RESEARCH ADMINISTRATION

UPDATE

Wednesday, January 25, 2017

Hiatt Auditorium, S1-608 1:00 - 3:00 pm

The second half of the update will be dedicated to the training topic:

Departmental Grants Management

Agenda

University of Massachusetts UMASS Medical School

- Uniform Guidance: Micro-Purchase Update
- NIH Update
  - NOT-OD-17-037: NIH Implementation of the Interim-RPPR while a Renewal Application is Under Consideration
  - NOT-OD-17-035: Reminder: New Appendix policy for NIH/AHRQ/NIOSH Applications submitted for Due Dates On or After January 25, 2017
  - NOT-OD-17-030: NIH and AHRQ Update Font Guidelines for Applications to Due Dates On or After January 25, 2017
  - NOT-OD-17-027: Notice of Extension of Effective Date for Final NIH Policy on the Use of a Single Institutional Review Board for Multi-Site Research
  - NOT-OD-17-003: NRSA Postdoctoral Stipends, Training Related Expenses, Institutional Allowance, and Tuition/Fees Effective for Fiscal Year 2017
  - NOT-OD-15-039: Late Application Submission Policy – Applicability to PIs with Continuous Submission Status
  - SF 424 R&R Forms Version D Series Updated 11/22/16 – Foreign Component
  - Biosketch Forms Updated
  - xTRACT – New Features
- Proposal & Progress Report Statistics
- Research Administration Training Topic: Departmental Grants Management

Uniform Guidance: Micro-Purchase Update

University of Massachusetts UMASS Medical School

- Recent legislation (NDAA, AICA) establishes a $10,000 micro-purchase threshold (with provisions for higher levels) that will need to be incorporated into the Uniform Guidance at a to be determined date.
- COGR believes that the NDAA and the AICA legislation provides the cover needed for research institutions to continue their current procurement policies related to the micro-purchase threshold.
- The research community is expecting the TBD Federal Register notice to include an extension of the grace period related to this to July 1, 2018.

NOT-OD-17-037: NIH Implementation of the Interim RPPR while a Renewal Application is Under Consideration

University of Massachusetts UMASS Medical School

- Effective 2/9/17, if the recipient organization has submitted a renewal application on or before the date by which a Final-RPPR would be required for the current competitive segment, then submission of an Interim-RPPR via eRA Commons is now required. Based on this requirement, the NIH will discontinue the policy for renewal applications whereby, "whether funded or not," the progress report contained in the renewal application may serve in lieu of a separate final progress report.

- Like the Final-RPPR, recipients will be required to adhere to the new requirement to report on Project outcomes in the Interim-RPPR. This section will be made publicly available, thus allowing recipients to provide the general public with a concise summary of the cumulative outcomes or findings of the project.

- An Interim-RPPR link will appear in the Status tab in eRA Commons after the period of performance end date has passed. In the event that the renewal application is funded, NIH will treat the Interim-RPPR as the annual performance report for the final year of the previous competitive segment. If the renewal application is not funded, the Interim-RPPR will be treated as the institution's Final-RPPR.

- As stated in NOT-OD-17-022, the Interim-RPPR must be submitted via the eRA Commons no later than 120 calendar days from the period of performance end date.

NOT-OD-17-035: New Appendix policy for NIH/AHRQ/NIOSH Applications submitted for Due Dates On or After 1/25/2017

University of Massachusetts UMASS Medical School

- Reminds everyone of the recent policy for allowable Appendix materials in applications submitted to the NIH, AHRQ, or NIOSH for due dates on or after 1/25/17. Elimination of most Appendix materials is intended to rectify inequities in the peer review process that can arise from submission of inappropriate or excessive Appendix materials by some applicants and consideration of Appendix materials in peer review by some, but not all reviewers.

Allowable Appendix Materials

- *For applications proposing clinical trials (unless the funding opportunity announcement (FOA) provides other instructions for these materials):*
  - Clinical trial protocols
  - Investigator's brochure from an Investigational New Drug (IND) application, as appropriate for the goals of the research proposed in the application.
- *For all applications:*
  - Blank informed consent/assent forms
  - Blank surveys, questionnaires, and/or data collection instruments
  - Other items only if they are specified in the FOA as allowable

No other items are allowed in the Appendix. Simply relocating disallowed materials to other parts of the application will result in a noncompliant application.

- Consequence for submitting disallowed materials:
  Applications submitted for due dates on or after January 25, 2017, will be withdrawn as noncompliant if they are submitted with Appendix materials that are not specifically listed in NOT-OD-16-129 and this Notice, or specified in the individual FOA as allowed or required.

NOT-OD-17-030: NIH & AHRQ Update Font Guidelines for Applications to Due Dates On or After January 25, 2017

University of Massachusetts UMASS Medical School

- This Notice replaces all previous font guidance. It updates NIH's recommended font list and no longer requires that black text be used within grant application attachments.
- For applications submitted for due dates on or after 1/25/2017, text in PDF attachments must follow these minimum requirements:
  - **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.
  - **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%.
  - **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.
- Since some PDF converters may reduce font size, it is important to confirm that the final PDF document complies with the font requirements.
- The following fonts are recommended, although other fonts (both serif and non-serif) are acceptable if they meet the above requirements.
  - Arial
  - Georgia
  - Helvetica
  - Palatino Linotype
- Legibility is of paramount importance. Applications that include PDF attachments that do not conform to the minimum requirements listed above may be withdrawn from consideration.

NOT-OD-17-027: Notice of Extension of Effective Date for Final NIH Policy on the Use of a Single IRB for Multi-Site Research

University of Massachusetts Medical School
UMASS

- This Notice informs the research community that NIH is extending the effective date of the NIH Policy on the Use of a Single Institutional Review Board for Multi-Site Research to September 25, 2017.
- Guidance and Frequently Asked Questions to assist in the implementation of the policy will be available at:
- http://osp.od.nih.gov/office-clinical-research-and-bioethics-policy/clinical-research-policy/models-irb-review.

NOT-OD-17-003: NRSA Postdoctoral Stipends, Training Related Expenses, Institutional Allowance, and Tuition/Fees Effective for Fiscal Year 2017

University of Massachusetts UMASS Medical School

- All FY 2017 awards previously issued using FY 2016 stipend levels will be revised to adjust stipends to the FY 2017 level. Appointments to institutional training grants that have already been awarded in FY 2017 must be amended to reflect the FY 2017 stipend levels once the training grant award has been adjusted by the NIH. Amended appointments must be submitted through xTrain in the eRA Commons.

Postdoctoral Stipend levels for FY 2017

Career Level	Years of Experience	Actual Stipend for FY 2016	Stipend for FY 2017	Monthly Stipend
Postdoctoral	0	$43,692	$47,484	$3,957
	1	$45,444	$47,844	$3,987
	2	$47,268	$48,216	$4,018
	3	$49,152	$50,316	$4,193
	4	$51,120	$52,140	$4,345
	5	$53,160	$54,228	$4,519
	6	$55,296	$56,400	$4,700
	7 or More	$57,504	$58,560	$4,880

- Please refer to the Notice in your appendix for detailed information on stipend level determination, tuition and fees, training related expenses and institutional allowance information.

NOT-OD-15-039: Late Application Submission Policy – Applicability to PI's with Continuous Submission Status

University of Massachusetts Medical School
UMASS

- PI's with continuous submission status that apply to activities that are not covered under the continuous submission policy can qualify for additional time (two weeks) under the late application policy for funding opportunities other than R01, R21 and R34 that use standard due dates.

SF 424 R&R Forms Version D Series Updated 11/22/16 (Foreign Component)

University of Massachusetts UMASS Medical School

- If yes, to foreign component (Question 6) the sponsor will require a foreign justification.
- This will not generate an error in Cayuse 424 if not uploaded, but will be an element of OSP review similar to the MPI leadership plan.

6. Does this project involve activities outside of the United States or partnerships with international collaborators?

This field is required.

Indicate whether this project involves activities outside of the United States or partnerships with international collaborators. Check "Yes" or "No."

