Sponsored Research - News, Updates, Reminders

November 2024

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!

Sponsor Updates

NIH Updates

NSF Updates

myResearch Updates and Reminders

OSP News, Announcements and Reminders

OGM News, Announcements and Reminders

Training, Workshops and Other News

Team Spotlights

Please be advised that the Office of the Vice President for Research will be closed for the Thanksgiving holiday on Thursday November 28 and Friday November 29. Plan your proposal submissions and address any other administrative matters that require OSP attention accordingly.

Sponsor Updates

NIH Updates & Reminders

Sponsor Guidance Available for Fellowship Applications with Due Dates On/After January 25, 2025

Is a graduate student or postdoc in your lab planning to apply for an NIH fellowship in 2025? As their sponsor, how can you prepare? What conversations should you be having? And what do the changes to fellowship applications submitted on or after January 25, 2025 mean for you? Or maybe you're just asking what it means to be a sponsor.

We encourage sponsors on fellowship applications submitted on or after January 25, 2025 to review our fellowship sponsor guidance page. There, you can learn more about what it means to be a good sponsor, what's changing on January 25, and how sponsors can start to prepare for the application changes.

Reminder: FORMS-I Grant Application Forms and Instructions Must be Used for Due Dates On or After January 25, 2025

This Notice reminds the applicant and recipient community that applicants must use FORMS-I application packages for due dates on or after January 25, 2025 and must use FORMS-H application packages for due dates on or before January 24, 2025 (see NOT-OD-24-086 for details).

Applicants are encouraged to submit early to allow time to work through any unforeseen issues. Also, applicants are encouraged to use the contact information below to address questions and challenges.

Additional Updates:

- FORMS-I Grant Application Instructions will be posted on the How to Apply - Application Guide page in November 2024. All significant changes to form instructions will be listed in Section G.120 Significant Changes.
- FORMS-I application packages are currently being posted to all active Notices of Funding Opportunities (NOFOs). We expect to complete this process by December 2024, with all application forms packages posted 30 calendar days or more prior to receipt dates.
- See High-level Summary of Form Changes in FORMS-I Application Packages for a full list of known form changes. These changes will be implemented with application form packages identified with a Competition ID of "FORMS-I" and associated application guide instructions.
- All FORMS-H application forms packages will be updated with a close date of January 24, 2025.
- **NOTE: Application due dates remain unchanged. Applicants must refer to the NOFO for key date information.**

Applications submitted using the incorrect application package for their due date may be withdrawn and removed from funding consideration.

Reminder: When an application due date falls on a weekend, Federal holiday, or Washington, DC area Federal office closure, the application deadline is automatically extended to the next business day.

Resources

- Do I Have the Right Form Version For My Application?
- Application Forms, Form Updates, and Choosing the Correct Forms FAQs

NSF Updates & Reminders
Register Now for the NSF Fall 2024 Virtual Conference
December 9, 2024 to December 12, 2024

Join the National Science Foundation for the Fall 2024 NSF Virtual Grants Conference, to be held during the week of December 9, 2024. [Registration for the NSF Virtual Grants Conference](#) is now open!

Just like the in-person grants conferences, the NSF Virtual Grants Conference is a must, especially for new faculty, researchers and administrators.

Highlights include:

- Office of the Inspector General Update
- Proposal preparation
- NSF's merit review process
- NSF directorate sessions
- Award management topics
- Office of Integrative Activities
- NSF Proposal and Award Policy Updates

The NSF Grants Conference is designed to give new faculty, researchers, and administrators key insight into a wide range of current issues at NSF. NSF staff will provide up-to-date information about policies and procedures, specific funding opportunities and answer attendees' questions.

Attendees will:

- Learn about new NSF programs and initiatives
- Understand how to write a successful proposal
- Learn about NSF's Merit Review Process and conflict of interest policies
- Participate in NSF directorate sessions
- Understand award management policies and procedures

All recorded conference sessions will be available on-demand shortly after the event for those who cannot attend the live conference.

Multifactor Authentication (MFA) Implementation for Research.gov

Trouble Logging Into Research.gov?

We understand that many are experiencing difficulties with the new NSF Multifactor Authentication (MFA) system. Note that most Multifactor Authentication (MFA) questions are answered in this Frequently Asked Questions (FAQ) or in the How-To tutorial videos found on the About Signing Into Research.gov page. Still having trouble? To help you get back on track, here are some helpful steps to ensure a smooth login process:

1- Verify Your Credentials:
- Double-check your username and password to ensure they are correct.
- If you've forgotten either, follow the password recovery process.

