Office of Sponsored Research Services (OSRS)

RA Forum
June 2013

COGR Response to OMB Proposed Guidelines

www.cogr.edu
OSRS Contracts Update

- Staffing
- Subs Data
OSRS
SASS Update

NIH Public Access Policy Workshop
Wednesday, July 17, 2013
12:00-1:00pm
FLTC Room 214 A&B

Register at:
https://becker.wustl.edu/civicrm/event/info?reset=1&id=70

To schedule a custom workshop for your group, contact Cathy Sarli or Laura Langton.
OSRS Grants Update

- Grants Management System (GMS) Project Update
REMINDER PDS ENHANCEMENT

“Submit S2S” Menu Item Under Proposal Development

❖ What is it?
  ➢ A link to a dedicated server for the purpose of submitting applications via S2S.

❖ Why is this option available?
  ➢ Will only have S2S traffic, with goal of quicker submissions.

❖ If you hit submit and it is not submitted on the 1st try, contact us ASAP!

❖ “Submit S2S” and “Proposal Preparation” have the same functionality.

❖ If you do not have authority to submit S2S applications, you will not have this menu item.

PDS BUDGETS

❖ If a detailed budget is not required by the agency, the PDS doc must have at a minimum:

  a. Personnel entered with effort.
  
  b. Lump sum direct costs.
  
  c. Indirect Costs.
REJECTING/REFUSING APPLICATIONS IN ERA COMMONS

- If no errors or warnings, the application will move forward within 48 hours. If the PI/DA wants us to reject/refuse the application, the PI/DA needs to provide OSRS with the blurb to be typed in the box that pops up when we reject/refuse the application in eRA.

- If warnings ONLY, the application will move forward within 48 hours. If the PI/DA wants us to reject/refuse the application, the PI/DA needs to provide OSRS with the blurb to be typed in the box that pops up when we reject/refuse an application in eRA.

- If there are ERRORS, the application will NOT move forward and has to be submitted again as a changed/corrected application. An application that has errors does not have a “reject” link.

OUTGOING SUBCONTRACTS (WHEN WUSTL IS PRIME)

- COI Compliance, when required by agency, at pre-award can be verified by OSRS one of the three ways:
  1. Letter of Intent from the sub-recipient providing the appropriate assurances and certifications regarding COI. The WUSTL template is recommended.
  2. Confirmation that the sub-recipient has certified compliance via the Federal Demonstration Partnership’s FCOI Clearinghouse. (http://sites.nationalacademies.org/PGA/fdp/PGA_070596).
  3. The covered individuals, under the sub-agreement, will be required to comply with WU’s Research COI Policy by completing a FDS prior to submission.

- Letter of Intent is needed for all sub-recipients because:
  a. Provides documentation of site’s willingness to participate in the research.
  b. Contains compliance information (e.g. humans, animals).
  c. Provides institutional signature.
NIH CAREER (K) APPLICATIONS

- Each solicitation provides a link to their respective Kiosk that details salary and research support limitations.

- The salary cap limitation does not have to be entered in the PDS doc.
  - Full salary can be requested from NIH -> NIH will then apply the ‘cut’.
  - Please be sure to note the Research Support limitation -> these costs include:
    - Research Technicians or salary support for other staff necessary for completion of research objectives.
    - Supplies.
    - Other Expenses.
    - Travel.

NIH PROGRESS REPORT (NON-RPPR) FORMATTING TIPS FOR PMCID

- We recently had a progress report kicked back to us from the NIH because the PMCIDs were not in the correct format. They must be written this way:

  "PMCID: PMC1234567"

- It was not accepted without the letters PMCID, the colon and the space!

Note: More information and examples of citation can be found at http://publicaccess.nih.gov/citation_methods.htm
NIH NEW FORMS

- Electronic application forms (SF424 FORMS-C).
- Required for due dates on or after 9/25/13.
  - Exception - SBIR & STTR later in 2014.
- New forms will be incorporated into FOAs beginning in July.
- FOAs with old forms or no forms listed should be updated 45-60 days prior to the deadline.

