Office of Sponsored Programs Monthly Bulletin

NOVEMBER/DECEMBER 2018

IN THIS ISSUE

Stony Brook Research

Message from the Director

In this issue, we are communicating important sponsor updates and upcoming changes. For those interested, webcasts from the Fall 2018 NSF Conference can be accessed under the External Conferences article. Some presentations include: Policy Update, Funding Type, Proposal Preparation, Merit Review Process, Award Management.

Under Ask OSP, we are introducing a new guide designed to help those who submit NSF FastLane proposals. The information is also available on our website.

The Grants Administrators team has been testing the System-to-System (S2S) capability of routing federal proposals to sponsors through myResearch Grants and our office expects to roll out that feature in January 2019.

On behalf of the Office of Sponsored Programs, I'm sending warm wishes to all our readers for a happy holiday season and a Happy New Year. Thank you for your continuous support, work and commitment to expanding Stony Brook University's research enterprise. We look forward to working with you in 2019!

Sincerely,

Alina Azzam-Stroia

Please continue to recommend subscription 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.

myResearch Grants & myResearch Agreements – news and updates

At the beginning of October, *myResearch Agreements*, the latest module of the myResearch suite, was released. The module provides an electronic contact management system with a single, convenient location for investigators to request, submit and track/monitor research-related agreements, sub-agreements, and contracts managed by The Research Foundation for SUNY at Stony Brook University through the Office of Sponsored Programs. It includes Sponsored Research Agreements, Clinical Trial Agreements, Subawards, Data Use Agreements and other documents useful for review and negotiation.

The module is not mandatory but encouraged. If OSP receives an agreement directly from the sponsors, support staff will log it into myResearch Agreements and notify the investigators of the action, asking that they review and answer any questions before the OSP administrators proceed with the negotiation and execution of the agreements.

As a reminder, through **myResearch Agreements, researchers and their study teams will be able to:**

- efficiently develop and submit an agreement, view the status of your agreement at a glance, including most recent activities and reviewer comments.
- track updates as an agreement advances through key milestone points, thereby bringing an enhanced level of transparency to the process.
- clone previously submitted agreements, saving valuable time in the submission process.
- be presented with submission questions relevant to the agreement, streamlining the submission experience.
- have access to an archive of your agreements processed in **myResearchAgreements** in a centralized, easily-accessible location.

More information, including a training manual and a video tutorial explaining who has access to the module, how to navigate the module, how to perform different activities in the module in order to move an agreement through the workflow from end-to-end as well as the overall workflow, can also be found here.

The link to the myResearch portal is: https://stonybrook.edu/myresearch.

If you have any questions, please contact Sponsored Programs at osp_contracts@stonybrook.edu.

The system to system (S2S) capability will be enabled in *myResearch Grants* as of January 2019. Training is ongoing and the training sessions provide an overview of myResearch Grants proposal and endorsement process and will include a demonstration on how to develop a funding proposal, and enter budget and credit split information. Training resources have been added to our website and can be accessed here: https://research.stonybrook.edu/sites/default/files/Pdfs/SF424_Quick_Reference.pdf

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

OSP Announcements and Reminders

A new Export Compliance newsletter begins a series intended to assist the campus community in understanding and complying with Export Control regulations, which apply to all members of the University community. The first issue, shared with the campus community on December 20, 2018, includes information regarding export compliance at SBU, travel to an embargoed country, accepting Foreign National and/or Publication Restriction for Sponsored Research. For more information about the newsletter, export control laws, best practices or training resources, please visit SBU's export compliance website or contact Susan Gasparo at 2-1954 or via email at Susan.Gasparo@stonybrook.edu.

OSP Staff Changes

The OSP team bid farewell to **Annette DePietri**, Contracts Administrator effective November 2018. Her administrative experience, particularly with New York State awards, will be missed. It is with warmest regards that we wish Anne success as she assumes a new position at SBU.

Reminders:

- All inquiries made in connection with 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 inquiries, and especially supporting documentation, through your agreement record in **myResearch Agreements** 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.
- 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. Our proposal submission policy can be found here: https://research.stonybrook.edu/sites/default/files/osp-deadline-policy-revision.pdf.

Ask OSP

NSF FastLane Proposal Guide

OSP staff have developed a guide designed for those submitting a proposal for NSF funding through FastLane. A sample page is included in this article. To access the entire document please visit our website or access the following link: https://research.stonybrook.edu/sites/default/files/Pdfs/NSF_Guidelines.pdf

The information provided in this guide should not be used as a substitute for a thorough review of the Proposal and Award Policies and Procedures Guide (PAPPG) or your program's solicitation (list of NSF Funding Opportunities).

