Sponsored Research - News, Updates, Reminders

January 2024

The Sponsored Research - News, Updates & Reminders is a monthly e-newsletter published by the Offices of Sponsored Programs (OSP) and Grants Management (OGM). <u>Subscribe through this link</u> 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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NIH Updates & Reminders

Guidance on Salary Limitation for Grants and Cooperative Agreements FY 2024 (NOT-OD-24-057)

This important Notice provides information regarding the salary limitation for NIH grant and cooperative agreement awards and extramural research and development contract awards.

The Consolidated Appropriations Act, 2023 restricts the amount of direct salary to Executive Level II of the Federal Executive pay scale. The Office of Personnel Management recently released new salary levels for the Executive Pay Scale. **Effective January 1, 2024, the salary limitation for Executive Level II is $221,900.** See NOT-OD-24-057 for the full announcement.

A Reminder: Commons ID Required for All on Senior/Key Person Profile (Expanded) Form, Effective Mid-January

NIH will update the warning to an error for non-compliance with the above requirement in mid-January. Applicants will receive an error if the "Credential, e.g., agency field" is blank or does not contain a valid eRA Commons ID for all personnel on the form. That includes Senior/Key Personnel and Other Significant Contributors. Errors must be corrected before an application can be successfully submitted to the agency. See NOT-OD-24-042.

The requirement enforcement is expected to facilitate better data collection for individuals contributing to federally funded research as well as help in disambiguating data on applications and facilitating identification of conflicts of interest in peer review.

Applicants are encouraged to check that their Commons account is active well before the due dates.

Resources:

- Create and manage an eRA Commons Account | eRA (nih.gov);
- How to Get a User ID for eRA Commons (Video);
- FAQ on obtaining a Commons ID for Senior/Key person not affiliated with a registered organization.

NIH Operates Under a Continuing Resolution

The Department of Health and Human Services (HHS), including the National Institutes of Health (NIH), operates under the Further Continuing Appropriations and Other Extensions Act, 2024 (Public Law 118-22) signed by President Biden on November 16, 2023. This Act (CR) continues government operations through February 2, 2024, at the Fiscal Year (FY) 2023 enacted level, with no reduction. Refer to NOT-OD-24-039 for more information.

Reminder for NIH Closeout Reporting Requirements and Closeout Email Notifications

NOT-OD-24-047- NIH recipients must submit a Final Federal Financial Report (FFR), Final Research Performance Progress Report (F-RPPR), and Final Invention Statement and Certification (FIS) within 120 calendar days of the end of the period of performance (project period), as required in section 8.6 of the NIH Grants Policy Statement. The reports become overdue the day after the 120-calendar day period ends NIH currently sends reminder emails to recipients 10, 120, and 150 days after the project period end date. To increase outreach efforts to recipients prior to final reports becoming delinquent, starting in January 2024 NIH will begin to send an additional reminder closeout email notification 90 days after the project period end date.

Webinar: Ring in 2024 with NIH Grants Policy Updates on Jan. 31 (NIH, Extramural Nexus)

We're kicking off 2024 with an opportunity to hear what's new and in development within NIH programs and policies. Join NIH policy experts on January 31 from 1:00 PM – 2:30 PM ET for the latest policy updates and how your institutions may be impacted. Make sure to register for the 2024 NIH Grants Policy Updates webinar. Also, those interested are encouraged to attend the Ring in 2024 with NIH Grants Policy Updates on Jan. 31 webinar.

NSF Updates & Reminders

Revised Proposal & Award Policies and Procedures Guide (PAPPG) (NSF 24-1)

NSF announced that a revised version of the NSF *Proposal & Award Policies & Procedures Guide* (PAPPG) (NSF 24-1) has been issued. The new PAPPG will be effective for **proposals submitted or due on or after May 20, 2024**.

You are encouraged to review the by-chapter Summary of Changes provided in the PAPPG.

