

# Sponsored Research - News, Updates, Reminders

## June 2023

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!



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# Sponsor Updates

## NIH Updates



### *NIH Institute and Center Data Sharing Policies*

Data sharing is a priority across NIH. To this end, many institutes, centers, and research programs have instituted specific data sharing policies in addition to the trans-NIH policies. [These policies can be found in tabular format on the NIH webpage.](#) Note that individual funding opportunities may specify other requirements or expectations, so be sure to read all instructions carefully.

### *Guidance for Subaward/Consortium Written Agreements*

This notice updates the NIH Grants Policy Statement (NIHGPS), Section 15.2, which outlines the requirements for consortium/subaward agreements on NIH-funded grants. These updates will be incorporated into the GPS in the FY24 publication. This updated guidance is effective October 1, 2023. A Federal Register Notice announcing the updates will be posted in the coming weeks.

- [NIH Updated Policy Guidance for Subaward/Consortium Written Agreements](#)  
(NOT-OD-23-133)  
National Institutes of Health

### *How Are Schools and Departments Assigned to NIH Grants?*

For decades, NIH has collected and curated information on the schools and departments associated with the grants awarded to domestic higher education academic institutions to provide statistics on the fields contributing to advances in biomedical research. This information appears in [NIH RePORTER](#), [NIH Awards by Location and Organization](#), and other reports issued by NIH. To facilitate uniform reporting, NIH aligns the schools and department names used by institutions to standard lists of [school types](#) and [department types](#).

NIH uses automated procedures to propose a school and department assignment based on information from the SF424 (R&R) grant application. The Division field is used to determine a school or major component (e.g. School of Public Health) and the Department field is used to determine the academic department.

**14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION**

Prefix:  First Name\*:  Middle Name:  Last Name\*:  Suffix:   
Position/Title:   
Organization Name\*: The Board of Regents of the University of Wisconsin System  
Department: MEDICAL MICROBIOLOGY & IMMUN  
Division: Medicine and Public Health

At the award stage, NIH allows institutions to ensure the accuracy of such assignments and edit the information as needed. We ask investigators to review the accuracy of the information pertaining to their award and [alert OSP](#) to any corrections that are needed so that an OSP Specialist can make the necessary corrections in eRA Commons.

See the *OSP News, Announcements and Reminders* section below for additional information and instructions on how to verify the accuracy of your NIH grant assignments.

## NSF Updates & Reminders



### *2023 Spring Virtual Grants Conference*

The Spring NSF Virtual Grants Conference was held June 5 - 8, 2023. If you were not able to attend the live sessions, All presentations, handouts, and webinar recordings will soon be posted on NSF's policy office website:

<https://nspolicyoutreach.com/>. The NSF Grants Conference is a must, especially for new faculty, researchers, and administrators. Highlights include: New programs and initiatives; Proposal preparation; NSF's merit review process; NSF directorate sessions; Award management topics; Conflict of interest policies; and NSF systems updates.

### *Documents Required for Senior Personnel: Biographical Sketch*

NSF requires a biographical sketch for each individual identified as senior personnel. See [PAPPG Chapter II.D.2.h\(i\)](#) for complete coverage on the content and formatting requirements for the biographical sketch.

This 3-page document outlines an individual's education and training, their appointments and positions, and other information that helps NSF assess how well qualified the individual is to conduct the proposed activities.

Refer to [PAPPG II.D.2.h\(i\)](#) for the full biographical sketch requirements. A brief outline of the information you will need to include is provided below.

1. Identifying information.
2. Organization and location.
3. Professional preparation.
4. Appointments and positions.
5. Products.
6. Synergistic activities.

Senior personnel are required to certify that the information is current, accurate and complete. This includes, but is not limited to, information related to domestic and foreign appointments and positions. The certification language is included on both the NSF fillable PDF and SciENcv template.

Additional information:

- [Disclosures required in your biographical sketch](#)  
This table provides helpful reference information regarding pre-award and post-award disclosure information in the biographical sketch and current and pending support proposal sections. It identifies where these disclosures must be provided in proposals and in project reports.