Applicants to NIH and other PHS agencies must check "Yes" if the applicant organization is a foreign institution or if the project includes a foreign component. See NIH Glossary for a definition of a foreign component.

If you have checked "Yes" to Question 6, you must include a "Foreign Justification" attachment in Field 12, Other Attachments. Describe special resources or characteristics of the research project (e.g., human subjects, animals, disease, equipment, and techniques), including the reasons why the facilities or other aspects of the proposed project are more appropriate than a domestic setting. In the body of the text, begin the section with a heading indicating "Foreign Justification" and name the file "Foreign Justification."

Additional Instructions for Fellowship:

If you have checked "Yes" to Question 6, and are including a "Foreign Justification" attachment, you should include in your justification a description of how the mentor at the foreign site will contribute the scientific advantages of the foreign training experience as compared to the training available domestically.

Additional Instructions for Multi-project:

Overall Component: If the answer to Question 6 is "Yes" for any Other Component, then you must answer "Yes" for the Overall Component.

6.a. If yes, identify countries:

This field is required if you answered "Yes" to Question 6. Enter the countries with which international cooperative activities are planned.

6.b. Optional Explanation:

This field is optional. Enter an explanation for involvement with outside entities.

Biosketch Forms Update

University of Massachusetts UMASS Medical School

- NIH biosketch forms were updated on 11/22/2016:
- https://grants.nih.gov/grants/forms/biosketch.htm
- The new instructions provide guidance on the new Pre and Post Doc section D entitled Scholastic Performance.
- The NIH biographical sketch instructions are included in the presentation appendix.

xTRACT – New Features

University of Massachusetts UMASS Medical School

- Several new features have been added to xTRACT:
  - Ability to copy data from a recently prepared RPPR Research Training Dataset (RTD) into a Renewal RTD
  - Ability to copy data from a recently prepared Renewal or RPPR RTD into an RPPR RTD
  - Improved Performance of Preview/Finalize RTD
  - Adjustment to the auto-population of Faculty Research Support, from NIH and Other Agency Sources
  - For additional information/assistance go to the xTRACT Online Help site: https://era.nih.gov/erahelp/xtract/

PROPOSAL SUBMISSIONS TO OSP

December 2015 – December 2016

University of Massachusetts UMASS Medical School

	December 2015	January 2016	February 2016	March 2016	April 2016	May 2016	June 2016	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016
Count	67	107	121	89	72	101	106	78	86	121	106	71	48
On Time	42%	59%	38%	45%	29%	57%	40%	44%	44%	56%	46%	35%	46%
Late	54%	39%	60%	55%	70%	39%	59%	56%	50%	40%	49%	62%	46%
After the fact	4%	2%	2%	0%	1%	4%	1%	0%	6%	4%	5%	3%	8%
Withdrawn	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Expedited Request (3 days or less)	33%	25%	46%	42%	44%	21%	36%	42%	35%	28%	32%	35%	33%

On Time: Received by OSP 5 business days prior to the requested return date.
Late: Received by OSP less than 5 business days prior to the requested return date.
After the Fact: Received by OSP after the requested return date.
Expedited Request: Received by OSP with 3 business days or less to review before requested return date.

SUBMISSIONS TO OSP
December 2015 to December 2016 Comparison

University of Massachusetts UMASS Medical School

PROPOSALS	2015	2016	Change
Count	67	48	-19
On Time	42%	46%	+4
Late	54%	46%	-8
After the fact	4%	8%	+4
Withdrawn	0%	0%	-
Total	**100%**	**100%**	-
Expedited Request (3 days or less)	33%	33%	-

On Time: Received by OSP 5 business days prior to the requested return date.
Late: Received by OSP less than 5 business days prior to the requested return date.
After the Fact: Received by OSP after the requested return date.
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PROGRESS REPORT SUBMISSIONS TO OSP
December 2015 – December 2016

University of Massachusetts
UMASS Medical School

	December 2015	January 2016	February 2016	March 2016	April 2016	May 2016	June 2016	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016
Count	26	36	44	71	58	43	50	25	17	27	34	32	35
On Time	42%	64%	48%	58%	64%	49%	52%	60%	41%	67%	62%	59%	63%
Late	50%	22%	45%	39%	36%	51%	42%	28%	41%	22%	35%	38%	37%
After the fact	8%	14%	7%	3%	0%	0%	6%	12%	18%	11%	3%	3%	0%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Expedited Request (3 days or less)	42%	19%	30%	27%	26%	37%	36%	16%	35%	19%	29%	19%	23%

On Time: Received by OSP 5 business days prior to the requested return date.
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SUBMISSIONS TO OSP
December 2015 to December 2016 Comparison

University of Massachusetts UMASS Medical School

PROGRESS REPORTS	2015	2016	Change
Count	26	35	+9
On Time	42%	63%	+21
Late	50%	37%	-13
After the fact	8%	0%	-8
Withdrawn	0%	0%	-
Total	**100%**	**100%**	-
Expedited Request (3 days or less)	42%	23%	-19

On Time: Received by OSP 5 business days prior to the requested return date.
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Research Administration Update

