



LOVE PURPLE  
LIVE GOLD

# Sponsored Programs New Developments and Important Reminders

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*Office of Sponsored Programs  
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## Training Session Overview

- NSF Updates
- NIH Updates
- Federal Updates
- Defense Base Act (DBA) Insurance
- OSP Updates
- Q & A

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# NSF Updates

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# NSF Proposal & Award Policies and Procedures Guide (PAPPG) NSF 18-1

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## NSF Proposal & Award Policies and Procedures Guide (PAPPG)

- NSF 18-1 effective 1/29/2018
- Effective for proposals submitted or due on or after 1/29/2018.
- Slides from NSF PAPPG Webinar on 12/08/2017: <https://nsfgrantsconferences.com/pappg-update-webinar/>

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## NSF PAPPG Notable Changes & Clarifications

- Project Description
  - Must contain a separate section labeled “Intellectual Merit”
  - “Results from Prior NSF Support” changed from awards with a start date in the last 5 years to awards with an end date in the past five years or in the future.
- Budget Justification
  - Page limit increased from 3-page limit to 5-page limit
  - For proposals with subawards, LSU and Subrecipient each get up to 5 pages.
  - Adds requirement that the amount of indirect costs requested should be specified in budget justification.

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## NSF PAPPG Notable Changes & Clarifications

- Collaborators and Other Affiliations (COA) Information
  - Must utilize COA Excel template and upload as .xlsx or .xls file <https://www.nsf.gov/bfa/dias/policy/coa.jsp>
  - Do not alter format or content of file.
  - A separate Excel file must be uploaded for each individual identified as senior personnel.
    - If more than 10 senior personnel or if you have print preview issues, save as .txt file and upload.
  - For Collaborative proposals, include the COA attachment for LSU personnel in LSU's proposal.
  - No error/warning in FastLane if section is missing.
  - FAQs can be found at <https://www.nsf.gov/bfa/dias/policy/coa.jsp>.

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## Proposal Submission Modernization:

- In FY2018 NSF will begin the use of Research.gov to prepare and submit proposals.
- Soft Launch will begin in April 2018
- Launch will only be available for non-collaborative research, full proposals.
- Can submit in Research.gov, FastLane or Grants.gov
- Demo available at <https://www.youtube.com/watch?v=tbU5agcTe1o&feature=youtu.be>

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## NIH Updates

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## NIH FORMS-E Grant Applications

- NOT-OD-17-062 and NOT-OD-17-119
- Effective for due dates on or after January 25, 2018.
  - Revised FORMS-E application guide
- New Parent Announcements have been issued for FORMS-E.
- Updates to Biosketch Instructions for Predoctoral and Postdoctoral Applicants
  - Section D – Research Support and/or Scholastic Performance
    - Scholastic Performance requires only graduate scientific and/or professional course grades to be listed

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## NIH FORMS-E

### Grant Applications

- PHS 398 Cover Page Supplement Form
  - Removed Human Subjects Section
- PHS 398 Research Plan Form
  - Removed Human Subjects Attachment Section
  - Clarified that the Research Strategy attachment should be used to discuss the overall strategy, methodology, and analyses of the proposed research, but applicants should not duplicate information collected in the new PHS Human Subjects and Clinical Trials Information form

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## NIH FORMS-E

### Grant Applications

- PHS Human Subjects and Clinical Trials Information – **NEW FORM**
  - Consolidated human subjects, inclusions enrollment report and clinical trial information
  - Complete after the R&R Other Project Information Form
  - [https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/resources/images/newforms2017/newformpdfs2017/g500\\_humansubjectsform\\_2017.pdf](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/resources/images/newforms2017/newformpdfs2017/g500_humansubjectsform_2017.pdf)
- Similar updates made to:
  - Career Development Awards Supplemental Form
  - PHS 398 Research Training Program Plan Form
  - PHS Fellowship Supplemental Form

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## NIH Final Research Performance Progress Report (F-RPPR)

- Required beginning January 1, 2017
- F-RPPR is similar to annual RPPR
  - Does not include sections F (Changes) and H (Budget)
  - Includes new Project Outcomes (Section I) which will be publicly available.
- PI should complete in eRA Commons, correct any errors and submit directly to NIH.
- F-RPPR should not be routed in SPS

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## Federal Updates

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## Research Terms and Conditions (RTC)

