Sponsored Research - News, Updates, Reminders

March 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!

Sponsor Updates

NIH Updates & Reminders

Update Related to the Issuance of the FY 2024 NIH Grants Policy Statement (NOT-OD-24-069)

The updates to 2 CFR 200 are anticipated to have an implementation date from the Office of Management and Budget of October 1, 2024. Therefore, NIH will proceed with issuing the FY24 release of the NIH Grants Policy Statement (NIHGPS) in March 2024. This update will incorporate new, clarifications, and other regulatory changes that have been implemented through appropriate legal and/or policy processes since the previous version of the NIHGPS (rev. December 2022).

New NIH Foreign Subawards FAQs

NIH has posted some new FAQs related to foreign subawards.

New Location for NIH Public Access Policy Content & Resources

As of March 12, 2024, the NIH Public Access Policy content and resources have been consolidated into the NIH Sharing Site. Information about the NIH Public Access Policy now appears in a new tab on the NIH Scientific Data Sharing website. There are no policy changes associated with this migration. In addition, resources for each sharing policy have been consolidated within the tab for that individual policy. NIH has implemented redirects from the previous Public Access website to the new Public Access Policy tab of the Scientific Data Sharing website. The redirects will be in place for one year. Please update your URLs, bookmarks, and any other references during that time. An archive of the previous site will continue to be available after the one-year period.

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. 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.

The recording for the Updates to the NSF Proposal and Award Policies and Procedures Guide (PAPPG) (NSF 24-1) webinar held on March 12, 2024, is now available on-demand in the Resource Center and on the NSF YouTube page.

NSF has published a revised version of the NSF Grants.gov Application Guide (NSF 24-006). Overall, the Guide has been updated to align with the revisions to NSF's *Proposal & Award Policies & Procedures Guide* (PAPPG) (NSF 24-1). A by-chapter summary of changes is provided at the beginning of the document. The Guide will be effective for applications submitted (via Grants.gov) or due, on or after May 20, 2024.

U.S. Department of Energy Updates

The U.S. Department of Energy (DOE) Office of Science (SC) is the nation's largest supporter of basic research in the physical sciences, the steward of 10 national laboratories, and the lead federal agency supporting fundamental research for energy production and security.

You are receiving this one-time email regarding our monthly office hours as part of our outreach to academic institutions across the country. To continue receiving information from SC, sign up for emails through GovDelivery. Depending on your selected topic(s) of interest, we will share information about our funding opportunities, grant awards, research discoveries, virtual office hours, and more.

Our monthly virtual office hours are opportunities to share information and ask questions about our six research programs and two research and development and production offices. Researchers at all institutions are welcome to attend and learn more about our programs; no existing relationship with DOE or the DOE national laboratories is required to attend. Research administrators are also encouraged to attend.

Office hours will take place on the schedule below for each program office. Topics will vary each month. The office hour will be in the form of a zoom meeting, starting with a brief presentation on the monthly topic, followed by questions. Program managers will be available to answer questions from the community. Click on the topic below to register for one of the office hours.

Advanced Scientific Computing Research (ASCR)

ASCR will hold virtual office hours on the second Tuesday of the month, 2-3 pm ET. Upcoming topics include:

- Tuesday, April 9, 2024, at 2pm ET – Introduction to ASCR's Computer Science research program
- Tuesday, May 14, 2024, at 2pm ET – Introduction to ASCR's Applied Mathematics research program

For more information on ASCR office hours, including registration, upcoming topics, slides, and recordings is available.

Basic Energy Sciences (BES)

BES will hold virtual office hours on the third Thursday of the month, 2-3 pm ET. Upcoming topics include:

- Thursday, April 18, 2024, at 2pm ET – Introduction to BES Scientific User Facilities Division – Capabilities and Access
- Thursday, May 16, 2024, at 2pm ET – Introduction to BES Chemical Sciences, Geosciences, and Biosciences Division - Organization, priorities, and funding opportunities

For more information on BES office hours, including registration, upcoming topics, slides, and recordings is available.

Biological and Environmental Research (BER)

BER will hold virtual office hours on the fourth Tuesday of the month, 2-3 pm ET. Upcoming topics include:

- Tuesday, April 23, 2024, at 2pm ET – Introduction to the BER Biological Systems Science portfolio
- Tuesday, May 28, 2024, at 2pm ET – Introduction to the BER Earth and Environmental Systems Science portfolio

For more information on BER office hours, including registration, upcoming topics, slides, and recordings is available.

Fusion Energy Sciences (FES)

FES will hold virtual office hours on the first Wednesday of the month, 2-3 pm ET. Upcoming topics include:

- Wednesday, April 3, 2024, at 2pm ET – FES topics in the FY 2024 Open Call
- Wednesday, May 1, 2024, at 2pm ET – How to Become an Effective Reviewer

For more information on FES office hours, including registration, upcoming topics, slides, and recordings is available.