NIH NEW FORMS (cont.)

Notable changes (not complete list from NIH):

SF424 (R&R) Cover

A new field for the ‘Previous Grants.gov Tracking ID’ will be included in item 4 of the SF424 (R&R) cover. Form behavior will be adjusted so that applications with Application Type of ‘New’ require an entry in the ‘Previous Grants.gov Tracking ID’ field rather than requiring an entry in the ‘Federal Identifier’ field.

A new ‘Cover Letter Attachment’ will be added to the SF424 (R&R) cover. NIH will no longer use a separate PHS Cover Letter form. However, NIH will continue to keep the Cover Letter separate from the assembled application image and available only to authorized staff.
NIH NEW FORMS (cont.)

Notable changes (cont.):

Other Project Information

The question ‘Does the Project have an actual or potential impact on the environment’ has been changed to ‘Does the Project have an Actual or Perceived Impact -positive or negative - on the environment.

Sr/Key Expanded

Allowing data entry for up to 100 Sr/Key persons.

Biosketch continuing to be required. Validation will occur at eRA Commons and not Grants.gov.

NIH NEW FORMS (cont.)

Notable changes (cont.):

PHS 398 Cover Page Supplement

Removing Applicant Organization Contact information that will be included on the SF424 Cover.

Added fields from the PHS 398 checklist form.

NIH will no longer use the PHS 398 checklist form.
NIH NEW FORMS (cont.)

- New forms should be incorporated into PDS in mid-July.

RELINQUISHING STATEMENTS & UNOBLIGATED BALANCE

- Bottom Line:
  Unobligated balance: do not list too too much!
- Why?
  Even though the unobligated balance is “estimated” per the form, once relinquished, we may not be able to get the money back from NIH and the department may have to cover the difference.
- Solution:
  The DA will be asked to confirm over e-mail the amount that is entered on the relinquishing statement. The GA will remind the departments that we may not be able to get that money back if too much money was included in the estimated unobligated balance.
GRANTS WITH CONTRACT LANGUAGE

- Large increase in volume!
  - RED FLAG TERMS:
    - Intellectual Property
    - Indemnification
    - Arbitration
    - Publications
    - Choice of Law
    - Jurisdiction

- Need review/possible negotiation by contracting team
- Process can be lengthy so inform OSRS as soon as possible and feel free to follow up as needed.

Please follow up with the Grant Team regarding questions/updates.
CHANGES TO PROJECT ACTIVATION REQUEST FORM
(Previously known as the Prior Approval Form)

Notable changes are as follows:

- **Name!** Changed from Prior Approval to Project Activation.
  - **Why?**
    - OSRS is not approving the form, we are acknowledging the request to activate a project.

- **Disclaimer added to top of page.**
  - **Why?**
    - To make the Departmental Risk clearer.

- **Formatting**
  - **Why?**
    - To make the form less ‘jumbled’.
    - To update items to language most commonly used.
  - **What?**
    - P.I. or Program Director changed to PD/PI.
    - Proposal Development Doc # to PDS# (Note: Should not be a TEST or RevBdgt).
    - Clarified flow through line.
    - Signature lines for Dept/School are now in a table to make it easier to discern 1st from 2nd and 3rd 90 day signatures.
PROJECT ACTIVATION FORM AND INSTRUCTIONS

Link to Project Activation Request Form (Word document):

http://research.wustl.edu/Offices_Committees/OSRS/Documents/Prior_Approval_Form.doc

Link to Project Activation Instructions (PDF document):

http://research.wustl.edu/Offices_Committees/OSRS/Documents/Prior_Approval_Instructions.pdf

*NEW* RPPR INSTRUCTIONS

Link to RPPR instructions

OSRS Has a New and Improved Website!

http://osrs.wustl.edu/

Questions?