Proposals to NSF are submitted through the NSF FastLane system unless otherwise noted by the specific funding announcement. FastLane may be used for proposal preparation, file update, submission and status checking, and post-award administrative duties: https://www.fastlane.nsf.gov/

NSF Fastlane Proposal Guide

Allowable fonts	Arial, Courier New, Or Palatino Linotype at size 10 point of larger; Times New Roman, Computer Modern family of fonts at size 11 point or larger; Macintosh users also may use Helvetica and Palatino fonts. Black in color, smaller fonts may be used in equations, tables and figure legends
Type Density	No more than 6 lines of text per vertical inch
Pagination	FastLane does not automatically paginate a proposal. Each section of the proposal that is uploaded as a file should be individually paginated prior to being uploaded to the electronic system.
Margins	One inches all around
Page Formatting	Use only single columns
PDF Attachments	Convert to PDF prior to upload.

Cover Sheet	Interdisciplinary proposals: ensure all relevant programs are identified. Renewal proposals: previous award numbers have been entered. Related preliminary proposal: Enter related number (if applicable). For each proposal that describes an international activity and/or conference, PIs should list the primary countries involved (see "2 Digit Country Codes" on ORAF site).
Project Summary	Three text boxes: Overview; Intellectual Merit; Broader Impacts. Total length: 4,600 characters Special Characters: Upload as pdf in the Supplementary Doc section with the three separate headings.
Table of Contents	Automatically generated by Fastlane.

Project Description	Must contain:
	• Separate sections within the narrative, a section labeled:
	   o "Broader Impacts" and "Intellectual Merit"
	• Results for Prior NSF Support which includes two, distinct headings:
	   o Intellectual Merit; Broader Impacts.
	• Do not use URLs
	Page Limit: 15 Pages (unless otherwise noted)

References Cited	Must include all authors, not "et al.".

Biographical Sketch(es)	Required for each individual identified as senior personnel. Must be uploaded as a single pdf for each individual. Include:
	• Professional Preparation (in chronological order)
	• Appointments (in reverse chronological order)
	• Products (may include publications, data sets, software, patents, copyrights)
	   o up to five products most closely related to the proposed project
	   o and up to five other significant products
	• Synergistic Activities (a list of up to five examples)
	Do not include any information that is not requested
	Page Limit: 2 pages

Upcoming Training & Workshops

Internal Training and Workshops

- **In-person myResearch Grants Training.** Training sessions are available through February 2019, 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 us at ovpr_myresearchgrants@stonybrook.edu.

- The Office of Grants Management (OGM) offers hands on training in the use 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

Webcasts from the **Fall 2018 NSF Conference** can be accessed here: https://nsfgrantsconferences.com/resource-center/#webcasts. Presentations include: Policy Update, Funding Type, Proposal Preparation, Merit Review Process, Award Management etc.

Future NSF events can be found here: https://www.nsf.gov/events/

The **Society of Research Administrators International (SRA-International)** has posted a list of upcoming events, either in person or webinars. The calendar can be accessed here: https://www.srainternational.org/learn/calendar. Upcoming section meetings are:

- **2019 Western/Southern Section Meeting**
  San Diego, CA

  March 10, 2019

- **2019 Midwest/Northeast Section Meeting**
  Chicago, IL

  April 28, 2019

On Monday, December 31st, Early Registration Rates end for a valuable and unique learning opportunity, designed for those new to working with the **NIH** grants process. If you are interested in attending the next **NIH Regional Seminar in Baltimore, MD (May 15-17)** and have not registered yet, then now is the time!

https://nexus.od.nih.gov/all/2018/12/12/dont-wait-to-spring-into-action-early-registration-rates-end-soon-for-spring-2019-nih-regional-seminar/

Sponsor Updates

Grants.gov

Follow this link to access the November issue of Grants.gov Newsletter:

https://communications.grants.gov/app/w/VFOA3Drikdep7tirYplimg/1plRLWC4Af3x0M7VV892gNag/ZSVYD1wSuD6XfF892s1dLf8Q

Additional ways you can connect with Grants.gov through their communications platforms:
» Twitter: @grantsdotgov
» Subscribe to the Grants.gov Community Blog on WordPress
» Subscribe to our YouTube channel & watch the latest training videos
» Subscribe to the Grants.gov System Alerts blog

NIH Updates

NIH releases Notice regarding Harassment and Discrimination Protections in Training Grant Applications

Applications for National Institutes of Health (NIH) institutional training grants (T15, T32, T34, T35, T36, T37, T90/R90, TL1, TL4) must include a letter on institutional letterhead signed by a key institutional leader that describes the institutional commitment to ensuring that proper policies, procedures, and oversight are in place to prevent discriminatory harassment

and other discriminatory practices. This policy applies to applications submitted for due dates on or after January 25, 2019. The specific section in which the harassment and discrimination protections should appear is detailed in Notice NOT-OD-19-029.

NIH publishes the Revised Grants Policy Statement -The National Institutes of Health (NIH) announces the publication of the revised NIH Grants Policy Statement (NIHGPS, rev. October 2018). This revision is applicable to all NIH grants and cooperative agreements with budget periods beginning on or after October 1, 2018. This revision supersedes, in its entirety, the NIH Grants Policy Statement (October 2017) as a standard term and condition of award. Previous versions of the NIHGPS remain applicable as a standard term and condition for all NIH grants and cooperative agreements with budget periods that began prior to October 1, 2018.

