WUSM RA Forum
May 2006

Grants & Contracts
G&C Updates
Important NIH Notices

✓ PHS 398 May 2, 2006 (Notice 06-056)
✓ PHS 398 May 10, 2006 (Notice 06-056)
✓ SF 424 (R&R) May 10, 2006 (Notice 06-057)
✓ PHS 2590 Progress Reports (Notice 06-058)
(Notice 06-054) NIH Announces Change in Business Process

• PI signature not required for:
  • Applications- *PI Certification Form*
  • Post-submission information  -*Internal Signature of PI is still applicable*
  • Progress reports- *PI Certification Form*
  • Post-award prior approval requests  -*Internal Signature of PI is still applicable*

• Applicant organization agrees to secure a written assurance from the PI prior to submitting an application to the PHS.

• Applicant organization must retain a unique signature and date for each submitted application.

• Written assurance must be available upon request.
Written assurances must include at least the following:

1. That the information submitted is true, complete and accurate to the best of PI's knowledge.
2. That any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties.
3. The PI agrees responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

When multiple PIs are being proposed, there must be assurances for all named PIs.
(Notice 06-054) NIH Announces Change in Business Process (cont.)

- Change applies to competing applications submitted after May 10, 2006.

- How will WUSM handle securing a written assurance?

  Single PI Certification Form & Multiple PI Certification Form.
Principal Investigator (Single) Certification Form

Principal Investigator’s Name: ____________________________

Title of Application: ____________________________

Project Period: ____________________________

As Principal Investigator for the project, I certify:

1. That the information submitted within the application is true, complete and accurate to the best of my knowledge.

2. That any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

3. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

I certify that all information in the application is accurate and if this proposal is funded, I will conduct the project in accordance with the terms and conditions of the sponsor and the policies of the University and School of Medicine.

________________________________________
Signature of Principal Investigator

______________
Date

Created by TLS 5/2/2006
Principal Investigator (Multiple) Certification Form

Principal Investigator's Names: __________________________

Title of Application: __________________________

Project Period: __ __ __ / __ __ __ / __ __ __

As Principal Investigators for the project, we certify:

1. That the information submitted within the application is true, complete and accurate to the best of our knowledge.

2. That all false, fictitious, or fraudulent statements or claims may subject us to criminal, civil, or administrative penalties.

3. We agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

We certify that all information in the application is accurate and if this proposal is funded, we will conduct the project in accordance with the terms and conditions of the sponsoring agency and the policies of the applicable university.

Signature of Principal Investigators/Date

* Note: When multiple Principal Investigators are proposed in an application, this assurance must be retained for all named Principal Investigators.
Effective May 10, 2006 applicants using the SF 424 Family of Forms through NIH eRA Commons will no longer have the PI verification step.

Note: PI still has the responsibility to ensure that his/her application received by NIH eRA Commons has been assembled properly.

Applications will automatically move forward in two days.

PI approval currently developed in the eRA Commons e-SNAP module will be removed in the future.
(Notice 06-055) NIH Announces Change in Business Process Concerning eRA Commons

• A change in business process concerning eRA Commons verification for NIH/AHRQ (Agency for Healthcare Research and Quality).

• Effective May 10, 2006 and beyond NIH/AHRQ will no longer require verification.

Note: PI still has the responsibility to ensure that his/her application received by NIH eRA Commons has been assembled properly.

• Once an application package has been successfully submitted through Grants.gov, the application will automatically move forward for processing by the Division of Receipt and Referral after two business days.

Note: WUSM AOR/SO will NOT verify application in NIH eRA Commons. WUSM AOR/SO will allow application to proceed “as is” unless otherwise notified by the PI/DA.
Prior to the submission deadline the AOR/SO can “Reject” the application within the two day window.

If PI wishes to “Reject” the application, PI/DA should first contact the eRA Commons Helpdesk to confirm the system failure. If “Reject” is applicable, PI/DA must send an e-mail identifying the application (PI Name & Title) to the applicable GA requesting that the application be “Rejected”.
If the two day window falls after the submission deadline, the AOR/SO will have the option to “Reject” the application.

If the AOR/SO chooses to “Reject” the application after the submission deadline for anything other than a system failure, a changed/corrected application still can be submitted but it will be subject to the NIH late policy guidelines and may not be accepted. The reason for this delay should be explained in the cover letter attachment.