January 25, 2017

Departmental Grants Management

Tina Nesbeda, MA, CRA

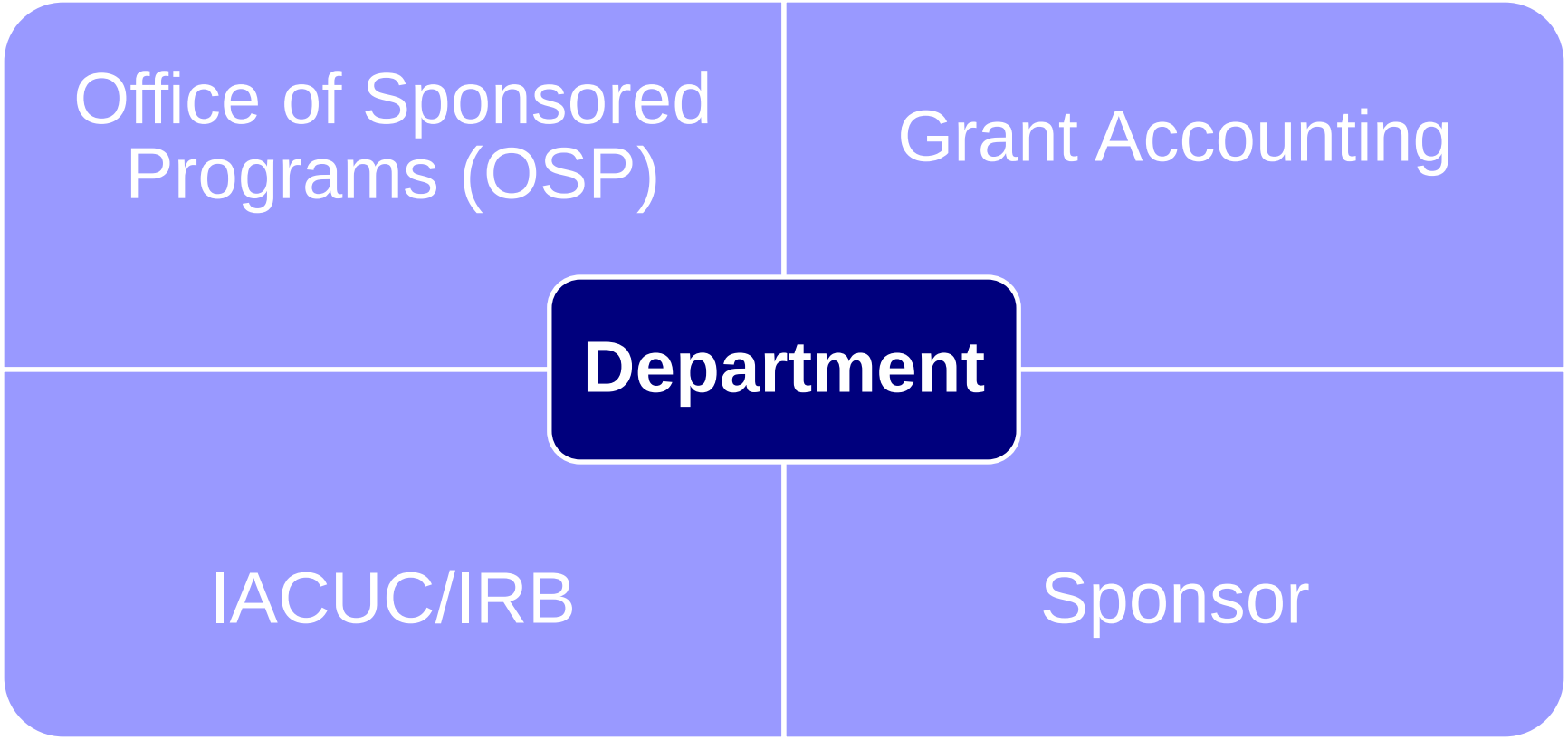
Academic Administrator

RNA Therapeutics Institute and Program in Systems Biology

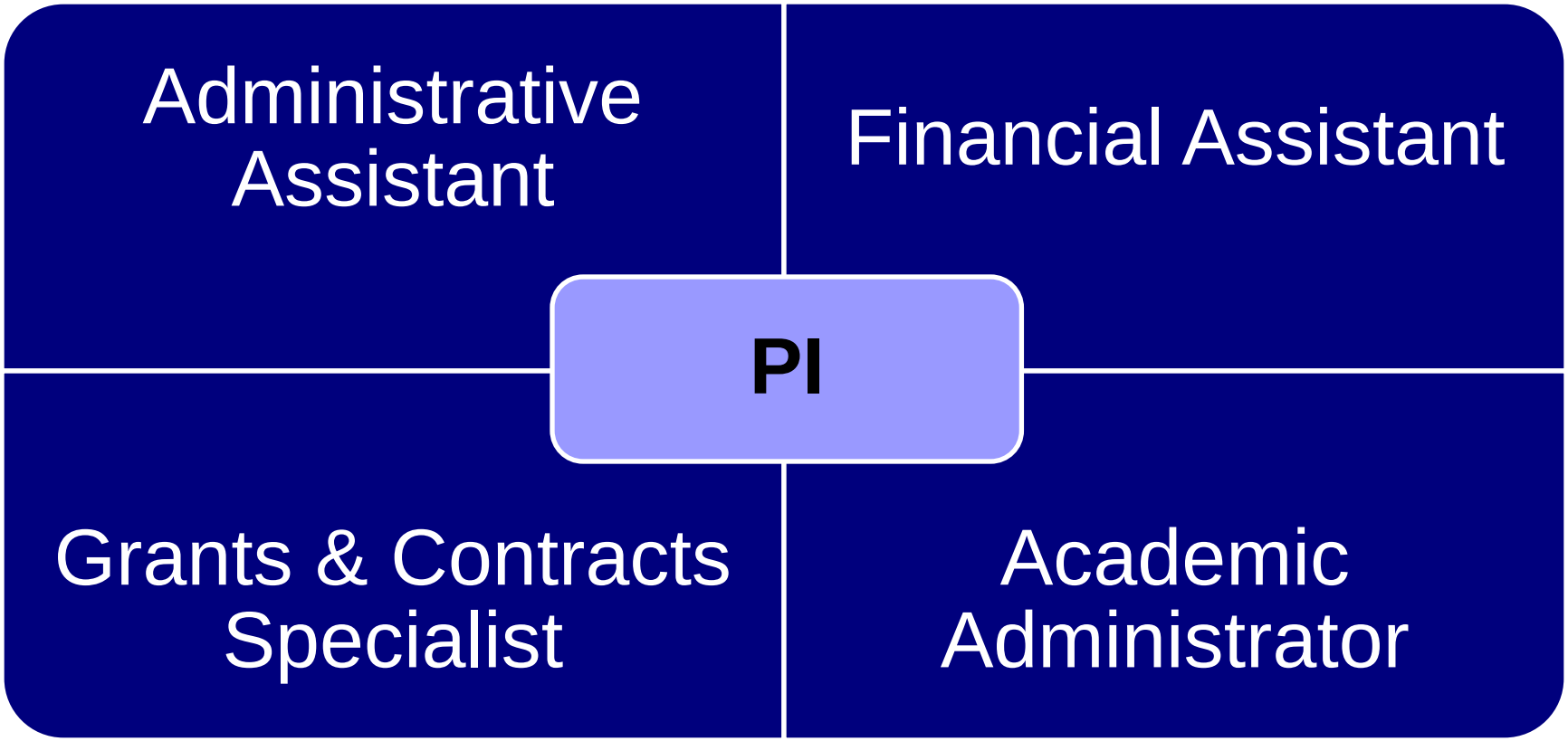
Agenda/Goals

- Define departmental grant management for this training
- Review the life cycle of an award
- Identify departmental responsibilities in managing grants
- Review tools to assist in managing grants
- Questions

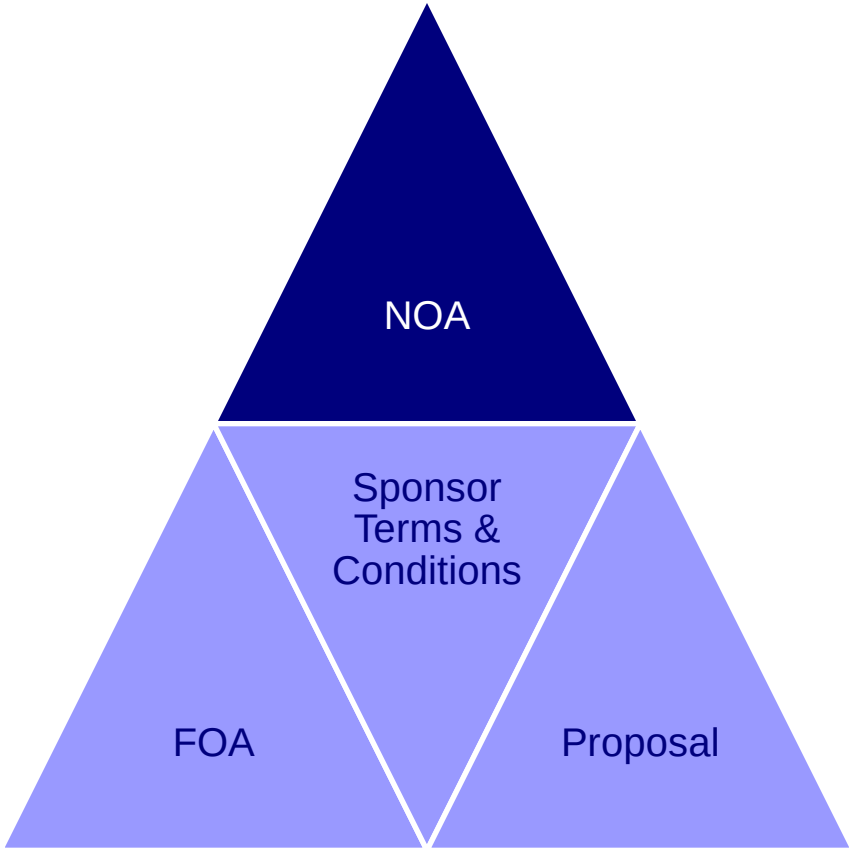
It takes a Village…



…or Two


Administrative Assistant
Financial Assistant
PI
Grants & Contracts Specialist
Academic Administrator

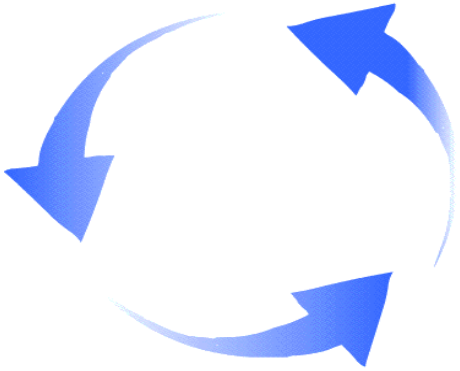
Where does Grant Management Begin?



