Sponsored Research - News, Updates, Reminders

June 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 and Reminders

Updates to NIH Training Grant Applications

The NIH Institutional National Research Service Award (NRSA) Training Grant

Program application is undergoing changes that take effect for submissions due

on or after January 25, 2025. These modifications impact the PHS 398 Research Training Program Plan Form (the Recruitment Plan to Enhance Diversity will become its own attachment instead of part of the 25-page program plan) and the NRSA Training Tables (NIH is updating the NRSA Data Tables to reduce burden on the research community).

Additionally, for the parent Training Notice of Funding Opportunities (NOFOs) NIH is:

- Better-defining expectations for mentor training,
- Clarifying positive career outcomes within the scope of research and related careers aligned with the NIH mission, and
- Including "Training in the Responsible Conduct of Research" and the "Recruitment Plan to Enhance Diversity" as items that contribute to the overall impact score.

To learn more about the updates, please plan to attend the Panel Discussion described below.

Panel Discussion on NIH Institutional Training Grants

The Federal Demonstration Partnership is pleased to announce an upcoming virtual panel discussion that will be of significant interest to those faculty members and colleagues involved with NIH institutional training grants. This event, titled *Strategies for Assessing Efforts in Preparing NIH Institutional Training Grants: Insights from FDP, NIH Biomedical Research Workforce, and NTGCOP*, will bring together experts from the Federal Demonstration Partnership (FDP), the NIH Biomedical Research Workforce, and the National Training Grant Community of Practice (NTGCOP).

Event Details:

- **Date**: Wednesday, July 31st
- **Time**: 3:00pm – 4:00pm Eastern Time

- **Register via Zoom**: https://nas-sec.zoomgov.com/meeting/register/vJItdu2vrjkrHOVFn4RmbaAWUKXByem-HRU#/registration

Panelists:

Ericka Boone, PhD, Director of the Division of Biomedical Research Workforce (DBRW) in the NIH Office of Extramural Research (OER), Training Co-Chair

Liz Stein, PhD, Chair of the National Training Grant Community of Practice (NTGCOP), Director of Graduate and Postdoctoral Professional Development and Training at Northwestern University

Kelly Moore, PhD, Lead in Organizational Outreach and Partnership for NTGCOP, and Director of the Training Grant Support Office (TGSO) at Emory University

Moderators and FDP Representatives:

Robert Nobles, DrPH, MPH, CIP, Vice President of Research Administration, Emory University

Stephanie Scott, MS, CRA, Director of Policy and Research Development, Columbia University

Session Description:

Join an informative panel discussion featuring representatives from the FDP, the NIH Biomedical Research Workforce, and the NTGCOP. This session will shed light on the FDP's role in reducing the administrative burden of federally sponsored research and the NTGCOP's role in discussing best practices, sharing resources, and making recommendations to NIH on behalf of the training grant community.

This session will specifically address the NIH's upcoming modifications to institutional training grant applications, effective for proposals due on or after January 25, 2025. These changes include updates to the Ruth L. Kirschstein National Research Service Award (NRSA) Data Tables aimed at minimizing the administrative burden on researchers, as well as other updates.

Participants will explore potential collaborative opportunities among the three entities to evaluate burden reduction and incorporate faculty feedback for ongoing enhancements.

NSF Updates and Reminders

Reminder: The new NSF Proposal and Award Policies and Procedures Guide (PAPPG) (NSF 24-1) is now in effect

The new NSF Proposal and Award Policies and Procedures Guide (PAPPG) for 2024 (NSF 24-1) has become effective as of **May 20, 2024**. You can find a summary of updates.

NSF hosted a webinar on March 12, 2024 to go over updates in the PAPPG (NSF 24-1) that applies to all proposals submitted or due on or after May 20, 2024. You can watch a recording of the webinar.

U.S. Department of Energy Updates

REMINDER: Requirements for Submission of Final Peer-Reviewed Accepted Manuscripts

This is a semi-annual reminder that recipients of Office of Science (SC) funded awards, made or renewed on or after October 1, 2014, are required to submit to the Department of Energy (DOE) the final peer-reviewed accepted manuscript (hereafter referred to as the "accepted manuscript") for all journal articles that result from work under the award per the July 2014 DOE Public Access Plan. While DOE requires that all accepted manuscripts must be submitted that result from work under the award, if you have identified a peer-reviewed journal article on your annual Research Performance Progress Report (RPPR), it is important that you submit the peer-reviewed manuscript for it as soon as it has a status of "accepted" for publication. This requirement is included in the terms and conditions as part of the reporting requirements of the award.

DOE fulfills requirements for public access using its government license to the research it funds. This allows for DOE to make the accepted manuscript version of the journal article available to the public to read, download, and analyze under its government license rather than require its recipients to pay "open access" (OA) fees or article processing charges to enable public access. However, if published as OA, submission of the OA article in lieu of the accepted manuscript, is also acceptable.