Both the AOR/SO and PD/PI will receive e-mail notifications when the application is rejected or the application automatically moves forward in the process after two days.
(Notice 06-056) NIH Announces Interim Changes to the PHS398 Application and Instructions

- NIH/AHRQ strongly encourages applicants to view assembled grant applications in the NIH eRA Commons. Once the two day window has elapsed any changes must be made through and with the permission of the assigned Scientific Review Administrator and can potentially delay the processing of the Application.

- PHS398 has been revised to incorporate a number of business process changes.

- Revised forms (dated rev. 4/06) are required for PAPER applications on/after May 10, 2006.
(Notice 06-056) NIH Announces Interim Changes to the PHS398 Application and Instructions (cont.)

- New business practice is being implemented by replacing the signature of the PI with an institutional compliance requirement where the applicant organization will capture and retain the PI signature.

- Effective on/after May 10, 2006 the signature of the PI is no longer required.
Specific changes include:

1. Face Page (Form Page 1): Has been revised to remove the PI signature item. Corresponding instructions have also been deleted.

2. Checklist Form Page: Section II. Assurances has been revised to include the PI Assurance.

3. Part III Policy/Assurances/Definitions: Section II/Assurances has been revised to include the PI Assurance as an institutional compliance requirement.

How will WUSM handle securing a written assurance? Single PI Certification & Multiple PI Certification Form.
Transitioning to the SF424 Research & Related (R&R) has introduced a new business practice for measuring effort devoted to a project-person months. To keep a consistent business practice, the PHS398 has also been revised to reflect this new effort measure. Specific changes include:

1. Form Page 4 (Detailed Budget Page)
2. Key Personnel Format Report
3. Modular Instructions, Budget Justification
4. Other Support Instructions
5. General Instructions Changes
Effective May 10, 2006 and beyond instructions for including paper publications as appendix material has changed. The new process is:

1. **Publications in press**: Include only a publication list with a link to the publicly available on-line journal article or the NIH PubMed Central (PMC) submission identification number. Do not include the entire article.

2. **Manuscripts accepted for publication but not yet published**: The entire article should be submitted and may be stapled.

3. **Manuscripts published but an online journal link is not available**: The entire article should be submitted and may be stapled.
The PHS398 has been modified to accommodate multiple PIs in competing applications.

Specific changes on the PHS398
1. **Face Page (Form Page 1):** All applications proposing a single PI will use only Form Page 1.

2. **Face Page Item 3h. eRA Commons User Name:** This is now a required field for all PIs, even those applications proposing only a single PI. Requiring the eRA Commons User Name for all PIs will improve data quality. This is particularly important for applications proposing multiple PIs. This data field will be pivotal in assuring all named PIs have access to the appropriate data.

3. **Form Page 2 (cont.)** The instructions for the Key Personnel section of Form Page 2 have been revised to accommodate multiple PIs.

4. **Table of Contents (Form Page 3) & Research Plan Instructions:** The Research Plan has been revised to include a distinct section for a Multiple PI Leadership Plan, which includes a delineation of the shared administrative, technical, and scientific responsibilities for the PIs.
5. **Personal Data Form Page**: This page has been revised to cover the collection of this demographic information for all PIs.

6. **General Instructions Changes**: Changes have been made throughout the instructions to include appropriate guidance for multiple PIs.

- Requirements for The Research Plan have been revised to include a new section dedicated specifically to Select Agent Research. **This new section is only required when applicable.** Additionally, the Resource Format Page instructions have been revised to request specific biocontainment resources **when applicable.** Finally, the Select Agent Research section in Part III Policy/Assurances/Definitions has been revised to include additional informational websites.
Requirements for the biographical sketch have been changed to **eliminate** the 2-page subsection limit for sections A&B. The entire biographical sketch continues to have a 4-page limit, however, the 2-page subsection limit for sections A&B has been eliminated.

As NIH continues to transition all funding mechanisms and the SF424 (R&R) application, the data requirements and instructions to the PHS398 will be changed accordingly. With this revision, all instructions and data requirements specific to SBIR and STTR applications (R43/R44 & R41/R42), AREA applications (R15s); and Conference applications (R13/U13s) have been removed.

1. Form Page 1: Face Page (Rev.04/06)
   a. New form page developed to capture PI information for multiple PIs.
   b. Item 3h, the eRA Commons User Name is now required for all PIs.
   c. Item 14, PI Signature Assurance has been removed.