- <https://www.nsf.gov/awards/managing/rtc.jsp>
- Currently implemented by:
  - National Science Foundation
  - National Institutes of Health
  - Department of Energy
  - US Department of Agriculture – National Institute of Food & Agriculture (NIFA)
  - Department of Commerce
    - National Oceanic and Atmospheric Administration (NOAA)
    - National Institute of Standards and Technology (NIST)
  - National Aeronautics and Space Administration (NASA)

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## Research Terms and Conditions (RTC)

- Coming soon:
  - Federal Aviation Administration (FAA)
  - U.S. Department of Homeland Security (DHS)
  - U.S. Environmental Protection Agency (EPA)
- Agency specific Terms and Conditions also available for agencies that have implemented RTCs.
  - See award terms for applicability

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# RTC Prior Approval Matrix

Research Terms and Conditions Appendix A  
Prior Approval Matrix  
October 1, 2017

	Reference	RTC Overlay	NSF	DOE	NIH	USCA NIFA	DOC	NASA
<b>Prior Written Approval (prior approval)</b>	200.49							
Use of grant agreements (including fixed amount awards, cooperative agreements, and contracts)	200.49(a)							
Changes in principal investigator (PI), project leader, project partner, or scope of effort	200.307(d)(3)	Required	Required	Required	Required	Required	Required	Required
Cost sharing or matching	200.49(b)							
Use of unrecovered indirect costs, including indirect costs on cost sharing or matching	200.306(d)	Waived	Waived	Waived	Waived	Required	Waived	Waived
Use of current fair market value to determine the value of non-expendable disposals of services and property for the purposes of cost sharing or matching	200.306(d)(2)	Waived	Waived	Waived	Waived	Waived	Waived	Required
Costs of the fair market value of equipment or other capital assets and fair rental charges for land when the Federal award supports activities that require use of equipment, buildings or land	200.306(h)(2)	Required	Required	Required	Required	Required	Required	Required
<b>Program Income</b>	200.49(c)							
Use of program income during the period of performance (additive method)	200.307(w)(2)	Waived	Waived	Waived	Waived	Waived	Waived	Waived <sup>11</sup>
<b>Revisions of budget and program plans</b>	200.49(d)							
Change in the scope or the objective of the project or program	200.306(c)(1)(b)	Required	Required	Required	Required	Required	Required	Required
Change in PI/PII specified in the application or Federal award	200.306(c)(1)(b)	Required	Required	Required	Required	Required	Required	Required
Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project by the approved PI/PII	200.306(c)(1)(b)	Required	Required <sup>12</sup>	Required <sup>12</sup>	Required <sup>12</sup>	Required	Required	Required <sup>12</sup>
Inclusion, unless waived, of costs that require prior approval in accordance with Subpart E – Cost Principles	200.306(c)(1)(b)	Required	Waived <sup>13</sup>	Required	Waived <sup>13</sup>	Required	Required	Required
Transfer of funds budgeted for participant support costs to other categories of expense	200.306(c)(1)(c)	Required	Required <sup>14</sup>	Required	Waived <sup>14</sup>	Required	Required	Waived <sup>14</sup>
Subawarding, transferring or contracting out any work under a Federal award. This provision does not apply to the acquisition of supplies, material, equipment or general purpose services	200.306(c)(1)(c)	Required	Required <sup>15</sup>	Required	Waived <sup>15</sup>	Waived <sup>15</sup>	Required	Waived
Changes in the approved cost-sharing or matching provided by the non-Federal entity	200.306(c)(1)(viii)	Required	Required	Required	Required	Waived <sup>16</sup>	Required	Waived
Need for additional Federal funding to complete the project	200.306(c)(1)(viii)	Required	Required	Required	Required	Required	Required	Required
incur project costs for calendar days before the Federal awarding agency makes the award	200.306(d)(1)	Waived	Waived	Waived	Waived	Waived	Waived	Waived
incur project costs more than 90 calendar days pre-award	200.306(d)(1)	Required	Required	Required	Required	Required	Required	Required
initiate a one-time extension of the period of performance by up to 12 months	200.306(d)(2)	Waived	Waived	Waived	Waived	Waived	Waived	Waived
subsequent no-cost extension or extension of more than 12 months	200.306(d)(2)	Required	Required	Required	Required	Required	Required	Required
carry forward of unexpended balances to subsequent funding periods	200.306(d)(3)	Waived	Waived	Waived	Waived	Waived	Waived	Waived
transfer amounts budgeted for indirect costs to direct costs, or vice versa	200.306(d)(4)	Waived	Waived	Waived	Waived	Waived	Waived	Waived
Rebudgeting among direct cost categories for Federal awards in which the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the approved budget	200.306(e)	Waived	Waived	Waived	Waived <sup>17</sup>	Waived	Waived	Waived <sup>18</sup> 11
transfer of funds between compensation and reproduction activities	200.306(h)(3)	Required	Required	Required	Required	Required	Required	Required
<b>Real Property</b>	200.49(e)							
acquire real property acquired with Federal funds	200.311(b)	Required	Required	Required	Required	Required	Required	Required
transfer of title to the Federal awarding agency or to a third party	200.311(c)(3)	Required	Required	Required	Required	Required	Required	Required
permit arrangements and alterations costs incurred specifically for a Federal award	200.323(a)	Required	Required	Required	Required	Required	Required	Required
<b>Equipment</b>	200.49(f)							
acquire equipment acquired with Federal funds	200.315(c)(1)	Required	Required	Required	Required	Required	Required	Waived
<b>Direct indirect subawards</b>	200.49(g)							
subawards based on fixed amounts up to the simplified acquisition threshold, provided the subawards meet the requirements for fixed amount awards in 200.201	200.312	Required	Required	Required	Required	Required	Required	Required