Department Responsibilities Prior to Award

- PI Participation Agreement and Intellectual Property/COI Acknowledgement
- FCOI Training
- PI eligibility for grant application
- Protocols (IACUC, IRB, IBC, etc.)
- eRA Commons IDs
- Cayuse accounts

Life Cycle of a Grant Award



- Notice of Award (NOA)
- Getting Started/Award Set Up
- Ongoing Monitoring & Management
- Modifications
- Reporting
- Closeout

Notice of Award (NOA)

- Now What?
  - *I can do anything I want
  - *Look at all the money I can spend
  - *I need to buy things today
  - *I don’t want Dr. X working on this project after all

Not so fast…

Notice of Award Information

Grant Number

- Meaning
- 1 R01 GM XXXXX-01
- Reference number
- Use for reporting and documents

Project Dates

- Project Start & End Dates
- Earliest date for expenses
- Length of Project
- Pre-award?

Restrictions

- Project or budgetary restrictions
- Animals
- Humans
- Non-compliant Personnel
- FOA

Notice of Award Information continued

Key Personnel

- Key per Sponsor
- Effort commitments
- Policies & Procedures for changes
- Who included in reporting, active support

Budget & Budget Period

- Amount awarded
- Reduced? Why, how much, how applied
- Length of each budget period
- Carryforward: automatic or by request

Reporting Requirements

- Progress Reports: due dates, format, information
- Financial Reports: annual? Interim? Impact on account number
- Other: tracking for cost sharing or match, equipment usage

Notice of Award Information continued

Terms & Conditions

- Guidelines
- Prior approvals
- Review FOA
- Sponsor policies & procedures

Sponsor Involvement

- More involved in cooperative agreements (NIH “U” awards)
- Project milestones
- Institutional Contacts

Other

“Getting Started”

- **Award Set Up (October 2016 training)**
  - Stand alone grant or part of larger project
  - Project and Budget Terms
  - Revised Budget to OSP if needed
  - Cost sharing or required tracking; companion account
  - Reporting Requirements
  - PIN Report
  - NAPSAR (New Award Provisional Sponsored Account Request

“Getting Started” (cont’d)

- **Initial Department Set Up**
  - Review and plan for any budget reductions
    - Are cuts evenly distributed or only in certain areas?
  - Personnel
    - Confirm who will be working on this project
    - Are there any changes?
    - Faculty: 95% maximum effort on sponsored projects (waiver)
  - PO’s needed
  - Subawards: work with OSP to initiate agreements
  - Compare NOA to NAPSAR account if applicable

Grant Expenses

- **Reasonable**
  - Prudent person test
  - Necessary for the performance of the project
  - The timing of the purchase is in line with the objectives of the project
  - Consistent with University practices
- **Allowable**
  - Compliant with terms of the award, sponsoring agency policy
  - Compliant with Uniform Guidance/(old A-21) and University Policy
- **Allocable**
  - Benefits the project directly
  - Proportional benefit
  - Cost of one project cannot be shifted to another
- **Consistent Treatment**
  - Like costs, incurred in similar circumstances charged consistently across the University
  - Facilities & Administration (F&A) Costs

Grant Expenses (cont'd)

Typical Direct Costs:

- Personnel Costs
- Consultants
- Equipment
- Supplies
- Animal Costs
- Human Subject Stipends
- Patient Care Costs
- Subawards/Consortia
- Publication Costs
- Travel

Typical Indirect Costs (Facilities & Administrative):

- Utilities
- Building Costs
- Department Administration
- Purchasing
- Central Administration
- Telecommunications
- IS – email and networking fees

Ongoing Grant Management

Funding

- BUDGET
- Categories
- Allowable costs
- Time Frame
- Monitoring
- Projections
- Timely receipt of invoices (cores, subs, other charges)

Personnel

- PI
- Key Personnel
- Other Personnel
- Effort
- Encumbrance End Dates
- Fringe Costs
- Fees

Equipment

- Equipment Requested
- Necessary for project
- Allocable to this project

Ongoing Grant Management (cont'd)

Animals

- IACUC
- Costs per animal
- Care & feeding
- Invoices

- I am using sheep instead of mice.

Human Subjects

- IRB
- Stipends
- Enrollment
- Hospital charges

- I want to change the amount we pay participants

Lab or Project Supplies

- General
- Project Specific
- Allowable
- Allocable
- Methodology

Grant Management Tools

- COMMUNICATION with PI or designee
- SUMMIT (Financial Monitoring Training – March)
  - Financial Dashboards: PI, Academic Admin
    - Expenses, Encumbrances, Transaction Detail Analysis
    - Do expenses make sense given project time frames
    - Monitor/Track Core Invoices, Hospital Charges, Subaward Invoicing
  - HCM Department Admin Dashboard
    - Encumbrance Expiration Dates, Retro Funding Changes
  - Pre-Award Dashboard
    - Use for Other Support
- BuyWays
  - Purchasing Information

Modifications

- Budget Revisions
- Change in Scope
- Effort Reduction
- Change in Key Personnel
- Carryforward Requests
- Continuation Years
- No Cost Extensions

Modifications: Sponsor Prior Approval

- Change in Scope
- Effort Reduction (NIH 25% or more, some sponsors for any amount)
- Change in Key Personnel
- Budget Revisions (NIH 25% of category)
- Carryforward Request

Modifications: UMMS Approval

- Budget Revisions (BRPA)
  - Modular vs. Detailed budgets
  - Watch for changes that impact F&A
- No Cost Extensions (NCE Request Form)
  - Must have scientific reason for request
- Continuation Year (via Progress Report)

Interim Reporting Requirements

- **Financial reporting**
  - Schedule: quarterly, bi-annual, annual, milestones
- **Progress reporting (February training)**
  - Schedule: quarterly, biannual, annual, milestones

Reporting Requirements

- Progress Reports (February training)
  - Scientific content and final report - PI
  - Participant Information
  - Unobligated Funds
  - Next year budget if required
  - Updated compliance: IACUC, IRB, FCOI
- Know Due Dates and Info Required
  - May have interim reports, milestones

Reporting Requirements

- Financial Reports
  - Need to know schedule, information required
  - May be annual, biannual, quarterly, etc.
  - Keep track and plan for when expenses need to stop on a project
  - Grant Accounting prepares the report, Department and/or PI reviews and approves

Grant Closeout

- Grant Closeout Checklist
  - Comprehensive list of what is required
  - http://inside.umassmed.edu/financialservices/Financial-Forms/
- Department
  - Know grant end dates and use Checklist tool
  - Initiate Funding Changes for personnel
  - Monitor expenses as grant end nears
  - Close PO's

Grant Closeout

- Final Financial Report
  - Prepared by Grant Accounting
    - Reviewed by Department before submission
  - Due dates vary by sponsor
- Final Invention Statement
  - PI to OSP, reviewed by OTM before approved
- Final Progress Report (FRPPR)
  - Scientific; prepared and submitted by PI
  - Copy to OSP

Record Retention

- Department responsible for Procard records and BuyWays reports (for PI signature if using these reports)
  - All other records are officially maintained by central departments
- Typically hold for three (3) years after FFR submitted
- http://inside.umassmed.edu/Policies/Policies-listing-page/UMass/Records-Management-Retention-and-Disposition-Policy/

Grant Management Success

"Knowing where to find information and how to use it – That's the secret of success"

Albert Einstein

Final Thoughts…

- Every Department has a different infrastructure to support grants
- Important to know your role and scope of responsibility
- Know the decision makers in your group
- Know who communicates with whom
- TEAM: Department with Central Services

QUESTIONS???

APPENDIX

NIH Implementation of the Interim-RPPR while a Renewal Application is Under Consideration

Notice Number: NOT-OD-17-037

Key Dates
Release Date: January 19, 2017

Related Announcements
NOT-OD-17-022

Issued by
National Institutes of Health (NIH)

Purpose

This Notice is directly linked to NIH's implementation of the Final-RPPR. NIH retains the renewal application policy and in order to do so, we will implement an Interim-RPPR policy to reduce administrative burden on grantees by not requiring an additional Final-RPPR if the renewal application is not funded. See below for details.

