

Next Meeting of the Research Administrators Round Table Scheduled

The Office of Sponsored Programs and the Division of Financial Services would like to announce the next Research Administrators Round Table to be held on Tuesday, October 6th from 10:00am-12:00 pm at the Erikson Alumni Center. Our previous round table sessions were very well attended, with nearly 200 people attending. Planned topics for this meeting include: General overview on the use of Kuali Coeus (KC) BlueSheet, the upcoming replacement for the Electronic Blue Sheet (EBS) proposal routing and approval tool; Uniform Guidance and your existing projects; and, life-cycle of an award.

We are planning on having the KC BlueSheet rolled out to campus by early winter and this overview will provide you a first look at the system works and how it works and some of the differences from the current EBS. If you are involved in the proposal process in any manner, we believe this would be a valuable session for you to attend.

Also on the agenda for this meeting is reviewing the life-cycle of an award and using this as a platform for not only future round table sessions, but also individualized college and/or departmental training sessions. We are very interested in your input as to where you feel additional training/discussion may be needed.

The hope is that these meetings become **your** meetings suggesting topics of interest to you and from which the rest of campus could also benefit. If you have any topics that you would like to have discussed by the unit(s) that are involved in the process, please email Cindy Jarvis at cindy.jarvis@mail.wvu.edu.

We look forward to seeing you at the Erikson Alumni Center on Tuesday, October 6 at 10:00 am. There is free parking at the Alumni Center.

National Science Foundation Update

NSF is expected to publish a new Proposal and Award Policies and Procedures Guide (PAPPG) in October 2015 and the new policies are scheduled be made effective on January 25, 2016. One of the major changes to proposal preparation will involve the Biographical Sketch format. Specifically, the Collaborator and Other Affiliation Information section will be completely removed from the Biographical Sketch and will now be a separate, single copy document. The two page limitation on the Biographical Sketch form itself will remain.

NSF is updating the Proposal Preparation Checklist to identify some of the items most frequently missed by proposers, so be sure to review the new checklist to assist your proposal writing efforts when the new guide becomes available. The new PAPPG also includes the suggested formatting instructions for Letters of Collaboration. As you may be aware, NSF prohibits the inclusion of letters of support, but letters of unfunded collaboration are allowable.

(NSF Update continued on page 4)



Inside This Issue

Research Administrator Round Table Meeting.....	1
NSF Update	1
Director's Corner.....	2
New WVU Policy	2
Hot Topics in Research Administration	3
Grants.gov Quick Guide.	3
Preferred Terms in Sponsored Research Agreements.....	4
USDA-NIFA Training Requirement.....	4
NSF Update Cont'd.....	4
Electronic Blue Sheet (EBS) Replacement.....	5
Grants.gov Cont'd.....	5
Farewell to OSP Staff.....	5
Did you know?.....	5
New OSP Website.....	5

Office of Sponsored Programs
886 Chestnut Ridge Road
Room 202
PO Box 6845
Morgantown, WV
26506-6845
Phone: 304.293.3998
Fax: 304.293.7435

Office Hours:
8:15 AM to 4:45 PM
Monday through Friday



Changes. Don't you hate them? I do. Sometimes our comfort zone won't allow us to recognize or address much needed change. Generally, our daily routines allow us to get from point A to point B in our personal lives with amazing efficiency – getting kids to school, shopping, and home maintenance schedules are designed and managed by us to maximize our time outside of work. Then you get to work and find that the anonymous, yet ubiquitous, 'They' have made a change that impacts your job and work routine. It is obvious that They don't know what They are doing! And worse, They don't know what you are doing, otherwise, how could They make such a change.

In this newsletter you will find evidence of change – both imminent change and the foreshadowing of change to come. The latest iteration of NSF's *Proposal and Award Policies and Procedures Guide* is one example; the implementation of a replacement for the *Electronic Blue Sheet* is another. OSP's goal is to give you as much advance notice of change as we can so that we can avoid the aspect of change that we hate most – its abruptness. Look for that kind of advance warning and information here, in our blog, and via our

listserv. The very best way to avoid the shock that accompanies change is to be involved in shaping change. One way to begin to do that is to attend and participate in the *Research Administrators' Round Table*. We are sincere when we seek your input and involvement because we don't want to be THEM. Help US all learn more and work more efficiently by getting involved.

One change that is always difficult to accommodate is the departure of friends and colleagues. No matter how much warning you get, you never realize just how much you miss a colleague until after they are gone. OSP wishes two of our colleagues all the best as they retire from their long and productive service to our office and the University. Really, though, Patty Patteson and Debbie Bruner will never 'retire'. They will just turn their attention to the next life project, pursuing it with the same enthusiasm and joy that they exhibited during their service with OSP (well, maybe with a little more joy)!

Keep in touch!