2. Form Page 2: (Rev.4/06)
   a. Instructions for Key Personnel have been revised to incorporate multiple PIs
   b. The Disclosure Permission Statement applicable for SBIR/STTR applicants has been removed.
A consolidated list of changes to each Form or Format Page on the SF424(R&R) is as follows (cont.):

3. Form Page 3: Table of Contents (Rev 4/06)
   a. The Table of Contents for the Research Plan has been revised to include 2 new sections—Select Agents Research and Multiple PI Leadership Plan
   b. The Commercialization Plan Item specific to SBIR/STTR applicants has been removed.

4. Form Page 4: Detailed Budget (Rev 4/06)
   a. The Personnel Section has been revised to replace Type of Appointment & Percent Month columns (calendar, academic, and summer)
   b. The budget item for SBIR/STTR Fee has been removed.

5. Form Page 5: Budget for Entire Proposed Period of Support (Rev 04/06)
   a. The budget item for SBIR/STTR Fee been removed.

6. Modular Budget Format Page (Rev 04/06)
   a. Instructions have been modified for the Personnel Justification section to request effort devoted to the project using person months (calendar, academic, and summer)
   b. The budget justification section for SBIR/STTR Fee has been removed.
A consolidated list of changes to each Form or Format Page on the SF424(R&R) is as follows (cont.):

7. Resources Format Page (Rev. 4/06):
   a. Instructions revised to request information concerning biocontainment resources when Select Agent Research is proposed.

8. Checklist Form Page (Rev. 4/06):
   a. All SBIR/STTR-specific data fields and information have been removed
   b. Section 2. Assurance has been revised to include new PI Assurance

9. Key Personnel Format Page (Rev. 4/06)
   a. The column requesting annual effort has been modified to now reflect person months (calendar, academic, summer)

10. Personal Data Form Page (Rev. 4/06)
    a. Instructions have been revised to cover the collection of this demographic information for all PIs.

11. Biographical Sketch Format Page (Rev. 4/06)
    a. Revised to eliminate the 2-page subsection page limit for sections A&B. The entire biographical sketch still has a 4-page limit, including the table at the top of page one.
(Notice 06-056) NIH Announces Interim Changes to the PHS398 Application and Instructions (cont.)

• A consolidated list of changes to each Form or Format Page on the SF424(R&R) is as follows (cont.):

  12. Other Support Format Page Example (Rev 4/06)

    a. Instructional text and the example have been modified to reflect effort measurements in person months (calendar, academic, summer)
(Notice 06-057) NIH Announces Changes to the SF424(R&R) Instructions Notice

- Application Guides for the SF424(R&R) has been revised to incorporate a number of business process changes.

- New business practice replacing the PI signature with an institutional compliance requirement that will capture and retain the PI signature.

- These NIH business process changes are effective with applications submitted electronically through Grants.gov on/after May 10, 2006.

- Applicant organization agrees to secure and retain a written assurance from the PI prior to submitting an application to the PHS. Organizations must retain a unique signature and date for each submitted application.
Written assurance must be available upon request and include the following:

1. That the information submitted is true, complete and accurate to the best of PI’s knowledge

2. That any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties.

3. The PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

How will WUSM handle securing a written assurance?

Single PI Certification & Multiple PI Certification Form
(Notice 06-057) NIH Announces Changes to the SF424(R&R) Instructions (cont.)

- When multiple PIs are proposed in an application this assurance must be retained for all named PIs.

- This business change specifically affects the PI verification step in the eRA Commons.

- Effective for submissions with open dates May 10, 2006 and thereafter, the PI verification step in eRA Commons is being eliminated.

Note: PI still has the responsibility to ensure that his/her application received by NIH eRA Commons has been assembled properly. WUSM AOR/SO will NOT verify application in NIH eRA Commons. WUSM AOR/SO will allow application to proceed “as is” unless otherwise notified by the PI/DA.
(Notice 06-057) NIH Announces Changes to the SF424(R&R) Instructions (cont.)

- PD/PIs (and AOR/SOs) will have two business days to review the application. If everything is acceptable then the application will automatically move forward in the process after 2 business days. However, if it is determined by the PD/PIs that some of the application was lost or didn’t transfer correctly the AOR/SO will have the option to “Reject” the image and submit a Changed/Corrected application.

If PI wishes to “Reject” the application, PI/DA should first contact the eRA Commons Helpdesk to confirm the system failure.

