



Research Community Update

From the Office of Sponsored Programs

NOVEMBER 2, 2016

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:

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- [WISPER Record Clean-Up](#);
- [Data Management Plan Workshop](#);
- [NIH/AHRQ/NIOSH Change Post-Submission Material Policy](#);
- [UW System Reorganization and Renumber Administrative Policies](#); and
- [The \\$5.00 Question](#).

VERIFY BROWSER COMPATIBILITY FOR UPDATES TO ERA MODULES

On November 30, 2016, **all eRA modules (eRA Commons, ASSIST, and IAR), web services, and websites will use only “https” secure connections.** The move is in response to a federal mandate to provide the strongest privacy and integrity protection for federal websites such as eRA.

With the change to secure connections, the following browsers will provide the best experience in navigating eRA, are used to develop the eRA modules, and are consistently tested by the federal government:

- Google Chrome® version 4.0.211.0 and higher
- Firefox® version 4 and higher; with Firefox 17, Mozilla® integrates a list of websites supporting the new protocol
- Internet Explorer® 11 on Windows® 8.1 and Windows® 7 when KB 3058515 or higher is installed (released on Windows Update in June 2015)

The list above represents only the minimum browser versions that will be compatible with eRA modules. All users are encouraged review the [eRA Browser Compatibility Statement](#) to verify their systems are compliant with the changes.

Additionally, eRA does have four additional browser versions that will likely function with the security upgrade, but are not included in the [eRA Browser Compatibility Statement](#):

- Chromium®
- Opera® version 12 and later
- Safari® as of OS X Mavericks
- Microsoft® Edge™ and Internet Explorer® 11 on Windows® 10

Questions related to your system’s compatibility with eRA? Please connect with your department’s or division’s Information Technology personnel to confirm that your system will be compatible with the November 30, 2016 eRA upgrade.

WISPER RECORD CLEAN-UP

In November, Pre-Award Specialists will be cleaning up WISPER records. During this time, **campus administrators and Principal Investigators may be contacted by Pre-Award staff to verify the status of submissions.** Our goal is to ensure that data associated with proposal submissions and awards remain accurate, which is only possible through accurate WISPER records.

Questions? Please contact your [Pre-Award Specialist](#).

DATA MANAGEMENT PLAN WORKSHOP

The UWM Libraries will host a [workshop on Friday, November 4, 2016 from 12 pm to 1 pm on Writing a Data Management Plan](#) for grant proposals. Many funding agencies require applicants to develop Data Management Plans as a component of a full proposal.

This workshop will guide attendees through the five key parts of a data management plan and how it can be applied to specific research plans. **Please share this professional development opportunity with researchers in your department or division.**

Questions? Please contact Kristin Briney, UWM Libraries Data Services Librarian (briney@uwm.edu, 229-6511).

NIH/AHRQ/NIOSH CHANGE POST-SUBMISSION MATERIAL POLICY

For applications submitted on or after January 25, 2017, the National Institutes of Health (NIH), Agency for Healthcare Research and Quality (AHRQ), and National Institute for Occupational Safety and Health (NIOSH) will simplify the post-submission material policy across all three Public Health Service agencies.

For all applications, only the following post-submission materials will be permitted:

- Revised budget page(s) (e.g., due to new funding or institutional acquisition of equipment).
- Biographical sketches (e.g., due to the hiring, replacement, or loss of an investigator).
- Letters of support or collaboration due to the hiring, replacement or loss of an investigator.
- Adjustments resulting from natural disasters (e.g., loss of an animal colony).
- Adjustments resulting from change of institution (e.g., Program Director/Principal Investigator (PD/PI) moves to another university).
- News of professional promotion or positive tenure decision for any PD/PI or Senior/Key Personnel.
- Approval by the NIH Stem Cell Registry of a human embryonic cell line(s) after submission of the application (see [NOT-OD-12-111](#)).
- Videos, within defined limits, that demonstrate devices and experimental data with a temporal element, which refers to the need to show how something functions or occurs over time, or demonstrates movement or change. Applicants must follow the directions in [NOT-OD-12-141](#) for submitting videos to accompany grant applications.
- Other post-submission materials specified in the FOA for which the application was submitted or in a special Guide Notice.
- News of an article accepted for publication since submission of the application, which must include only:
 - o List of authors and institutional affiliations;
 - o Title of the article; and
 - o Journal or citation (if available).