 NSF will present information about these changes in a webinar on **March 12 at 2 pm EST**. Sign up on the Policy Office outreach website to be notified once registration opens. While this version of the PAPPG becomes effective on May 20, 2024, in the interim, the guidelines contained in the current PAPPG (NSF 23-1) continue to apply. If you have any questions regarding these changes, please contact the DIAS/Policy Office at policy@nsf.gov.

NSTC Pre-award and Post-award Disclosures Relating to the Biographical Sketch and Current and Pending (Other) Support (NSF)- January 2024 Update

This table provides helpful reference information regarding pre-award and post-award disclosure information in the biographical sketch and current and pending (other) support proposal sections. The table identifies where these disclosures must be provided in proposals as well as in project reports.

Notice to research community: Use of generative artificial intelligence technology in the NSF merit review process

On December 14, 2023, the U.S. National Science Foundation (NSF) published Notice to research community: Use of generative artificial intelligence technology in the NSF merit review process which establishes guidelines for its use by reviewers and proposers. The two most important takeaways are:

- NSF reviewers are prohibited from uploading any content from proposals, review information and related records to non-approved generative AI tools.
- Proposers are encouraged to indicate in the project description the extent to which, if any, generative AI technology was used and how it was used to develop their proposal.

myResearch Updates and Reminders

NSF Responsible Conduct of Research (RCR) Notifications

Starting this month, myResearch Grants will generate automatic notifications to the PIs of NSF proposals (prime or flow-through) informing them of their responsibility for ensuring compliance with NSF's RCR obligations should their awards be funded. PIs and CoPIs compliance will be verified prior to award establishment. Senior personnel should ensure their training is up to date to avoid delays in the award establishment. Students/postdocs must complete their training within 60 days of their salary being charged to the NSF award.

See below when a PI will receive the emails, subject line, and the verbiage that outlines the actions and requirements:

- At proposal/FP level - Subject line "RCR training requirements - important information and action required prior to award"

- At award level - Subject line "RCR training requirements - important information and action required"

- Message: "As the PI of the NSF award, you are responsible for ensuring compliance with NSF's requirements of the award, which includes Responsible and Ethical Conduct of Research (RCR). At this time, please inform/remind your students/postdocs that each must log into the CITI online training program and complete the modules contained in the RCR tutorial appropriate for the type of research they will conduct under your funded NSF award. Training must be completed within 60 days of the first time the student/postdoc's salary is charged to the NSF project. Failure to complete the training within 60 days prior to salary charged to the grant will result in the NSF funding being stopped for that individual, all related costs will be removed from the project and no further work can be done by that individual on the NSF project until training has been completed and verified by ORC. For questions about this NSF RCR policy or questions about RCR training, please contact the Office of Research Compliance at ORC_OVPR@stonybrook.edu."

Important Reminder for Reviewers and Approvers in myResearch Grants

The Office of Sponsored Programs has been sending email notifications to all the current unit reviewers and approvers in myResearch Grants for an annual verification of names and roles. If you are a designated proposal reviewer and are aware of any changes in your unit, please send us an email at osp@stonybrook.edu and request the appropriate personnel changes. We appreciate your cooperation with this process.

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.

- 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

OSP Post Award Corner

Planning a Leave of Absence? Please see the following guidance for PI Leave of Absences from SBU as it relates to sponsored projects:

It is the PI's responsibility to work directly with their Chair/Dean/Provost (West Campus) or Chair/Dean (East Campus) to secure appropriate approval for a leave of absence. For general information on procedures, see Provost website or contact your Chair.

Sponsors typically expect that PIs are engaged in conducting and overseeing research projects and personnel at SBU facilities. When PIs are away from these facilities or absent from a project for a period of time, the sponsor needs to know of and approve the absence and any plan to address it.

Please email OSP@stonybrook.edu in the event a leave of absence is planned so that the assigned Contracts and/or Grants Specialists can be notified. The assigned Specialist will then reach out to provide additional guidance and required next steps. Most sponsors require that the information be provided before the absence begins or as soon as practical after it is known at local departmental level. Therefore, PI/departmental administrators/HR school or college coordinators are responsible for informing OSP as soon as possible when a PI is planning to be away from campus. OSP will help interpret the sponsor's requirements and coordinate the steps required by that sponsor.

