SPONSORED PROGRAM ADMINISTRATION MEETING
November 30, 2016

WELCOME
Agenda

- Mike Unplugged
- 2017 NSF PAPPG
- InfoEd Upgrades – Child Records
- NIH Final RPPR
- Pre-Award Tips, Reminders and Best Practices
- Post-Award Reminders and Updates
Mike Unplugged
NSF PAPPG: Significant Changes

• Effective for proposals that are submitted or due on or after and awards made on or after **January 30, 2017**

**Proposals**

**Letters of Intent**
• Collaborative proposals should only submit **one** LOI

**Collaborators and Co-Editors**
• Each section must be listed alphabetically by last name
• Postgraduate scholar sponsor is no longer required

**Project Description: Results from Prior NSF**
• Additional information provided to clarify that this information is collected to assess the quality of prior work
• Additional instructions added for recently funded awards with no new results
NSF PAPPG: Significant Changes

Budget: Other Direct Costs
• Incentive payments should be included on line G6 (not in participant support)

New Proposal Types
• Proposal preparation instructions for RAISE and GOALI proposal types have been added

Travel Proposals (formally international travel)
• This proposal type can now also be used for domestic travel
• Additional proposal preparation instructions added

Special Exception to the Deadline Policy
• Proposals impacted by natural or anthropogenic disasters must check the box on the cover sheet when submitting late and required single copy documented added
NSF PAPPG: Significant Changes

Awards

Addition of Co-PI/Co-PD

• Instructions added on making this prior approval request

NSF Awards with Canceled Appropriations

• Funds will no longer be available for expenditure for any purpose beyond 9/30 of the fifth fiscal year after the expiration of a fixed appropriation’s period of availability
• May impact awards that are fully obligated when awarded with no cost extensions
• Example:
  – 5 year award fully obligated (2/1/11-1/31/16)
  – No cost extension request can only be approved through 9/30/16 (8 months)
InfoEd Child Records

What are Child Records?
- Child records are a part of a master record that separately capture information about supplemental support requests.

When will Child Records be used?
- They will be created when supplemental funding is being requested.
- They will also be used to move a master record into another master record (for example, a DOE proposal submitted as a renewal but is funded under the existing award).

Why are we doing this?
- Helps to organize proposal information.
- Resolves a proposal budget entry issue.
- Will be needed for PD implementation.
InfoEd Child Records

Demonstration
InfoEd Child Records

What’s different for department administrators and faculty?
• Attachments and information may be located in the child record as opposed to the master record
• Ad hoc reports may need to be run differently
• Child record numbers for supplements will be MasterRecordNumber-00X

Resources
• Child Record Guide for Department Administrators

Timeline
• SPS will start creating child records for all supplemental requests received on or after December 1, 2016
• Existing master records that need to be moved to another existing record will be moved as a child record for records identified on or after December 1, 2016
NIH Final Progress Reports

- **NOT-OD-17-022**
- Effective for final reports submitted on or after: **January 1, 2017**
  - New form must be used - now called the F-RPPR
  - A F-RPPR must be submitted at the end of a project or in the case of a type 2 renewal, an interim RPPR must be submitted while the type 2 proposal is under consideration. The interim RPPR will be treated as an annual report of the final year of the previous segment or if not funded, it will be considered the final report.

- NIH to post FAQs soon
Pre-Award: Reminders & Best Practices

Effort Supplements
- Additional effort is not a mandatory requirement for supplements
- Supplemental effort **may be** requested or cost-shared if necessary to complete the work proposed

IPR Feedback
- Feedback on the new form?
- Aware of electronic signature issues
Pre-Award: Reminders & Best Practices

Sending Proposals to Pre-Award

Help reduce processing time!
- Send all documents in one email
- Include PI name, sponsor and due date in the subject line
- Include the SPS number for all continuations and supplements
- Once a Pre-Award Specialist has been assigned, send all future emails and documents to the assigned Specialist

Make sure deadlines aren’t missed!
- Inform pre-award if the deadline is before 5pm

Ensure fairness to all faculty!
- The deadline is always the sponsor’s deadline
Post-Award: Reminders & Updates

- **Graduate Tuition:**
  - Course Load File will no longer be hosted on the Bursar’s website and will now be emailed directly on the 1st of the month starting 12/1/2016 for individuals who previously had access to the website.
  - If you did not have access and need to receive these reports, please contact Daniela Parciasepe (6-2269) for assistance.
  - Reminder: Fall 2016 Grad Tuition charges need to be processed:

<table>
<thead>
<tr>
<th>Semester</th>
<th>IB Description</th>
<th>Approval Deadline</th>
<th>Disbursement Cycle</th>
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<tbody>
<tr>
<td>Fall 2016</td>
<td><strong>Fall 2016</strong> Tuition</td>
<td>1/31/2017</td>
<td>February 2017</td>
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*Please note that failure to reference the semester in the edoc description requires manual review which can delay disbursement.*

- **Human Subject Payment System**
Adjourn

• Questions?

• Upcoming SPA Meeting:
  – January 11th 9:30 – 11:00
    • Laurel Hall, Room 202