NSF has partnered with the National Institutes of Health to use [SciENcv: Science Experts Network Curriculum Vitae](#) as an NSF-approved format for use in preparation of the biographical sketch section of an NSF proposal. Adoption of a single, common researcher profile system for federal grants reduces administrative burden for researchers.

SciENcv will produce an NSF-compliant PDF version of the biographical sketch. Proposers must save this document and submit it as part of their proposal via Research.gov. Use of SciENcv will be required beginning October 23, 2023.

## myResearch Updates and Reminders

### Award Modifications

All post award modification requests require internal approval before the request can be submitted to the Sponsor. They should be submitted at least 45 days before the term date of the award. Below are the instructions for preparing the internal request in myResearch:

- Request the modification in myResearch (myR) by clicking on the “Request Award modification”
- (otherwise referred to as AMR) button on the myR AWD landing page:
- Log in to the myResearch Grants portal.
- Click on “Awards” (in the black navigation bar under Grants).
- Look up the Award by AWD# or you can search by the five digit Oracle number (RF award #).
- Click on “Request Award Modification”.

- Select the appropriate modification type and answer all of the remaining questions on the smart forms that follow. Upload all documents that are required for internal and sponsor review of the request; this includes all current compliance approvals (the required documents will depend on the type of request – please see the help text in the AMR and refer to specific sponsor guidelines in the notice of award or on the sponsor website). Then click “Finish”.
- Click “Submit”, certifying you have obtained all required institutional approvals. The AMR’s status will change from Draft to Review (note: the Office of Sponsored Programs (OSP) will only be notified when the award modification is submitted therefore, please be sure that the status changes to “Review” to confirm a notification has been sent to OSP).

Once your specialist receives the AMR, it will be reviewed and if in order, will then be submitted to the sponsor or the PI will be notified they are cleared to submit the sponsor if they are the only point of contact on record with the sponsor. Once a sponsor determination is received, the AMR and/or internal award record will be updated accordingly.

## General myResearch 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](mailto: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

## New Fringe Benefit Rates

The fringe benefit rates for FY 2024 have been approved by DHHS, and become effective July 1st, 2023, 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 recently updated with the FY 2024 rates. Please see the [NYS Office of the State Controller Fringe Benefit and Indirect Costs](#) webpage for more information on the NYS fringe benefit rates.

The updated [Rate Agreements with DHHS](#) incorporating the approved fringe benefit rates have been posted on our internal OSP/OGM [website](#).

The most significant change is the Post-Doctoral rate at 28%. This large increase is being driven by higher than projected health care costs.

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:

### **7/1/23-6/30/24 and beyond**

Regular RF Employees 40%

Post Doctoral 28%

Graduate Students 13%

Undergrad Students 6%

Summer only 14%

SUNY-IFR 64.45%

NOTE: 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 (see image below). 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](mailto:osp@stonybrook.edu).

## Job Opportunity in OSP

Do you want to be part of a fast-paced environment where your work has a direct impact on SBU's research mission? The Office of Sponsored Programs is currently recruiting for a Grants & Contracts Specialist - Pre-Award Team. Anyone interested can find more information on this link [2301750 - Grants & Contracts Specialist - Pre-Award Team](#) or the SBU Jobs webpage.

## Important Information and Action for NIH Awardees

NIH encourages recipient organizations to verify the accuracy of their grant assignments to departments or components within their organizations of higher education. The data is reflected in NIH annual reports, so it's imperative to ensure data correctness and the veracity of those reports. One way that RePORT provides information is by school/department.

HOME > Funding > NIH Awards By Location



### NIH Awards by Location & Organization

Explore year-by-year NIH funding by institution, state, congressional district, and more!