If “Reject” is applicable, PI/DA must send an e-mail identifying the application (PI Name & Title) to GA requesting that the application be “Rejected”.

- In the Application Guides, information on this changing business practice has been added to Part I, and Part III/Section II/Assurances has been revised to include the PI Assurance as an institutional compliance requirement.
Effective May 10, 2006 and beyond changes for actual publications as PDF attachments in the Appendix material has changed. The new process is:

1. Publications in press: Include only a publication list with a link to the on-line journal article or the NIH PubMed Central (PMC) submission identification number. Do not include the entire article.

2. Manuscripts accepted for publication but not yet published: The entire article may be submitted as a PDF attachment as part of the Appendix material.

3. Manuscripts published but an online journal link is not available: The entire article may be submitted as a PDF attachment as part of the Appendix material.
The SF424 (R&R) forms already have some ability to accommodate Multiple PIs. Specifically the Senior/Key Person Profile Component allows more than one individual to be assigned the Project Role of “PD/PI”. NIH is also modifying the PHS398 Research Plan component to accommodate a separate PDF attachment for the Multiple PI Leadership Plan. Note: Until that new component is available (anticipated August 2006), interim instructions have been added for applicants to use the Consortium/Contractual Arrangements PDF attachment section for the multiple PI Leadership Plan. Applicants are reminded that this initiative is still in a pilot phase. Only applications in response to specific funding opportunity announcements that included multiple PIs as an option should be following these new instructions at this time.

The instructions for item 9, Facilities & Other Resources in the Other Project Information Component have been revised to request specific information on the bicontainment resources available when applicable.
• An instruction has been added **strongly** encouraging applicants use only a single-column format for all text sections of the application. Applicants should avoid using a two-column format since it can cause difficulties when reviewing the document electronically.

• Senior/Key Person Profile Component /eRA Commons UserName: Instructions have been added to clarify that the Credential field (assigned eRA Commons UserName) refers to unique name used by the PD/PI to log into the eRA Commons system.

• PHS398 Research Plan Component/(item 6). Protection of Human Subjects:
  • Previously the instructions required a PDF attachment for this section of the Research Plan even when no Human Subjects were involved. **This requirement has been eliminated.**
(Notice 06-058) NIH announces Interim Changes to the **PHS2590** Non-competing Progress Report Forms and Instructions

- The PHS2590 has been revised. The revised forms (dated rev. 4/06) are **required** for due dates on/after June 1, 2006.

- A new business practice:
  - PI signature is no longer required.
    - The organizations must retain a unique signature and date for each submitted progress report.
Written assurance must be available upon request and include the following

1. That the information submitted is true, complete and accurate to the best of PI’s knowledge

2. That any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties.

3. The PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

How will WUSM handle securing a written assurance? Single PI Certification Form & Multiple PI Certification Form.
(Notice 06-058) NIH announces Interim Changes to the PHS2590 Non-competing Progress Report Forms and Instructions (cont.)

- Instructions for publications have been revised to allow the submission of the link to a publicly available on-line journal or the NIH PubMed Central (PMC) submission identification number in lieu of submitting a paper copy. When this link is available it is the preferred option. Only submit a paper copy of a publication when the link is not available.
The PHS2590 has now been modified to accommodate multiple PIs in progress reports.

Grantee are reminded that this initiative is still in a pilot phase. Only progress reports submitted for any applications approved and funded with multiple PIs as an option will follow these new instructions at this time.

Changes to specific Form Pages include:
1. Face Page (Form Page 1): This page is revised to include a Form Page 1 (continued). Form Page 1 (continued) accommodates the collection of the PI information (section 3 of the Face Page) for all individuals designated as PI by the grantee organization. Form Page 1 (continued) is only required when multiple PIs are being proposed. All applications proposing a single PI will continue to use only Form Page 1.
2. Form Page 5 (Progress Summary): This page has been revised to include checkboxes to capture any changes in the previously submitted Multiple PI Leadership Plan.
3. General Instructions Changes: Changes have been made throughout the instructions to include appropriate guidance for multiple PIs.
(Notice 06-058) NIH announces Interim Changes to the PHS2590 Non-competing Progress Report Forms and Instructions (cont.)

• Form Page 5 (Progress Report Summary) has been revised to include checkboxes to specifically capture any changes in Select Agent Research.

• The entire biographical sketch continues to have a 4-page limit, however the 2-page subsection limit for sections A&B have been eliminated.

