



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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Proposal Development

Issues With Adobe and Grants.Gov Packages



Grants.gov has recently posted a notice informing applicants [about compatibility issues with Adobe Reader and Professional](#). If you are using Adobe Reader DC or Adobe Professional to complete Grants.gov application packages, please verify that you do not have the following versions installed:

- Adobe Reader DC (Classic) version 2015.006.30279
- Adobe Reader DC (Continuous) version 2015.023.20053

To check your version of Adobe Reader, login to Adobe, click on "Help," and then click on "About Adobe..." If your computer has one of the versions listed above, you will need to install the most recent patch in order to complete Grants.gov applications. Contact the IT professional assigned to your department or division to discuss an update to your computer.

NSF CAREER Program Webinar: May 22, 2017



The National Science Foundation is hosting a [webinar](#) about developing applications to the **NSF Faculty Early Career Development Program (CAREER)** on **May 22 from 1:00-3:00pm EST**. The webinar will give participants the opportunity to interact with members of the NSF CAREER Coordinating Committee in a question-and-answer format.

Participants may submit questions about CAREER proposal development and submission in advance of and during the webinar by sending e-mail to careerwebinars@nsf.gov. Questions requiring determinations of eligibility for the CAREER program will not be addressed during the webinar. Prior registration is not required.

If you are developing a CAREER proposal, [UWM Proposal Development Services](#) is here to help. We can help strategize your approach, provide templates, and review and edit drafts. You also can find CAREER program resources such as [FAQs](#) and [slides](#) from prior presentations on the [NSF CAREER program web page](#).

Pre-Award Administration

Can I Sign This? Signatory Authority at UWM



Have you received a document from a sponsor that requires an institutional signature and wonder if you should sign it? Sponsors frequently send documents (e.g., contracts, non-disclosure agreements, confidentiality agreements, acceptance letters), to Principle Investigators and other university staff for

institutional signatures, thinking that PI or department- or division-level personnel have the authority to sign them.

However, at UWM, **only the Chancellor has the authority to sign documents on behalf of the institution under state law**, and the Chancellor is allowed to delegate signature authority to certain individuals on campus—[see the signature list](#). For sponsored projects, **only the Chancellor and the designated individuals have the authority to sign on behalf of the institution**. For documents regarding grants and contracts, most signatories are located within the Office of Research.

If you receive any sponsored program documents that require an institutional signature, please forward them to your [Pre-Award Specialist](#). **Questions?** Please contact your Pre-Award Specialist for assistance.

Effort Reporting for July 1, 2016 Through December 31, 2016 is Now Open



On February 1, 2017 the effort certification period opened for the second half of 2016. Anyone with sponsored payroll or committed cost-sharing for a sponsored project should have received an email to certify effort in ECRT. **The deadline to complete certification for this period is April 30, 2017.**

Effort certification is the process in which payroll and cost-shared payroll is verified or a receipt is created for the sponsor. It is important that each payroll dollar and cost-shared payroll dollar is accounted for in ECRT to avoid audit risk or paying funds back to sponsors. Detailed information can be found on the [Research Compliance](#) web page under “Effort Reporting”.

Questions? Email Jean Wolfgang at or-osp-effortreporting@uwm.edu or the Effort Coordinator listed in your notification e-mail.

Post-Award Administration

Important Change to UWM Foundation Account Codes



In recent years, most UWM Foundation expenses have been coded as “Program Code 1, Institutional Support”. **Effectively immediately, these will now be coded as “Program Code 2, Instruction”**. This change is necessary to align our practices more closely other UW campuses, which categorize unrestricted support for instruction, research, and most public service as Instruction. The limited number of UWM Foundation public service programs that use “Program Code 5, Public Service,” are already known to the divisions that conduct them. The remainder, previously coded as Program Code 1, are being transitioned to Program Code 2.

How does this affect you? As you complete the necessary forms to post salaries or other expenses to your Foundation accounts you must use Program Code 2, regardless whether you used Program Code 1 in the past.

The Office of Sponsored Programs is working closely with UWM Business Financial Services to ensure a smooth transition and that future project encumbrances will post correctly. We appreciate your patience during this transition.

Questions? Please contact your [Post-Award Specialist](#) and they will be happy to assist you in any updates that may need to be made to existing accounts.

Upcoming Training Opportunities

NIH 2017 Regional Seminar: May 3-5, 2017



The **National Institutes of Health’s [Spring 2017 Regional Seminar](#)** will be held **May 3-5 in New Orleans, LA**. New and experienced applicants to demystify the application and review process, clarify federal regulations and policies, and highlight current areas of special interest. Three tracks of concurrent sessions for new investigators, research administrators, and general interest cover more than 45 topics. [Registration](#) is required. If you are unable to attend in May, the [Fall 2017 Regional Seminar](#) will be held October 25-27, 2017 in Baltimore, MD.

Spring 2017 NSF Grants Conference: June 5-6, 2017



The **Spring 2017 NSF Grants Conference** will be held **June 5-6, 2017 in Louisville, KY**. This conference is especially valuable for new faculty, researchers, and administrators who want to gain key insight into a wide range of current issues at NSF, including the state of current funding, new and current policies and procedures, and pertinent administrative issues. NSF program officers representing each NSF directorate will provide up-to-date information about specific funding opportunities and answer your questions.

Registration will open at 12:00pm EST on March 30, 2017; the fee is \$300. NSF anticipates the conference will reach capacity very quickly, and thus encourages attendees to reserve your place as soon as possible. Further information will be available on the NSF Grants [website](#) soon. **Questions?** Contact Reagan Sims at grants_conference@nsf.gov or 703-245-7410.

Science of Team Science 2017 Conference: June 12-14, 2017



The annual [Science of Team Science \(SciTS\) Conference](#) will be held **June 12-14 in Clearwater Beach, FL**.

SciTS is a rapidly growing cross-disciplinary field of study that aims to build an evidence-base and to develop translational applications to help maximize the efficiency and effectiveness of team-based research. Attendees will include thought leaders in the SciTS field, scientists engaged in team-based research, institutional leaders who promote collaborative research, policymakers, and federal agency representatives. [Registration](#) is required.