



UNIVERSITY *of* MARYLAND

SPA Updates

4th Quarter 2013

October 24, 2013

2:30 – 4:00 pm

HSF-II Auditorium



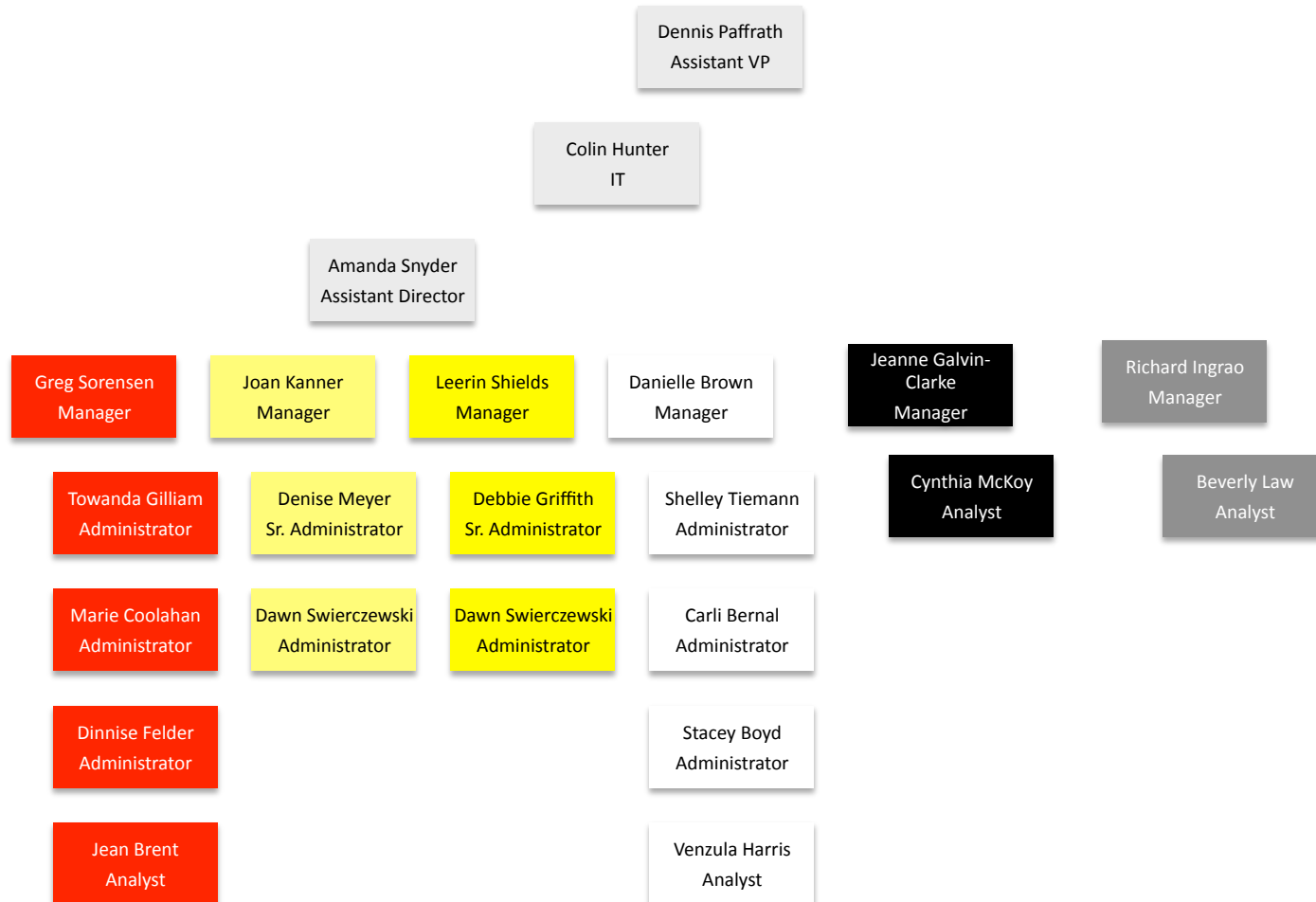
Today's Agenda

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

SPA Organizational Chart (12/1/13)



