DGA Quarterly Meeting
March 09, 2021
Sponsored Projects Services (SPS)
Pre-Award Updates

1. Quick Reference Card (QRC) and SPS Budget Templates

Quick Reference Card (QRC) and the SPS Excel Budget Templates:

Reminder: Please avoid saving copies of the QRC and the SPS Excel Budget Templates for re-using as references for assembling proposal budgets. Please always download and use the current versions of the QRC and the SPS Excel Budget Templates references for assembling proposal budgets.

A current copy of the QRC can be accessed from the left-hand side bar of any EPCS record, or by visiting the link below:

https://research.uoregon.edu/sites/research2.uoregon.edu/files/2020-01/quick_reference.pdf

The current SPS Budget Templates can be accessed from the Budget Tab of any EPCS record or by visiting the link below:

https://research.uoregon.edu/forms/internal-grant-forms

2. EPCS User Profile Update for DGAs - User Maintenance

Reminder: When logged into EPCS, please ensure the Submitting Unit(s) and the Administering Unit(s) DGA assignments are up-to-date and current.

1. The EPCS programming for the **eMail** e-mail address field has been updated.

2. This EPCS programming update is applicable to the **User Maintenance** section of EPCS which the DGA has access to when logging into EPCS.

3. The **eMail** e-mail address field can be left unchanged. If unchanged, the EPCS programming and associated e-mail notifications are unchanged.

   a. The EPCS User's e-mail <Duck ID>@uoregon.edu e-mail address (UO Email address) is unchanged.

   b. The "Don't update **eMail** from Banner" checkbox is not checked.

   c. A Guidance statement appears below the **eMail** e-mail address field, "Guidance: e-mails sent from the EPCS system use the **eMail** address above (includes the DGA lookup webpage e-mail address if the DGA Lookup e-mail field below is empty), except the payroll certification e-mails which are sent based on the DGA contact information assigned to the grant in Banner. E-mails sent via a listserv use the UO Email address noted below."

4. If an EPCS User wishes to enter an e-mail address in this field, this can be done, however, if done, the new **eMail** e-mail address field must contain an e-mail ending in "uoregon.edu."

The EPCS system will not accept an e-mail address not ending in "uoregon.edu" and alert the User by throwing an error message. The "Don't update **eMail** from Banner" checkbox is then checked.

5. The **DGA Lookup Email** address field:

a. If the **DGA Lookup Email** address field is empty, the DGA Lookup page on the OVPRI website will reference the EPCS User's "**eMail**," UO e-mail <Duck ID>@uoregon.edu e-mail address (UO Email address). There are no e-mail distribution changes in EPCS.

b. When the **DGA Lookup Email** address field has an entry in it, the e-mail address must contain an e-mail ending in "uoregon.edu." The OVPRI website is programmed to update periodically, so it will update automatically within 24 hours to show the e-mail address entered in the **DGA Lookup Email** address field. There are no e-mail distribution changes in EPCS associated with the **DGA Lookup Email** address field.

3. Agency Updates:

The National Institutes of Health (NIH) updates:

1. Users of eRA Commons, ASSIST, Internet Assisted Review (IAR) and Commons Mobile are encouraged to begin their switchover to the new two-factor authentication (2FA) login method required to access eRA modules before the mandatory deadline of September 15, 2021 for all users. The authentication will help ensure the security of your personal and confidential information in these systems. For more information, visit: https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm

2. Reminder: NOT-OD-21-049, The NIH Ruth L. Kirschstein National Research Service Award (NRSA) Stipends, Tuition/Fees and Other Budgetary Levels Effective for Fiscal Year 2021 have been announced by NIH: https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-049.html. In addition, NOT-OD-21-049 provides the Zero Level Postdoctoral Stipend level referenced in the United Academics Collective Bargaining Agreement (CBA). Minimum Post-doctoral salaries must be in accordance with the articles of the CBA.

3. Reminder: NIH Salary CAP, NOT-OD-21-057, Guidance on Salary Limitation for Grants and Cooperative Agreements FY 2021. NIH has released the updated NIH SAL CAP level for FY21: https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-057.html

4. NIH Other Support Form (clarification):

The Best UO Practice is to include the Total Project Costs (including facilities and administrative costs) on the Other Support Form as stated in NOT-OD-19-114, unless an NIH GMS states otherwise.

