



UNIVERSITY *of* MARYLAND

# **SPA Updates**

## **1<sup>st</sup> Quarter 2014**

March 13, 2014

2:00 – 3:30 pm

HSF-II Auditorium

# Today's Agenda

- Quali Coeus Updates
- Coeus Reminders
- Routing and Deadline Reminders
- NIH Reminders and Announcements
- Faculty Transfers

# Kuali Coeus

## Go Live Date is July 1, 2014

- In the next two weeks, you will receive an invitation for a survey about Coeus usage and training preferences. ***Please participate.*** The working group wants your input as training is being developed.
- In April and May, Dennis will be presenting at faculty meetings in the schools to keep the faculty “in the loop”

# Kuali Coeus - Training

- Final classroom training for Coeus is in April (dates are on the website). After that, reach out to SPA manager to arrange one-on-one training for new hires who absolutely need it.
- In June, there will be “Delta” Training sessions for current Coeus users
  - Auditorium-style sessions, about 1-hour long, covering high points
    - Exciting new features in Kuali Coeus
    - Differences we want to point out to make the transition easier
- We hope to have a Kuali Coeus “sandbox” for the campus to explore during the month of June
- On-line tutorials available for specific topics prior to Go Live
- Training for viewers available in June (Institute Proposal, Award, Subcontract Modules)
- New user training available after Go Live

# Kuali Coeus Preparations

- Please review your department users:
  - From the Main Menu, select Admin > Unit Hierarchy
  - Locate and select the folder for your department
  - From the menu, select Action > User Maintenance
  - Click on the “username” column header to sort alphabetically
- Let Janet Simons know if there are people who should no longer be listed for your department:
  - Email [jsimons@umaryland.edu](mailto:jsimons@umaryland.edu)
  - Include the Department Code and the full names of the people to be inactivated from your department

# Coeus Reminders –

## Tying to Previous Proposals

- Tying a proposal to a previously submitted development proposal
  - Announced at last meeting, but there have been recent questions surrounding this functionality
  - This is **critical** when submitting a change/corrected proposal
  - Coeus now runs validations to check for the previously submitted proposal in such cases
- Separate fields for the following:
  - Previous Grants.gov Identifier
  - Sponsor Proposal Number (ONLY use for renewal, resubmission, revision, NOT for new)
  - Original Proposal Number (this is the Institute Proposal number linked to the prior Development Proposal)

# Tying to a Previously Submitted Development Proposal

Proposal Details - 00001230

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

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

Agency Program Code: Agency Div Code:

Agency Reporting Identifier: Previous Grants now 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.

# More Coeus Reminders

- New Human Subjects Forms are available
  - No longer an attachment in the Narrative section
  - Separate forms to choose under Action → Grants.gov → Forms
  - Detailed instructions available at <http://www.umaryland.edu/coeus/propdevtoolkit/unstitched.html>
- Subaward budget for detailed R&R budgets
  - Be sure to use the Form C Version of the Subaward Budget
  - Old Form B Version will upload, but will **NOT** transmit. Causes validation errors (but the error isn't as direct as “wrong version of the subaward budget”)
  - Correct version is on the ORD Coeus website, proposal toolkit section

# Even More Coeus Reminders

- Budget Justification narrative type for SF 424 R&R Budget (detailed budget) use the narrative type “S2S\_Budget\_Justification”
- Base salary translating to SF 424 R&R Budget Forms
  - If you simply complete the "Calc Base" for Budget Persons (running man), the Base Salary field will not be completed on the Detailed Budget.
  - You must either manually enter the base salary for each period (e.g., Base\_salary\_p1) OR click the button "Calculate All Base Sal" at the lower right of the Budget Persons window (running man).

# Deadline Entry in Coeus

- Please enter deadlines into your proposals
  - Our office needs this information for prioritization
  - We also search for proposals by deadline dates quite often, which leaves out proposals with no deadline dates
- If there is no “hard” deadline, the date in Coeus should be at least 5 days from when it reaches SPA in routing
  - Receiving proposals with a Coeus deadline in the past causes confusion (see above – we search on proposal deadline dates)

# Routing Reminders

- This is not new information, but it needs repeating
- **All new funding must be routed in Coeus**
  - This includes supplemental funding
  - Routing should occur before a proposal is submitted to the sponsor
  - If a proposal is submitted by PI without your knowledge, do an “after the fact” routing.
- Funding for the MII program through TEDCO must be routed before submission to TEDCO (even though your PI is working with OTT on the submission)
- The only noncompeting continuations that do not need to be routed in Coeus are those for NIH grants

# NIH Final Report Reminders

- All final reports for NIH Grants should be submitted via the NIH Commons, not in paper format
  - Final Invention Statement – PI initiates, SPA confirms and submits in the Commons
  - Final Progress Report – PI submits (no need for SPA involvement)
  - Final Financial Report – SPAC submits

# NIH RPPR Announcement

- NIH is moving quickly towards ALL noncompeting continuations being submitted via the NIH Commons as RPPRs
- NIH will open the RPPR capability on the Commons for Non-SNAP grants on April 25, 2014
- For the time being, Non-SNAP progress reports *can* still be submitted using the paper PHS 2590
- However, SPA strongly **encourages** use of the RPPR
- NIH anticipates mandating use of the RPPR via the Commons by October 2014

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-14-064.html>

# And while we are on the topic of NIH RPPRs...

- ***Please*** make sure that your PIs choose someone from your **SPA** team as the Administrative and Signing Officials in their RPPRs
- *This is how our office is notified of the existence of the RPPR*
- SPAC has been receiving these email notifications in error quite often lately and have nicely been forwarding to SPA for action. However, they should not be receiving them at all.

# NIH Public Access Policy

## Compliance Issues

- Reminder of the Policy:
  - Researchers must submit final peer-reviewed manuscripts that arise from NIH funds to *PubMed Central (PMC)* upon acceptance for publication.
  - Papers must be in PMC no later than 12 months after publication.
  - Applies to papers accepted for publication on or after April 7, 2008.
- NIH began ensuring compliance with their Policy by ensuring that **all** publications in progress reports are in compliance with the Policy **before** issuing awards

# NIH Public Access Policy

## Compliance Issues

- Within the past few weeks, SPA has become aware of at least 2 instances where NIH is holding the issuance of an award due to compliance issues that appear to be outside our PI's control (i.e. actions that another author or the publisher must take)
- This is a developing issue. SPA and the HS/HSL are in contact with one another and will provide more guidance as it becomes available.
- HS/HSL offers general guidance and support for compliance with the NIH Public Access Policy:  
<http://guides.hshsl.umaryland.edu/nihcompliance>

# Faculty Transfers

- Issues

# Questions?



# Final Notes

- Both presentations will be available on SPA and SPAC websites
- Quarterly Meetings for 2014:
  - May 22<sup>nd</sup>, 2:30 – 4:00, HSF II Auditorium
  - August 28<sup>th</sup>, 2:30 – 4:00, Location TBD
  - November 20<sup>th</sup>, 2:30 – 4:00, Location TBD
- Thanks for joining us today!