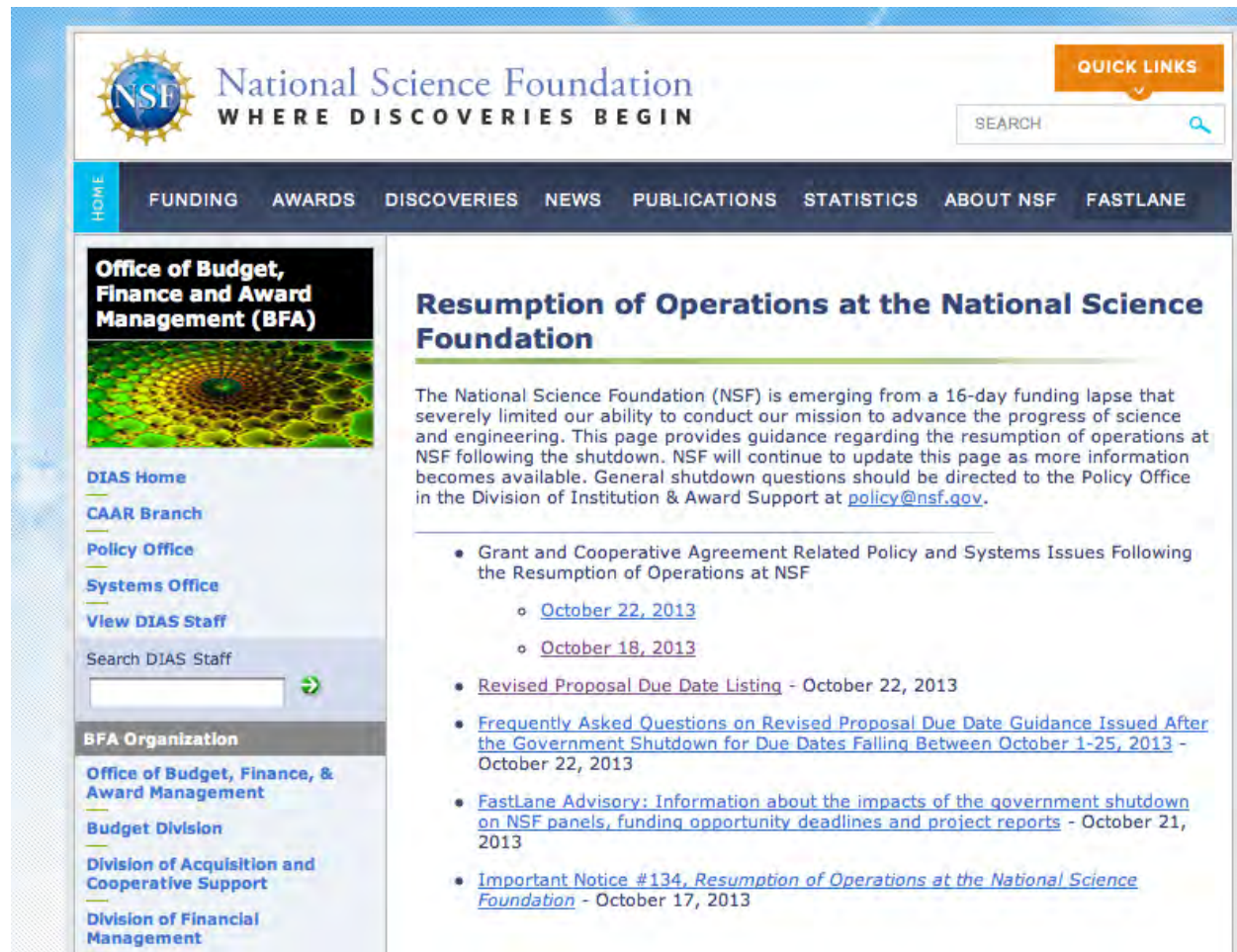
Federal Shutdown Update



- 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>



The screenshot shows the NSF website's 'Office of Budget, Finance and Award Management (BFA)' section. The main heading is 'Resumption of Operations at the National Science Foundation'. The text explains that the NSF is emerging from a 16-day funding lapse and provides guidance on resuming operations. A search bar and 'QUICK LINKS' button are visible at the top right. A navigation menu includes 'HOME', 'FUNDING', 'AWARDS', 'DISCOVERIES', 'NEWS', 'PUBLICATIONS', 'STATISTICS', 'ABOUT NSF', and 'FASTLANE'. The left sidebar contains links for 'DIAS Home', 'CAAR Branch', 'Policy Office', 'Systems Office', and 'View DIAS Staff'. Below this is a search box for DIAS staff. The 'BFA Organization' section lists the 'Office of Budget, Finance, & Award Management', 'Budget Division', 'Division of Acquisition and Cooperative Support', and 'Division of Financial Management'. The main content area features a bulleted list of links related to the shutdown and resumption of operations.

Office of Budget, Finance and Award Management (BFA)

Resumption of Operations at the National Science Foundation

The National Science Foundation (NSF) is emerging from a 16-day funding lapse that severely limited our ability to conduct our mission to advance the progress of science and engineering. This page provides guidance regarding the resumption of operations at NSF following the shutdown. NSF will continue to update this page as more information becomes available. General shutdown questions should be directed to the Policy Office in the Division of Institution & Award Support at policy@nsf.gov.

- Grant and Cooperative Agreement Related Policy and Systems Issues Following the Resumption of Operations at NSF
 - [October 22, 2013](#)
 - [October 18, 2013](#)
- [Revised Proposal Due Date Listing](#) - October 22, 2013
- [Frequently Asked Questions on Revised Proposal Due Date Guidance Issued After the Government Shutdown for Due Dates Falling Between October 1-25, 2013](#) - October 22, 2013
- [FastLane Advisory: Information about the impacts of the government shutdown on NSF panels, funding opportunity deadlines and project reports](#) - October 21, 2013
- [Important Notice #134, Resumption of Operations at the National Science Foundation](#) - October 17, 2013

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 csrrr@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

Proposal Details - 00001230

Proposal: Organization | Mailing Info | Investigator | Key Person | Special Review | ARRA - (Stimulus) | C

Proposal No: 00001230 Status: In Progress Proposal Hierarchy: Narrative: Budget:

Lead Unit: 08000000:School of Nursing

Title: Testing Form C - T series grant

Start Date: 01-Jul-2014 End Date: 30-Jun-2016

Proposal Type: New Award No:

Activity Type: Fellowship Post-doctoral NSF Code:

Anticipated Award Type: Grant

Sponsor: 000002 National Institutes of Health

Prime Sponsor:

Sponsor Proposal No: Original Proposal:

Program Title: G.g AT07 and NIH Ext-UAT FOA (T90)

Notice Of Opportunity: Federal Solicitation

Notice Opportunity Number: PA-C-T90 CFDA Number:

Agency Program Code: Agency Div Code:

Agency Division Identifier: Previous Grants and Tracking ID:

Select Proposal

Proposal No.	Type	Activity	Status	Lead Unit	Lead Unit Name
11010002	New	Research	Pending	000001	University of M
10100154	New	Research	Pending	08000000	School of Nur:
10090146	New	Research	Pending	10305000	Physiology

OK
Cancel
Find
Clear

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

Search for the prior Institute Proposal (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!