



Photo by: Annette DePietri

APRIL 2018

Office of Sponsored Programs Monthly Bulletin

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Message from the Director

April has continued to be very busy month for the Sponsored Programs team. The implementation of myResearch Grants has given us an opportunity to discuss, review and assess changes as they relate to proposal submission and award functions.

Implementation of myResearch Grants provides updated timelines, training dates and actions that the research community should consider as soon as possible and prior to the system going live on May 15, 2018. A few important items to consider:

- On July 1st, **Coeus** will be discontinued and no longer accessible for either submission or viewing.
- Important documents that are only available for access in **Coeus** need to be downloaded and stored elsewhere.
- In order to provide OSP with a proper phase out, **Coeus** proposals should be submitted by June 22nd.

Important announcements, sponsor updates as well as the inclusion of Grants.gov Monthly Newsletter are also articles of interest in this issue. Under Ask OSP, we are presenting an article on **What are Cost Share/Matching Funds and when to include in a proposal**.

Lastly, please continue to share this Bulletin with your colleagues within the research community and encourage them to subscribe to our listserv.

I look forward to seeing many of you at the myResearch Grants training in the upcoming weeks!

Sincerely,

Alina Azzam-Stroia

Subscribe to the Bulletin on this website: <https://research.stonybrook.edu/node/10061>. Previously released Bulletins can be viewed here: <https://research.stonybrook.edu/node/10466>
Please help us make improvements by providing feedback.



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Implementation of myResearch Grants - Training and Updates



As previously announced, beginning July 1, 2018, our institutional proposal submission process will transition from COEUS to the new Grants module in **myResearch**.

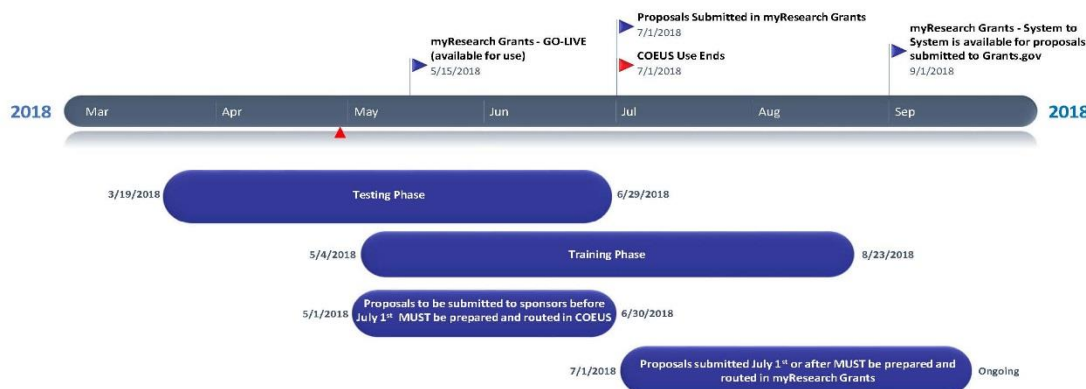
Since COEUS will cease operation after June 30th, it is imperative that PIs and administrative staff be mindful of this transition and how it may affect sponsor deadlines. Therefore, proposal preparation and submission must be planned accordingly. In order to provide the Office of Sponsored Programs with sufficient time to transition, all COEUS applications should be submitted by **June 22nd** at the latest. **COEUS will no longer be accessible to the campus on July 1st, so it is strongly recommended that any important information currently stored in COEUS be downloaded and stored elsewhere.**

myResearch Grants is on target to go live **May 15, 2018**. In order to prepare for the transition to the new proposal system, please be aware of the following timeline:

Training for **myResearch Grants** will begin **May 4th**. The training sessions will cover the myResearch Grants proposal and endorsement process, including funding proposals, budget preparation, and credit split.

Classrooms have been held for in-person training in both East and West Campus locations (Frank Melville Jr. Memorial Library C1640B as well as HSC Computer Lab HST 3-139). Registration is now open and we encourage all users to sign up and attend one of the trainings at a convenient time in order to prepare for future submissions.

myResearch Grants Milestone Timeline



The link to register is:

https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV_1Gsnw81hVhu3dVX

A few things to keep in mind when signing up for training:

- Each training session will cover the same content, so only sign up for multiple dates if you would like a refresher on the information.
- We reserve the right to cancel any given training session within 24-48 hours of the training date if signup counts are low. If this occurs, we will assist you in choosing an alternative training date.
- Registration is on a first-come, first-served basis, and space is limited. Reserve your spot early!