## Grants.gov Workspace

- No longer able to download Grants.gov PDF packages.
- For FOAs where applicants downloaded the PDF package before December 31, 2017, you will be able to submit until March 31, 2018
- Now apply using Grants.gov Workspace.
- Grants.gov Workspace provides applicants with a shared, online environment to collaboratively complete and submit grant applications.

## Grants.gov Workspace account

- In order to create/edit a proposal, you will need to register and create an account.
  - 1) Go to <https://apply07.grants.gov/apply/register.faces>, enter your information and Click "Continue"
  - 2) You will receive an email to confirm your email address.
  - 3) After confirming your email, you will be asked "How would you like to proceed?" You will need to click "Add Organization Applicant Profile" and enter LSU's DUNS number 075050765, Profile Name: LSU, and your job title.
  - 4) The Office of Sponsored Programs (OSP) will then be notified to affiliate your account with LSU.

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## New OSP Trainings

- OSP Grants.gov Workspace Training
  - January 25, 1:30-2:30pm
  - February 22, 1:30-2:30pm
  - March 22, 1:30-2:30pm
  - April 24, 1:30-2:30pm
- OSP NIH ASSIST Training
  - February 22, 2:30-3:30pm
  - April 24, 2:30-3:30pm
- Register at <http://training.lsu.edu>
- Email me if you would like OSP to conduct a training in your college or department

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## Defense Base Act (DBA) Insurance

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### DBA Insurance on Sponsored Projects

- Required when directed by a US federal agency under a sponsored agreement to perform work in a foreign country or US territory.
- Applies when Scope of Work is developed by the US Government and LSU provides a price quote.
- Does not apply if LSU proposes the foreign work independent of the federal agency.
- Risk Management has established a DBA Insurance Program that allows departments to purchase the required insurance.
- The cost for DBA insurance can usually be included in your proposal budget.
- See Risk Management's website for more information:  
[http://lsu.edu/riskmgt/insurances/defense\\_base\\_act/defense\\_base\\_act.php](http://lsu.edu/riskmgt/insurances/defense_base_act/defense_base_act.php)

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## OSP Updates

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## Proposal Toolkit

- Offers a wide and expanding range of templates, reference materials, and resources for proposal submission for faculty and units.
- Includes:
  - LSU Generic Budget and Budget Justification
  - LSU Financial Statement
  - LSU's History
  - LSU Boilerplate language on type of institution and facts
  - LSU Mission Statement
  - Links to other useful LSU information
  - NIH templates
  - NSF templates
- Additional agency templates coming soon.

