#) page. If you have any logistical questions about this virtual conference, please contact NSF at: grants_conference@nsf.gov.

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 **Jennifer Winger (OSP)**: *“I would like to express my appreciation of Jennifer Winger. Jennifer is a great asset to your office....she took the time to clearly and concisely go over the questions that I had... It is very refreshing to have someone take the time to not make you feel rushed yet handle the questions in a very time efficient manner with such clarity. I must say each interaction I've had with Jennifer is exactly the same.”* (Administrator, Physics and Astronomy)

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.



“Gratitude is not only the greatest of virtues, but the parent of all others.” -
Marcus Tullius Cicero