In addition to the in-person training, the Office of Sponsored Programs is offering the opportunity to attend two livestream sessions of the myResearch Grants training.

When: Monday, May 7th from 9-11am AND Wednesday, May 9th from 9-11am

How to access the livestream session: Click the following link: [myResearch Grants Training - Livestream](#)

For detailed livestream instructions, please see *Upcoming Training & Workshops* article below.

For any questions or comments related to myResearch Grants, please email us at: ovpr_myresearchgrants@stonybrook.edu.

OSP Announcements and Reminders

- Please note that ALL material transfer agreement (MTA) and non-disclosure agreement (CDA or NDA) questions and requests should be sent to the following email addresses:

MTA: sbu_mta@stonybrook.edu

NDA: sbu_nda@stonybrook.edu

The Office of Technology Licensing and Industry Relations ([OTLIR](#)) will assist in the processing of all MTAs or NDAs.

- All inquiries made in connection with a new or existing contracts, subawards and clinical trials are processed by the Office of Sponsored Programs. To ensure that we continue to provide timely services to you, your Department/Division/Center/Principal Investigators/Co-Investigators, kindly direct all inquires, and especially supporting documentation, to our general e-mailbox: OSP_Contracts@stonybrook.edu. This will ensure all matters are logged in and routed to the Contracts/Clinical Trials Administrator assigned to assist you.
- **Chesapeake IRB has changed its name to Advarra, Inc**, effective January 9, 2018. FDA recommends that the investigator document the change in the clinical study records and inform the sponsor of these changes. A note to file regarding this information is available on CIRBI under the Reference Materials section. Informed consent forms (ICFs) are NOT being updated as part of the name change; the IRB's contact information in your currently approved ICF(s) is still applicable. When a protocol-level modification to a master ICF template is submitted, that template, as well as approved sites' ICF, will be updated to change the IRB's name to Advarra, as well as updating the footer to include Advarra's versioning. For more information, please contact the Office of Research Compliance.
- Each month, under "Ask OSP", the Bulletin will include a topic of interest related to grant or award processing, updated procedures or helpful hints on grant or contract award processing and administration. If you are interested in a specific topic, please email us at osp@stonybrook.edu.
- Important reminder: please contact your OSP administrator 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 administrator and will ensure that sponsor deadlines are met successfully. Please remember to *always* add your OSP Grants or Contracts Administrator as an aggregator to your COEUS proposal in the Proposal Roles section. Our proposal submission policy can be found here: <https://research.stonybrook.edu/sites/default/files/osp-deadline-policy-revision.pdf>.
- Should you need an NIH eRA Commons Registration you can find the form on our website and the link is here: <https://research.stonybrook.edu/node/10051>

Ask OSP

What are Cost Share/Matching Funds and when to include in a proposal

Cost Sharing is a term used to indicate that more than one sponsor will share in the costs associated with a project. It is the portion of the sponsored project budget that will be paid by a source other than the sponsor. The most common scenario is for an external sponsor to be the primary contributor with the University, or another eligible third party source, providing the balance of the project funds.

While the terms Cost Sharing and Matching Funds are used interchangeably, internally we refer to Cost Share for when the University contributes to a sponsored project and Matching Funds for when another award the University manages is used to help support the goals of the sponsored project.

The most common type of Cost Sharing is non-reimbursed, certifiable effort that a state employee/faculty member commits to on a sponsored award. For example, if a state faculty member states in their proposal a commitment of 10%, but only 8%

of their effort is being reimbursed by the external sponsor, the remaining 2% effort is considered cost share by the University. A person's time/effort cannot exceed 100%.

As a rule, Cost Share/Matching Fund expenditures cannot be from another federal funding source unless there is specific, written approval from the prime sponsor.