Note that an SBU appointment with PI privileges does not guarantee that a sponsor will approve the plan if the PI is away from campus.

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 Contracts and Clinical Trials Officer. Anyone interested can find more information on this by accessing the Contracts and Clinical Trials Officer posting or the SBU Jobs webpage.

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

Guidance on Salary Limitation for Grants and Cooperative Agreements FY 2024 (NOT-OD-24-057) Post Award actions

The Consolidated Appropriations Act, 2023 restricts the amount of direct salary to Executive Level II of the Federal Executive pay scale. The Office of Personnel Management recently released new salary levels for the Executive Pay Scale. Effective **January 1, 2024**, the salary limitation for Executive Level II is **$221,900**.

Effective immediately, the Office of Grants Management will use the updated NIH capped salary amount to calculate the maximum effort that can be directly charged for Salary Offset cost, to not exceed the annualized limit.

New RF Tuition Form in Wolfmart

OGM and Procurement are excited to announce the launch of an improved process for making research-funded payments for student tuition.

Effective **February 12, 2024**, a new RF Tuition Form will be activated in Wolfmart, replacing the current paper format when making payments from RF Research Awards to pay student accounts directly.

Procurement is offering two training sessions; register via this link. If you have any questions, please contact wolfmart_help@stonybrook.edu.

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.

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.

Record of employee signatures is created by completing the [Single Signature form](#) that should be emailed to: telnet_billing@stonybrook.edu

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 listed as a Traveler.

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

Campus change to orders for Tanked Gas

At the beginning of October 2023, the campus procedure for ordering tanked gas was migrated into Wolfmart, discontinuing the use of iLab for these needs. In the interest of maintaining the quickest turnaround time, OGM and Procurement have partnered to create an OGM skip step for orders under $500, which we believe encompasses most of the orders that are submitted. This will have no impact on the process when placing an order; it will just mirror the review and approval process in iLab for orders below $500.

Many thanks to Sean Dremody and Lynn Meyer in the Procurement office for their planning and execution of this process improvement.

News from the Graduate School

In collaboration with the Office of Grants Management and Procurement, the Grad School Finance team is pleased to announce a new process for tuition recharges, related to returns on training grants. This will streamline processing and allow Departments to receive their returns in a more timely manner.

This process is NOT applicable for charges to collect Tuition on Research Grant (ToRG) program which is executed by OGM in unison with Graduate Student appointments to Sponsored Awards.

Contact the [Graduate School Finance team](#) for the step-by-step process instructions.

End of Award Period Expenditures

Expenditures in the final 90 days of the active Award period must be necessary for the conduct of grant activities and be for items that will be fully utilized prior to the end of the award. Expenditures during this time period must clearly reflect why the items are needed and [represent a quantity that is reasonable for the time that they will be utilized](#). Items of long-term use, such as computers and computer accessories, equipment, and service agreements that exceed the award end date, should not be submitted for consideration.

Procurement of equipment and supplies may not be purchased simply to use an unobligated balance remaining at the end of the project and these costs are highly scrutinized during audit and are targets for disallowed cost. The [annual federal cost audit](#) targets end of award charges to confirm that there is

satisfactory evidence that all costs are necessary, reasonable and will be utilized within the award period. The OGM approval process serves to document this review and is critical to our federal cost accounting standard compliance. More can be found under the Code of Federal Regulation - 2 CFR 200.402-.405.

Bank of America Credit Cards cannot not be used during the final 90 days of active award periods. These transactions are not encumbered and may not be charged back to Award funds until 45/60 following expenditure date, therefore award funds may not be available creating a disallowed expense that cannot be charged back to intended award.

OGM email reminders

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

New Clinical Trial Sponsored Award Analyst

We are thrilled to announce that the campus will now support Clinical Trial Sponsored Award Analyst to provide targeted post award support to active clinical trials. This recruitment resulted in a perfect fit for our current Sponsored Award Expeditor Monica Joao-Nadj, who will begin the transition to this role in real time.

