



OFFICE OF Sponsored Programs

a unit of the Office of Research

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The latest news and important updates regarding sponsored grant proposals, awards, and compliance.

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Grant Opportunities

Collaborative Research Grants in the Digital Humanities



The UWM [Libraries Digital Humanities Lab](#) has issued a [Call for Proposals](#) to support grant writing for collaborative group research projects in the digital humanities. **Proposals are due by February 15, 2017.**

Awardees will work together as a cohort to develop grant proposals by working with the Digital Humanities Lab and UWM grants experts. The cohort will participate in a series of short workshops on grant writing and project development. Project leaders will receive a \$1,000 incentive to be awarded as a contribution to project expenses upon submission of a completed grant application.

Proposals may be submitted for projects that are underway or just beginning and should thoughtfully and innovatively integrate digital technology to advance research and make arts, humanities, and social science research, and cultural heritage materials more publicly visible, legible, and usable to the campus and wider community. Additional information is provided on the UWM Libraries [Web page](#). **Questions?** Contact Ann Hanlon at hanlon@uwm.edu.

Proposal Development

2017 NSF CAREER Program Solicitation Released



NSF has released an [updated solicitation](#) for the [Early CAREER Award program](#). There are no significant changes from previous years, but proposals must follow the [new NSF proposal guidelines](#) that take effect on January 30.

While the proposal deadline may be six months away, but **NOW** is the time to start work on your proposal. Successful CAREER projects require careful thinking; conversations with program officers, colleagues, and collaborators; and multiple drafts. To be competitive, research projects must be innovative and have far-reaching potential, and education plans must be integrated with the research. Proposals also must include a plan for evaluating the effectiveness of the research and education activities.

All of this takes time, which most of us don't have during the semester. But starting now and following a timeline will help you develop a stronger, more competitive proposal. Consider reaching these milestones within the next two months:

By March 1:

- Read the program solicitation thoroughly.
- Determine what fundamental research you want to do in the next 5-10 years to become a leader in your field.
- Consider and research the types of educational activities you may want to do with your project.

- Check NSF Web site and read abstracts of funded proposals in your research area.

By April 15:

- Prepare a one-page project summary and discuss it with the program officer to make sure that it's a good fit for the program.
- Start drafting the proposal and developing your budget. Contact [UWM Proposal Development Services](#) and your [Pre-Award Specialist](#) for guidance.

Working closely with Proposal Development Services and your Pre-Award Administrator throughout the development of your proposal will help keep you on track and avoid last-minute surprises that can cause major problems with your submission, such as missing or incorrectly prepared sections, incorrect letters of collaboration, and budget errors. Starting early and following a timeline also helps reduce stress and anxiety (a good rule of thumb to follow for all proposals, not just for CAREER).

21st Century Cures Act Increases Funding to NIH and FDA



The [21st Century Cures Act](#), signed by President Obama in December 2016, has significant implications on funding and direction by NIH and the Food and Drug Administration (FDA) over the coming years. The overall goal is to facilitate the research, development, and transfer of medical discoveries. Broadly, this Act:

- Provides NIH with an additional \$4.8 billion in funding over the next ten years.
- Provides the FDA with an additional \$500 million in funding over the next ten years.
- Supports four new innovation projects at NIH: precision medicine, brain research, cancer research, and adult stem cells.
- Supports the acceleration of drug and device access through the FDA.
- Improves the efficiency and impact of the discovery-to-treatment process for drugs and medical devices, such as better coordination between NIH/FDA and private entities, reducing administrative burden for grantees, incorporate disease burden statistics into the NIH strategic plan, and reducing reviews for some drug development tools.
- Implements a variety of new funding programs at NIH and FDA.

Additional details will be forthcoming from NIH and the FDA on the implementation of these new programs and initiatives.

Pre-Award Administration

Reminder: New NSF Proposal Guidelines Effective January 30



A reminder that the latest NSF [Proposal & Award Policies & Procedures](#) Guide (PAPPG) takes effect for **all proposals submitted, or due, on or after January 30, 2017**. In addition to various clarifications on existing policies and procedures, notable changes include:

- **Project Summary:** Eliminated 4,600 character limit – document must be only one page in length.
- **New Automated Proposal Compliance Checks:** NSF posted a [new list of proposal items](#) that will be automatically reviewed for compliance effective January 30.
- **Collaborators & Affiliations Section:** Replaced the requirement to include your thesis advisor and post-graduate sponsor with the requirement to include your Ph.D. advisor.
- **Results from Prior NSF Support:** Additional instructions have been added regarding the type of information that should be included for projects that have been recently awarded where no new results exist.
- **Collaborative Proposal Submissions:** New instructions regarding Letters of Intent.