The guidance stated on the posted Other Support Format Form, to report Direct Costs on the Other Support Form, is not the same guidance as stated in NOT-OD-19-114 which

states, "4. Provide the total award amount for the entire award period covered (including facilities and administrative costs)..."

Therefore, we should expect NIH will, at some point in the reasonably near-term future, update the posted Other Support Form to include the guidance as written on the Form to include the statement as it appears on NOT-OD-19-114.

Unless an NIH GMS specifically requests Direct Costs be provided on the Other Support Form, **the UO Best Practice is to provide the total award amount for the entire award period covered (including facilities and administrative costs)** as is stated in NOT-OD-19-114.

By providing the total award amount for the entire award period covered (including facilities and administrative costs) on the Other Support Form, UO is complying with specific NIH policy as it is stated in NOT-OD-19-114, even though by doing so, this may differ from the guidance/instructions currently posted on the Approved Form (OMB No. 0925-0001 (Rev. 03/2020 Approved Through 02/28/2023).

Reference URLs below:

https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-114.html

https://grants.nih.gov/grants/forms/othersupport.htm

https://grants.nih.gov/faqs#/other-support-and-foreign-components.htm?anchor=question55609

https://grants.nih.gov/grants/policy/nihgps/HTML5/section_2/2.5.1_just-in-time_procedures.htm?Highlight=other%20support

The National Science Foundation (NSF) updates:

1. Verify portal submission requirements on the solicitation:

   Sponsored Projects Services does not require the use of only the Fastlane portal for assembly and submission of NSF proposals. Fastlane is still being used regularly, however if required, or the PI and/or DGA prefer, Research.gov can be used for assembly and submission of NSF proposals.

   Assembly and submission in the Research.gov portal, instead of Fastlane may be required, for example, where another institution may have their part of the collaborative proposal in Research.gov, while the UO PI may have their proposal in Fastlane, which would not work. Both collaborative proposals should be in the same portal for this to work which means this piece should be checked early on to ensure both proposals are in the same portal, not in different portals.

In addition, all Directorate for Biological Sciences (BIO) proposals with no deadlines must go through Research.gov: https://www.nsf.gov/pubs/2020/nsf20129/nsf20129.jsp

2. Reminder: On October 5, 2020, the National Science Foundation (NSF) began enforcing the *Proposal & Award Policies & Procedures Guide* (PAPPG) (NSF 20-1) requirement to use NSF-approved formats for the preparation of the Biographical Sketch and Current and Pending Support proposal documents. The NSF-approved formats are SciENcv: Science Experts Network Curriculum Vitae and an NSF fillable PDF.

- NSF 20-1 FAQs on Current and Pending Support PAPPG (NSF 20-1) January 26, 2021: https://www.nsf.gov/bfa/dias/policy/papp/pappg20_1/faqs_cps20_1.pdf

- NSF FAQs regarding NSF Bios and Current Support documents https://www.research.gov/common/attachment/Desktop/NSFPDF-FAQs.pdf

3. **Tips for working with the NSF Biographical Sketch and Current and Pending Support Documents:** Anae Rosenberg, DGA, Materials Science Institute, 3-8-2021

The recently required NSF bio sketches and current and pending support (CPS) document formats have provided some challenges for DGAs. In creating a lot of these over the past few months, I've come across upload errors, buttons that aren't clickable, inability to get publications to upload into the biosketch and more. I've put together some information and advice based on this experience. (You may or may not experience the problems that I've run into, and your experience may differ by what browser and platform (Mac or PC) you are using.)

Here are some of the "best practices" that I've compiled:

1. **Get your PIs to Delegate their My NCBI accounts to you.** Even if you do most of the work creating and updating the Biosketch and CPS documents for your PIs, you should have your PIs set up their own MyNCBI account and delegate it to you. That way you both have access and their account will be separate from others you manage. If you create files for your personnel in your own account, the PI will not have access and the MyBibliography list of publication will become unwieldly with the combined publication lists.

You may want to use your account to create quick files for one-time senior personnel who don't have or use their own accounts. For example, I have created CPS documents for recent collaborators who sent non-compliant documents at the last minute. I also used SciENcv to re-create documents for collaborators whose compliant pdf documents failed to upload to Fastlane due to an error. It was faster to do this and send the collaborator the doc for their approval rather than rely on them to quickly complete or fix a compliant document.

Adding Delegates to SciENcv   Go to: ☑

My NCBI users can grant access to other persons (delegates) to view and manage their SciENcv biosketches. The delegates will then be able to create, modify or delete the information in the SciENcv account to which they have been granted access.

