UNIVERSITY of MARYLAND

SPA Updates
4th Quarter 2013

October 24, 2013

2:30 – 4:00 pm

HSF-II Auditorium

Today's Agenda

- SPA & SPAC Reorganization
- Government Shutdown Aftermath
- SPA Business Practices
- Coeus Data Clean Up
- SF 424 R&R Form C Reminder

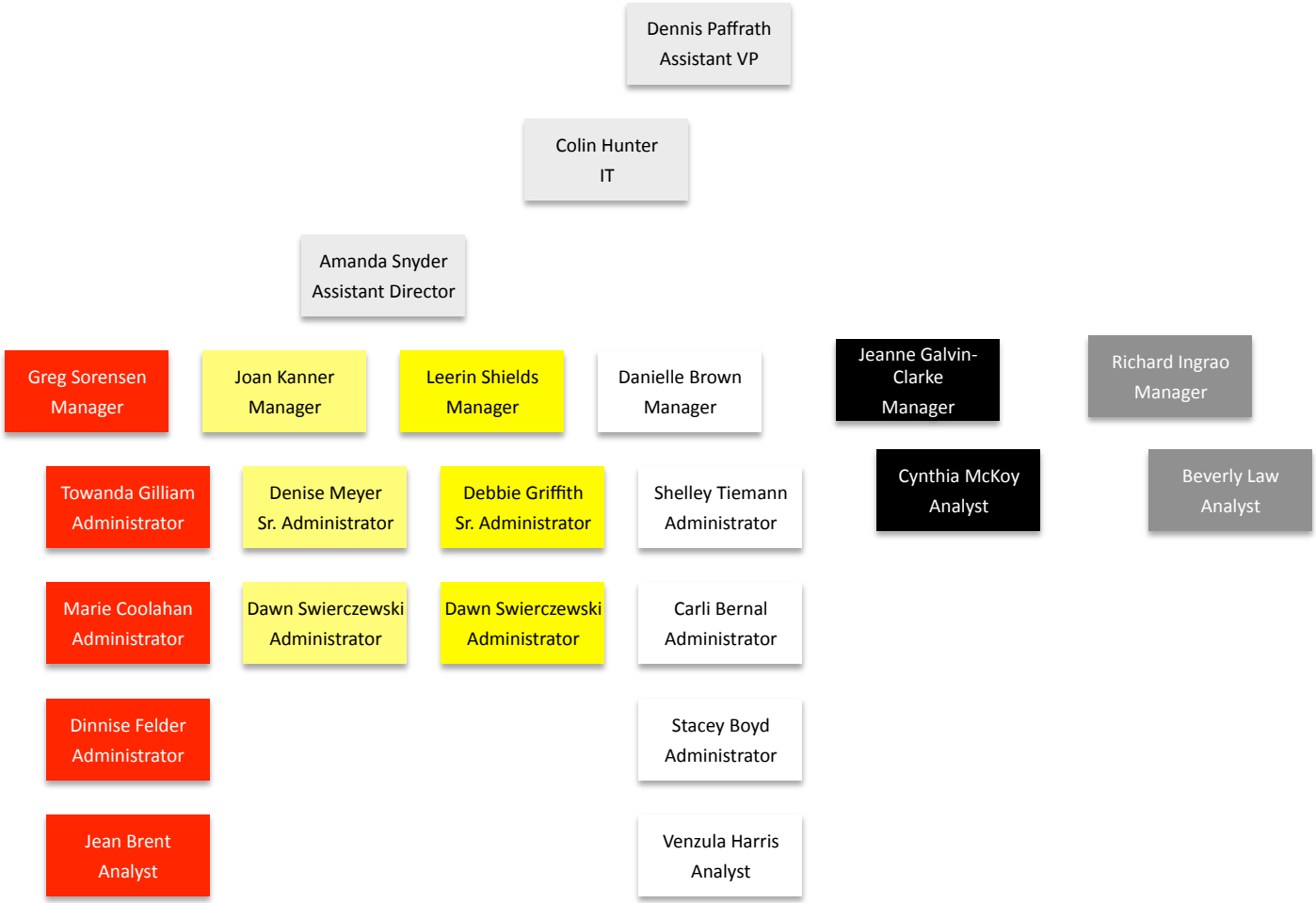
SPA Team Assignments 12/1/13

Sponsored Programs Administration - Team Assignments Effective 12/1/13

Red	Yellow 1	Yellow 2	White	Black
School of Medicine:	**School of Medicine**	**School of Medicine**	**School of Medicine**	**Proposal Development**
Anatomy/Neurobiology	Diagnostic Radiology	Ctr/Biomolecular Therapy	Biochem & Mol Biology	**Center/Health Policy**
Biomedical Eng & Tech	Epidemiology	IGS	Ctr/Stem Cell Biology	**Dermatology**
Central (VP/Pres level)	Family Medicine	Medicine	CVD	**Ophthamology**
Ctr for Integrative Med	Neurosurgery	Cardiology	CVID	**SBTDC**
Dermatology	Program of Oncology	Chairman's Office	IMET	
Emergency Medicine		Endocrinology	Microbiology	**Audit Reconciliations**
IHV		Gastroentrology	Opthamology	**Award Closeouts**
Neurology		General Internal Med	Pathology	**Internal Training Liaison**
OB/GYN		Gerontology	Pediatrics	**KC Functionality**
Physical Therapy		Infectious Disease	Pharmacology	**Limited Submissions**
Psychiatry		Nephrology	Physiology	**Mpowering the State**
Radiation Oncology		Ctr/Policy & Planning	STAR	**Policies and Procedures**
Surgery		Pulmonary		**Reports**
		Rheumatology		**SciVAL**
				SPA website
				UMBF Liaison
School of Dentistry	**School of Social Work**	**School of Law**	**School of Nursing**	
			School of Pharmacy	
Greg Sorensen	**Joan Kanner**	**Leerin Shields**	**Danielle Brown**	**Jeanne Galvin-Clarke**
Towanda Gilliam	**Denise Meyer**	**Debbie Griffith**	**Shelley Tiemann**	**Cynthia McKoy**