In addition, NSF will be moving its offices in 2017, which will affect the deadlines of long-standing programs and the availability of computer systems, such as FastLane. NSF will provide as much advanced notice as possible of any interruptions. OSP will be learning more about these changes and will share information as we receive it.

In addition, OSP has posted new NSF proposal checklists on our [Forms and Downloads](#) Web page that incorporate these changes. These checklists provide a general overview of the submission requirements and are not intended to replace program guidelines, application guides, or other submission instructions or information. **Questions?** [Contact your Pre-Award Specialist](#).

Reminder: New NIH and AHRQ Font Guidelines Effective January 25

A reminder that the NIH and Agency for Healthcare Research and Quality (AHRQ) have updated their font and line spacing guidelines for **proposals due on or after January 25, 2017. The text in PDF attachments must follow these minimum requirements:**

- **Font size:** Must be 11 points or larger. Smaller text in figures, graphs, diagrams and charts is acceptable, as long as it is legible when the page is viewed at 100%.
- **Text color:** No restriction. Though not required, black or other high-contrast text colors are recommended since they print well and are legible to the largest audience.
- **Type density:** Must be no more than 15 characters per linear inch (including characters and spaces).
- **Line spacing:** Must be no more than six lines per vertical inch.

The following fonts are recommended, although other fonts (both serif and non-serif) are acceptable if they meet the above requirements: Arial, Georgia, Helvetica, and Palatino Linotype. Additional information is provided on the [NIH Frequently Asked Questions web page](#) and in [NOT-OD-17-030](#).

In addition, OSP has posted new NIH proposal checklists on our [Forms and Downloads](#) Web page that incorporate these changes. These checklists provide a general overview of the submission requirements and are not intended to replace program guidelines, application guides, or other submission instructions or information. **Questions?** [Contact your Pre-Award Specialist](#).

Receive Notification of Changes to Your Grants.gov Packages



The next time you download a Grants.gov package, be sure to provide your email address so that you can be notified of any changes to the package before the closing date. Why is this important? Because in case the sponsor makes any changes to the package, such as adding/deleting forms, **you will know right away instead of at the time of submission—when it might be too late to make any changes.**

OSP highly recommends that you always elect to receive notifications about changes to your Grants.gov package. Given the length of time that elapses between the initial download of the package and submission by OSP, it is possible that significant changes to the package could occur (or the opportunity could be deleted by the federal agency).

To receive notifications, navigate to the respective grant opportunity in Grants.gov. Then, click on the “Package” tab and select the appropriate package for your submission. Before you can download it, you will be asked to either enter your e-mail to be notified of changes or to opt out notifications. **Questions?** [Contact your Pre-Award Specialist](#).

Financial Compliance

Record-Keeping Strategies for Grants

By Jean Wolfgang, Post-Award Specialist



The administrative part of research can be time-consuming, but it's critically important to have a record-keeping system in place. The [Uniform Administrative Guidance, Cost Principles, and Audit Requirements for Federal Awards](#) (UG) [requires grant records](#) to be retained for three years from the date the Final Financial Report is submitted. As stated in the UG, the [consequences to PIs and their institutions](#) for not retaining records include returning funds, withholding payments, withholding other awards, suspension, or even debarment. Thus, the actions of one PI could potentially impact the entire university.

What Records Should I Keep?

Documentation can vary from award to award. Here is a list of typical items; when in doubt, keep the records with your award file.

- Proposals and award documents (kept by the Office of Sponsored Programs).
- **Details for every expenditure, including invoices, receipts, travel documents, and payroll records.** Payroll and invoices can be retrieved from University systems. P-Card receipts are kept by the department. OSP does not review every financial transaction, so please make sure that you keep accurate and comprehensive financial files.
- Salary and non-salary transfers, including justifications for the transfers.
- Any records related to research, publication, and documentation supporting progress reports.
- Important communications with the sponsor.

How Should I Keep the Records?

The UG allows records to be maintained in paper or digital format, with digital as the preference. The records must be readily accessible for audit or review by the sponsor and/or Federal government. Thus, set up your filing system so that in the case of an audit you can quickly find the information requested. The PI and department staff should discuss who is retaining the files and how the filing system will be structured.

Lastly, your particular award may have additional record retention policies. **Always read your award documents and sponsor policies to ensure you are in compliance. Questions?** Please contact your [Post-Award Specialist](#).