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# Proposal Toolkit

The screenshot shows the top navigation bar of the LSU Office of Sponsored Programs website. The header includes the LSU logo and the text "Office of Sponsored Programs". Below the header is a navigation menu with links for "About OSP", "Staff", "OSP Guide", "Forms", "Proposal Toolkit", "Training", "FAQs", and "Contact OSP". The main content area is titled "Proposal Toolkit" and contains a sidebar with a list of links: "Introduction To Research At LSU", "Funding Resources", "Grant Writing", "Proposals", "Regulatory Compliance", "Awards", "Subawards", "Industry Research", "Links", and "NSF Fundamentals Virtual Workshop". The main text area provides an introduction to the toolkit, stating its purpose to assist faculty and staff in pursuing external funding. It lists several funding sources: National Institutes of Health (NIH), National Science Foundation (NSF), and All federal grants available at Grants.gov. Below this, there is a section titled "LSU Generic Information" with a list of links: "LSU Generic Budget", "LSU Generic Budget Justification", "LSU Financial Statement", "LSU's History", "LSU Boilerplate", "LSU Mission Statement", "LSU Strategic Plan", "University Fact Book - Each Fall the Office of Budget and Planning produces a report summarizing various statistics about LSU. This is known as the Fall Facts report, available here.", and "Vice President for Research Statement - Information can be found here."

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# OSP Feedback Form

- OSP is committed to providing helpful resources to support faculty, units, and departments. We've built a new Feedback Form for comments and suggestions on our services, and welcome your feedback.

The screenshot shows the "OSP Feedback Form" page on the LSU Office of Sponsored Programs website. The header is identical to the previous slide. The main content area is titled "OSP Feedback Form" and contains a message: "OSP aims to provide quality service to our constituents. Please use this form to submit comments, suggestions, and/or feedback on anything relating to the Office of Sponsored Programs. If you would like a response, please provide your email address." Below the message is a form with the following fields: "First Name", "Last Name", "Phone Number", "Email Address", "\*Subject/Topic of Feedback" (with a dropdown menu), and "\*Comments, Suggestions, Feedback".

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## Institutional Base Salary

- FASOP: AS-30
- Institutional Base Salary (IBS) - annual compensation paid by the University for an employee's appointment (9 or 12 months), whether that individual's time is spent on research, teaching, administration, or other activities. IBS does not include any temporary funding (i.e. bonus, one-time payment, incentives). Additionally, IBS does not include payment from other organizations or income that individuals are permitted to earn outside of their University responsibilities, such as consulting.
- IBS must be used as the base salary on all grant proposals unless there is a statutory limit on compensation (i.e. NIH cap)
  - Salary = IBS x percent of effort on the project
  - Salary = Monthly salary x number of months on the project

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## Institutional Base Salary

- The IBS definition removes temporary funding such as department chair supplements (previously object code 1050) from the IBS calculation.
- Any allowances that begin with "Base Pay" in Workday will be included in the IBS calculation for proposals.

Your total is \$106,200.00. Frequency Annual

Base Pay	
1 item	Target Employer Contribution
Academic Salary	100,000.00
Total: 100,000.00	

*The amount above is your base pay which is an annualized calculation as of today and does not factor any pending amount changes (i.e. merit adjustment, promotion, etc.) that may be in progress.*

Allowances	
1 item	Target Employer Contribution
Base Pay-Honorific Allowance Academic Pay	6,200.00
Total: 6,200.00	

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## Change of PI/Co-PI

- Notify OSP as soon as you learn of a departing PI or Co-PI so that we can work with you to secure sponsor approval to change the PI/Co-PI.
- If a PI or Co-PI leaves LSU, departments need to remove the Principal Investigator, Lead Principal Investigator and Co-Principal Investigator roles from the individual's position in Workday.

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## SPS Reminders

- Legacy Department Codes will continue to be used and maintained to enable SPS approvals.
  - If the Legacy Department Code does not automatically load for an individual in SPS, use the FDM Translation tool in myLSU to do a Reverse Translation Lookup to find the Legacy Department Code associated with the individual's Cost Center
- If you create a new Cost Center, OSP will also need to set up a Legacy Department Code for SPS approvals.

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## Security Access

- To change SPS access/approvers, use the Legacy Security Access Request in myLSU
- Terminated individuals are not automatically removed from SPS Access.

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## OSP Staff

Welcome our new staff!

- Abigail Capestany, Grant/Contract Specialist 2
  - Gold Team

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## Questions



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## OSP Contact Information

Location: 202 Himes Hall  
Website: [www.lsu.edu/osp](http://www.lsu.edu/osp)  
Phone: 578-2760  
Fax: 578-2751  
Email: [osp@lsu.edu](mailto:osp@lsu.edu)

Rebecca Trahan: [rtrahan@lsu.edu](mailto:rtrahan@lsu.edu)

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