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:
• Upcoming Changes to the NSF FastLane System;
• NIH and AHRQ Grants.gov Applications and Expired Forms;
• In the Spotlight: Pre-Award Administration;
• NIH Regional Seminar; and
• Fiscal Year End Reminder.

UPCOMING CHANGES TO THE NSF FASTLANE SYSTEM

The National Science Foundation (NSF) will implement new automated proposal compliance checks and a few other modifications within its FastLane system effective July 25, 2016. These new updates are intended to reduce the administrative burden in proposal reviews and submissions for both NSF and applicant staff. Changes include:

• Biographical sketch(es) and Current and Pending Support documents are required for individual Senior Personnel listed in a proposal and must be separately loaded into FastLane. Attaching one file in FastLane for all Senior Personnel will no longer be allowed. Biosketch(es) can no longer be uploaded as text—they must be file uploads.

• Warning and Error Messages will continue after July 25, 2016. Warning messages do not prevent proposals from submission; error messages will prevent submission. Please pay careful attention to the messages after July 25, 2016, as a number of “warning” messages will now change to “error” messages.

• OSP will no longer be able to change PI passwords. Users that need to reset their passwords will need to navigate directly to FastLane or Research.gov and click on the “Forgot Password” link.

These new compliance checks are in addition to the existing compliance checks completed in FastLane. A full list of automated compliance checks is available from NSF. The list also specifies which checks are completed based on the funding opportunity type (GPG, Program Description, Program Announcement, or Program Solicitation) and type of proposal (Research, RAPID, EAGER, Ideas Lab, Conference, Equipment, International Travel, Faculty/Center, or Fellowship). The list also specifies whether a check will trigger a “warning” or an “error.”

NIH AND AHRQ GRANTS.GOV APPLICATIONS AND EXPIRED FORMS

The National Institutes of Health (NIH) and Agency for Healthcare Research and Quality (AHRQ) released a Notice on June 30, 2016 indicating that several forms contained within the Grants.gov FORMS-D application package have expired. Applicants should continue to utilize the NIH and AHRQ FORMS-D packages despite expiration dates noted on individual forms. Implementation plans for new forms will likely be released later this summer; additional details will be forthcoming.

IN THE SPOTLIGHT: PRE-AWARD ADMINISTRATION

This is our second “In the Spotlight” feature about the functions of the Office of Sponsored Programs (OSP). This edition focuses on Pre-Award Administration. The “In the Spotlight” series provides a brief overview of various OSP services and provides campus with access to resources and best practices for research administration.
OVERVIEW OF PRE-AWARD ADMINISTRATION

Located in OSP, Pre-Award Specialists are assigned to each UWM Division/School/College or unit to serve as a primary point of contact and to help facilitate the overall grant and contract process while balancing the need for institutional and sponsor regulatory compliance. We are here to help you in the following areas:

- **Proposal Review and Approval**: OSP staff confirm the proposal has received all necessary internal approvals, review the proposal to ensure it meets sponsor and institutional technical guidelines and requirements, and conforms to all applicable regulations.

- **Proposal Authorization**: OSP staff serve as authorized institutional officials on behalf of the University and will sign/certify proposal submissions to sponsors.

- **Award Negotiation, Acceptance, and Set-up**: Review award terms and conditions prior to acceptance and establish grant accounts.

- **Establish, Amend, and Execute Outgoing Subawards**: Technical preparation of subaward agreements between UWM and subrecipient institutions.

- **Review and Execute Non-Financial Agreements**: OSP is charged with the review and execution of research-related non-financial agreements such as Data Use Agreements, Material Transfer Agreements, and Non-Disclosure Agreements.

CONFERENCES AND RESOURCES RELATED TO PRE-AWARD ADMINISTRATION

Interested in learning more about Pre-Award Administration? There are a number of conferences, professional organizations, and other resources related to this area of research administration:

- **National Council of University Research Administrators (NCURA) Annual Meeting**: Washington, DC, August 7-10, 2016: Features 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.

- **NCURA Pre-Award Research Administration (PRA) Conference**: Typically held annually in March, this conference is solely focused on pre-award administration and provides training and professional development for beginners through senior administrators.

- **NCURA Membership**: Annual membership provides discounts on NCURA conferences and access to publications, online collaboration and networking opportunities, and insight on the ever-changing world of research administration.

- **Society of Research Administrators (SRA) Annual Meeting**, San Antonio, Texas, October 22-26, 2016: Brings together research administrators for professional development and collaboration opportunities. The Annual Meeting features several tracks, including professional development; sponsored program planning, development, and delivery; management and operations; financial/post-award administration; research law; research ethics and compliance; and sponsors and agencies.

- **SRA Membership**: Like NCURA, SRA membership provides professional development opportunities, publications, and online communities to grow the research administration profession.

- **Research Administration Listserv**: This e-mail listserv allows subscribers to consult with colleagues nationwide on issues related to research administration. This listserv is a great resource for those new to research administration, as the topics vary widely and reflect the breadth and depth of the field.

- **Master’s Programs**: Research administration is a unique field and qualified candidates are frequently sought to fill positions in higher education, healthcare, and non-profits. Colleges and universities that provide a Master’s program in research administration include Emmanuel College, Johns Hopkins University, and Central Florida University.

And these are only a few options! There are many conferences, seminars, resources, and tools related to pre-award research administration. If you would like additional information, please contact Ron Fleischmann, Associate Director of Pre-Award Administration (fleischm@uwm.edu, x4853).
The National Institutes of Health (NIH) hosts regional seminars to inform the research community about the NIH application and review process, clarify Federal regulations and policies, and highlight current or special areas of concern. NIH policy, grants management, review, and program staff provide overviews and training in these areas during the seminar. These seminars are appropriate for research administrators, researchers new to NIH, and graduate students.

The next NIH Regional Seminar will be held at the University of Illinois at Chicago on October 26-28, 2016. Preliminary information on registration, the agenda, and hotel/travel accommodations is available online through the NIH Office of Extramural Research. With its proximity to Milwaukee, this is a great opportunity to learn about the NIH application, review, and award process and meet NIH staff.

FISCAL YEAR END REMINDER

The end of the UWM/UW System Fiscal Year has come and gone—June 30, 2016. Fiscal Year-End is a great time to review sponsored program account balances and encumbrances. Please login to WISDM and review your sponsored program account balances and follow-up with your Post-Award Specialist to discuss any discrepancies or questions.