John Childress



New Policies Issued by WVU

As we have been reporting in the last several newsletters, the Office of Management and Budget (OMB) collapsed eight (8) circulars into one document commonly referred to as Uniform Guidance (UG). This guidance is applicable to new funding that is awarded on or after the December 26, 2014 effective date.

Under UG, the University community is undergoing the biggest regulatory change in the last 50 years of research administration. WVU has addressed this situation by creating a working groups comprised of central administrative (research and accounting) and academic unit representatives. To date, these groups have either updated or written and published the following policies which are located at the following website <http://osp.research.wvu.edu/policies/wvu-wvurc-policies> or <http://adminfin.wvu.edu/policies/finance>:

- [RO 1.1 Sub-recipient Award Management](#)
- [RO 1.2 Submission of Proposals for Extramural Support](#)
- [WVU-FS-23](#) Sponsored Agreement Closeouts
- [WVU-FS-39](#) Cost Sharing/Matching of Sponsored Projects
- [WVU-FS-40](#) Charging Costs of Computing Devices
- [WVU-FS-44](#) Administrative and Clerical Salaries

In the coming year, the University community will see more changes implemented regarding research administration and Central Administration will update the University community of all changes implemented to ensure adherence to the UG and University policy.

The following are some recent Hot Topics from various federal agencies regarding research administration:

- * As funds become tighter, federal agencies are looking much closer at the expenditure rate of those funds. Several agencies have stated that they are now looking at the expenditure rate of current awards when making future awards. It is imperative that we spend at a steady rate and post relevant expenditures to awards in a timely manner to avoid this negatively impacting not just individual awards, but awards to the institution as a whole.
- * The new NSF Guidelines for Proposal & Award Policies and Procedures Guide will be out in October and will be effective January 2016. Some changes include:
 1. Internal funds allocated have been included in the Current and Pending support.
 2. NSF implementation of dual use research of concern has been incorporated in the guidelines.
 3. The due date of submission of the final report has been changed from 90 days to 120 days.
- * The Office of Management and Budget (OMB) has extended the deadline from implementing the new Uniform Guidance for procurement for another year.
- * There is a new set of Frequently Asked Questions regarding the new Uniform Guidance due out any time now.

A Quick How-to Guide for Finding and Completing Grants.gov Packages

- Visit www.Grants.gov
- Use the “Search Grants” link and search by keyword (i.e. “Parent R01”), Funding Opportunity Number, CFDA number, or choose to further refine the search by agency, category, etc.
- Always download a new Grants.gov package from www.Grants.gov and never re-use an older package as forms are frequently updated or retired.
- Compare the closing date and Funding Opportunity Number from the Grants.gov package to the closing date and Funding Opportunity Number listed in the Funding Opportunity Announcement to make sure you have the correct Grants.gov package.
- Before you download the package, make sure you have installed Adobe Reader (version 9.0.0 and later).
- Download the Grants.gov package you wish to complete and save it locally to your computer.
- Avoid using Adobe Acrobat or Acrobat Professional with Grants.gov packages as it can corrupt the package and prevent you from even being able to save the application or it can cause a submission error later on.
- Never email a Grants.gov package as an attachment- this can also corrupt the package and cause errors; instead, you can save a package to a jump drive or burn it to a CD for sharing with others.
- If you receive an error message while attempting to save a package, download a new version of the package from www.Grants.gov and start over using Adobe Reader; don’t copy and paste any text from the corrupted package to the new one to avoid transferring any errors to the new application.
- File names for PDF attachments:
 - ◊ When creating the file names for PDF attachments to be uploaded to your Grants.gov package, avoid using spaces, dashes, or any special characters
 - ◊ Tip: you can use an underscore (_) instead of a space or dash in your attachment file names
 - ◊ Avoid duplicating file names for any attachments being included in the application

(Continued on page 5)



The Office of Sponsored Programs (OSP), working with Principal Investigators (PI), negotiates the terms and conditions of the sponsored research agreement. The OSP is the only office authorized to conduct negotiations or sign research agreements. This is the fifth in a series of newsletter articles that discusses preferred terms and conditions commonly included in Sponsored Research Agreements, and the preferred terms.

Liability and Insurance - Most research agreements contain a liability term which addresses responsibility between WVU and its Sponsor of research, if third party (a party other than WVU or its Sponsor) claims damages resulting from the research activities. WVU is precluded by state law from entering into a contract of indemnity. The preferred term is that “WVU will be responsible for any and all claims, demands, judgments, liabilities, losses, damages, costs, expenses or other amounts resulting from claims solely to the extent attributable to any negligent or wrongful act or omission or willful malfeasance of the WVU.” Additionally, research agreements often contain a term which states the coverage provided by both WVU and the Sponsor. If you have questions about the risks associated with your project and the insurance coverage required by your research agreement, please contact OSP.