Data as of 06/12/2023

Fiscal Year: <input type="text" value="2023"/>	Location: <input type="text" value="NY"/>
Institute/Center: <input type="text" value="All"/>	Congressional District: <input type="text" value="All"/>
Funding Mechanism: <input type="text" value="All"/>	Organization Type: <input type="text" value="All"/>
FOA: <input type="text"/>	Organization: <input type="text" value="STATE UNIVERSITY NEW YORK STONY BROG"/>
<small>Format: RFA-IC-09-003 or PA-09-003</small>	<input checked="" type="radio"/> Contains <input type="radio"/> Begins with
<input type="button" value="SUBMIT QUERY"/>	<input type="button" value="RESET QUERY"/>

By Organization By IC By PI By Location By Funding Mechanism **Data**

EXPORT

According to NIH Notice NOT-OD-20-174, NIH develops standard reporting files used to produce data found on the [RePORT](#) website, to increase transparency about funded grants, address inquiries from the Department of Health and Human Services, Congress, and the research community, and to fulfill annual

reporting requirements on NIH's expenditures and research portfolios. The data in these files are "frozen" annually to ensure the reporting files produce consistent and meaningful results.

You must verify the accuracy of your grant award information in eRA Commons by checking via the Status search and then "List of Applications/Grants"; click on the application number and then view the Status information page. It will display the current School Name and Department that the grant is listed under. It may also be checked via NIH REPORTER by going to the [NIH RePORT Awards by Location and Organization site](#), selecting the FY20XX, location and organization. Once the search results are displayed, select the 'Data' tab, click on the Excel Export icon (green) located in the right-hand corner. The resulting spreadsheet will provide you the ability to review all the critical information about the award, including the assigned department name.

**Incorrect assignments must be reported to [osp\\_postawards@stonybrook.edu](mailto:osp_postawards@stonybrook.edu)** so that one of OSP's Specialists can make the necessary corrections in eRA Commons.



## 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](mailto: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](mailto: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](mailto: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](mailto:ovpr_myresearchgrants@stonybrook.edu) - This is the main inbox for inquiries related to the use, navigation or inquiries related to myResearch Grants module.

## OGM Reminders

### Research Foundation Summer Salary

#### *Guidelines*

Please visit the [Summer Employment Guidelines | Human Resources \(stonybrook.edu\)](#) webpage for more information.

### Research Faculty and Positions WITH an Academic Year Obligation

The defined summer period begins May 22, 2023 and ends August 18, 2023. These appointments must be approved by the Dean.

*Typical Title(s) Utilized: Principal Investigator; Co-Principal Investigator*

How to Hire? Visit [Required Documentation for Hiring.](#)



## Up to 2.5 Months

Campus policy permits, subject to sponsor constraints, the recovery of 2.5 months of full time effort on sponsored projects during the summer (see [attached payroll schedule for paperwork submission dates](#)).

## Between 2.5 to 3 Months

Requests for more than 2.5 months (55 days), not to exceed 3 months of salaried effort for this calendar year, must be fully justified and approved by both the Chair and the Dean's office prior to submission to the RF Payroll office.

The requests should must:

- Identify the specific funding Project and Award
- Address the faculty member's dedication of effort during the prior academic year.

## Research Foundation Bank of America PCard and Travel Card

Thank you to everyone who has applied for the Research Foundation (RF) Bank of America credit card. The program that launched in the fall of 2022 offers an all-in-one card which can be used as a Procurement-Card (P-Card), Travel Card (T-Card), and Non-Employee Travel Card (NET-Card) to alleviate out-of-pocket expenses.

**For more information and to apply for an RF Credit Card, Stony Brook employees (both State and RF) can [visit the Procurement website](#).**

**When determining if you should apply for an RF card, please consider that the following services are no longer available and can be accomplished using the RF card.**

- The Research Central Travel Account (previously arranged via Euro Lloyd or Direct Travel)
- Travel cash advances (with the exception of cash advances for subject cost and field expenses)
- Buyer-assisted Amazon purchases through WolfMart. *RF Credit Card holders will use the Amazon WolfMart punch-out to purchase directly from Amazon going forward. These purchases will be reconciled through Concur using the Non-Travel policy to resolve credit card transactions.*

For questions, please email [sbu\\_travel\\_expense@stonybrook.edu](mailto:sbu_travel_expense@stonybrook.edu).