Cost Shared costs are either Voluntary Committed or Mandatory. Voluntary Committed is used when cost sharing is listed in a proposal where the sponsor does not require it. Keep in mind however, should you list Voluntary Committed cost share in your proposal and it's funded, the cost share becomes a real commitment and will have to be tracked, verified before reporting to the sponsor. Mandatory cost share is self-explanatory; it's a requirement of the sponsoring agency.

Any Cost Share/Matching Funds listed in a proposal will need to be supported by written approval from an authorized person of the source of funding for these costs; the person who has the authority to commit those funds.

It is highly recommended that Cost Share/Matching Funds are not included in your proposal unless it is required by the funding agency (refer to the funding opportunity, RFP, RFA, etc.), or if you need to capture your unreimbursed, certifiable effort you have committed to on a sponsored project. When Cost Share/Matching Funds are required, allocate enough in your budget to ensure you meet the requirement; do not over commit as this could become problematic later when we have to report back to the funding agency.

Upcoming Training & Workshops

Internal Training and Workshops

- **In-person myResearch Grants Training.** Two sessions will be offered during each training date, either in the Melville Library on Main Campus or in the HSC Computer Lab on East Campus. To sign up for one (or more) of the training sessions below, click the following [link](#) and fill out the myResearch Grants Training 2018 Registration Form.

If you have any questions about the training dates, please contact Kathryn Belmonte in the Office of Sponsored Programs at ovpr_myresearchgrants@stonybrook.edu.

- **Livestream of myResearch Grants Training**
In addition to this in-person training, the Office of Sponsored Programs is offering the opportunity to attend two Livestream sessions of the myResearch Grants training.

When: Monday, May 7th from 9-11am AND Wednesday, May 9th from 9-11am

How to access the livestream session: Click the following link: [myResearch Grants Training - Livestream](#)

Livestream Instructions: To livestream, it is best to use a browser other than Google Chrome since it is not compatible with Flash Player. If you are only able to use the newest version of Google Chrome:

1. Open Google Chrome and type the following into the address bar and hit enter: `chrome://settings/content/flash`
2. Under Allow Click "Add"
3. Paste the following address and click "Add": <https://mediaserv01.cs.stonybrook.edu:10443>
4. Restart Google Chrome

If you have any questions about the training dates, please contact Kathryn Belmonte in the Office of Sponsored Programs at ovpr_myresearchgrants@stonybrook.edu.

- The Office of Grants Management (OGM) offers hands on training of the Research Foundation Report Center to all Principal Investigators and their administrators. This training uses current active Research Foundation sponsored awards/projects to demonstrate how to view encumbrances and expenditures. Please contact Cynthia Traub, 2-4886 or Cynthia.traub@stonybrook.edu to schedule a session.

External Conferences, Workshops and Seminars

- Grants.Gov Town Hall Webinar: Answering User Questions about Workspace and the retired Legacy PDF packages.
<https://www.youtube.com/watch?v=cW7aVRfMhmg&feature=youtu.be>
- NCURA Spring Traveling Workshops
Philadelphia, PA, May 21-23, 2018
Hollywood, FL, May 22-24, 2018
- NCURA Annual Meeting
Washington, DC, August 5-8, 2018
<http://www.ncura.edu/Education/MeetingsConferences.aspx>
- NSF Grants Conference
Detroit, MI, June 4-5, 2018
https://www.nsf.gov/events/event_summ.jsp?cntn_id=244050&WT.mc_id=USNSF_13&WT.mc_ev=click

Sponsor Updates

Each month, we will communicate any updates dictated by sponsoring agencies. Our office will be happy to answer any questions you may have regarding the changes.

NIH Updates

The NIH's Extramural News outlines current updates and changes: <https://nexus.od.nih.gov/all/>. Some important items to focus upon include: Xtract training data tables, definition of a "study" for the purpose of providing information on the PHS Human Subjects and Clinical Trial Form and where to find these forms.

Guidance on Salary Limitation for Grants and Cooperative Agreements FY 2018

Notice Number: NOT-OD-18-137 <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-137.html>

"The Office of Personnel Management has recently released new salary levels for the Executive Pay Scale. Effective January 7, 2018, the salary limitation for Executive Level II is \$189,600.