Job Opportunities in OGM

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 Grants Management is currently recruiting for a Sponsored Award Analyst and a Sponsored Award Expeditor. See posting here Sponsored Awards Expeditor - Job Number: 2400096

Training, Workshops and Other News

RF for SUNY Rapid Ramp Up: 2024 - Ready to Level Up your skills?

The Society of Research Administrators' International (SRAI) has tailored courses for those new to the industry and those looking to earn CEUs to keep their Certified Research Administrator (CRA) credential. Stony Brook University interested administrators and researchers are invited to join!

Level Up Your Career - Sign Up Here!

February to June: Twice Monthly SRAI Level Up Online Training Review Sessions led by experts from around the Research Foundation (RF). These seasoned professionals will share their real-world experiences and insights, bringing the core concepts to life. This is not just a learning opportunity; it's a chance to connect with experts who understand the intricacies of research administration.

February 29 - Principles in Proposal Development

- Co-Facilitated by Kim Worobey, SUNY Poly, Sabrina Cerezo, SBU & Sheri Clark, SBU

March 14 - NSF Research Proposal mGuide

- Co-Facilitated by Jennifer Winger, SBU & Jamie Murdock, SBU

  NSF CAREER Proposal mGuide

- Co-Facilitated by Sheri Clark, SBU & Jamie Murdock, SBU

  NIH R Series mGuide

- Co-Facilitated by Sharon Sealy, DHSU & Sabrina Cerezo, SBU

March 28 - Principles in Pre-Award Research Administration

- Co-Facilitated by Jennifer Rudes, UMC, Sabrina Cerezo, SBU & Jessica Berg, BSU

April 11 – Principles of Award Negotiation and Set-up

- Co-Facilitated by Jessica Berg, BSU & Kim Worobey, SUNY Poly

April 25 - Relationships, Roles, and Responsibilities

- Co-Facilitated by Sharon Sealy, DHSU, Sabrina Cerezo, SBU & Jessica Berg, BSU

May 9 - Principles of Post-Award Financial Research Administration

- Co-Facilitated by Sheila Routh, SBU, Anna Hartz, CO, & Laurian Bradford, DHSU

May 23 - Principles of Post-Award Non-Financial Research Administration

- Co-Facilitated by Mary Kraft, UB & Laurian Bradford, DHSU

June 6 - Research Compliance Frameworks

- Co-Facilitated by Sharon Sealy, DHSU & Scott Shurtleff, CO

June 20 - Introduction to Clinical Studies and Trials

- Co-Facilitated by Yihenew Abetu, DHSU & Sharon Sealy, DHSU

June 27 - NIH RPPR mGuide

- Co-Facilitated by Michele Canton, SBU

Proposal Preparation & Submission	Award Negotiation & Acceptance	Award Establishment	Award Management & Reporting	Award Close-Out
• Principles in Proposal Development	• Principles in Proposal Development	• Principles in Proposal Development	• Principles in Proposal Development	• Principles in Proposal Development
• **Principles in Pre-Award Research Admin.**	• **Principles in Pre-Award Research Admin.**	• Principles in Pre-Award Research Admin.	• Principles in Pre-Award Research Admin.	• **Relationships, Roles, & Responsibilities in Research Admin.**
• **Relationships, Roles, & Responsibilities in Research Admin.**	• **Relationships, Roles, & Responsibilities in Research Admin.**	• **Relationships, Roles, & Responsibilities in Research Admin.**	• **Relationships, Roles, & Responsibilities in Research Admin.**	• **Research Compliance Frameworks**
• **Research Compliance Frameworks**	• **Research Compliance Frameworks**	• **Research Compliance Frameworks**	• **Research Compliance Frameworks**	• Principles of Award Negotiation & Set-Up
• **Principles of Award Negotiation & Set-Up**	• **Principles of Award Negotiation & Set-Up**	• Principles of Award Negotiation & Set-Up	• **Principles of Award Negotiation & Set-Up**	• **Principles of Post-Award Financial Research Admin.**
• **Principles of Post-Award Financial Research Admin.**	• **Principles of Post-Award Financial Research Admin.**	• **Principles of Post-Award Financial Research Admin.**	• **Principles of Post-Award Financial Research Admin.**	• Introduction to Clinical Research Mgmt
• **Introduction to Clinical Research Mgmt**	• **Introduction to Clinical Research Mgmt**	• Introduction to Clinical Research Mgmt	• **Introduction to Clinical Research Mgmt**	• **NIH RPPR mGuide**
• **NIH R Series mGuide**	• **NIH R Series mGuide**	• **Principles of Post-Award Non-Financial Research Admin.**	• NIH R Series mGuide	• **Principles of Post-Award Non-Financial Research Admin.**
• NIH RPPR mGuide	• **NIH RPPR mGuide**		• **NIH RPPR mGuide**	
• Principles of Post-Award Non-Financial Research Admin.	• **Principles of Post-Award Non-Financial Research Admin.**		• **Principles of Post-Award Non-Financial Research Admin.**	
• **Principles in Research Development**				