NIH previously announced the requirement for organizations to submit an Interim Research Performance Progress Report (Interim-RPPR) while their renewal application is under consideration. Therefore, the purpose of this notice is to update the timeframe for implementation of the Interim-RPPR from what was stated in NOT-OD-17-022 and provide further clarification for reporting when the current competitive segment is ending but a renewal application has been, or will be, submitted. In addition, this notice explains how NIH will subsequently treat a submitted Interim-RPPR to fulfill reporting requirements on the competitive segment that is ending once the disposition of the renewal application is known.

NIH Implementation

Effective February 9, 2017, if the recipient organization has submitted a renewal application on or before the date by which a Final Research Performance Progress Report (Final-RPPR) would be required for the current competitive segment, then submission of an "Interim-RPPR" via eRA Commons is now required. Based on this requirement, the NIH will discontinue the policy for renewal applications whereby, "whether funded or not," the progress report contained in the renewal application may serve in lieu of a separate final progress report.

Like the Final-RPPR, recipients will be required to adhere to the new requirement to report on Project outcomes in the Interim-RPPR. This section will be made publicly available, thus allowing recipients to provide the general public with a concise summary of the cumulative outcomes or findings of the project (analogous to the Project Summary/Abstract section of the competing application) at the end of a competitive segment.

An Interim-RPPR link for the grant will appear in the Status tab in eRA Commons after the period of performance end date has passed. In the event that the renewal application is funded, NIH will treat the Interim-RPPR as the annual performance report for the final year of the previous competitive segment. If the renewal application is not funded, the Interim-RPPR will be treated by NIH staff as the institution's Final-RPPR.

As stated in NOT-OD-17-022, the Interim-RPPR must be submitted via the eRA Commons no later than 120 calendar days from the period of performance end date. If a recipient fails to comply with this reporting requirement, NIH may take one or more enforcement actions, such as a decision to withhold a non-competing continuation award, consistent with NIHGPS Chapter 8.5.2. NIH will maintain the business rule in the RPPR module enabling institutional signing officials (SOs), at their discretion, to delegate submission of the Final RPPR or Interim-RPPR to the Program Director/Principal Investigator (PD/PI).

Further guidance is provided through the scenarios below outlining the process of when to submit a Final or Interim-RPPR.

Scenario	**Status of Competing Renewal Application**	**Workflow Process**
1	Competing Renewal not submitted	Submit a Final-RPPR no later than 120 calendar days from the period of performance end date.
2	Competing Renewal submitted	Submit an Interim-RPPR no later than 120 calendar days from the period of performance end date. If the competing renewal is funded, NIH will treat the Interim-RPPR as the annual performance report for the final year of the previous competitive segment.
3	Competing Renewal submitted but not funded	Submit an Interim-RPPR no later than 120 calendar days from the period of performance end date. If the competing renewal is not funded, NIH will treat the Interim-RPPR as the institution's Final-RPPR. To reduce burden NIH will not require recipients to submit an additional Final-RPPR if the renewal application is not funded.

Reminder: Effective January 2017, NIH requires recipients to report on Project Outcomes in Section I of the Interim and Final-RPPR. Therefore, in each scenario listed above, Project Outcomes must be provided by the recipient in order for the recipient to submit their final report in eRA Commons. Otherwise, eRA Commons will not allow recipients to submit the required report and recipients will be considered non-compliant.

Implementation of the Final RPPR for Small Business Innovation and Research (SBIR) and Small Business Technology Transfer (STTR) grants will occur approximately 2 months after implementation for all other NIH grants due to unique final reporting requirements under the Small Business Administration's SBIR/STTR Policy Directive.

Inquiries

Please direct all inquiries to:

Division of Grants Policy
Office of Policy for Extramural Research Administration
Office of Extramural Research
grantspolicy@od.nih.gov

Weekly TOC for this Announcement
NIH Funding Opportunities and Notices

Reminder: New Appendix policy for NIH/AHRQ/NIOSH Applications submitted for Due Dates On or After January 25, 2017

Notice Number: NOT-OD-17-035

Key Dates
Release Date: January 13, 2017

Related Announcements
NOT-OD-16-129

Issued by
National Institutes of Health (NIH)
Agency for Healthcare Research and Quality (AHRQ)
National Institute for Occupational Safety and Health (NIOSH)

Purpose

This Notice reminds the scientific research community of the recent policy for allowable Appendix materials in applications submitted to the NIH, AHRQ, or NIOSH for due dates on or after January 25, 2017. Elimination of most Appendix materials is intended to rectify inequities in the peer review process that can arise from submission of inappropriate or excessive Appendix materials by some applicants and consideration of Appendix materials in peer review by some, but not all reviewers.

Allowable Appendix Materials

For applications proposing clinical trials (unless the funding opportunity announcement (FOA) provides other instructions for these materials):

- Clinical trial protocols
- Investigator's brochure from an Investigational New Drug (IND) application, as appropriate for the goals of the research proposed in the application.

For all applications:

- Blank informed consent/assent forms
- Blank surveys, questionnaires, and/or data collection instruments
- Other items only if they are specified in the FOA as allowable

No other items are allowed in the Appendix. Simply relocating disallowed materials to other parts of the application will result in a noncompliant application (NOT-OD-11-080).

Consequence for submitting disallowed materials:
Applications submitted for due dates on or after January 25, 2017, will be withdrawn as noncompliant if they are submitted with Appendix materials that are not specifically listed in NOT-OD-16-129 and this Notice, or specified in the individual FOA as allowed or required.

Inquiries

Please direct all inquiries to:

Division of Receipt and Referral
Center for Scientific Review
Telephone: 301-435-0715
Email: csrdrr@mail.nih.gov

Sally A. Amero, Ph.D.
NIH Office of Extramural Research
Email: ReviewPolicyOfficer@mail.nih.gov

Lisa Scott-Morring, M.S., M.S.H.S., C.R.A.
Agency for Healthcare Research and Quality
Telephone: 301-427-1555
Email: Lisa.Scott@ahrq.hhs.gov

Viji Potula, Ph.D.
National Institute for Occupational Safety and Health
Centers for Disease Control and Prevention
Telephone: 404-498-2551
Email: vbp6@cdc.gov

Weekly TOC for this Announcement
NIH Funding Opportunities and Notices

NIH & AHRQ Update Font Guidelines for Applications to Due Dates On or After January 25, 2017

Notice Number: NOT-OD-17-030

Key Dates
Release Date: January 4, 2017

Related Announcements
None

Issued by
National Institutes of Health (NIH)
Agency for Healthcare Research and Quality (AHRQ)

Purpose

This Notice replaces all previous font guidance. It updates our recommended font list and no longer requires that black text be used within grant application attachments.

For applications submitted for due dates on or after January 25, 2017, text in PDF attachments must follow these minimum requirements:

- **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.
- **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%.
- **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.

Since some PDF converters may reduce font size, it is important to confirm that the final PDF document complies with the font requirements.

The following fonts are recommended, although other fonts (both serif and non-serif) are acceptable if they meet the above requirements.

- Arial
- Georgia
- Helvetica
- Palatino Linotype

Legibility is of paramount importance. Applications that include PDF attachments that do not conform to the minimum requirements listed above may be withdrawn from consideration.

Related Resources

- Format Attachments web page
- Font FAQs

Inquiries

Notice of Extension of Effective Date for Final NIH Policy on the Use of a Single Institutional Review Board for Multi-Site Research

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Notice Number: NOT-OD-17-027

Key Dates
Release Date: December 16, 2016

Related Announcements
NOT-OD-16-094

Issued by
National Institutes of Health (NIH)

Purpose

This Notice informs the research community that NIH is extending the effective date of the NIH Policy on the Use of a Single Institutional Review Board for Multi-Site Research to September 25, 2017.

