

University of Vermont  
**Sponsored Programs News**

From the Office of Sponsored Programs



**Pre-Award Services**

**231 Rowell Building, 656-4067**  
**340 Waterman Building, 656-3360**

**Research Protections Office**

**245 South Park, Colchester**  
**656-5040**

**Happy holidays**

We wish you a well deserved holiday break! The Office of Sponsored Programs would like to thank the faculty and staff for their enthusiastic support as we strive to serve you with excellence while at the same time move forward with the many challenges necessary to facilitate the ever changing electronic submission requirements. We appreciate knowing that our behind the scenes hard work is paving a smooth way for many of you and thank you for your cooperation and patience.

December 31 and Tuesday, January 1, the University will be closed; therefore there will not be any staff in our offices during this break. Emergency contact information will be available if an urgent matter arises by calling the office numbers listed above

**Policy & procedure**

**EFFORT REPORTING ON NO COST EXTENSIONS**

Faculty who request no cost extensions on federal grants need to also consider whether or not the effort for *key personnel named on their award notice* is expected to continue at the same level as specified in the award. *Key personnel named on award notices*, usually refers to Principal Investigators, but sometimes others are named as well. If the level of effort is to be significantly changed during the no-cost extension period, the agency program staff must be contacted to request permission. A significant change means a reduction greater than 25% of the effort originally awarded. For example, if the level of effort on a project is 50% and you plan on reducing it to 30% that results in a 40% reduction.

**About Sponsored Programs News**

This newsletter is a publication of the University of Vermont, Office of Sponsored Programs. It is issued periodically throughout the academic year to provide grant-seekers information about potential sponsors, agency updates, grant policy changes, and University proposal submissions and awards.

Questions or comments should be directed to the editor: Hilda Alajajian, Grants Resources Specialist, [Hilda.Alajajian@uvm.edu](mailto:Hilda.Alajajian@uvm.edu).



**OSP Hours during the break**

The Sponsored Programs offices at Waterman, and Rowell as well as the RPO office in Colchester will be closed on the following dates & times. The week of Christmas, December 24 - 28, Monday,

For many federal awards, the University has the authority to grant a no-cost extension. The PI can write to OSP Pre-Award Services and request UVM approval for a no-cost extension and once granted, OSP notifies the agency. However, UVM does not have the authority to

address a change in effort internally. This must be addressed with a letter from the PI explaining the change and co-signed by OSP. Therefore, if a no-cost extension is planned and the level of effort will change for *key personnel named in the award notice*, we encourage Principal Investigators to submit to OSP, a letter addressed to the agency for our signature along with a request for our approval of a no-cost extension.

For those awards requiring permission from the sponsor for the no-cost extension, please address any change of effort in the letter to the sponsor. These letters must also be co-signed by our office.

Please feel free to contact your research administrator in Pre-Award Services if you have any questions or concerns about these requirements.

## **Agency updates**

### CURRENT STATUS OF FY 2008

#### APPROPRIATIONS

Most federal agencies are operating under a continuing resolution extending funding at 2007 funding levels through December 21. Congress is hoping to finish up an omnibus appropriations bill by the end of this week. For details of R&D funding in the bill and timely updates see:

<http://www.aaas.org/spp/rd/approp08.htm>

#### NATIONAL SCIENCE FOUNDATION

MyNSF alert service for NSF announcements and information has been replaced with a new service called National Science Foundation Update. Former MyNSF subscriptions were automatically transferred to the new one. There are a few additional categories such as Images and Videos, Events and Upcoming Due Dates. For more information see:

<http://www.nsf.gov/mynsf/>

NSF is implementing the concept of Transformative Research into its programs and review process. Effective October 1, 2007, the

Grant Proposal Guide, as well as new funding opportunities issued after that date, will incorporate a revised new Intellectual Merit criterion which will include evaluation of proposals for potentially transformative concepts. All proposals received after January 5, 2008, will be reviewed against the newly revised criterion. For more information see: <http://www.nsf.gov/pubs/2007/in130/in130.jsp>

### **GRANTSMANSHIP TIP**

Did you know that OSP's databases of funding information include opportunities for students? The COS database is especially recommended for graduate students and includes over 5,000 opportunities when searching on the applicant type "graduate student." COS is accessible from the OSP website. Contact Hilda Alajajian at 656-3360 for help in using this tool.

## **News from OSP's Research Protections Office (RPO)**

### INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) NEW VISITOR POLICY

In order to accommodate visiting scientists or short-term collaborators on animal research projects, the IACUC has developed a [policy](#) which allows a waiver for animal care training and occupational health. A one-page form must be completed and signed by the visitor, the IACUC protocol's principal investigator and the IACUC chair or University Vet.

Personnel with an on-going role in a project utilizing animals are not eligible for this waiver. For more information, call the IACUC office at 6-5040 or Animal Care Management at 6-0459.

### USE OF ANIMAL TISSUES (PRODUCTS) POLICY CHANGE

The University is committed to reducing the number of animals used in research. Tissue sharing is strongly encouraged as this allows

UVM Sponsored Programs News

investigators to collect fresh tissue without euthanizing additional animals.

For many years the IACUC has required prior and continuing review of tissue or by-product activities in an effort to afford additional protection of research animals. After a thorough review of similar institutional procedures in this regard, as well as re-reviewing PHS regulations and contacting USDA national headquarters, we have concluded that continued IACUC review of these activities does not add any additional protections.

