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**Proposal Development**

**Reminder: Submit Your Intent to Apply to Limited-Submission Grant Programs**

Many sponsors are limiting the number of proposals an institution may submit to a program as a way to reduce the number of proposals that require review, better distribute grant funds across a range of institutions, and streamline efficiencies. In fact, the number of limit-submission programs has been steadily increasing in 2016.

Each week Proposal Development Services identifies grant programs with limited-submission requirements and announces them in the UWM Research Updates. Researchers interested in submitting a proposal to a limited-submission program are required to submit a Notice of Intent to Apply to the Office of Research; if we receive more notices than the number of submissions allowed, an internal competition will be held.

The purpose of the internal competition is (1) to prevent UWM from being disqualified by the sponsor for exceeding the number of submissions allowed, and (2) to select the proposal(s) that best aligns with the grant program goals and objectives and meets the sponsor’s review criteria.

The UWM Research Updates include a list of the limited-submission programs identified for that week and a Notice of Intent Form. Please review this list carefully and submit a Notice of Intent to the Office of Research for programs of interest so that we can monitor interest and properly manage the limited submission process. Proposals, pre-proposals, and letters of intent submitted to sponsors outside of this process run the risk of (1) disqualifying UWM from the grant competition, and (2) disqualifying UWM colleagues who have been selected to submit through the internal competition process.

**Questions?** Contact Kathleen Koch in the Office of Research at kjk@uwm.edu.

**New NIH Proposal Development Resources**

The National Institutes of Health (NIH) has added two new resources on its website to guide researchers in the planning and writing of a competitive grant application.

First, the Center for Scientific Review (CSR) created a new video that compiles insights from peer reviewers, study section chairs, and NIH staff on developing a competitive proposal. Second, CSR posted a podcast about how to use the new Assignment Request Form to influence the assignment of your application to a particular study section for peer review, or to a particular NIH Institute or Center for funding consideration. A transcript of the podcast is available on the website.

**NIH Grants Seminar in Chicago: October 26-28, 2016**

NIH is hosting a two-day program funding and grants management seminar at the University of Illinois at Chicago on October 26-28, 2016. Topics include grant writing, peer review and compliance, electronic tools and resources, intellectual property, federal regulations and policies, and much more. Preliminary information on registration, the agenda, and hotel/travel accommodations is available online. Early-bird registration has been extended through July 15. With the seminar so close to Milwaukee, this is a great opportunity to learn about the NIH application and review process and to interact with NIH program, review, and policy staff.
Pre-Award Administration

Fringe Benefit Rates Established For FY 2016-17

The new following fringe benefit rates are effective July 1, 2016, for all salaries and wages on extramural Fringe benefit rates for each classification of employee have been released for Fiscal Year 2017 (July 1, 2016 through June 30, 2017). These new fringe benefit rates will be charged on all salaries and wages on extramural funds effective July 1, 2016:

<table>
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<tr>
<th>Employee Classification</th>
<th>Rate</th>
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<tr>
<td>Faculty and Academic Staff</td>
<td>39.7%</td>
</tr>
<tr>
<td>University Staff</td>
<td>51.6%</td>
</tr>
<tr>
<td>Limited Term Employees</td>
<td>9.8%</td>
</tr>
<tr>
<td>Post-Doctoral Associates, Research Associates, and Graduate Interns</td>
<td>24.7%</td>
</tr>
<tr>
<td>Research, Project, and Teaching Assistants and Pre-Doctoral Fellows/Trainees</td>
<td>23.5%</td>
</tr>
<tr>
<td>Student Hourly</td>
<td>3.3%</td>
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From today, grant and contract proposal budgets should be prepared using the rates shown above. In order to assist the research community with the transition to the new fringe benefit rates, the Office of Sponsored Programs has the following resources now available:

- The latest Facilities and Administrative Cost Rate Agreement, dated June 13, 2016, is now available online for sponsors that request a copy of the formal Agreement.
- The Office of Research Budget Tool has been updated to pre-load the latest fringe benefit rates by employee category and is now available online. Those individuals currently in the process of developing a sponsored program budget for an upcoming deadline should contact their Pre-Award Specialist to discuss whether a new Budget Tool will be required for their submission.

Please note that for frequent visitors and users of the UWM Office of Research website and Budget Tool, you may need to clear your cache in order to access the latest version of the Budget Tool.

- A breakdown of the fringe benefit rate components is now available online for sponsors that request detailed information related to each fringe benefit rate.

Please note the University of Wisconsin-Milwaukee will continue to utilize the Facilities and Administrative Cost Rates outlined in the Agreement after June 30, 2016. The Office of Sponsored Programs will provide a notice regarding new Facilities and Administrative Cost Rates at a later date.

If you have questions related to the new fringe benefit rates on proposal submissions, project budgeting, or the Budget Tool, please contact your Pre-Award Specialist. If you have questions related to changes in fringe benefit rates on a funded project, please contact your Post-Award Specialist.

NIH and AHRQ Grants.Gov Applications and Expired Forms

NIH and the 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.

Changes Coming to NSF FastLane System

The National Science Foundation (NSF) will add new automated proposal compliance checks within its FastLane system starting on July 25, 2016. These automated checks are intended to reduce the administrative burden in proposal reviews and submissions by both NSF and applicant staff. These changes will include:

- Biographical sketch(es) and Current and Pending Support documents are required for each Senior Personnel listed for a proposal and must be separately loaded into FastLane. (Combining multiple biosketches into a single file will no longer be allowed.) Biographical sketch(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, as a number of "warning" messages will now change to "error" messages.
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 type of funding opportunity (GPG, Program Description, Program Announcement, or Program Solicitation) and type of proposal (Research, RAPID, EAGER, Ideas Lab, Conference, Equipment, International Travel, Faculty/Centre, or Fellowship). The list also specifies whether a check will trigger a “warning” or an “error.”

**FastLane Passwords:** In addition to the above changes, OSP will no longer be able to change PI passwords. To reset passwords, PIs will need to navigate directly to FastLane or Research.gov and click on the “Forgot Password” link.

If you have any questions about these items, please contact your Pre-Award Specialist.

### Post-Award Administration

#### 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 sponsored program account balances and follow-up with your Post-Award Specialist to discuss any discrepancies or questions.