NIH Matchmaker helps Principal Investigators find Program Officials for their Research Areas

NIH [RePORTER](#)'s Matchmaker has been enhanced to easily identify NIH Program Officials to your specific area of research. After entering your scientific text, Matchmaker will analyze the terms and concepts of up to 500 project, and provide charts with a new Program Official tab to identify the program officials to those projects. More information can be found here: <https://nexus.od.nih.gov/all/2018/04/16/looking-for-a-nih-program-official-in-your-research-area/>

Link to Matchmaker: https://projectreporter.nih.gov/reporter_matchmaker.cfm?new=1&source=nexm

When and whom to contact at NIH

NIH has posted a chart on their website to assist PIs in knowing whom to contact in specific situations.

This page provides guidance on when and how to contact Program Officials and as well as the Scientific Review Officers assigned to their applications.

Please note that when an award is under negotiations, NIH requires all information to be submitted to NIH Grants Management Officials by the Authorized Organizational Representative, better known as you Grants or Contracts Administrator in the Office of Sponsored Programs.

Link to page: <https://grants.nih.gov/grants/how-to-apply-application-guide/resources/contacting-nih-staff.htm>

NSF Updates

Changes to NSF Fastlane Registration

NSF now requires new users for NSF Fastlane and Research.Gov to register themselves directly via the link below. OSP no longer has the ability to create registrations, however the Office for Sponsored Programs will be notified via email and approve user roles once registered.

The new account management functionality will:

- I. Allow users to create and self-manage accounts, including personal information and role requests;
- II. Eliminate the need for organizational Administrators to create accounts and maintain profile information for their users, allowing Administrators to focus on managing roles for their organizations through a dashboard with functions to approve, disapprove, assign, and remove roles; and
- III. Replace the existing FastLane and Research.gov account management functions.

Link to register new users: <https://www.research.gov/accountmgmt/#!/registration>

Link to NSF registration has changed

Those with existing FastLane accounts will be migrated automatically and will be re-directed to Research.Gov upon logging in. All existing users will be asked to verify their information via a one-time operation when logging in for the first time. Once logged in, they may access Fastlane by clicking on the link labeled Proposals, Awards & Status on the Research.Gov page. This appears to be different, however it will bring the user into the familiar Fastlane environment.

Those with multiple accounts will be contacted by NSF to consolidate their accounts and will be provided with a 30 day grace period. After 30 days, if they have not consolidated their accounts, NSF will not permit the submission of proposals until they have done so.

More information and tips:

<https://www.fastlane.nsf.gov/fastlane.jsp;jsessionid=2da4f4877351b05e2358d882de95:cpGS?t=0&idx=0>

Research.Gov launches for the submission of certain NSF proposals

Beginning April 30th 2018, NSF is allowing users to prepare and submit full, non-collaborative research proposals through their Research.Gov system. Fastlane can still however be utilized for the preparation and submission of all proposals types. Please keep in mind that proposals initiated in the new system will not be available in FastLane and proposals prepared in FastLane will not be available in the new system. Research.Gov and will be rolling out its capabilities incrementally and will expand its features until it eventually replaces Fastlane. The benefits of using Research.Gov are purported by NSF to be a “modernization of proposal preparation and submission capabilities and focuses on enhancing the user experience and reducing administrative burden with an intuitive interface and real-time compliance checking. The new functionality provides the ability to create, submit, track, and update proposals associated with active NSF funding opportunities and furthers NSF’s goal to provide quick access to proposal information and grants management services in one location”.

There will be no impact to Grants.gov and Applications Submission Web Services (ASWS) as NSF will continue to support those submission methods.

Additional Information on Research.gov and Proposal Preparation/Submission can be found here: https://www.research.gov/research-portal/appmanager/base/desktop?_nfpb=true&_pageLabel=research_node_display&_nodePath=/researchGov/Generic/Common/ProposalPreparationSitePreview.html

Links to Uniform Guidance, FAR, Glossary of Federal Budget Terms, Human Subjects Regulations and Index of U.S. Government Departments and Agencies

The information below will be included on a monthly basis and it provides the reader the opportunity to easily access the data related to:

- **2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**

http://www.ecfr.gov/cgi-bin/text-idx?SID=d8620f07072b1d3802d12eee83da8fc1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

