



May 4, 2017

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

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Proposal Development

Reminder: Review RFPs Carefully for Limited-Submission Requirements



A friendly reminder to please review program solicitations carefully for any limited-submission requirements prior to developing your proposals. Many federal and non-federal sponsors are increasing their use of limited-submission programs, which limit the number of letters of intent, pre-proposals, and/or proposals that UWM may submit. **Below is quick guide on how to search program solicitations using specific keywords.**

Depending on the file type of the program solicitation (e.g., Word, PDF, HTML) use the Search function to quickly find the following words that are usually found within a limited-submission program solicitation:

- **Limit** (e.g., "Limit on Number of Submissions", "Institutions are limited to three submissions")
- **Multiple** (e.g., "Multiple submissions are not allowed")
- **Not more than** (e.g., "Not more than one proposal per institution")
- **Only** (e.g., "Only 1 proposal per institution")
- **One** (e.g., "One proposal per institution allowed")

Questions? If you need help interpreting a program solicitation or if you have questions about a limited-submission program, please contact Michelle Schoenecker (schoene7@uwm.edu) or Kari Whittenberger-Keith (kariwk@uwm.edu).

NSF Pilots New Template for Collaborators & Other Affiliations Section



On April 24, 2017, NSF initiated a **new pilot requiring the use of a spreadsheet template for identifying Collaborators and Other Affiliations information** for PIs, co-PIs, and other senior project personnel identified on proposals. NSF uses this information during the merit review process to help manage reviewer selection.

To expedite identification of potential reviewers, having a standard, searchable format for this information is essential. The new pilot will standardize Collaborators and Other Affiliations information across NSF and will ensure that the information is submitted in a searchable format. Results from the pilot will be assessed and will determine how to proceed with this section of the proposal in the future. **Please note that the spreadsheet template:**

- Has been developed to be fillable; however, the content and format requirements must not be altered by submitters.
- Must be saved in .xlsx or .xls formats and directly uploaded into FastLane as a Collaborators and Other Affiliations Single Copy Document.
- Will be converted by FastLane from an .xlsx or .xls file to a PDF file.
- Has been tested in Microsoft Excel, Google Sheets, and LibreOffice.

- Will enable preservation of searchable text that otherwise would be lost. Must be uploaded in .xlsx or .xls formats only. Uploading a Collaborators and Other Affiliations Single Copy Document in any other format may delay the timely processing and review of your proposal.
- Will be directly linked in FastLane. The template and associated instructions may also be accessed directly at: <https://www.nsf.gov/bfa/dias/policy/coa.jsp>.

In addition to the merit review process benefits, the Collaborators and Other Affiliations template will reduce administrative burden and improve efficiencies by providing submitters with a compliant and reusable format to maintain this information for use in subsequent proposal submissions to NSF.

Questions? Please contact Michelle Schoenecker (schoene7@uwm.edu) or Kari Whittenberger-Keith (kariwk@uwm.edu), or your [Pre-Award Specialist](#).

NIH 2016 Proposal Success Rates



National Institutes of Health

A recent blog post by NIH's Deputy Director for Extramural Research, Dr. Michael Lauer, [highlighted NIH success numbers for Fiscal Year 2016](#). During this time, **NIH received 54,220 competing research project grant applications** and supported nearly 2,400 research organizations. Among the applications [30,106 were for R01-equivalent grants](#). The average size of awards increased to \$499,221 – a historical high for both competing and non-competing awards.

The success rate for competing applications in FY 2016 was 19.1% compared with 18.3% in 2015. The 2016 success rate for competing R01-equivalent applications was also slightly higher in 2016 over 2015, at 19.9% versus 18.9%. Success rates continue to remain below the 30% levels seen 15-20 years ago and reflect the [hypercompetitive environment](#) faced by all applicants.

Pre-Award Administration

Roles and Responsibilities In Developing and Managing Extramural Awards



One of the best practices in research administration involves the use of Roles and Responsibilities matrices for the preparation, submission, acceptance, management, and close-out of sponsored projects. In line with UWM achieving R1 status last year, the Office of Sponsored Programs (OSP) has created a [Roles and Responsibilities Matrix](#) for the development and management of extramural awards.

Not only does this matrix better identify the roles and responsibilities of the Office of Sponsored Programs and the Office of Research, it also provides UWM departments and divisions the ability to identify how their own support systems and personnel assist the research enterprise within their area.

We are excited to release this document to the campus community. If you have any questions or comments related to the Roles and Responsibilities Matrix, please contact Tom Marcussen, OSP Director (marcusse@uwm.edu).

Post-Award Administration

Review Encumbrances on Sponsored Projects



With the end of the semester quickly approaching, now is a great opportunity to review encumbrances to verify accuracy. **What is an encumbrance?** It is the amount of funds that has been committed to certain transactions. Encumbrances on sponsored projects are commonly incurred on personnel salaries and subawards.

For example, a sponsored project involves a subaward for \$50,000. When UWM executes the subaward agreement, an encumbrance is created against the project account for \$50,000, which reduces the available balance by \$50,000. This ensures that UWM has sufficient funds available to pay the subrecipient during the performance period (as the subrecipient will likely invoice throughout the performance period for the \$50,000).

Principal Investigators and administrators involved in post-award sponsored project management are encouraged to review project accounts and prepare encumbrances for the upcoming fiscal year and review whether subawards will need to be extended in the coming months. **Questions about encumbrances?** Contact your [Post-Award Specialist](#) for assistance. **Questions about subawards?** Contact Jessica Stroud (stroud@uwm.edu).

Professional Development

Using Web of Science and Journal Citation Reports Workshop: May 12, 2017

 The UWM Libraries will host the workshop [Demonstrating Research Impact: Using Web of Science and Journal Citation Reports](#) on **Friday, May 12 from 1:00-2:00pm** in Library Instruction Room B [W190]. Participants will receive hands-on training on the *Web of Science* platform and *Journal Citation Reports* to help solve activity reporting, research, and collaboration needs. Kristen Faeth, Clarivate Analytics Customer Education Specialist, will providing expert training on:

- Syncing your research with Digital Measures (formatting for Activity Insight system).
- Creating a Citation Report and understanding h-index.
- Searching for potential collaborators.
- Viewing journal performance and interpreting Impact Factor.
- Finding journals that could be a good fit for your manuscript.
- Backward and forward citation searching.

[Registration](#) is required. **Questions?** Contact Svetlana Korolev in the UWM Libraries at skorolev@uwm.edu.

Call for Session Proposals

UW System Institute for Urban Education 2017 Families First Conference: August 10, 2017

 The UW System Institute for Urban Education (IUE) is accepting [session proposals](#) for its annual professional development conference [Families First: Building School and Family Partnerships in Urban Settings](#) on August 10, 2017. **Session proposals are due by June 4, 2017.**

IUE is seeking presentations addressing family-school partnerships and the importance and range of family involvement. Presentations addressing family supports beyond the classroom such as behavioral and emotional health and community resources for families are strongly encouraged. IUE continues to highlight culturally responsive pedagogy as a necessary practice for cooperating teachers and other educators working with children who are culturally, linguistically and economically diverse. Complete information is provided on the [conference website](#).