USDA-NIFA Training Requirement

The USDA National Institute for Food and Agriculture (NIFA) requires that all program directors, faculty, undergraduate students, graduate students, postdoctoral researchers, and any staff participating in a research project, funded either directly from NIFA or under a sub-award under another entity, receive appropriate training and oversight in the responsible and ethical conduct of research (RCR) and that documentation of the completion of such training be maintained and available to NIFA. Non-compliance can result in audit findings that can have negative impacts on individual projects – including termination – and result in institutional penalties influencing all WVU NIFA projects. Please note that, unlike RCR requirements for NIH and NSF projects where the RCR requirement extends only to postdocs and graduate students, the NIFA requirement extends to all individuals who will be working on a NIFA supported project. For more information on WVU’s compliance with this requirement follow <http://oric.research.wvu.edu/services/responsible-conduct/usda-nifa> or contact the Office of Research Integrity and Compliance at 293-7073.

(NSF, Continued from page 1)

However, one common compliance issue is the inclusion of endorsing language within these letters of collaboration. The new suggested wording for letters guides collaborating institutions in the proper way to document intent to collaborate while also avoiding any compliance pitfalls.

NSF continues to add to its automated compliance checking efforts. The newest set of compliance checks deals with proposals submitted in response to specific program solicitations. For example, most program solicitations require the standard References Cited, Biographical Sketch(es), Budget Justification (for both the primary/lead organization and for any sub-recipient organizations), Current and Pending, and Facilities documents, so the automated compliance checking function will trigger a warning if these documents are not included. The solicitation-specific nature of the compliance check also comes into play when a document is not required for a certain funding mechanism. For example, proposals for conferences do not require the References Cited document as a component of the proposal and therefore a warning will not be triggered when this document is not uploaded. It should be noted that proposals submitted to NSF via a Grants.gov package instead of Fastlane will not be subject to these compliance checks and so no warnings will be issued for compliance issues prior to submission. Fastlane continues to be the recommended method of submission for NSF proposals. A convenient chart of all automated proposal compliance checks that are currently performed by the system is available at: http://www.nsf.gov/bfa/dias/policy/autocheck/compliancechecks_july15.pdf.

KC Blue Sheet will replace EBS in early Winter

This winter, [WVU+kc](#) (Kuali Coeus) will feature a new tool that streamlines the approvals and submission process, automatically routing proposals to the Office of Sponsored Programs as soon as a dean or designated approver has signed off.

KC Blue Sheet is a more stable platform that will replace Electronic Blue Sheet (EBS) and will eliminate not only the need to repeatedly check for approvals, but also the extra step of separately submitting the document. This upgrade is part of the continuing effort to improve the functionality and customer experiences with WVU+kc.

KC Blue Sheet is largely intuitive. Although it looks different than EBS, it captures the same information, so the transition is expected to be fairly simple for most, if not all, users. KC Blue Sheet has been pilot-tested this summer by users at the Mary Babb Randolph Cancer Center and in Mechanical & Aerospace Engineering.

Training opportunities will be available before this system goes live. Please direct any questions to Janet.Boyles@mail.wvu.edu.

(Grants.gov, Continued from page 3)

- Most solicitations for applications that are to be submitted via Grants.gov will instruct you to start by registering with Grants.gov. You do not need to register individually with Grants.gov as WVU/WVURC already has and maintains the institutional registration for this system.
- Agency-specific registrations (such as an eRA Commons ID for NIH applications) are different and independent of the Grants.gov system. If you are not sure if you need to complete a registration, or if you have other questions, please call OSP at (304) 293-3998 and ask to speak with someone in the Pre-Award unit.

Did you know?

Did you know that, in accordance with the new Uniform Guidance (2 CFR 200), if you plan to charge the cost of a computing device to a Federal grant, you must show that the device is essential and allocable to the performance of the award? First, let's define a computing device. This could mean a computer or other electronic device that has an acquisition cost of less than \$5,000 regardless of the length of its useful life. Computing devices could include computers (desktop or laptop), tablets, e-readers, printers, and external hard drives. In order to meet the criteria for being essential and allocable to the project, this need must be expressed in the proposal and justified as a cost in the budget. The device must be essential to the project and be used solely for the proposed activities. In order to demonstrate this, the budget justification should include a statement to this effect for any requested computing devices. Then, the sponsor must approve this computing device purchase as part of the budget and award process.

New Website for OSP

Our website has recently gone through major changes and we are happy to announce the more user-friendly version is available to the University community. We have provided a feedback questionnaire, made available to all users, to assist us in continuing to provide the best quality and quantity of information for our research community. Please visit our site and let us know what you think. <http://osp.research.wvu.edu>.

Farewell

It is always hard to say good-bye, and the Office of Sponsored Programs is losing two long time employees. Debbie Bruner of the Award Initiation and Management unit is retiring September 30 after 33 years of service at WVU, 11 of those with OSP. Patty Patteson retired in March but has graciously worked part-time since then until the OSP Pre-Award unit is fully staffed.

We wish both Debbie and Patty well in their retirement and will miss them both!