- **Federal Acquisition Regulations**

http://www.ecfr.gov/cgi-bin/text-idx?SID=481894c2d486b3207ffb14d648a93cf5&tpl=/ecfrbrowse/Title48/48tab_02.tpl

- **Glossary of Federal Budget Terms:**

https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/assets/a11_current_year/s20.pdf

- **45 CFR Part 46 Protection of Human Subjects**

<http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html>

- **Sub part A Federal Policy for the Protection of Human Subjects (The Common Rule)**

<http://www.hhs.gov/ohrp/humansubjects/commonrule/index.html>

- **Ethical Principles and Guidelines for the Protection of Human Subjects of Research (The Belmont Report), the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research (April 18, 1979)**

<http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html>

- **A-Z Index of U. S. Government Departments and Agencies**

<http://www.usa.gov/directory/federal/index.shtml>

Upcoming Sponsor Deadlines

Grants.gov Opportunity Subscription

Starting this month, we will share with our readers the link to Grants.gov monthly Newsletter. Through their Newsletter, you will receive timely updates about system enhancements and featured news and resources for the federal grant community. Users can either follow the news through our Bulletin or subscribe on Grants.gov during registration or from the subscription page (when logged in). Follow this link to access the April issue of Grants.gov Newsletter: <https://communications.grants.gov/app/w/OCfxwlvM3imVnmn763JtFQhw/stVimZm5LjDwEqvic3rnzw/8AFOD7WplPfQOP57HXIfLg>

As announced in the January issue, Grants.gov has recently added an Opportunity Subscription Management feature that allows users to update their subscriptions to saved searches and funding opportunities.

Logged-in users will be able to [subscribe](#) to a funding opportunity - including forecast, synopsis and package - with a single click on the View Grant Opportunity page, and can save searches from the Search Grants page.

Logged-in users will also be able to review subscriptions to opportunities and update saved searches at any time on the new Connect Center.

Users can subscribe once to a funding opportunity and get notified of any change related to the opportunity. When a forecast or synopsis is modified or deleted, subscribers receive an email notification. When a package is added, modified, or deleted, then subscribers receive an email notification immediately.

[This video](#) can walk you through the process of registering.

NSF Standard Deadlines:

A link to NSF due dates can be found here: https://www.nsf.gov/funding/pgm_list.jsp?org=NSF&ord=date

NIH Standard Deadlines:

Please find deadlines for Competing Grant and Cooperative Agreement Applications below. Also, refer to the funding opportunity announcements for deadline information as not all applications are due on standard deadlines.

The chart below can also be found on the NIH web site <https://grants.nih.gov/grants/how-to-apply-application-guide/due-dates-and-submission-policies/due-dates.htm>

General Information

- Grant applications and associated documents (e.g., reference letters) are due by 5:00 PM local time of application organization on the specified due date.
- Check the funding opportunity announcement (FOA) for due date information.
- If the FOA says "standard dates apply", refer to the table below using the activity code specified in the title of the FOA.
- Note that renewal/resubmission/revision applications may have different due dates than new applications. Read the table carefully.
- The AIDS and AIDS-related dates apply to all activity codes.

Activity Codes	Program Description	Cycle I Due Date	Cycle II Due Date	Cycle III Due Date
P Series <i>All - new, renewal, resubmission, revisions</i>	Program Project Grants and Center Grants NOTE: Applicants should check with the relevant Institute or Center (IC), since some do not accept P series applications for all three receipt/review/award cycles.	January 25	May 25	September 25
R18, U18 R25 <i>All - new, renewal, resubmission, revision</i>	Research Demonstration Education Projects	January 25	May 25	September 25
T Series	Institutional National Research Service Awards			
D Series <i>All - new, renewal, resubmission, revision</i>	Other Training Grants NOTE: Applicants should check with the relevant Institute or Center	January 25	May 25	September 25

