Office of Sponsored Research Services (OSRS)

RA Forum
November 2012

OSRS Updates

Christa Johnson
OSRS Grants Update

Office of Sponsored Research Services - Grant Team

Sonia Moore
Manager
sonia.moore@wustl.edu

Douglas Britton
Senior Grant Analyst
362-6876
douglasb@wustl.edu

Sonia Moore
Senior Grant Analyst
362-6876
sonia.moore@wustl.edu

Mary Altmiller (Web)
Grant Analyst
747-1696
altmiller@wustl.edu

Pam Hinrichs
Grant Analyst
362-2010
pamela.hinrichs@wustl.edu

Sanjit Santacruz
Senior Grant Analyst
747-5615
santacruzd@wustl.edu

Waliah Rakhem
Senior Grant Analyst
362-6019
waliah.rakhem@wustl.edu

Mary Altmiller
Grant Analyst
747-1696
altmiller@wustl.edu

Sandi Robins
Grant Analyst
362-6876
sandiri@wustl.edu

Vicki Carlson
Research Grant Specialist
935-6950
carlsonv@wustl.edu

Brittany Douglas
Research Grant Specialist
362-6947
douglasb@wustl.edu

Tanya Sawyer
Senior Grant Analyst
362-6878
sawyert@wustl.edu

Beverly Stolhofer
Grant Analyst
747-5637
speidelb@wustl.edu

Stephanie Bernberg
Research Grant Specialist
935-5820
steph@wustl.edu

Theresa Jackson
Grant Administrator
362-4134
themail@wustl.edu

Cinda Houska
Grant Analyst
362-6879
houskac@wustl.edu

Carolyn Overend
Research Grant Specialist
362-6876
cwooster@wustl.edu

Teresa Jackson
Grant Administrator
362-4134
tjackson@wustl.edu

Office of the Vice Chancellor for Research

11/13/2012
General Reminders

• If the PI’s application will result in an award, regardless of whether Institutional Signature is required, the application should be processed through the Grant Team.

• Read the solicitation prior to sending to the Grant Team and add the number to the PDS General Info A Screen.

• Use the agency lookup function if not sure which code to use (e.g. Subcontract-NIH-Other Sources is 85157).

• PDS doc should be approved by the Grant Team prior to receipt of the PC form and other “hard copy” information.

S2S Tips and Reminders

• Two people working on attachments at the same time causes problems

• Attachment file names must not have special characters.
  • Bad Examples: ( ) or [ ]
  • Congressional district format = 6 characters.
    • Good Examples: MO-001 or MO-003

• All people listed in the Senior/Key section (including OSCs) must have Ggov role

• K-Awards - don’t forget the “Citizenship(Career)” field
Radiation Safety/RDNA Approvals

Grant Team does not require a copy of the approvals unless agency needs the approval or approval certification.

Why?

- Grant Team notifies EH&S when a PC Form indicates yes to RDNA or Radioactive Substances
- Approvals are lab specific, not project specific

Proprietary Information

NIH applications

- Include in applications only when such information is necessary to convey an understanding of the proposed project.
- On the SF424 Other Project Information page, section 3 check yes and clearly mark each line or paragraph on the pages containing the proprietary/privileged information with a legend similar to:

  "The following contains proprietary/privileged information that (name of applicant) requests not be released to persons outside the Government, except for purposes of review and evaluation."

Proprietary Information

NSF applications

- Include in proposals only when such information is necessary to convey an understanding of the proposed project.

- Such information must be clearly marked in the proposal and be appropriately labeled with a legend such as:

  "The following is (proprietary or confidential) information that (name of proposing organization) requests not be released to persons outside the Government, except for purposes of review and evaluation."

- May also be included as a separate statement as a single-copy document in the Proposal Preparation Module in the FastLane system.

For more information see

Conflicts of Interest

FDS = Financial Disclosure Statement

- This is a form that must be filled out

FCOI Ed = Financial Conflicts of Interest Education

- This is an on-line WUSTL education program that must be taken

FDS must be determined compliant by RECO and FCOI Ed must be taken prior to account set-up, funds budgeted, or dates extended.

- Effective 8/24/12 regardless of start date or issue date of award or extension approval.
NIH Continuing Resolution

- The continuing resolution signed by President Obama on September 28, 2012 will continue government operations through March 27, 2013 at the FY 2012 level plus 0.6%.

- NIH will award non-competing research grant at a level below that indicated on the most recent NOA (generally up to 90% of the previously committed level).

For more information please see NOT-OD-13-002 released October 11, 2012.

NSF Revised PAPPG

New NSF Proposal & Award Policies & Procedures Guide (PAPPG) has been issued with an effective date of January 2013, please see the link:

For Significant Changes to the PAPPG, please see the following link:
NSF Fastlane

Roles & Responsibilities

1. DA creates the PDS doc and routes PDS doc to the Grant Team for review.
2. Grant Team reviews PDS doc for:
   - General information
   - Compliance
   - Key personnel
   - Budget
3. Grant Team works with DA to correct errors in PDS doc.
4. Grant Team approves PDS doc. DA cannot modify PDS doc after this point unless doc is requested to be returned.

5. DA sends “Hard Copy” to the Grant Team including:
   a. PC Form and compliance approvals and
   b. Copy of Cover Page, Budget Pages, Budget Justification, Facilities and Other Support or
   c. Allows “view access” of application in Fastlane and informs the Grant Team.
      - **Note**: the Grant Team does not receive NSF notifications when view access is allowed.
6. Grant Team reviews “hard copy.”
NSF Fastlane

Roles & Responsibilities

7. DA works with PI to complete and attach all required documents, including project summary, project description, other supplementary docs (as applicable).
   • Note: this can also coincide with prior steps.

8. Once approved and application is complete and finalized, the DA or PI will allow the Grant Team submit access.

9. Grant Team submits application to agency.

What the Grant Team typically reviews in a “Hard Copy”:

1. Cover Sheet ➔
   a. Confirms title matches PDS,
      Does it conform to solicitation guidelines (e.g. if collaborative, is the title of application prefaced with ‘Collaborative Research’)

2. Budget and Budget Justification

3. Facilities ➔ to ensure no quantifiable information is included that may constitute voluntary committed cost share
Roles & Responsibilities

What the Grant Team typically reviews in a “Hard Copy” (continued):

4. Other Support →
   a. “This” application should be listed as pending
   b. No expired awards are listed
   c. All awards/proposals should have effort (except equipment or conference grants)
   d. Verify that the total current NSF awards do not exceed 2 calendar months effort and total active does not exceed 12 months (100% effort)

Top 10 NSF Fastlane Tips and Reminders

1. Start and finish the process early.
2. Read the solicitation (e.g. Program Guidelines, PA, FOA, RFA).
3. Detailed Budgets - all individuals in the Personnel category must have effort greater than 0 (unless solicitation directs otherwise).
4. Budget justifications → you must justify requested costs.
5. Please review the biosketches:
   a. Check page limit
   b. Check publication limit
6. Project description
   a. Limited to 15 pages
   b. No URLs (applications should be self contained)
7. Data management plan → no more than 2 pages
8. Mentoring plan must be included if post docs are on the project - no more than 1 page
9. Letters of commitment/support as directed by the solicitation
10. Broader impacts and intellectual merit must be included in project summary
Questions?