Copies of articles, links to articles, or any other materials related to the article accepted for publication will not be accepted as post-submission materials unless stipulated in the Funding Opportunity Announcement (FOA) for the application.

Additionally, all post-submission materials must conform to NIH, AHRQ, or NIOSH policies on font size, margins, page limits, and paper sizes as stipulated in the application instructions. Additionally, if a post-submission material is not required on a specific format page and does not have specified page limit, each explanation or letter is limited to one page.

Additional details regarding this change is available in Notice [NOT-OD-16-130](#). Additional post-submission materials may be permitted in certain application types, such as institutional training, individual fellowship, and conference grants. **Please also remember that all post-submission materials must receive concurrence by an Authorized Organization Representative (AOR) in OSP.** Your Pre-Award Specialist provides assistance with coordinating AOR concurrence and submission.

Questions? Please contact your [Pre-Award Specialist](#).

UW SYSTEM REORGANIZES AND RENUMBERS ADMINISTRATIVE POLICIES

Effective October 1, 2016, [UW System reorganized and renumbered all System-wide Administrative Policies and Procedures](#). UW System reorganized and renumbered these policies in order to:

- Create a formal policy review process with a defined end point;

- Organize policies in a logical, integrated method;
- Eliminate the multiple series of policies (ACIS, APICS, FAPP, GAPP, and Travel); and
- Create a consistent format across all policies.

These changes impact not only the UW System research-related Policies and Procedures, but all policies and procedures that govern the myriad of transactions at System institutions. UW System has created a [crosswalk](#) to assist faculty and staff with identifying the new locations of all former policy series in the new system.

\$5.00 QUESTION

In the spirit of professional development, during the Fall 2016 semester OSP will present a question or scenario to Research Community Update subscribers about various aspects of research administration (proposal development, pre-award, compliance, and post-award). Subscribers will have one week from the date of publication to submit an answer, and the subscriber(s) with the best answer(s) will receive a \$5.00 gift card to The UWM Grind*! OSP will publish the best responses along with the subscriber's name, department/division, and response in an upcoming edition of the Research Community Update. Our recognition jackpot will accumulate if we have no responses.

THIS WEEK'S QUESTION:

When developing a budget for a sponsored project, Principal Investigators should always request an amount that is less than the budget limit or range stated in a program solicitation in order for their proposals to be reviewed more favorably and have a better chance of getting funded. True or False?

Please send your responses to Ron Fleischmann, Associate Director of Pre-Award Administration (fleischm@uwm.edu).

PREVIOUS WEEK'S QUESTION AND RESPONSE:

Q: A PI has an NSF award ending in 30 days. The award included a \$20,000 budget for participant support costs and the PI has only spent \$11,000 in this budget category. What options are available to the PI?

A: Our best response was received from **Dr. Mark Schwartz, Distinguished Professor of Geography**: "The PI may apply for a one-year 'no-cost extension' to finish project activities and incur the remaining participant support costs." **But, there is more to the story!**

Participant Support Costs: The no-cost extension process is more complicated when it involves awarded **participant support costs**. Participant support costs receive close scrutiny in both proposal budgets and during award management. All federal award agencies closely monitor these funds, as these funds are intended to confer direct educational and/or training benefits to project participants. In fact, for any federal project that involves participant support costs, PIs have **no authority to rebudget funds out of the participant support cost category without prior approval from the sponsor**. (Grantees may budget funds into the participant support category without prior approval.)

In short, PIs should contact the [Post-Award Specialist](#) assigned to their department/division to discuss any questions or issues related to participant support costs, as they are knowledgeable about the various regulations governing these expenses.

In recognition of Dr. Schwartz's response, he will receive a \$20 gift card to The UWM Grind! Congratulations!

**No state funds are used to purchase recognition items. Staff from the Office of Research and the Office of Sponsored Programs are ineligible.*