Effective immediately investigators are no longer required to submit Animal Product (tissue) protocols to the IACUC for review. Investigators who currently have approved Animal Product protocols will receive a letter from the Committee informing them that continuing review of the activity is no longer required.

Please refer to the Research Manual for details of this [revised policy](#) and additional guidance for researchers who intend to share tissues with other institutions.

### **InfoEd corner**

Less than a year ago, last February, UVM submitted its first grant proposal using the InfoEd System to System Proposal Development software (PD). Four months later, starting with the June/July submission cycle, UVM began using the PD system for all electronic National Institutes of Health (NIH) proposals. UVM is now routinely using the PD system for creation and submission of its electronic NIH grant proposals.

In the coming months we will expand the use of InfoEd PD for all proposals to all sponsors. The next phase, which is currently underway, involves configuration and testing of the PD system for proposals to all sponsors. After testing, we will conduct a month long pilot test in a small group of departments. Finally we

will begin deployment across all UVM colleges and schools with an anticipated completion date of June, 2008.

With the anticipated deployment of InfoEd PD for all of UVM's proposals, faculty as well as academic and research administrators can look forward to the following key features:

**Electronic Proposal Record:** Principal Investigators will continue to create their proposals on paper or in electronic systems in accordance with the usual sponsor guidelines and formats. But the completed proposal document will be uploaded into InfoEd PD system, establishing an electronic record which will be easily accessible to the PI, the Department Business Manager, the Department Chair and the Dean.

**Budget Tool:** Proposal budgets will be developed in the InfoEd PD Budget Tool, a very robust and intuitive system that calculates salary, fringe benefits and efforts using employee salary and appointment data within the system.

**Electronic Routing:** PD will be used to electronically route proposals to Department Chairs and Deans for approvals. With this step, we can "retire" the Routing Form. All that data will be input directly into the electronic proposal record.

**Ongoing Data Capture:** The proposal record will be updated with new information as it is received. The award document, letters from the sponsor, subcontract agreements and much more will be uploaded to the electronic record, eliminating the need to copy and send documents to the multiple interested parties.

**GCAS Access:** We will be able to easily share the electronic proposal record data with the Grant and Contract Administrative Services staff, facilitating the flow of data needed in the accounting system.

## FEATURED TOPIC

by Michael Meunier, Assistant Controller

### Effort Management Reporting Policy on Sponsored

The University recently implemented a policy to help faculty and staff comply with the federal guidance on committing effort and charging salaries and wages to sponsored awards.

Over the last several years, an increasing number of highly-regarded research universities have had to negotiate multi-million dollar settlements with the federal government to resolve effort-related audit disallowances against them.

Principal Investigators and faculty in general will find this policy a good source to help them make their effort-related commitment and charging decisions. The policy's elaboration section expands on a wide range of complex effort-related scenarios including the ones cited in the federal government's audit reports. A list of key definitions such as what constitutes a full workload and institutional base salary is included.

Click here to review the effort management and reporting policy:

<http://www.uvm.edu/~uvmppg/ppg/grants/effortreporting.pdf>

To schedule any departmental discussion sessions on this policy, please contact Michael Meunier ([Michael.Meunier@uvm.edu](mailto:Michael.Meunier@uvm.edu)).

## EVENTS and OSP CALENDAR

<b>Next IBC (Institutional Biosafety Committee) submission deadline</b> (completed Risk Assessment due prior to submitting to IBC) (view full mtg. schedule) <a href="http://www.uvm.edu/~ibc/uvminfo/meetdate_IBC_07-08.doc">http://www.uvm.edu/~ibc/uvminfo/meetdate_IBC_07-08.doc</a>	<b>**January 2, 2008</b> (until noon)
<b>Next CHRBS (Comm. on Human Research in the Behavioral Sciences) submission deadline</b> (view full mtg. schedule) <a href="http://www.uvm.edu/irb/reference/sect16-meet-dateBS.pdf">http://www.uvm.edu/irb/reference/sect16-meet-dateBS.pdf</a>	<b>** January 2, 2008</b> (until noon)
<b>Next CHRMS (Committee on Human Research in the Medical Sciences) submission deadline</b> (view full mtg. schedule) <a href="http://www.uvm.edu/irb/reference/sect16-meet-dateMS.pdf">http://www.uvm.edu/irb/reference/sect16-meet-dateMS.pdf</a>	<b>January 2, 2007</b>
<b>Next Departmental Administrators' Meeting</b>	<b>January 8, 2008</b>
<b>Next IACUC (Institutional Animal Care and Use Committee) submission deadline</b> (view full mtg. schedule) <a href="http://www.uvm.edu/iacuc/iacucforms/MEETDATE.707.doc">http://www.uvm.edu/iacuc/iacucforms/MEETDATE.707.doc</a>	<b>January 14, 2008</b>
<b>Next National Institutes of Health (NIH) Regional Seminar (San Antonio TX)</b> (view upcoming seminars and details) <a href="http://grants.nih.gov/grants/seminars.htm">http://grants.nih.gov/grants/seminars.htm</a>	<b>March 25-27, 200</b>
<b>Next National Science Foundation (NSF) Regional Grants Conference</b> (view upcoming conferences and details) <a href="http://www.nsf.gov/bfa/dias/policy/outreach.jsp">http://www.nsf.gov/bfa/dias/policy/outreach.jsp</a>	<b>April 7-8, 2008</b>

\*\* (original 12/26/07 deadline extended to noon on 1/2/08 because of holiday closing)