The option to **Add a delegate** is available through the Accounts Settings page. The Delegates section of the Account Settings page displays a list of all the delegates granted access to either your My Bibliography collection or your SciENcv, or both. In the Delegates section you may add or remove delegates as well as **modify the access** granted, see 'Adding and Removing Delegates.'

2. **Upload forms early into Fastlane in case of errors.** Especially when you are collecting documents for proposals with multiple personnel and external personnel, you will want to upload the documents into Fastlane sooner rather than waiting until closer to the deadline. This is particularly important if you've received the fillable forms rather than the ones downloaded from SciENcv. I have received many error messages when the fillable documents fail to upload to Fastlane. This may happen if the creator has edited the form in any way or cut pages from the form. The SciENcv created documents have proven to be much more reliable and quicker to upload into Fastlane.

3. **Non-working buttons in SciENcv**. This issue may have been corrected, as I have not been experiencing it lately. I recently changed to the Chrome browser for SciENcv, so it may be that the problem occurred in Safari but not Chrome. In early use of SciENcv, the buttons for editing or adding to different sections in the BioSketch would not work or would work intermittently. Sometimes refreshing the browser page would get them to work. Other times, when editing Synergistic Activities, the edit button would not work. A work around is to copy the section, delete it, and add it again and edit. I contacted the Help Desk, but they offered no solution.

4. **Clear your browser cache.** If you start getting errors with a document in SciENcv, it *may* help to clear your browser cache. This worked for me when it wasn't allowing me to add publications from MyBibliography to the SciENcv.

5**.** **Ask the HelpDesk**. If you continue to get errors, the My NCBI Help Desk may be able to help and they generally get back to you more quickly than they promise. **If you are in a hurry, just start a new document**

   (My most recent issue like this was a Biosketch that had only 3 items in the publications section. It wouldn't allow me to select more and gave the error message over and over that you can only have 5 items. Eventually the Help Desk replied that they couldn't get it to work in that BioSketch and told me to just start a new document.)

6. **What used to fit in a 2-page BioSketch created in Word may no longer fit.** If you have a senior-level PI, they may not be able to fit all that they used to include in the past and still fit it onto 2 pages. You have almost no options for formatting to get more to fit. One way you might take up some lines is to edit the publication entries in MyBibliography

to make sure that you don't include both the web address for the entry and the DOI number. You don't need both, so you can edit the entry in the MyBibliography citation to delete the web address and leave the DOI. If a citation for the BioSketch has a lot of authors, you are allowed to use *et al* in lieu of the complete listing of authors' names. You may get your PI to reduce the Synergistic Activities section (PAPPG 20_1 says, "Synergistic activities should be specific and must not include multiple examples to further describe the activity.")

7. **Use the CPS form in SciENcv.** I strongly recommend using the CPS form in SciENcv rather than the downloadable fillable form. It is quick to fill out, simple to use, doesn't include as many extra pages, and is very quick to upload. The downloadable pdf form has too often failed when I try to upload it into Fastlane.

8. **Don't Edit the Fillable Form Structure.** Editing the structure of the fillable forms will likely cause errors that will make your upload into Fastlane fail. For the Current and Pending Support pdf form, do not cut the unused pages or change the form fields. It comes with 15 pages and you are required to keep them.

9. **You must enter Effort for all included items in the CPS document**. We used to be able to add proposals or awards on which the PI did not have effort. That is no longer allowed. However, the instructions for the CPS say that the effort contained in the budget is separate and distinct from the information on the CPS document. If the individual is not requesting salary, no person months are shown on the budget. They are, however, expending effort on the project and therefore, a number greater than zero must be entered in the CPS form.

10. **Award Amount for Subawards.** For proposals or awards on which the PI is a subawardee, enter only the portion awarded in the subaward, not the total award amount.

11. **Read the CPS FAQ**. This helpful document clarifies what to include in the CPS, how and what to report as in-kind contributions, and more.
https://www.nsf.gov/bfa/dias/policy/papp/pappg20_1/faqs_cps20_1.pdf

Other helpful links:

https://www.american.edu/provost/osp/upload/nsf-bio-and-cp-faqs.pdf

https://www.nsf.gov/bfa/dias/policy/biosketch.jsp

https://www.nsf.gov/bfa/dias/policy/cps.jsp

https://www.research.gov/common/attachment/Desktop/SciENcv-FAQs.pdf