Guidance and Frequently Asked Questions to assist in the implementation of the policy will be available at http://osp.od.nih.gov/office-clinical-research-and-bioethics-policy/clinical-research-policy/models-irb-review.

Inquiries

Please direct all inquiries to:

NIH Office of Science Policy
Telephone: 301-496-9838
Email: SingleIRBPolicy@mail.nih.gov

Weekly TOC for this Announcement
NIH Funding Opportunities and Notices

Ruth L. Kirschstein National Research Service Awards (NRSA) Postdoctoral Stipends, Training Related Expenses, Institutional Allowance, and Tuition/Fees Effective for Fiscal Year 2017

Notice Number: NOT-OD-17-003

Key Dates
Release Date: December 15, 2016

Related Announcements
NOT-OD-16-062

Issued by
National Institutes of Health (NIH)
Agency for Healthcare Research and Quality (AHRQ)
Health Resources Services Administration (HRSA)

Purpose

All FY 2017 awards previously issued using FY 2016 stipend levels will be revised to adjust stipends to the FY 2017 level. Appointments to institutional training grants that have already been awarded in FY 2017 must be amended to reflect the FY 2017 stipend levels once the training grant award has been adjusted by the NIH. Amended appointments must be submitted through xTrain in the eRA Commons.

Postdoctoral Stipend levels for FY 2017

Career Level	Years of Experience	Actual Stipend for FY 2016	Stipend for FY 2017	Monthly Stipend
Postdoctoral	0	$43,692	$47,484	$3,957
	1	$45,444	$47,844	$3,987
	2	$47,268	$48,216	$4,018
	3	$49,152	$50,316	$4,193
	4	$51,120	$52,140	$4,345
	5	$53,160	$54,228	$4,519
	6	$55,296	$56,400	$4,700
	7 or More	$57,504	$58,560	$4,880

For institutional training grants (T32, T90, TL1) and individual fellowships (F32), the stipend level for the entire first year of support is determined by the number of full years of relevant postdoctoral experience when the appointment is made or the award is issued. Relevant experience may include research experience (including industrial), teaching, internship, residency, clinical duties, or other time spent in a health-related field beyond that of the qualifying doctoral degree. Once the appropriate stipend level has been determined, a trainee or fellow must be paid at that level for the entire grant year. The stipend for each additional year of Kirschstein-NRSA support is the next level in the stipend structure and does not change mid-year.

Tuition and Fees, Training Related Expenses, and Institutional Allowance for Kirschstein-NRSA Recipients
The NIH will provide funds for Tuition and Fees, Training Related Expenses, and Institutional Allowance as detailed below.

A. Tuition and Fees

1. Postdoctoral Trainees and Fellows: For institutional training grants (T32, T90, TL1) and individual fellowships (F32), an amount per postdoctoral trainee or fellow equal to 60% of the level requested by the applicant institution, up to $4,500 per year, will be provided. If the trainee or fellow is enrolled in a program that supports postdoctoral individuals in formal degree-granting training, an amount per postdoctoral trainee or fellow equal to 60% of the level requested by the applicant institution, up to $16,000 per year, will be provided.

B. Training Related Expenses on Institutional Training Grants

1. For institutional training grants (T32, T35, T90, TL1), these expenses (including health insurance costs) for postdoctoral trainees will be paid at the amounts shown below for all competing and non-competing awards made with FY 2017 funds.
2. *Postdoctoral Trainees:* $8,850

C. Institutional Allowance for Individual Fellows
This allowance for postdoctoral fellows will be paid at the amounts shown below for all competing and non-competing awards made with FY 2017 funds.

1. Institutional Allowance for individual fellows (F32) sponsored by non-Federal Public, Private, and Non-Profit Institutions (Domestic & Foreign, including health insurance):
2. *Postdoctoral Fellows:* $8,850

1. Institutional Allowance for individual fellows (F32) sponsored by Federal and For-Profit Institutions (including health insurance):
2. *Postdoctoral Fellows:* $7,750

Relevant Policies
Except for requests to adjust stipend levels consistent with NOT-OD-17-002, retroactive adjustments or supplementation of stipends with Kirschstein-NRSA funds for an award made prior to October 1, 2016 are not permitted.

Current stipend levels are to be used in the preparation of future competing and non-competing NRSA institutional training grant and individual fellowship applications. They will be administratively applied to all applications currently in the review process.

NRSA support is limited to 3 years for postdoctoral trainees or fellows. The NRSA program provides eight levels of postdoctoral stipends to accommodate individuals who complete other forms of health-related training prior to accepting a Kirschstein-NRSA supported position. (The presence of eight discrete levels of experience, however, does not constitute an endorsement of extended periods of postdoctoral research training.)

Inquiries

Please direct all inquiries to:

Division of Biomedical Research Workforce
Office of Extramural Programs
Office of Extramural Research
Website: https://researchtraining.nih.gov
Email: NIHTrain@mail.nih.gov

Simplifying the NIH Policy for Late Application Submission

Notice Number:

NOT-OD-15-039

Key Dates

Release Date: December 17, 2014

Related Announcements

NOT-OD-11-035

Issued by

National Institutes of Health (NIH)

Purpose

This Notice provides information about a new simplified policy for late application submission. Specifically, there is now a **two week window of consideration** after the application due date, during which time NIH might consider accepting a late application (see details below). This is a significant change from previous policy, which tied different late windows of consideration to different types of applications, and provided no late window of consideration for applications submitted to any RFA (Request for Applications) or PAR (Program Announcement) with special application due dates.

The Notice consolidates policy from previous Notices (including NOT-OD-11-035) on late application submission, updates the policy on late applications in relation to changes in other NIH policies and procedures, and includes additional guidance on application submission policies.

This new policy is effective for applications submitted for due dates on or after January 25, 2015. The policy will not be applied retroactively. This means that RFAs and PARs with special due dates published on or before December 17, 2014 will follow the policy described in NOT-OD-11-035.

Policy

Window of Consideration for Late Application Submission

There is a **two week window of consideration** after the application due date, during which time NIH might consider accepting a late application (see details below). When the application due date falls on a weekend or Federal holiday, and is extended to the next business day, the window of consideration for late submission of applications will be calculated from that business day. Acceptance of late applications will be made on a case-by-case basis, dependent upon the explanation provided in a cover letter submitted with the application.

NIH will not consider accepting late applications under the following circumstances:

- RFAs that must be reviewed on a compressed timeline and that have declared, in the Application Due Date field, "No late applications will be accepted for this Funding Opportunity Announcement".
- New Investigator R01 applications resubmitted on special due dates (April 10, August 10, and December 10) as part of the New Investigator Initiative (https://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-001.html) because the submission deadline for these applications has already been extended by several weeks.
- Additional circumstances as outlined below.

Funding Opportunity Announcement Type			
PA*	PAR	RFA	
2 week	2 week	2 week	
		none	Application Due Dates Field states: "No late applications will be accepted for this Funding Opportunity Announcement"
*Includes PAS: Program Announcement with Set-Aside Funds			

NIH does not expect to accept any applications received beyond the window of consideration or for RFAs that specify no late applications will be accepted.

Please be aware that any reasons for late submission must be in relation to the individual(s) with the PD/PI role on the application. For multiple PD/PI (MPI) applications, the reasons may apply to any or all of the PD/PIs. This accommodation does not apply to co-Investigators, project leaders in a multi-component application, or other Key Persons listed in an application (unless they also have MPI status).

Examples of Reasons Why Late Applications Might Be Accepted

- Death of an immediate family member of the PD/PI (or MPI).
- Sudden acute severe illness of the PD/PI (MPI) or immediate family member.
- Temporary or ad hoc service by a PD/PI on an NIH advisory group during **the two months preceding or the two months following** the application due date. Examples of qualifying service include: participation in an NIH study section/special emphasis panel, NIH Board of Scientific Counselors, Program Advisory Committee, or an NIH Advisory Board/Council. Qualifying service does not include participation in NIH activities **other than** those involved in extramural/intramural peer review or NIH Advisory Council/Board service.
- Delays due to weather, natural disasters, or other emergency situations, not to exceed the time the applicant organization is closed.
- For PD/PIs who are eligible for continuous submission (https://grants.nih.gov/grants/peer/continuous_submission.htm), the late application policy applies to activities not covered under the continuous submission policy (i.e., other than R01, R21, and R34 funding opportunities that use standard due dates).