2 - Ensure Your MFA Method is Set Up Correctly:
- Users enrolling in MFA for Research.gov must have access to their NSF account primary email address to receive the one-time passcode (OTP) from nsfextloginnoreply@nsf.gov. Please check your spam and junk folders if you do not receive this email.
- If you are using a mobile authenticator app (like Google Authenticator or Microsoft Authenticator), make sure it is properly installed and linked to your NSF account.
- If you're receiving a code via email or text message, check your inbox, SMS messages or spam folder for the latest code.

3- Enter the Correct Authentication Code:
- Open your MFA method (app, email, or text) and retrieve the current authentication code.
- Enter the code promptly as it typically expires within a short time window.

4- Check for Connectivity Issues:
- Ensure your device has a stable internet connection, as connectivity issues can sometimes prevent the MFA verification from completing.

5- Clear Your Browser Cache:

- If you're encountering errors or getting stuck on the login screen, try clearing your browser cache or using a different browser.
- If you have followed all the above prompts, and still encounter an issue, you may need to use a physical login key.

Using a Key:

- IT can assist with providing a key (in the form of USB stick) to allow you to access the site.
- Instructions will be provided with the key or you may contact the OSP_postawards@stonybrook.edu mailbox to request instructions on how to register/set up the security key once you have one.

You may contact NSF Technical Support for additional questions/concerns

Helpful resources:

Research.gov Step by step instructions are available or at Research.gov FAQs

myResearch Updates and Reminders

General myResearch Reminders

We would like to remind myResearch Grants users of the importance of utilizing the myResearch Grants training resources - or testing environment for those who have taken part in our training sessions - to create sample proposals or get more familiarized with the system. The myResearch testing environment and training materials were specifically designed for testing and training purposes, allowing users to familiarize themselves with the system and practice without any impact on the live environment.

Key Points to Remember:

Training and Testing: Use the online training resources for the myResearch Grants Test environment to create sample proposals and practice submission processes. This helps ensure you are fully prepared when it comes time to submit real proposals. 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. Users can sign up for multiple dates if a refresher on the information is needed. Please visit the OSP/ OGM training website to view the upcoming class schedule and register for classes.

Avoiding Inaccurate Data: Submitting sample proposals in the live environment can lead to inaccurate data, cluttered inboxes, and confusion. It's crucial to keep the live environment clean and accurate for actual submissions to external sponsors.

Reducing Risks: Using the live environment for non-submission activities increases the risk of errors, such as mistakenly submitting incomplete or incorrect proposals to sponsors. This can have serious repercussions on our institution's reputation and success rates.

Minimizing Inconveniences: Non-essential activities in the live environment can slow down the system, affecting everyone who needs to use it for genuine submissions. Only use the live environment for proposals that are intended for submission to external sponsors.

We appreciate your cooperation in keeping our systems efficient and our data accurate. If you have any questions or need assistance, please do not hesitate to contact us at ovpr_myresearchgrants@stonybrook.edu.

Other 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.
- 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

Thanksgiving Break

The Office of Sponsored Programs will be closed **Thursday, November 28** and **Friday, November 29** in observance of the Thanksgiving holiday. Any proposals due to sponsors during this time must be submitted to OSP for final review and submission before **noon, Wednesday, November 27**. No proposals will be submitted during the Thanksgiving break. We will resume our regular hours of operation on **Monday, December 2.** Any emergency messages can be sent to osp@stonybrook.edu as that mailbox will be monitored on Friday, November 29.

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 - This inbox is responsible for all general inquiries, proposal requests, research system access requests, and issues for OSP.

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 - 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 - This is the main inbox for inquiries related to the use, navigation or inquiries related to myResearch Grants module.

OGM News, Announcements and Reminders

OGM Reminders

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 singing 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 user's 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](#)

Approvals on HRS/Payroll Actions must be dated

Principal Investigators and assigned signature delegates are reminded that all transactions that are routed to HRS/Payroll for action must include the date of approval. If a signature is not legible, a printed name should be added as well. This includes Employee Appointment, Change Forms as well as Fellowship appointment forms.

The Research Foundation Equipment Insurance

The Research Foundation for SUNY provides campus users access to a policy that can protect equipment purchased with and used in support of, Research Foundation sponsored research activity.

Since Stony Brook University has no other funding source to provide for damage to, or loss of equipment, this is your only vehicle for protecting your equipment. This low-cost coverage through AMSURE protects equipment against loss with worldwide coverage, including flood and earthquake.

The annual premium rate under the equipment policy is $1.43 per $100 of coverage with a deductible of $1000.