The courses you should take depend on the stages of the lifecycle your work focuses on.
Please refer to this chart for general recommendations.
Consult your campus/supervisor for further guidance.

Courses in **bold** are highly recommended. Take these courses first. Ideally in first 90 days.
Courses not in bold, take within your first year.

Before signing up – Speak with your supervisor about which courses are right for you. We encourage DAC members to attend all meetings of interest; the Office of Sponsored Programs will be kept informed of those registered for any of these opportunities.

Contact learning@rfsuny.org for more information regarding the sessions.

FREE Certified Research Administrator (CRA) Study Groups Available to RFSUNY Staff

RFSUNY's Training team has collected information on FREE study groups offered around the country for those studying for the Certified Research Administrator (CRA) Exam. If you are looking to join a study group, see below the groups available for you to join, or contact learning@rfsuny.org for more information.

The University of Texas at Austin

• Contact: Raquel Rust, raquel.rust@austin.utexas.edu

• Site: https://research.utexas.edu/osp/resources/cra-study-group/

Note: Scroll down to the bottom third of the page to find the section UT Austin CRA Study Group

• Link to OSP Calendar: https://research.utexas.edu/osp/events/

• Link to Spring 2024 CRA Study Group - Starts February 6, 2024 through May 7, 2024:

https://research.utexas.edu/osp/events/spring-2024-cra-study-group-2024-02-06/

• Format: 13-week 1-hour sessions 12 pm to 1 pm CT

University of Colorado Boulder

• Contact: ocgtraining@colorado.edu

• Site: https://www.colorado.edu/ocg/ocg-staff-resources/professional-development/cra-study-group

• Study Group Google site: https://sites.google.com/site/ucrastudygroupocg/cra-study-group-home?authuser=0

Note: Spring 2024 CRA Study Group will begin in March 2024

• Format: 8-week 1-hour sessions 2 pm to 3 pm MT

Each session is one-hour, with 40-45 minutes of a topic-specific presentation from a CU Boulder CRA and 20-15 minutes of discussion, questions and/or practice quizzes.

Virginia Tech

• Contact: CRA@vt.edu

• Site: https://www.research.vt.edu/research-development/professional-development/cra-study-team.html

• Format: 10-week 2-hour sessions 2 pm to 4 pm EST live on Wednesdays. Not all sessions will last the full two-hour time frame. Sessions are recorded and posted to a secure site for study team members. During the 10-week cohort, study team members will also receive CRA-a-Day emails with extra review material.

Texas A&M

• Contact: David Hollingsworth, dhollingsworth@tamu.edu

• Site: https://srs.tamu.edu/resources/cra-review/

• *Note*: Have not yet posted 2024 training schedule

• Format: 13-week 1-hour sessions 12pm to 1 pm CT

The Early Career Workshop Series for Stony Brook Researchers

The Office of Proposal Development (OPD) and Office of Sponsored Programs (OSP) have teamed up to present the 2023-2024 Early Career Workshop Series for Stony Brook Researchers! This virtual workshop series began on Thursday, October 19 th and includes seven workshops. The series will walk researchers through the following topics: Introduction to OSP/OPD (October 19), Introduction to Various Sponsors (November 9), Understanding a Funding Opportunity Announcement (December 14), Common Proposal Elements (January 11), How to Construct a Budget (Feb 8), Regulatory Compliance (Mar 7), and Engaging with a Program Officer (April 11). Each session will take place from noon to 1 pm and registration for the virtual series can be completed at this link. We hope to see you there!