Examples of Reasons Why Late Applications Will Not Be Accepted

- Heavy teaching or administrative responsibilities, relocation of a laboratory, ongoing or non-severe health problems, personal events, participation in review activities for other Federal agencies or private organizations, attendance at scientific meetings, or a very busy schedule.
- Review service for participants other than a PD/PI or MPI, acute health issues or death in the family of a participant other than a PD/PI or MPI.
- Problems with computer systems at the applicant organization, problems with a system-to-system grant submission service, or failure to complete or renew required registrations in advance of the application due date.
- Failure to follow instructions in the Application Guide or funding opportunity announcement.
- Correction of errors or addressing warnings after 5 PM local (applicant organization) time on the application due date. Applicants are encouraged to submit in advance of the due date to allow time to correct errors and/or address warnings identified in the NIH validation process.

No Advance Permission Is Given for Late Applications

It is important to emphasize that these various examples are just that, examples. No NIH staff member, whether in the Center for Scientific Review or any of the other NIH Institutes/Centers, has the authority to give permission in advance for submission of a late application. Contacting the Division of Receipt and Referral or any other component of the NIH will not lead to either permission to submit late or to the evaluation or approval of the reasons for a delay.

Problems with Federal Computer Systems

Applicants must follow the directions provided at https://grants.nih.gov/grants/ElectronicReceipt/support.htm#guidelines to report Federal computer system issues that threaten the timely submission of a grant application. NIH will investigate reports of Federal computer system issues on a case-by-case basis. If the eRA Service Desk confirms a Federal computer system issue, the application will not be considered late so long as the applicant works diligently with the Help Desk to ensure the submission process is completed in a timely manner. Federal computer systems include: Grants.gov, eRA Commons, ASSIST, SAM (Systems for Award Management), Defense Logistics Agency (CAGE code), and the US Small Business Administration.

Note that problems with computer systems at the applicant organization or system-to-system grant submission service, failure to follow instructions in the Application Guide or funding opportunity announcement, or failure to complete required registrations by the submission deadline are not considered system issues. NIH is under no obligation to accept applications that are late for these reasons.

Reminders

On Time Submission

- NIH expects that applications will be submitted on time.
- On time submission means an application is submitted error free no later than 5 P.M. local (applicant organization) time on the application due date.
- There is no error correction window that extends a submission deadline. This means that an error free, corrected application addressing any errors found by federal systems (e.g., Grants.gov or eRA Commons) must also be submitted by 5 P.M. local (applicant organization) time on the application due date.

- When application due dates fall on a weekend or Federal holiday, they are extended to the next business day.

Late Submission

The NIH policy on late application submission is stated in the SF424 (R&R) Application Guide.

- Permission for late application submission is not granted in advance.
- In some cases (see details, below), applications might be accepted after the application due date. A cover letter explaining the reasons for the delay must be included with the application.
- While the reasons for late application submission are sometimes personal in nature, specific information about the timing and cause of the delay should be provided so an informed, objective decision can be made. Only the explanatory letter is needed; no other documentation is expected. This letter is available only to NIH staff who have a need to know (such as those with referral or review responsibilities); it is not available to reviewers or other staff.
- Applications submitted late, without an explanatory cover letter or outside the late window of consideration, will not be processed, reviewed, or considered for funding.

Terms and conditions of the NIH Continuous Submission policy are not affected by this change in the late application submission policy.

Terms and conditions of the NIH Natural Disaster policy are not affected by this change in the late application submission policy.

Inquiries

Please direct all inquiries to:

Division of Receipt and Referral
Center for Scientific Review
csrdrr@mail.nih.gov

Or

NIH Review Policy Officer
NIH Office of Extramural Research
ReviewPolicyOfficer@mail.nih.gov

Weekly TOC for this Announcement
NIH Funding Opportunities and Notices

BIOGRAPHICAL SKETCH INSTRUCTIONS

Please refer to the instructions below in order to complete sections A, B, C and D of the Biographical Sketch. These instructions can also be found in the General Application Guide for NIH and Other PHS Agencies, R&R Senior/Key Person Profile Form.

Samples are also available here for your reference.

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0001 and 0925-0002). Do not return the completed form to this address.

NOTE: The Biographical Sketch may not exceed five pages.

Name:

Fill in the name of the senior/key person or other significant contributor in the “Name” field of the Biosketch Format Page.

eRA Commons User Name:

If the individual is registered in the eRA Commons, fill in the eRA Commons User Name in the “eRA Commons User Name” field of the Biosketch Format Page.

The “eRA Commons User Name” field is required for the PD/PI (including career development and fellowship applicants), primary sponsors of fellowship applicants, all mentors of candidates for mentored career development awards, and candidates for diversity and reentry research supplements.

The “eRA Commons User Name” field is optional for other project personnel.

The eRA Commons User Name should match the information provided in the Credential field of the R&R Senior/Key Person Profile (Expanded) Form in your grant application.

Position Title:

Fill in the position title of the senior/key person or other significant contributor in the “Position Title” field of the Biosketch Format Page.

Education/Training

Complete the education block. Begin with the baccalaureate or other initial professional education, such as nursing. Include postdoctoral, residency, and clinical fellowship training, as applicable, listing each separately.

For each entry provide:

- the name and location of the institution
- the degree received (if applicable)

- the month and year of end date (or expected end date). For fellowship applicants only, also include the month and year of start date.
- the field of study (for residency entries, the field of study should reflect the area of residency training)

Following the education block, complete Sections A-D of the biographical sketch.

A. Personal Statement

Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields.

You may cite up to four publications or research products that highlight your experience and qualifications for this project. Research products can include, but are not limited to, audio or video products; conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware.

Note the following additional instructions for ALL applicants/candidates:

- If you wish to explain factors that affected your past productivity, such as family care responsibilities, illness, disability, or military service, you may address them in this “A. Personal Statement” section.
- Indicate whether you have published or created research products under another name.
- You may mention specific contributions to science that are not included in Section C. Do not present or expand on materials that should be described in other sections of this Biosketch or application.
- Figures, tables, or graphics are not allowed.

Note the following instructions for specific subsets of applicants/candidates:

- For institutional research training, institutional career development, or research education grant applications, faculty who are not senior/key persons are encouraged, but not required, to complete the "A. Personal Statement" section.
- Applicants for dissertation research awards should, in addition to addressing the points noted above, also include a description of their career goals, their intended career trajectory, and their interest in the specific areas of research designated in the FOA.
- Candidates for research supplements to promote diversity in health-related research should, in addition to addressing the points noted above, also include a description of their general scientific achievements and/or interests, specific research objectives, and career goals. Indicate any current source(s) of educational funding.

B. Positions and Honors

List in chronological order the positions you’ve held that are relevant to this application, concluding with your present position. High school students and undergraduates may include any previous positions. For individuals who are not currently located at the applicant organization, include the expected position at the applicant organization and the expected start date.

List any relevant academic and professional achievements and honors. In particular:

- Students, postdoctorates, and junior faculty should include scholarships, traineeships, fellowships, and development awards, as applicable.
- Clinicians should include information on any clinical licensures and specialty board certifications that they have achieved.

C. Contribution to Science

Who should complete the "Contributions to Science" section:

All senior/key persons should complete the "Contributions to Science" section except candidates for research supplements to promote diversity in health-related research who are high school students, undergraduates, and post-baccalaureates.

Format:

Briefly describe up to five of your most significant contributions to science. The description of each contribution should be no longer than one half page, including citations.

While all applicants may describe up to five contributions, graduate students and postdoctorates may wish to consider highlighting two or three they consider most significant.

Content:

For each contribution, indicate the following:

- the historical background that frames the scientific problem;
- the central finding(s);
- the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology;
- your specific role in the described work.