Marie Coolahan	**Dawn Swierczewski**		**Carli Bernal**	
Dinnise Felder			**Stacey Boyd**	
Jean Brent			**Venzula Harris**	

Gray
Subcontracts
Richard Ingrao
Beverly Law

SPA Organizational Chart (12/1/13)



Federal Shutdown Update

- The NIH Commons became functional on Monday, October 21st
- NSF Fastlane has been functional since the Federal Government re-opened

NSF Updates

http://www.nsf.gov/bfa/dias/policy/postshutdown.jsp

NIH Updated Deadlines

- *Standard Due Dates:*

Activity Code	Original Due Date	New Due Date
R01s, U01s (New)	October 5	November 12
Ks (New)	October 12	November 12
R03s, R21s, R34s, R36s (New)	October 16	November 18
R15s (All)	October 25	November 18

- All others – check NOT-OD-14-007 *(Some due Nov 1, others due Nov 14)*
- November due dates are unchanged
- Keep in mind that we will all be juggling the new and existing deadlines for the next month.

NIH Peer Review

- Shutdown caused cancellation of 200+ peer review meetings, impacting 11,000+ applications.
- **Most** NIH peer review meetings that were missed will be rescheduled so that as many applications as possible are able to be considered at January 2014 Council meetings.
- Applications reviewed before the shutdown will go to January council as originally planned.
- Review meetings for most small business, AIDS and fellowship applications will continue as planned and those applications will be considered at January councils, as well.
- Any review meetings for research (R01, R03, R21, R15, etc) and K applications that were missed and cannot be rescheduled immediately will be rescheduled for February/ March **and these applications will be reassigned to the May council round**.