High Energy Physics (HEP)

HEP will hold virtual office hours on the third Tuesday of the month, 2-3 pm ET. Upcoming topics include:

- Tuesday, April 16, 2024, at 2pm ET – Funding Opportunities for Early Career Researchers
- Tuesday, May 21, 2024, at 2pm ET – Technology Initiatives and HEP Core Research

For more information on HEP office hours, including registration, upcoming topics, slides, and recordings is available.

Nuclear Physics (NP)

NP will hold virtual office hours on the first Monday of the month, 3-4 pm ET. In cases where the first Monday falls on a federal holiday, the office hour will slide to the second Monday of the month. Upcoming topics include:

- Monday, April 1, 2024, at 3pm ET – Proposal Life Cycle
- Monday, May 6, 2024, at 3pm ET – Post-Award Actions: Annual Reports

For more information on NP office hours, including registration, upcoming topics, slides, and recordings is available.

Accelerator R&D and Production (ARDAP)

ARDAP will hold virtual office hours on the second Wednesday of the month, 3-4pm ET. Upcoming topics include:

- Wednesday, April 10, 2024, at 3pm ET – FOAs and Facilities for Accelerator Science
- Wednesday, May 8, 2024, at 3pm ET – Writing a strong proposal and managing an award

For more information on ARDAP office hours, including registration, upcoming topics, slides, and recordings is available.

Isotope R&D and Production (DOE IP)

DOE IP will hold virtual office hours on the second Monday of the month, 2-3pm ET. In cases where the second Monday falls on a federal holiday, the office hour will slide to the third Monday of the month. Upcoming topics include:

- Monday, April 8, 2024, at 2pm ET – Competitive DOE IP Funding Opportunities for R&D and Training
- Monday, May 13, 2024, at 2pm ET – Working with a Program Manager Before, During, and After an Award

For more information on DOE IP office hours, including registration, upcoming topics, slides, and recordings is available.

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.

Navigating Transitions: A Guide for Principal Investigators at Stony Brook University

We are thrilled to announce a new addition to our website, <u>PI Changes in Affiliation</u>, aimed at providing guidance to Principal Investigators (PIs) and departments at Stony Brook University (SBU) during transitions in their relationship with the university. Whether a PI is moving to or from another institution, it is essential to ensure the proper steps are taken to facilitate the timely initiation or closure of studies or transfer of PI responsibilities. This guide aims to streamline this process and ensure continuity in research endeavors.

Principal Investigators play a critical role in research activities at SBU, and transitions in their affiliation require careful attention to maintain compliance and continuity. To assist PIs and departments in managing these transitions effectively, the following steps are recommended:

1. Communication: Open and transparent communication between the PI, department administrators, and relevant university offices is essential. PIs should inform their department chair and OSP as soon as possible when a transition is anticipated.
2. Assessment of Responsibilities: PIs should assess their current research portfolio and identify any ongoing studies or grants for which they are responsible. This includes ensuring compliance with sponsor requirements and institutional policies.
3. Timely Closure or Transfer: Depending on the nature of the transition, PIs may need to take steps to initiate or close out studies or transfer PI responsibilities to/from another qualified individual within the department or institution. This process should be initiated promptly to avoid disruptions in research activities.
4. Compliance: PIs must ensure that all research involving human subjects or animals is appropriately managed during the transition process. This may involve obtaining approval for protocol modifications or transferring oversight to/from another institution if applicable.
5. Funding and Grant Management: PIs should work closely with their departmental grants management office to address any funding-related issues, including the transfer of grants or contracts to another institution, budget modifications, and financial reporting requirements.

6. Data Management and Access: PIs are responsible for ensuring the proper management and retention of research data in accordance with sponsor and institutional policies. This may include transferring data to/from another institution or arranging for data storage and access after the transition.

7. Exit Procedures: PIs leaving SBU should complete all necessary exit procedures and checklist, including returning university property, deactivating access to systems and facilities, and updating contact information for ongoing communications.

Managing transitions in PI relationships is essential to uphold the integrity and continuity of research activities at Stony Brook University. By following the guidance provided in this new addition to our website, PIs and departments can navigate these transitions effectively and ensure compliance with institutional policies and sponsor requirements. We encourage all PIs and departmental administrators to familiarize themselves with this resource and reach out to the appropriate university offices for additional support and guidance as needed.

Many thanks to our colleagues in OVPR and other campus units for their support as we created the content, forms, checklists and procedural guidance. Visit PI Changes in Affiliation for more information.

Changes in Departmental Assignments

The Office of Sponsored Programs has recently welcomed some new members to our team, and as a result, there have been and will continue to be some adjustments to our organizational structure in order to optimize our capabilities and better serve our objectives. Effective March 25, department assignments have been updated. For your **d**epartment's current OSP Specialist, please visit **Contact Us/Department Assignments**. If you have any questions or require further clarification regarding these changes, please do not hesitate to reach out to osp@stonybrook.edu**.**

OSP New Staff Announcement

We are happy to announce that we very recently added a new member to our pre-award grants team. **Zachary Fredbloom** joined OSP on January 22, 2024. Zach has experience in writing and managing grant applications on the pre-award side for Federal, State, and private funding sources, specifically for Federally Qualified Health Centers (FQHCs) and Community Mental Health Centers (CMHCs). Prior to his professional experience, Zach obtained his bachelor's degree in Public Health from the University of Indiana. In his spare time, Zach enjoys traveling, spending time outdoors, and being with family.