For each contribution, you may cite up to four publications or research products that are relevant to the contribution. If you are not the author of the product, indicate what your role or contribution was. Note that while you may mention manuscripts that have not yet been accepted for publication as part of your contribution, you may cite only published papers to support each contribution. Research products can include audio or video products (see the NIH Guide Notice on Guidance for Videos Submitted as NIH Application Materials); conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware.

You may provide a URL to a full list of your published work. This URL must be to a Federal Government website (a .gov suffix). NIH recommends using My Bibliography. Providing a URL to a list of published work is not required.

Descriptions of contributions may include a mention of research products under development, such as manuscripts that have not yet been accepted for publication. These contributions do not have to be related to the project proposed in this application.

D. Additional Information: Research Support and/or Scholastic Performance

Note the following instructions for specific subsets of applicants/candidates:

- High school students are *not* required to complete Section D. Additional Information: Research Support and/or Scholastic Performance.
- Career Development award applicants should complete the "Research Support" section but skip the “Scholastic Performance” section.
- Generally, the following types of applicants can skip the “Research Support” section and must complete **only** the “Scholastic Performance” section. However, when these applicants also have Research Support, they may complete both sections.
    - applicants for predoctoral and postdoctoral fellowships,
    - applicants to dissertation research grants,
    - candidates for research supplements to promote diversity in health-related research from the undergraduate through postdoctoral levels.

Research Support

These instructions apply to all applicants who are completing the “Research Support” section.

List ongoing and completed research projects from the past three years that you want to draw attention to. Briefly indicate the overall goals of the projects and your responsibilities. Do not include the number of person months or direct costs.

Do not confuse “Research Support” with “Other Support.” Other Support information is not collected at the time of application submission.

- **Research Support:** As part of the Biosketch section of the application, “Research Support” highlights your accomplishments, and those of your colleagues, as scientists. This information will be used by the reviewers in the assessment of each your qualifications for a specific role in the proposed project, as well as to evaluate the overall qualifications of the research team.
- Other Support**:** NIH staff may request complete and up-to-date “other support” information from you as part of Just-in-Time information collection.

Scholastic Performance

Predoctoral applicants/candidates (including undergraduates and post-baccalaureates): List by institution and year **all** undergraduate and graduate courses, with grades. In addition, explain any grading system used if it differs from a 1-100 scale; an A, B, C, D, F system; or a 0-4.0 scale. Also indicate the levels required for a passing grade.

Postdoctoral applicants: List by institution and year all undergraduate courses and graduate scientific and/or professional courses relevant to the training sought under this award, with grades. In addition, explain any grading system used if it differs from a 1-100 scale; an A, B, C, D, F system; or a 0-4.0 scale. Also indicate the levels required for a passing grade.

From: eRA Information - Public [mailto:ERA-INFORMATION-L@LIST.NIH.GOV] **On Behalf Of** eRA Communications Office
Sent: Tuesday, December 06, 2016 8:55 AM
To: ERA-INFORMATION-L@LIST.NIH.GOV
Subject: eRA Enhancements: New Features for xTRACT Coming December 8, 2016

eRA Enhancements: New Features for xTRACT Coming December 8, 2016

Tuesday, December 6, 2016

In a software release scheduled for Thursday, December 8, 2016, several new features will be added to xTRACT. xTRACT is the Extramural Trainee Reporting And Career Tracking system and is accessed via eRA Commons. It allows applicants, grantees and assistants to create research training tables for progress reports and institutional training grant applications.

Features

- **Ability to copy data from a recently prepared RPPR RTD into a Renewal RTD**
  When working with a Renewal Research Training Dataset (RTD), xTRACT users will now be able to copy Participating Trainee and Program Statistics data from a recently prepared RPPR RTD for that same training grant. If an RPPR RTD for the grant's final non-competing period has already been started, then the data will be copied from that. Otherwise, if an RPPR RTD for the grant's previous non-competing period is available, the data will be copied from that RTD instead.

  The option to copy data will be offered when the Renewal RTD is first initiated. Users will also have the option to copy each type of data (Participating Trainee or Program Statistics) when editing the RTD, whenever visiting each of the corresponding data entry sections.

- **Ability to copy data from a recently prepared Renewal or RPPR RTD into an RPPR RTD**
  When working with an RPPR RTD, xTRACT users will now be able to copy Participating Trainee and Program Statistics data from a recently prepared RTD for that same training grant. A copy can be performed from the previous year's RPPR RTD for that grant. Also, when preparing the RPPR RTD for the final non-competing year, there will be an additional option to copy from the next Renewal RTD for that grant (provided the Renewal RTD has been started).

  The option to copy data from a recent RTD will be offered when the RPPR RTD is first initiated. Users will also have the option to copy each type of data (Participating Trainee or Program Statistics) when editing the RTD, whenever visiting each of the corresponding data entry sections.

- **Improved Performance of Preview/Finalize RTD**
  The amount of time required to preview or finalize an RTD has been improved. When choosing either one of these options, results should appear more quickly than before.

Fixes

- **Adjustment to the auto-population of Faculty Research Support, from NIH and Other Agency Sources**
  Faculty Research Support from NIH and Other Agency grants are automatically populated in xTRACT, based on award data that we have on hand (and cannot be edited). However, there have been some occasions when an NIH/Other Agency grant has not been listed – even though it seems like it should have appeared. Often when this occurred, it was because of a short delay in funding the most recent noncompeting year for the research grant in question, making it appear that the grant was not active at the time that the RTD was being prepared. An adjustment has been made to account for this sort of timing, so that any such awards are correctly included in the listing of NIH/Other Agency Research Support for that faculty member.

- **Applicants and Entrants Section**
  Some users had noted cases where multiple occurrences of the same "Prior Institution" would appear on rare occasions, after entering these in the Applicants and Entrants section. This problem has been resolved.

Following the release, please look for details and screenshots in the Online Help for xTRACT (and accessible through the question marks on xTRACT screens).

Joe Schumaker
eRA Communications
Division of Communications and Outreach
NIH Office of Extramural Research

Questions? If you have a question about this email, please contact the eRA Service Desk at http://grants.nih.gov/support/ (preferred method of contact) or call 1-866-504-9552/301.402.7469.

Help us improve our communications; send your suggestions and feedback to eRACommunications@mail.nih.gov or call 301-435-8185.
To read other recent articles and messages, please visit our Latest News page at http://era.nih.gov/news_and_events/index.cfm.
We are sorry if you receive duplicates. This notification was sent to multiple distribution lists. To subscribe to or unsubscribe from our listservs, please visit http://era.nih.gov/about_era/get_connected.cfm.

ACRONYMS AND TERMS USED TODAY
OSP RA Update - 1/25/2017

ACRONYM/TERM	DESCRIPTION
AHRQ	Agency for Health Care Research & Quality
eRA Commons	The eRA Commons is NIH's online interface where signing officials, principal investigators, trainees and post-docs at institutions/organizations can access and share administrative information relating to research grants and process prior approval requests.
FOA	Funding Opportunity Announcement
F-RPPR	Final Research Performance Progress Report
I-RPPR	Interim Research Performance Progress Report
NIH	National Institutes of Health
NIOSH	National Institute for Occupational Safety and Health
NOT	A Notice (Guide Notice) is an official NIH announcement relating to a change in policy, procedure, form, or system. Notices are posted on the NIH website and users can be notified via a variety of NIH listservs. You can search for notices and funding opportunities at the NIH Guide.
NRSA	National Research Service Awards
OSP	Office of Sponsored Programs
PI	Principal Investigator
R01	Activity Code for NIH Research Projects - Research Project
R21	Activity Code for NIH Research Projects - Exploratory/Developmental Grants
R34	Activity Code for NIH Research Projects - Planning Grant
RTD	Research Training Dataset
sIRB	Single Institutional Review Board
xTRACT	Extramural Trainee Reporting and Career Tracking (xTRACT) is a module within eRA Commons used by applicants, grantees, and assistants to create research training tables for inclusion in progress reports and institutional training grant applications.