The Research Community Update informs campus administrators about research-related topics of interest and importance. Staff in the Office of Sponsored Programs are here to help you with navigating the changing and challenging world of research administration.

To unsubscribe, or to request that someone be added to this newsletter distribution list, please contact Ron Fleischmann, Associate Director of Pre-Award Administration (fleischm@uwm.edu).

This issue features:
- New WISPER Compliance Question coming for August 1;
- In the Spotlight: Proposal Development Services;
- NSF Releases Draft Proposal & Award Policies & Procedure Guide; and
- New PHS Assignment Request Form.

NEW WISPER COMPLIANCE QUESTION COMING FOR AUGUST 1

A number of campus divisions have requested an additional WISPER compliance question related to the use of technology-related services, supplies, and/or equipment. In some instances, division-level technology resources may be limited and require approval, coordination, and review. Additionally, some projects may commit division-level technology resources for beyond the funding period; divisions should have an opportunity to properly assess whether individual projects may have long-term resource allocation needs.

As a result, beginning August 1, 2016, a new question will now appear in the “compliance” question section of WISPER for division-level use:

"Does the project involve the purchase or use of technology-related services, supplies, and/or equipment?"

Principal investigators will be required to answer “Yes” or “No” to the question in order for the WISPER record to be sent to OSP for further action.

This new WISPER compliance question is solely for the benefit of our campus’ divisions. Each division has the option to decide how to respond to a “Yes” answer to this question—they may choose to follow-up with their principal investigator for clarity, elect to have their information technology staff review the proposal and/or budget, or elect to implement some other internal review process. However, while a response by the principal investigator is required for this question, division-level approval of the WISPER record signifies to OSP that any technology-related aspects of the project have been reviewed and approved in accordance with a division’s internal processes.

With this addition to WISPER, division- and department-level staff may now have questions about what types of technology-related expenses can be included in a sponsor budget as direct charges. While each project, sponsor, and program is different, the general rule is that these costs must be:
- Allowable under the sponsor’s regulations, federal regulations, UWM and UW System policies, and be necessary and reasonable for the project;
- Allocable to a specific portion or all of the project (i.e., directly related to a project outcome or deliverable); and
- Reasonable, in that the expense is generally recognized as ordinary and necessary for the execution or operation of the project.

Examples of eligible direct charges may include:
- The cost of computers or computing devices necessary for a specific project, such as a laptop for fieldwork;
- The cost of specialized software necessary for a project, such software necessary for data analysis; or
- Wages for a student employee to assist with development of a specific website, program, or app.

These are only samples—other expenses may be eligible for direct charging to an award based on the specific project, sponsor, and program.
Ineligible expenses for direct charging to an award would include:

- The cost of a division- or department-level IT person to “set-up” a computer purchased with sponsored project funds;
- The cost of a division- or department-level IT person to provide general technology troubleshooting assistance;
- The cost to maintain division- or department-level IT infrastructure or staff;
- The cost of telephones in a faculty member’s office or lab.

Again, this is not meant to serve as an exhaustive list. These types of expenses are included in projects Facilities and Administrative costs and direct charging these expenses would be considered “double-dipping.” If you are uncertain as to whether an expense may be eligible, please reach out to the Pre-Award Specialist assigned to your division or department to further discuss.

The new question will be available in WISPER for all NEW records created on or after August 1, 2016. OSP will also release an update to principal investigators in the coming weeks to indicate that this new question will appear in WISPER. If you have questions or require additional assistance, please contact Ron Fleischmann (fleischm@uwm.edu, x4853).

IN THE SPOTLIGHT: PROPOSAL DEVELOPMENT SERVICES

The next several editions of the Research Community Update will spotlight functions of OSP: Proposal Development Services, Pre-Award Administration, Post-Award Administration, and Compliance. The purpose of these Spotlights is to provide a brief overview of the services offered and provide campus with access to resources and information about the field of research administration.

Overview of Proposal Development Services

Proposal Development Services (PDS) advises and assists researchers with grant proposal research, planning, and development. Available services include training on proposal development topics; special programs for junior-level faculty; and the coordination and facilitation of large, multi-disciplinary, and/or complex proposals. Additional information about PDS services is available online.