SciENcv Training

Save the Dates! OSP and OPD will be offering quarterly "A How-to Guide for SciENcv '' training to assist in preparing personnel documents with the new requirements. The next training will be March 20, 2024 and June 12, 2024, times TBD. Keep checking the Upcoming Workshops on the OPD website for registration availability.

Fall 2023 NSF Virtual Grants Conference – Videos Now On-Demand

All recorded conference sessions are now available on [NSF's Policy Office Outreach website](#) in the [Resource Center](#). Additionally, you may view the recordings on the [National Science Foundation YouTube](#) page.

If you have any conference-related questions, please contact NSF at [grants_conference@nsf.gov](#).

Remember to save the date for the hybrid **Spring 2024 NSF Grants Conference** from June 3 to June 5, 2024, in Philadelphia, Pennsylvania!

FDP Fall 2023 Meeting Slides & highlighting the Opening Remarks and The Role of AI in Research Administration session

The slides and videos from the [September 2023 Virtual Meeting](#) are now available. There were many important agency and FDP updates, changes in the subaward templates and more. We encourage you to review videos and slide decks from this meeting. Additionally, we are highlighting the opening remarks session which looks at the implications and applications of AI.

[Click here to watch FDP Fall 2023 Meeting video](#)

Description: AI (Artificial Intelligence) is increasingly being integrated into various aspects of research administration to streamline processes, enhance decision-making, and improve overall efficiency. In addition, there are opportunities for AI to be utilized to assist in various aspects of research proposals and development. This session will introduce the possibilities for creating AI tools that can assist our efforts while also noting the possible risks. The speakers will provide information about efforts underway at their institutions

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](#).

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.

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.

Fall 2023 NSF Virtual Grants Conference – Videos Now On-Demand

Did you miss the Fall 2023 NSF Grants conference, or have you been ruminating over a session you attended? NSF is glad to share that all recorded conference sessions are now available on NSF's Policy Office Outreach website in the NSF Resource Center. Additionally, you may view the recordings on the National Science Foundation YouTube page.

If you have any conference-related questions, please contact the National Science Foundation at grants_conference@nsf.gov.

Remember to save the date for the hybrid Spring 2024 NSF Grants Conference from June 3 to June 5, 2024, in Philadelphia, Pennsylvania!

External Newsletters

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

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.

Campus feedback is always appreciated!

To **Margaret Badon**, OSP: *"I want to express my deepest appreciation for our Post-Award Specialist, Margaret Badon. CS is an extremely busy department and no matter what we throw at Margaret, she is always upbeat, responsive and incredibly helpful. She is on top of everything and if she can't get me an answer right away, I know she's working on it! She's awesome and we truly appreciate all her hard work and her positive attitude! Thank you, Margaret!!."* (Administrator, Computer Science)

To **Sabrina Cerezo**, OSP: "*Dear Alina Azzam-Stroia, Congratulations! Your employee Sabrina Cerezo has received a Gratitude Gram from An anonymous colleague via the Thank a Seawolf recognition portal. Sabrina has consistently gone above and beyond to make sure several funding proposals (and the many associated budget and compliance documents) have been successfully submitted to sponsoring agencies, sometimes on accelerated time scales. Her approach to problem solving and "can-do" attitude have been inspiring. She is a true asset to her department and an absolute pleasure to work with. She is one of the terrific Seawolves who make Stony Brook such a great place to work*!" (Anonymous, SBU Gratitude Gram)

To **Fei Lin**, OSP: "*I just wanted to let you know that I worked with Fei Lin on award negotiations….and she did such an amazing job. Super knowledgeable, professional, and flexible"* (Administrator, CEAS)

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.

"January is the month to invest in yourself and your dreams" - M. Marti