• A consolidated list of changes to each Form or Format Page includes:

  1. Form Page 1: Face Page (Rev. 4/06)
     a. New form page developed (Form Page 1-continued) to capture PI information for multiple PIs.
     b. Item 13, PI Signature Assurance has been removed. Corresponding Instructions have also been deleted.

  2. Form Page 2: Detailed Budget (Rev.4/06)
     a. The Personnel Section has been revised to replace Type of Appointment & Percent Effort columns with Person Month columns (calendar, academic, and summer)
3. Form Page 5: Progress Summary (Rev.4/06)
   a. Checkboxes to capture changes in Select Agents Research and/or the Multiple
      PI Leadership Plan have been added.
4. Form Page 6: Checklist (Rev.4/06)
   a. Section 2. Assurance has been revised to include new PI Assurance.
5. Form Page 7: Key Personnel Report (Rev.4/06):
   a. The column requesting annual effort has been modified to now reflect person
      months (calendar, academic, summer)
6. Biographical Sketch Format Page (Rev.4/06)
   a. Instructions have been revised to eliminate the 2-page subsection page limit for
      sections A&B. The entire biographical sketch still has a 4-page limit, including
      the table at the top of page one.
7. Other Support Format Page Example (Rev. 4/06):
   a. Instructional text and the example have been modified to reflect effort
      measurements in person months (calendar, academic, summer)
8. General Instructions Changes:
   a. Changes have been made throughout the instructions to include appropriate
      guidance for measuring effort in terms of person months.
Questions
Just-In-Time (JIT) via eRA Commons

Only After JIT request is received from NIH:

PRINCIPAL INVESTIGATOR (or PI’s designee) will:

• Log on to eRA Commons at https://commons.era.nih.gov/commons/
• Click on the “Status” at the top and select “Just In Time” on the left
• Search by Grant number, PI name etc.
• Click on the “JIT” link under the “Action” column
• Import or enter the required information:
  - Import in PDF the Other Support information.
  - Enter IACUC approval date.
  - IRB approval date if applicable.
  - Enter Human Subjects Education date(s).
   *Note: option to enter dates is only available when animals and/or humans are being used*
• Press the SAVE button.
• Click “View Just In Time Report” to make sure everything looks as intended.
• Print out a hard copy of the report.
• Give the hard copy to the Department Administrator.
• Department Administrator should review for accuracy and bring copy of Just In Time Report to G&C along with applicable IACUC and IRB approvals.
Just-In-Time (JIT) via eRA Commons (cont.)

G&C will:

- Review hard copy and verify information.

- If changes are needed G&C will contact Department Administrator, so that PI can update and save information on eRA Commons.

- Department Administrator to contact G&C after changes are made.

- When no changes are needed, G&C will log in to eRA Commons to verify and submit.

- G&C will receive email confirmation from eRA Commons and forward to the Department Administrator.
NIH eRA Commons

• 1st Time No Cost Extensions (NCEs)
  - Submitted via the eRA NIH Commons.
  - Submit No Cost Extension form to your G&C Analyst.
  - Go to G&C website for No Cost Extension form:
    Go to “http://grantsandcontracts.wustl.edu”
    Click on “Forms & Letters”
    Click on “External Forms & Letters”

• Progress Reports [eSNAP]
  - G&C has drafted a procedure.
  - Working with a WUSM department to pilot this starting June 1, 2006.
  - Depending on current pilot, G&C may need additional “pilot” departments.
  If interested in piloting eSNAP, contact your G&C Grant Analyst.
1. PI or Department Administrator (DA) receives the FOIA request, but there is no signature line for Institutional Official

1. PI/DA need to identify page(s), section(s), paragraph(s) etc. for which the PI would like to be withheld, if applicable from the FOIA request.

2. If the PI chooses not to identify any page(s), section(s), paragraph(s), to be withheld, PI needs to clearly state so in writing (e-mail is acceptable).

3. DA needs to add signature line for Institutional Official.

4. DA needs to forward FOIA request along with PI’s statement to withhold material to G&C.

5. G&C will review FOIA request and PI statement. Assuming all is in order G&C will sign and forward to applicable agency.
2. G&C receives the FOIA request and there is no signature line for Institutional Official.

   1. G&C will forward FOIA request to DA.

   2. PI/DA need to identify page(s), section(s), paragraph(s) etc. for which the PI would like to be withheld if applicable from the FOIA request.