Activity Codes	Program Description	Cycle I Due Date	Cycle II Due Date	Cycle III Due Date
	(IC), since some do not accept T series applications for all three receipt/review/award cycles. Applicants should refer to the IC Table of Contacts for information for each IC's scientific/research contact for the NRSA T32 program.			
C06/UC6 <i>All - new, renewal, resubmission, revision</i>	Construction Grants	January 25	May 25	September 25
G07, G08, G11, G12, G13, G20, R24, S06, S11, S21, S22, SC1, SC2, SC3, UG1, U10, U19, U24, U2C, U41, U42, U45, U54, U56 <i>All - new, renewal, resubmission, revision</i>	Other Activity Codes	January 25	May 25	September 25
R01 <i>new</i>	Research Grants	February 5	June 5	October 5
U01 <i>new</i>	Research Grants - Cooperative Agreements	February 5	June 5	October 5
K series <i>new</i>	Research Career Development	February 12	June 12	October 12
R03, R21, R33, R21/R33, R34, R36, UH2, UH3, UH2/UH3 <i>new</i>	Other Research Grants and Cooperative Agreements	February 16	June 16	October 16
R15 <i>All - new, renewal, resubmission, revision</i>	Academic Research Enhancement Award (AREA)	February 25	June 25	October 25
R01 <i>renewal, resubmission, revision</i>	Research Grants	March 5	July 5	November 5
U01 <i>renewal, resubmission, revision</i>	Research Grants - Cooperative Agreements	March 5	July 5	November 5
K series <i>renewal, resubmission, revision</i>	Research Career Development	March 12	July 12	November 12
R03, R21, R33, R21/R33, R34, R36, UH2, UH3, UH2/UH3 <i>renewal, resubmission, revision</i>	Other Research Grants and Cooperative Agreements	March 16	July 16	November 16
F Series Fellowships (including F31 Diversity - NOT-OD-17-029) <i>new, renewal, resubmission</i>	Individual National Research Service Awards (Standard) (see NRSA Training Page)	April 8	August 8	December 8

Activity Codes	Program Description	Cycle I Due Date	Cycle II Due Date	Cycle III Due Date
R13, U13 <i>All - new, renewal, resubmission, revision</i>	Conference Grants and Conference Cooperative Agreements	April 12	August 12	December 12
R41, R42	Small Business Technology Transfer (STTR)*			
R43, R44, U43, U44, <i>All - new, renewal, resubmission, revision, AIDS and AIDS-related</i>	Small Business Innovation Research (SBIR)*	September 5	January 5	April 5
SB1, UB1	Commercialization Readiness Pilot (CRP) Program*			

If you do not see your activity code, check your Funding Opportunity Announcement or the [Activity Code](#) Database.

Activity Codes	Program Description	Cycle I Due Date	Cycle II Due Date	Cycle III Due Date
All Activity Codes Cited Above <i>new, renewal, resubmission, revision</i>	AIDS and AIDS-Related Applications *Effective. Sept 5, 2015 - N/A for SBIR/STTR Applications using Standard Due Dates NOTE: See Key Dates section of funding opportunity announcement to determine if AIDS dates apply.	May 7	September 7	January 7

Review and Award Cycles

	Cycle I	Cycle II	Cycle III
Application Due Dates	January 25 - May 7	May 25 - September 7	September 25 - January 7
Scientific Merit Review	June - July	October - November	February - March
Advisory Council Round	August or October *	January	May
Earliest Project Start Date	September or December *	April	July

*SBIR/STTR, CRP Only	Cycle I	Cycle II	Cycle III
Application Due Dates	September 5	January 5	April 5
Scientific Merit Review	October - November	February - March	June-July
Advisory Council Round	January	May	August
Earliest Project Start Date	April	July	September or December*

NOTES:

The actual date of the Advisory Council may occur in the month before or after the month listed. For example, some ICs may actually hold the January Advisory Council meeting in February or the October Advisory Council meeting in September.

Awarding components may not always be able to honor the requested start date of an application. Before incurring any pre-award obligations or expenditures applicants should be aware of NIH policy governing pre-award costs prior to receiving a Notice of Award. See the NIH [Grants Policy Statement](#).

* Advisory Council Round for Cycle I applications (Cycle III for SBIR/STTR) may be August or October, and their earliest project start date may be September or December respectively.

For additional funding opportunities, visit the Office of Proposal Development [webpage](#).

Note: If you have trouble accessing any of the links in this document, we recommend that you copy and paste those links into your default browser.