Post Award Corner - NIH Other Support and electronic signatures

Per NIH guidance, "Other Support submissions must be submitted as a flattened PDF, after all signatures are obtained (see Format Attachments for more details). Recipients and applicants may use the electronic signature software of their choice, and in alignment with their institutional practices. A typed name is not an electronic signature and is not acceptable."

When preparing other support documentation for NIH JIT or RPPR submissions, please digitally sign and date stamp the PDF by following the e-sign steps as listed on the SBU website or these step by step instructions:

- Click on the "more tools" button in the pdf.
- Under the Forms & signatures section, click on "Certificates"
- Click on the "digitally sign" button in the certificates toolbar.
- Follow instructions in the prompt.
- Click on the timestamp button in the toolbar to date the signature.

Please be sure to flatten the pdf by clicking on "print to pdf". The other support will then be ready for upload to the JIT or RPPR.

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

Tuition Charges

Outlined below are the three methods where Tuition can be charged to sponsored awards.

1) Tuition on Research Grants -ToRG

Graduate Student tuition payments are charged to Research Foundation awards based on the submission of an RF Payroll Appointment and/or Change form, for Graduate Students, with the position title of Research Project Assistant, who are appointed to an RF Award during the academic year.

ToRG is an OGM and Graduate School managed process. Tuition charges are based on the value of six in-state credits and are prorated to match the employee appointment and labor schedule dates.

Tuition charged to research awards will not be reversed or otherwise transferred after tuition liability reaches 100% (100% liability is day 15 of classes each semester).

Payments are made to the Grad School who in turn provides Grad Tuition Scholarships (GTS) to the student accounts.

If a funding agency does not allow Tuition charges, the Grad Appointment form must indicate that Tuition Waiver has been approved by the Graduate School on the DocuSign form.

Questions regarding this process can be directed to gradfinance@stonybrook.edu

2) ACH Tuition Payment to Graduate School RF Award number 50509

Process is completed in Wolmart

The requesting department will complete the ACH tuition invoice form, attach a copy of each student account and forward the form to the Grad School gradfinance@stonybrook.edu.

The Grad School will approve by providing/adding an invoice number to the form and return it to the requesting department.

The requester creates a cart/requisition in Wolfmart, listing the supplier as:

Research Foundation of State University of New York, Supplier #4678, uploading the completed [ACH Tuition Invoice form and student account](#).

Completed requisition will route for approval:

Account Owner/Authorized Signatory>Student Accounts>OGM>Research Accounts Payable Research Accounts Payable will execute payment to Grad School Research Foundation Award 50509.

3) RF Tuition Payment to Stony Brook University

Process is completed in Wolfmart

Using the RF Tuition Payment form found on Wolfmart Home Page Special Requests Section requester will create a Requisition to pay Stony Brook University. The supplier will default to Stony Brook University.

Required information on the RF Tuition Payment form:

- invoice number - formatted using: RF Award Number, Semester (FA or SPR), year
- justification
- invoice date
- amount
- attach a copy of each student's account

Completed requisition will route for approval:

Account Owner/Authorized Signatory>Student Accounts>OGM>Research Accounts Payable

Research Accounts Payable will execute payment to SBU and will be directed to the campus bursar to post directly to the student's account.

Questions regarding these processes should be directed to ogm_ovpr@gmail.com

Timely Requests for Travel Reimbursement

Travelers are reminded that requests for reimbursement of out-of-pocket expenses incurred during travel must be submitted within 30 days of return from the travel event.

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.

Campus Food and Beverage Policy

The Procurement office has created an outline for food and beverage purchases to include when they may be allowable using externally sponsored awards. As always, approvals are specific to the sponsored award terms and conditions.

Questions regarding allowability should be directed to ogm_ovpr@stonybrook.edu

End of Award Period Expenditures

Bank of America Credit Cards must not be used during the final 90 days of active award periods.

Since these transactions are not encumbered and the recharges to Award do not happen for 45/60 days after credit card charge date, award funds may not be available, creating a disallowed expense.

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

Registration is open 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. 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.

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 **April 2024** and **June 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. Each training session will cover the same content, so please only sign up for multiple dates if you would like a refresher on the information. Please visit the OSP/ OGM training website to view the upcoming class schedule and register for classes.

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 OSP/OPD Staff who presented a systemwide training session: *Thank you so much for leading this morning's review session and sharing your time and talent with the enterprise…. We are so lucky to have you as part of the RF/SUNY family.* (Deputy Learning Officer, RF Central Office)

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.

"It was one of those March days when the sun shines hot and the wind blows cold: when it is summer in the light, and winter in the shade." — Charles Dickens