   3. If the PI chooses not to identify any page(s), section(s), paragraph(s), to be withheld, PI needs to clearly state so in writing (e-mail is acceptable).

   4. DA needs to add signature line for Institutional Official.

   5. DA needs to forward FOIA request along with PI’s statement to withhold material to G&C.

   6. G&C will review FOIA request and PI statement. Assuming all is in order G&C will sign and forward to the applicable agency.
For more Information

Go to “http://grantsandcontracts.wustl.edu”
Click on “FAQ”
Click on “Washington University related FAQ’s”
Click on “How do I respond to Freedom of Information Act (FOIA) request?”

Or go to

http://www.nih.gov/icd/od/foia/
http://www.defenselink.mil/pubs/foi/
http://www.nsf.gov/policies/foia.jsp
FYI

When changing the mechanism (e.g. R21 to R01) of an application that application needs to be submitted as NEW.
Centers for Disease Control
Limited Competitions!

It has recently come to our attention that an RFA for Centers for Disease Control (CDC) states that "each applicant may submit only one application for this RFA".

The Funding Resources Coordinator, Natalie Goodwin-Frank, intends to scan each CDC RFA checking for this limitation. If it is determined that an RFA does have a limitation in the number of applications per institution, a limited competition will be run.

If a Principal Investigator is planning to submit an application to CDC, everyone must be cognizant of whether or not there are limitations in the number of applications per institution. If there is a limitation, the PI must be selected by an internal competition.

If there are any questions or concerns, please contact your G&C representative, or Natalie Goodwin-Frank at 935-4119 or frankn@wustl.edu.
1. Clinical/Translational Research Grant Programs
   a. Initially due 8/01/06.
   b. Postponed “a few months”.
   c. “2006 1st year grant recipients are still eligible to apply for 2nd year funding”
      1. Applications for 2nd year funding are due September 1, 2006.
      2. Applications will be sent via e-mail to each 1st year recipient by June 1st.

2. Questions/Concerns
   • Bettina Lampkin, Grants Coordinator, Office of Research Affairs, by e-mail, bc13047@bjc.org or by phone at (314)286-0349.
FY07 Annual Reappointment Reminders

Communicate, Communicate!

• Note: The volume of award activity is very high during this time (May-August) so here are few tips to expedite award set-up:

• Please notify your G&C Analyst of new awards as early as possible.

• Check “early” for expiring funds that will continue and contact your G&C Analyst.
Send Prior Approval Request forms as early as possible. Go to G&C website for form: Go to “http://grantsandcontracts.wustl.edu” Click on “Forms & Letters” Click on “Internal Forms & Letters”

Submit current assurances (i.e. animal) to G&C to prevent possible delays in fund # set-up.

Check cost sharing accounts that have 2 debit accounts-send cost sharing form to your G&C Analyst. To find cost sharing form: Go to “http://grantsandcontracts.wustl.edu” Click on “Forms & Letters” Click on “Internal Forms & Letters”
New Streamlined Process!

• G&C is now allowing signed copies and/or faxes of PC Forms.
• Why? Per your request
• To expedite the signature process within the departments
Upcoming NIH Regional Seminar

• When: May 31 – June 1, 2006
• Where: Riverside, California
• To register, go to: http://or.ucr.edu/event/about.aspx?ec=nih2006
Upcoming NCURA Workshops
Fundamentals of Sponsored Project Administration

Registration open now:

- June 26-28, 2006, Madison, WI
- **July 24-26, 2006, St. Louis, MO**

Registration will be available at a later date

- August 14-16, 2006, Burlington, VT
- September 27-29, 2006, San Antonio, TX
eSubmission Update
The Lost Dr. Seuss Poem

I Love My Job!

I love my job, I love the pay!
I love it more and more each day.
I love my boss, he is the best!
I love his boss and all the rest.

I love my office and its location, I hate to have to go on vacation.
I love my furniture, drab and grey, and piles of paper that grow each day!
I think my job is really swell, there's nothing else I love so well.
I love to work among my peers, I love their leers, and jeers, and sneers.
I love my computer and its software;
I hug it often though it won't care. I love each program and every file.
I'd love them more if they worked a while.

I'm happy to be here. I am. I am.
I'm the happiest slave of the Firm, I am.
I love this work, I love these chores.
I love the meetings with deadly bores.
I love my job - I'll say it again - I even love those friendly men.
Those friendly men who've come today,
In clean white coats to take me away!!!!!