Settlement of claims is based on the replacement value of the damaged or lost equipment. Insurance may be renewed during each new award budget period.

Most sponsors allow equipment insurance to be charged to grant awards and contracts as an acceptable way to protect the equipment necessary to conduct the research project. This insurance is strongly encouraged.

Questions regarding RF Equipment Insurance should be sent to ogm_ovpr@stonybrook.edu.

Campus Food and Beverage Policy

The Procurement outline for food and beverage purchases is available on the Procurement website. This outlines when purchases may be allowable using externally sponsored awards.

As always, approvals are specific to the sponsored award terms and conditions.

Questions regarding allowability should be directed to ogm_ovpr@stonybrook.edu

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

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 - 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 - is exclusively for incoming payment information from those sponsors that pay The RF for SUNY for sponsored and non-sponsored research activity.

ogm_clinicaltrialreceivables@stonybrook.edu - for incoming payment information specific to Clinical Trial Awards.

Training, Workshops and Other News

Registration is Open for the Fall 2024 NSF Virtual Grants Conference

The Fall 2024 NSF Virtual Grants Conference is open for registration! The U.S. National Science Foundation (NSF) will host the semi-annual event from December 9 – 12, 2024. This is an excellent opportunity to gain insights into NSF's current issues, policies and procedures, and specific funding opportunities.
There is no cost to register and attend the Grants Conference. **Register today**!

The fall event will introduce the use of Zoom Events to host the conference. Zoom Events is an all-encompassing platform that offers individual session pages, a personalized attendee schedule, and profiles for networking. The days of registering for individual sessions are no more! Participants can save sessions they are interested in viewing to their schedule with the click of a button.
Want to know more about the Grants Conference? Visit the conference page on the Policy Office Outreach website. Resources such as previous event recordings are also available. Those unable to attend the conference live, can view recorded conference sessions on-demand shortly after the event on the Resource Center and NSF YouTube channel. If you have any logistical questions about this virtual conference, please contact NSF at grants_conference@nsf.gov.

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. Each training session will cover the same content, so please only sign up for multiple dates if you would like a refresher on the information. Please visit the OSP/ OGM training website to view the upcoming class schedule and register for classes.

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.

External Newsletters

Access external newsletters on the OSP-OGM website for the most up to date information from Grants.gov, NIH and other agencies.

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. This information is available on the OSP-OGM website.

Research Community Corner

<u>Share your news, ideas, best practices, or topics of interest!</u>

Topics must be submitted no later than the third Friday of each month in order to be reviewed and considered for publication.

Team Spotlights

Who is working on a cool new project and why? Working with someone who exceeded your expectations? This section will focus on recognizing the great service provided, and the good that happens on a daily basis in OSP and OGM.

To **Fei Lin** (OSP): "*Fei really saved us! On a recent NSF proposal, she noticed something which would have turned our winning proposal into a loser. After several people reviewed it, Fei was the only one to notice that the PI selected the wrong announcement number in Research.gov. Thank goodness she pointed it out to us and we had enough time to set up the proposal using the correct number. Thanks, Fei!"* (Administrator, Computer Science)

To **Bill Graziano** (OGM) - just a small thank you to acknowledge all you do for IACS! You are always so helpful and responsive, and are just an overall pleasure to correspond with. Thank you for continuously going above and beyond to help us however you can! (administrator IACS)

To **Lori Marjowski** (OGM): *We want to express our sincere gratitude to everyone who helped expedite the DoubleTree hotel invoice for the SBU scholars attending the AGEP Annual National Conference. Your swift response and attention to this urgent matter were instrumental in ensuring the scholars could check in to the hotel on time. Your dedication and support are truly appreciated and make Stony Brook University a special place. Thank you all!* (Erica Valdez & Diana Champney Center for Inclusive Education)

Happy Thanksgiving from OSP-OGM!

As we approach this season of gratitude, the **Office of Sponsored Programs (OSP) & Office of Grants Management (OGM)** would like to take a moment to express our heartfelt thanks to all of our **researchers, partners, and colleagues** who contribute to the success of our work.

Your continued collaboration, dedication, and support are what make our collective achievements possible, and we are truly grateful for the opportunity to work with such a vibrant and talented community.

We hope this Thanksgiving brings you moments of joy, rest, and reflection, surrounded by loved ones.

Thank you for your hard work and commitment to advancing innovation and research. We look forward to another year of continued success and collaboration.

Wishing you all a **Happy and Safe Thanksgiving!**

Warm   regards,

The OSP-OGM Team