Ruth L. Kirschstein National Research Service Award (NRSA) Stipends, Tuition/Fees and Other Budgetary Levels Effective for Fiscal Year 2019 (Notice Number: NOT-OD-19-036). - The National Institute of Health (NIH), Agency for Healthcare Research and Quality (AHRQ), and Health Resources Services Administration (HRSA) have announced stipend levels for trainees and fellows supported by Kirschstein-NRSA awards in Fiscal Year (FY) 2019. Click here to view the full notice (NOT-OD-19-036) including stipend tables for FY2019 and details on tuition and fees, training related expenses, and institutional allowances for fellows.

NIH Extramural Nexus

The latest edition of NIH Extramural Nexus, a blog that provides updates on issues related to NIH research, can be accessed here: https://nexus.od.nih.gov/all/

From the Open Mike Blog, "for applications due on January 25, 2019 and beyond, the term "rigor of the prior research" will replace "scientific premise" under the Significance section for most research grant and career development award applications (see NOT-OD-18-228 and NOT-OD-18-229). Applicants will be asked, on and after that submission date, to also describe plans to address weaknesses in the rigor of the prior research in the Approach section. To accommodate these new changes, the webpage exists as a landing page with four distinct sub-pages, so you can quickly get to the information you need. These sub-pages break out relevant guidance, resources for preparing your application and training materials, as well as a timeline of our communications on rigor through Guide Notices, blogs, FAQs, and references.

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NSF Updates

The sixth edition of NSF's Proposal and Award Policy Newsletter can be found at: https://www.nsf.gov/pubs/2019/nsf19020/nsf19020.pdf.

Topics of importance include: Proposal & Award Policies & Procedure Guide (PAPPG) Released, NSF Policy on Harassment Finalized, NSF is Developing a New Award Notice, Research.gov Proposal Submission Update. Read more here: https://research.stonybrook.edu/node/11660.

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NASA Updates

NASA Policy Statement - In September, NASA issued a policy statement on Anti Discrimination in NASA Conducted or Funded Programs, Activities and Institutions. It emphasizes NASA's commitment to antidiscrimination among the institutions that participate in NASA-conducted programs or receive funding from NASA.

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 Programs and Deadlines

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 *All - new, renewal, resubmission, revisions*	**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 *All - new, renewal, resubmission, revision*	**Research Demonstration Education Projects**	January 25	May 25	September 25
T Series D Series *All - new, renewal, resubmission, revision*	*Institutional* **National Research Service Awards** **Other Training Grants** NOTE: Applicants should check with the relevant Institute or Center (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.	January 25	May 25	September 25
C06/UC6 *All - new, renewal, resubmission, revision*	**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 *All - new, renewal, resubmission, revision*	**Other Activity Codes**	January 25	May 25	September 25
R01 *new*	**Research Grants**	February 5	June 5	October 5
U01 *new*	**Research Grants - Cooperative Agreements**	February 5	June 5	October 5
K series *new*	**Research Career Development**	February 12	June 12	October 12
R03, R21, R33, R21/R33, R34, R36, UH2, UH3, UH2/UH3 *new*	**Other Research Grants and Cooperative Agreements**	February 16	June 16	October 16

Activity Codes	Program Description	Cycle I Due Date	Cycle II Due Date	Cycle III Due Date
R15 *All - new, renewal, resubmission, revision*	**Academic Research Enhancement Award (AREA)**	February 25	June 25	October 25
R01 *renewal, resubmission, revision*	**Research Grants**	March 5	July 5	November 5
U01 *renewal, resubmission, revision*	**Research Grants - Cooperative Agreements**	March 5	July 5	November 5
K series *renewal, resubmission, revision*	**Research Career Development**	March 12	July 12	November 12
R03, R21, R33, R21/R33, R34, R36, UH2, UH3, UH2/UH3 *renewal, resubmission, revision*	**Other Research Grants and Cooperative Agreements**	March 16	July 16	November 16
F Series Fellowships (including F31 Diversity – NOT-OD-17-029) *new, renewal, resubmission*	*Individual* **National Research Service Awards (Standard)** (see NRSA Training Page)	April 8	August 8	December 8
R13, U13 *All - new, renewal, resubmission, revision*	**Conference Grants and Conference Cooperative Agreements**	April 12	August 12	December 12
R41, R42 R43, R44, U43, U44, *All - new, renewal, resubmission, revision, AIDS and AIDS-related* SB1, UB1	**Small Business Technology Transfer (STTR)*** **Small Business Innovation Research (SBIR)*** **Commercialization Readiness Pilot (CRP) Program***	September 5	January 5	April 5

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 *new, renewal, resubmission, revision*	**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.