“Refreshed” NIH Proposals

- NIH is giving applicants who submitted an application for a rescheduled October due date the opportunity to replace their submission with a “refreshed” application.
- Follow the guidelines in NOT-OD-14-007 if your PI chooses to take this route.
  - If SPA cannot reject the application in the Commons (because the extended 2 day viewing window passed), PI needs to withdraw the proposal via the instructions here: http://nexus.od.nih.gov/all/2011/06/30/how-do-i-withdraw-my-application/
  - Subsequent to withdrawing, PI can submit a “refreshed” proposal
  - “Refreshed” proposal must be routed in Coeus, but tie it to the prior proposal
- Note: Replacing the application submission with a “refreshed” application does not count as a resubmission (A1). It’s essentially a free “do-over” for the proposal submitted in October.

“Refreshed” Proposals Reassigned to May 2014 Council

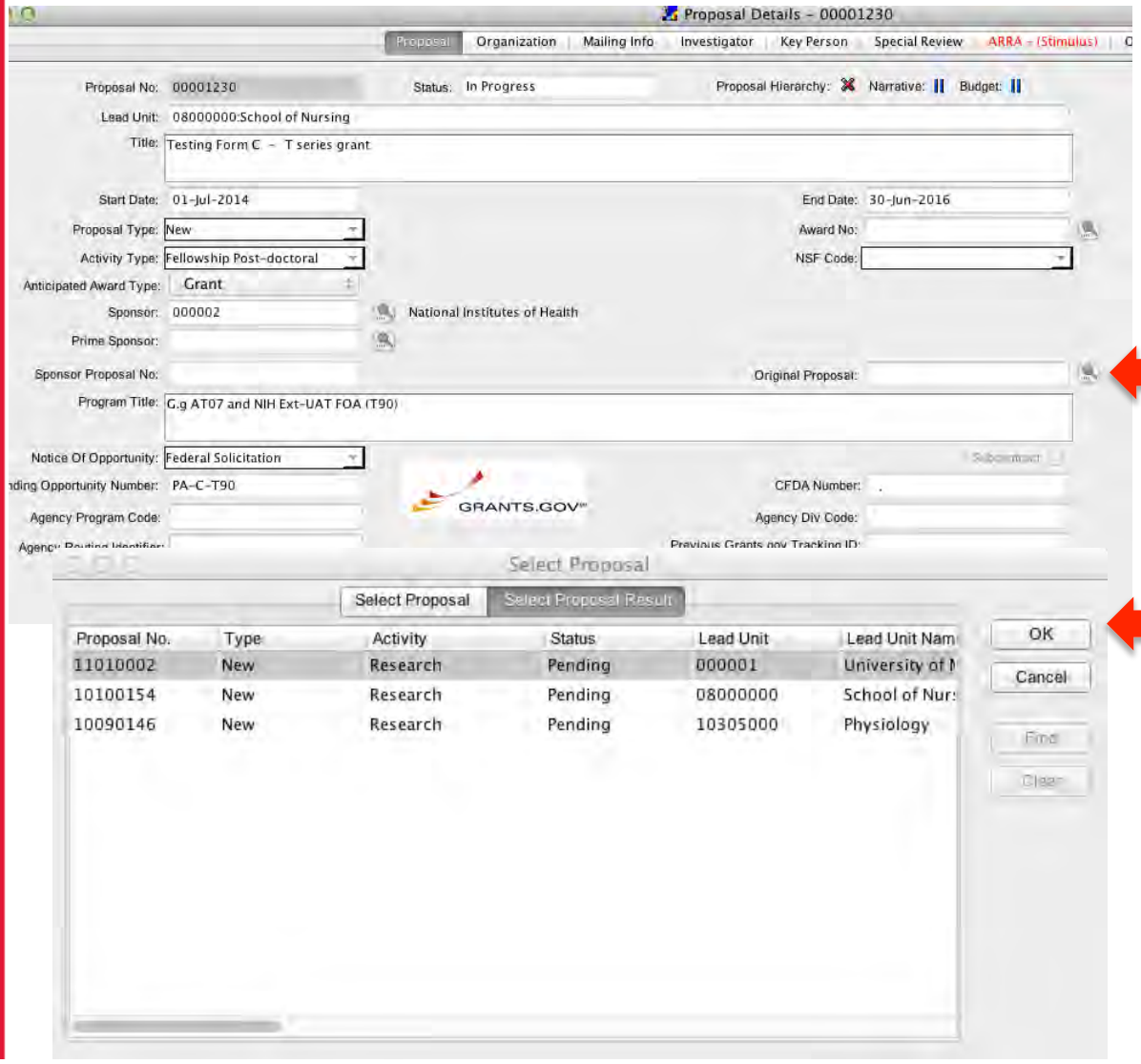
- If a proposal’s review meeting is rescheduled for Feb/ March and that application is reassigned to the May 2014 Council, PI and SO will be notified via email.
- This will include certain proposals submitted for the June/July 2013 Deadlines (what NIH calls “Cycle II”).
- Applications will proceed to the February/March 2014 review without any action from the applicant.
- However, NIH is also giving applicants the option of withdrawing and submitting “refreshed” applications.
  - Withdraw existing application by November 15
  - Submit refreshed application by December 11
- Follow the guidelines in NOT-OD-14-007