Acknowledgement of Federal Support: An acknowledgment of Federal support is required and must appear in the publication of any material, whether copyrighted or not, based on or developed under the award. Please see the SC Acknowledgements of Federal Support webpage for guidance on acknowledging your award when publishing articles supported by SC.

Submission Instructions: Accepted manuscripts must be submitted to the DOE corporate E-Link system at the time the journal article meets the status of "accepted" for publication. Do not submit the copyrighted version of the journal article unless published as "open access." Accepted manuscripts will be made available through DOE PAGES and OSTI.GOV one-year after the article is published online.

To submit an accepted manuscript or OA article, go to E-Link and select the "Financial Assistance Recipients" tab on the homepage where you will be prompted to provide information about the accepted manuscript (metadata) and then asked to submit the full-text. If you have the digital object identifier (DOI) for the accepted manuscript, much of the metadata will be populated automatically.

Written instructions for submission of accepted manuscripts are included in the DOE Federal Reporting Checklist and Instructions, DOE F 4600.2 (see "Scientific and Technical Reporting" section Journal Article/Accepted Manuscripts, pp. 5-6). A video tutorial, "Submitting Accepted Manuscripts - Financial Assistance Awardees," can be viewed on YouTube.

FAQs and Help: OSTI has prepared a list of frequently asked questions (FAQs) on Public Access which can be found on the DOE PAGES website.

For questions or help regarding submission of accepted manuscripts, please contact elink_Helpdesk@osti.gov.

myResearch Updates and Reminders

General myResearch Reminders

We would like to remind myResearch Grants users of the importance of utilizing the myResearch Grants training resources - or testing environment for those who have taken part in our training sessions - to create sample proposals or get more familiarized with the system. The myResearch testing environment and training materials were specifically designed for testing and training purposes, allowing users to familiarize themselves with the system and practice without any impact on the live environment.

Key Points to Remember:

Training and Testing: Use the online training resources for the myResearch Grants Test environment to create sample proposals and practice submission processes. This helps ensure you are fully prepared when it comes time to submit real proposals. 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. Users can sign up for multiple dates if a refresher on the information is needed. Please visit the OSP/ OGM training website to view the upcoming class schedule and register for classes.

Avoiding Inaccurate Data: Submitting sample proposals in the live environment can lead to inaccurate data, cluttered inboxes, and confusion. It's crucial to keep the live environment clean and accurate for actual submissions to external sponsors.

Reducing Risks: Using the live environment for non-submission activities increases the risk of errors, such as mistakenly submitting incomplete or incorrect proposals to sponsors. This can have serious repercussions on our institution's reputation and success rates.

Minimizing Inconveniences: Non-essential activities in the live environment can slow down the system, affecting everyone who needs to use it for genuine submissions. Only use the live environment for proposals that are intended for submission to external sponsors.

We appreciate your cooperation in keeping our systems efficient and our data accurate. If you have any questions or need assistance, please do not hesitate to contact us at ovpr_myresearchgrants@stonybrook.edu.

Other 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

Approved Fringe Benefit Rates for FY 2025

The fringe benefit rates for FY 2025 have been approved by DHHS and become effective July 1st, 2024, in conjunction with the beginning of the fiscal year observed by SUNY and the Research Foundation for The SUNY. The NYS rate applied to the Salary Offset (IFR) appointments has also been approved, but we have not yet received an executed agreement. We will provide an update when the agreement is received.

The updated Rate Agreements with DHHS incorporating the approved fringe benefit rates have been posted on our internal OSP/OGM website. As a reminder, SBU's policy is to use the approved fixed and provisionally approved rates only.

The following rates are reflected in the Oracle Business System, OSP/OGM's website as well as myResearch Grants, and should be used on all new proposals:

7/1/24-6/30/25 and beyond

- Regular RF Employees 39.5% (decreased from 40%)
- Post Doctoral 31% (increased from 28%)
- Graduate Students 13% (no change)
- Undergrad Students 5.50% (decreased from 6%)
- Summer only 14% (no change)
- SUNY-IFR 63.43% (decreased from 64.45%)

The new rates will not automatically update any existing budgets/proposals that are in Draft status in myResearch Grants. Users must select the Fringe Benefit from the picklist on the budget in the Budget module of the proposal. Once selected, the new rates will be re-calculated. For any questions, please don't hesitate to reach out to your OSP Specialist, or email us at osp@stonybrook.edu.

Post Award Corner

Review Accuracy of NIH Grants Information

Data on all funded NIH grants is made available to the public on the RePORTer website. One way information is provided is by school/department, which you can explore using the Awards by Location feature. Because the automated process by which the NIH assigns schools and departments is error-prone, grantee officials can make changes in how that information is reflected in NIH systems.