Conferences and Resources Related to Proposal and Research Development

Are you interested in learning more about proposal and research development? There are a number of conferences, professional organizations, and other resources related to this area of research administration. Upcoming conferences include:

- **Growing Research Integrity Together (GRIT)**, Vanderbilt University, Nashville, June 29-July 1, 2016: The GRIT conference provides workshop-style learning, presentations from experts, institutional leaders, and other research and education professionals to build partnerships to support research integrity. It is a low-cost option for those with small travel budgets, but still want exposure to important topics in research administration.
- **National Council of University Research Administrators (NCURA) Annual Meeting**, Washington, DC, August 7-10, 2016: The conference program features half- and full-day pre- and post-conference workshops, and a wide variety of concurrent sessions and discussion groups from basic to advanced levels. Session tracks include pre-award, award management, research compliance, effort reporting, career planning, and much more. New this year are tracks for newcomers to the field and for current and aspiring managers, as well as certificate programs in several topical areas.

Additionally, other organizations also host conferences throughout the year on these topics:

- **Grant Resource Center Funding Competitiveness Conference**: This biannual conference (typically in February and August) provides a forum for research and sponsored programs officers, senior administrators, and faculty to connect with funders, area experts, and colleagues to build institutional competitiveness for grants and contracts.
- **National Organization of Research Development Professionals (NORDP)**: This annual conference (offered in May each year) provides an opportunity to learn about key trends in research funding, networking with other research development professionals, and develop the tools and skills necessary for research development professionals to be successful in their positions.

Are you still looking for more information on PDS? If so, please contact Michelle Schoenecker (schoene7@uwm.edu) or Kari Whittenberger-Keith (kariwk@uwm.edu).

NSF RELEASES DRAFT PROPOSAL & AWARD POLICIES & PROCEDURE GUIDE

The National Science Foundation (NSF) recently released a draft Proposal & Award Policies & Procedure Guide (PAPPG) for public comment. NSF is accepting comments on the new PAPPG through July 15, 2016. Pending
changes include a new section to address areas where special proposal processing may be required (e.g., collaborative proposals), clarifications on allowable costs, and addressing locally available high-performance computing resources in a proposal.

To facilitate review, revised text has been highlighted in yellow throughout the draft and explanatory comments have been included in the margins, where appropriate. Comments on the draft should be sent to Suzanne Plimpton at splimpto@nsf.gov. The proposed effective date of this draft PAPPG is January 2017.

**NEW PHS ASSIGNMENT REQUEST FORM**

The new Public Health Service (PHS) FORMS-D application package includes a new “optional” form—the PHS Assignment Request Form. The PHS Assignment Request Form now complements the Cover Letter that is included as an attachment on the SF 424 R&R form.

**What does complement mean?** The PHS Assignment Request Form and the Cover Letter will be used together by NIH staff in the assignment and review of applications. The New PHS Assignment Request Form includes the following data:

- PHS Awarding Component (such as an NIH Institute/Center), both positive (assign to) and negative (do not assign to);  
- Study Section or Special Emphasis Panel Requests, both positive and negative;  
- A list of potential reviewers in conflict and a brief justification; and  
- A list of scientific expertise necessary to review the application.

**May I continue to include requests for assignment and review of applications in the Cover Letter attachment?**  
No. Receipt and referral staff will ONLY use the PHS Assignment Request Form to assign applications moving forward. Any information regarding the assignment and review of an application contained in the Cover Letter attachment will not be reviewed.

**What should the Cover Letter attachment include now that the PHS Assignment Request Form is available?**  
Cover Letters should only include the following information:

- Reason(s) for a late application;  
- Explanation of why a subaward is not active for all periods of the proposed project;  
- Statements regarding agency approval documents (i.e., requests over $500,000);  
- Intent to submit a video as part of the application (NOT-OD-12-141); and  
- Indication that the proposed study will generate large-scale human or non-human genomic data (NOT-OD-14-111 and NOT-OD-15-027).

**Is the PHS Assignment Request Form visible to the reviewers?** No. The form is only available to a small number of NIH staff and not seen by the reviewers. Both the PHS Assignment Request Form and Cover Letter are maintained as separate documents in eRA Commons.

**How do I add the form to an application package?** To add the form to a Grants.gov application package, click on the box next to the “PHS Assignment Request Form” under “Optional Forms” on the Grants.gov application package cover page. For applications submitted via ASSIST, click on the “Add Optional Form” action in ASSIST in order to add it to the application.

If you have questions related to the new PHS Assignment Request Form, please reach out to the Pre-Award Specialist assigned to your division or department.