Withdrawing an NIH Application

- After proposal is validated by Commons and moved on to the Center for Scientific Review, we need to send a brief letter requesting the application be withdrawn.
- The PI drafts, signs, and emails letter to SPA Team.
- Include in the letter:
  - Name of the principal investigator or project director (use the contact PD/PI for a multi-PI application)
  - Application number
  - Title of the application
  - Funding opportunity announcement number
  - Have it signed by an authorized organization representative
  - E-mail it to the Division of Receipt and Referral, Center for Scientific Review at csrdrr@mail.nih.gov
- PI or SPA can email request to DRR, CSR. Coordinate with your Team.

http://nexus.od.nih.gov/all/2011/06/30/how-do-i-withdraw-my-application/

Tying to a Previously Submitted Development Proposal



Click on the search button next to the "Original Proposal" Field.

Search for the prior <u>Institute Proposal</u> (not Proposal Dev #) in the Search Screen.

Highlight the correct IP and Click "OK" in Search Screen to populate the "Original Proposal" field.

SPA Business Practices

- With goals to:
  - streamline & standardize processes across teams
  - provide campus with reasonable expectations
  - improve communications with campus
- The SPA Management Team recently drafted a Standard Operating Procedures document
- This document was provided to RAC leadership for discussion at a closed meeting
- We took the comments we received into consideration when finalizing the document

SPA Business Practices

- The document is broken into 6 areas:
  - Correspondence from SPA to Departments
  - Correspondence from Departments to SPA
  - Team Email Boxes
  - Proposals
  - SPA Agreements (Note: Does not include CCT Agreements)
  - Award Processing

SPA Business Practices

- The document indicates how we will deal with escalation of communications when responses are not received, and how we would like departments to do the same
- We set expectations to try to avoid some of the confusion we are experiencing that is driven by “Urgent” requests

SPA Business Practices

- Please note that these are **SPA's** procedures.
  - The award processing section references to previously communicated procedures involving SPA and SPAC that are already on the web.
  - This document does not cover interactions with the CCT group or any other ORD office, only SPA.

SPA Business Practices

- The final document will be distributed via the RAC email list and will be uploaded to the SPA Website
- SPA management will continue to evaluate the document as factors evolve and we work to improve our operations

Coeus – Data Clean Up

- All Proposals in Coeus with a title containing “DO NOT USE” will be deleted.
- If you need to keep a proposal that you have marked “DO NOT USE”, change the title to remove those words by December 1.

Coeus System to System – Form C

- The Version C of the SF424 R&R forms are available for use in Coeus
- **HOWEVER**, any proposals with Human Subjects requiring the “Planned Enrollment Report” must be submitted via an Adobe Package.
- A patch is being developed and tested that will allow for S2S functionality of these applications. SPA will communicate via our website and the RAC email list as soon as this update is available in Coeus.

Questions?

Final Notes

- Both presentations will be available on SPA and SPAC websites

- Quarterly Meetings for 2014:
  - February 27th, 2:30 – 4:00, Location TBD
  - May 22nd, 2:30 – 4:00, Location TBD
  - August 28th, 2:30 – 4:00, Location TBD
  - November 20th, 2:30 – 4:00, Location TBD

- Thanks for joining us today!