All transactions that are charged to the Bank of America PCard/Travel card are reconciled in Concur. Once card holders submit for approval by the Account Director the workflow routes to OGM for review and approval against the Sponsored Award to ensure that the costs are in keeping with the specific terms and conditions and all related sponsoring agency regulations. We will continue to review and approve provided the charges are necessary, reasonable and allocated to the Award(s) that benefited from the expense.

Card holders will be responsible for corrections to the correct expenditure type and if an Award cannot support charges presented for reconciliation. PCards should not be used in the final 30 days of the active Award period.

Contact Sheila Routh [sheila.routh@stonybrook.edu](mailto:sheila.routh@stonybrook.edu) with your questions or concerns regarding the decision to apply for the RF BoA P/Travel Card.

## **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.](#)

## **OGM email**

The Office of Grants Management maintains several monitored email boxes as outlined below.

[ogm\\_ovpr@stonybrook.edu](mailto: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](mailto: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](mailto:ogm_billing@stonybrook.edu) - for incoming payment information from those sponsors that pay The RF for SUNY for sponsored and non-sponsored research activity.

## **Did you know?**

### ***Electronic Authorized Signatory - ERAS***

ERAS is a campus wide system that allows Account Directors for both State and Research Foundation Projects to assign levels of signing authority as well as the ability to delegate users on their behalf. The delegations are integrated with expenditure business systems including Wolfart, iLab, Concur.

**Account Director** is the PI of the RF Project number, who has the primary authority to commit and spend account funds. The Account Director can delegate authority to Account Assistants and Signatory Delegates.

Below are the levels of delegation that an Account Director can assign users. To add a delegation the users Solar ID number is needed.

**Account Assistant** is appointed by the Account Director and gives the authority to act on behalf of the Account Director to assign Signatory Delegates and additional Account Assistants. Account Assistants **do not have the authority to commit or spend account funds unless they are also designated as a Signatory Delegate.**

**Signatory Delegate** is appointed by the Account Director or Account Assistant and has the authority to commit and spend account funds on behalf of the Account Director. Signatory Delegates cannot view assigned delegations. Only Account Directors and/or Account Assistants will be able to log-in to view account information.

**iLab user** is an individual appointed by their PI's to assist in the purchasing of items through the iLab system. iLab users do not have the authority to approve orders, but have the ability to request goods and services from the School of Medicine's Core Facilities. iLab users must submit the order to the Approver for final review and completion of the requisition.

**WolfMart Requester** is an individual appointed by their PI to assist in the purchasing of items through the WolfMart system. Requesters do not have the authority to approve orders, but have the ability to search for items and also complete accounting information when creating the requisition. The Requester must submit the requisition to the Account Director or Delegate for final review and completion of the Wolfmart order.

**Traveler** is an individual that is authorized to submit travel requests and expense reports in the campus Concur travel system, using the assigned Project number. Note: If a Traveler is already an Account Director or a Signatory Delegate they do not need to be also listed as a Traveler.

[View more information and to log into ERAS](#)

## 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.

## Training, Workshops and Other News

### 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. [You can access the information here.](#)

### 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. [myResearch Grants Training dates will be announced later this summer on the OSP-OGM webpage.](#)

### External Newsletters

[Access external newsletters on the OSP-OGM website](#) for the most up to date information from Grants.gov, NIH and other agencies. The link to the latest [Grants.gov April Newsletter](#) is included for your convenience.

## Standard Deadlines

- National Science Foundation: [Standard due dates can be found on the NSF website .](#)
- National Institutes of Health: [Deadlines for Competing Grant and Cooperative Agreement Applications can be accessed on the NIH website.](#)

[For additional funding opportunities, visit the OPD webpage.](#)



“I wonder what it would be like to live in a world where it was always June.” –

L. M. Montgomery