NIH's fiscal year ends on September 30, 2024, so now is the time for Signing Officials to verify the accuracy of their grant assignments to departments or components within institutions of higher education using the Grant Re-assign function in eRA Commons. Since the data in these files are "frozen" annually to ensure the reporting files produce consistent and meaningful results, any corrections must be made by 8 pm EDT on Thursday, October 3, 2024, to be reflected in NIH annual reports. Rankings will also be reflected in The Blue Ridge Institute for Medical Research (BRIMR) based on institutional information, therefore it's important to ensure that the department and school names are accurate. Incorrect assignments must be reported to osp_postawards@stonybrook.edu by 5 pm EDT on September 27, 2024, to allow time for the information to be corrected in eRA Commons by an OSP Specialist.

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

Discontinuation of Paper Requisitions for Research Foundation Funded Non-Travel Employee Reimbursements

Effective May 31 - The Office of Grants Management and the Procurement, Travel & Card Programs Office will no longer accept paper requisitions for RF funded non-travel employee reimbursements (this does not apply to non-employees).

Please submit your expense reports for out of pocket non-travel reimbursements through Concur using the RF Non-Travel Policy.

Details/training can be found via the link below, or please reach out to:
sbu_travel_expense@stonybrook.edu

End of Award Period Expenditures

Expenditures in the final 90 days of the active Award period must be necessary for the conduct of grant activities and be for items that will be fully utilized prior to the end of the award. Expenditures during this time period must clearly reflect why the items are needed and represent a quantity that is reasonable for the time that they will be utilized. Items of long term use, such as computers and computer accessories, equipment, and service agreements that exceed the award end date, should not be submitted for consideration.

Procurement of equipment and supplies may not be purchased simply to use an unobligated balance remaining at the end of the project and these costs are highly scrutinized during audit and are targets for disallowed cost. The annual federal cost audit targets end of award charges to confirm that there is satisfactory evidence that all costs are necessary, reasonable and will be utilized within the award period. The OGM approval process serves to document this review and is critical to our federal cost accounting standard compliance. More can be found under the Code of Federal Regulation - 2 CFR 200.402-.405.

Timely Travel Reimbursement Requests

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. This is especially important when using the RF Bank of America Travel card for travel expenses. Failure to reconcile a card can result in suspension of card privileges.

The Research Foundation Equipment Insurance

The Research Foundation for SUNY provides campus users access to a policy that can protect equipment purchased with and used in support of, Research Foundation sponsored research activity.

Since Stony Brook University has no other funding source to provide for damage to, or loss of equipment, this is your only vehicle for protecting your equipment. This low cost coverage through AMSURE protects equipment against loss with worldwide coverage, including flood and earthquake.

The annual premium rate under the equipment policy, effective July 1, 2023 is $1.43 per $100 of coverage (for the current award budget period) with a deductible of $1000.

Settlement of claims is based on the replacement value of the damaged or lost equipment. Insurance may be renewed during each new award budget period.

Most sponsors allow equipment insurance to be charged to grant awards and contracts as an acceptable way to protect the equipment necessary to conduct the research project. This insurance is strongly encouraged.

The signed RF purchase requisition using the supplier AMSURE, a copy of the original purchase order for the equipment and a completed insurance floater form should be sent to OGM email. ogm_ovpr@stonybrook.edu.

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.

ogm_clinicaltrialreceivables@stonybrook.edu - for incoming payment information specific to Clinical Trial Awards.

Training, Workshops and Other News

SRA International offers "PI Intensive for New Faculty and Researchers" Workshop

The PI Intensive for New Faculty and Researcher Workshop is a comprehensive Workshop designed to empower new faculty and researchers with the essential knowledge base and skills needed to excel in their careers. This one-and-a-half day program will be held from October 24 to 25 in Chicago, Illinois at The Chicago Marriott Downtown Magnificent Mile. Led by distinguished researchers across the SRAI network, this program offers valuable insights and practical guidance for our Senior Postdoctoral Fellows, Assistant Professors, and Faculty new to research. By attending the PI Intensive, new faculty members and researchers will gain insight into PI roles and responsibilities and learn how to develop competitive grant applications, negotiate effectively with institutions, and master project management techniques.

SciENcv Training

Save the Dates! OSP and OPD will be offering a"A How-to Guide for SciENcv " training to assist in preparing personnel documents with the new requirements. The next training will be **Wednesday, September 25 from 10 to 11 am.** 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. This information is available on the OSP-OGM website.

External Newsletters

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

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.

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!

"*… what a pleasure it has been to work with Melissa Spence (OGM) and Selamu Shega (OSP) over the past year or so. They are always helpful and timely in their responses, and in their willingness to clarify procedures at OGM and OSP respectively. Professor Hobbs has been very appreciative, as he is confident that the administrative tasks are flowing smoothly with their professional assistance.*" (Administrator, Physics & Astronomy)

"In the middle of every difficulty lies opportunity." ~ Albert Einstein