

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**

**This issue is dedicated to the memory  
 of Sarah Anne Cooley**

Sarah Cooley, friend and colleague to many here at UVM, passed away peacefully in her sleep on November 22, 2008. Sarah was a Senior Research Administrator in our office for the past 10 years and was dedicated to its mission of providing excellent administrative support; indeed she was integral to crafting that OSP mission statement. Sarah took the lead in navigating the new technology for electronic submissions and then patiently trained all the rest of us. We teasingly called her the Queen of ERA (Electronic Research Administration.) Sarah was well known for her competent skill and will be remembered for her friendly smile, quick humor and going the extra mile to help. She will be greatly missed by all who knew her and especially by her friends here at OSP. We are grateful to the University Community for the many kind cards and communications we have received.

Our office will be making a memorial gift in Sarah's name to the Joslin Diabetes Research Center. This gift seems particularly fitting given the value that Sarah placed on university research and the opportunity this gift brings to help others with the challenges Sarah handled with such grace. Anyone who would like to contribute to this memorial gift can do so by sending a donation to our office in the form of a check made payable to **Joslin Diabetes Center** by January 16, 2009. Please direct contributions to the attention of Brenda Maglaris.

**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  
 holidays**

The Sponsored Programs offices at Waterman, and Rowell as well as the RPO office in Colchester will be closed on the following days coinciding with the University's official holiday schedule: December 24 through January 4, 2009. If there is an immediate need, each office has a phone number (see above) which will be monitored for emergencies. Otherwise, staff will be available again starting on Monday, January 5, 2009.

**The VP for Research & Graduate  
 Studies announces Research  
 Opportunity Award recipients**

The Vice President's recently launched internal grant competition, designed to enhance the University's research and scholarship, has announced the recipients of its first round of

awards. The program funded proposals in five areas: (1) career enhancement in traditionally underfunded disciplines, (2) innovative pilot research, (3) emerging interdisciplinary research, (4) the development of major multi-investigator proposals, and (5) the purchase of critical research equipment.

The competition received forty-seven applications reflecting many outstanding and creative endeavors. A complete list of recipients may be viewed on OSP's website under [News and Events](#).

The Vice President would like to acknowledge the hard work and dedication of the Research Advisory Board (RAB) for its thoughtful review of the Research Opportunity Award proposals and on-going advice throughout the year. To see a roster of current RAB members, see the OSP website under [Quick Links](#).



### **Proposal submission deadlines**

OSP Research Administrators need your help in respecting the OSP deadline schedule for all proposals including but not limited to Grants.gov proposals. Grants.gov continues to deal with system overload problems causing major delays with the submission process. Investigators will do well to follow OSP's carefully designed deadline guidelines which allow for timely workflow as well as unexpected disruption of the electronic submission process with a minimum amount of headache and delay for the UVM community. The OSP Deadline schedule may be found at <http://www.uvm.edu/~infoed/InternalSubmissionDeadlines.pdf>

### **Attention NSF FastLane users**

Microsoft Office 2007 file types are currently not supported by FastLane. For the Microsoft

Word 2007.docx, there are two ways to successfully upload these files:

1. Use the File, Save As option to save the file as a Word 97-2003 .doc file type. Use this approach only for basic documents, without equations, graphics, etc, which may be lost in the conversion. Continue with your file transfer in FastLane using the .doc file.
2. Users with the full version of Adobe Acrobat 8.0 Professional can convert files directly from Microsoft Office 2007.docx to PDF. Continue with your file transfer in FastLane using the PDF file.

Check out the **FastLane Help System Technical Information for "[Acceptable Formats](#)"** or contact FastLane Helpdesk with questions at 703-292-8142 or 1-800-673-6188.

### **Policy & procedure**

The University's new **Code of Business Conduct** embodies the University's strategic goal of institutional efficacy, which includes the expectation of "... model(ing) the highest standard of ethical conduct....". It provides guidance in the resource stewardship responsibilities we all share and provides principles to follow in our daily business activities. While it is neither feasible nor practical to have individual policies to address all potential situations encountered while carrying out University business, this Code outlines general conduct expectations and restrictions. The Code is meant to complement, not supersede, existing policies that address more specific situations and compliance requirements. The Code also includes a reporting procedure for suspected violations. It should be noted that those individuals that have supervisory or managerial responsibilities are required to report Code violations to the appropriate University official. The Code can be viewed on UVM's policy website: [http://www.uvm.edu/~uvmppg/ppg/general\\_html/businessconduct.pdf](http://www.uvm.edu/~uvmppg/ppg/general_html/businessconduct.pdf)

## Changes in administrative processes and resources coming in 2009.

OSP is about to launch an **on-line conflict of interest disclosure form**. Along with the form will come email reminders for annual disclosures and updates for all investigators associated with sponsored projects. We believe that the easy-to-complete form and automatic reminders will help researchers with this compliance requirement and ease the burden associated with tracking disclosures. We would like to thank the investigators who helped test the form. While we've done our very best in anticipating problems that may arise, we request your understanding as we launch this software campus-wide in the coming months.

Look for a **redesigned Responsible Conduct of Research website** early in 2009. The redesigned site will offer many more training resources for faculty and students. Included will be a link to CITI (the Collaborative Institutional Training Initiative) materials. CITI offers discipline specific (Biomedical, Social & Behavioral Research, Physical Sciences, Humanities) on-line courses in research ethics topics. Courses include case-studies and quizzes.

These changes are in part a response to NSF's anticipated actions designed to meet the requirements for the training of undergraduates, graduates and post-doctoral fellows in the responsible conduct of research imposed by the America COMPETES Act.

The statute makes the requirement an institutional responsibility and NSF is likely to add a new certification requirement at proposal submission that stipulates that the institution has a plan in place to provide appropriate training and oversight. For more information about the Act see [NSF's Policy Office Spring Newsletter](#).

### GRANTSMANSHIP TIP

Miner and Associates, Inc , a well know grants consulting firm, publishes a free electronic newsletter, *Grantseeker Tips*, that attempts to inform and motivate on current topics in the world of grants. To subscribe, go to <http://www.minerandassociates.com/index.htm> and click on Newsletter.

### Agency updates

**NIH** has announced that beginning with the applications due on January 25, 2009, all original and competing renewal applications will be permitted only a single amendment. Failure to receive funding after two submissions will mean that the applicant should substantially re-design the project to qualify it as new. This policy applies to all applications.

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-003.html>

Under a new **NIH** policy, New Investigators within ten years of completing their terminal research degree or within ten years of completing their medical residency will be designated Early Stage Investigators (ESIs). To implement this modified policy, all New Investigators must update their eRA Commons profiles to ensure that they are given appropriate consideration for February, 2009, due dates and beyond. The degree date information requested in the profile will be used to determine ESI eligibility. Once degree and residency completion dates are entered into eRA Commons, individuals who are eligible for ESI or New Investigator status will be notified of their eligibility by email. Investigators who already have an account should update degree information at <http://commons.era.nih.gov/commons>. The eRA Commons will be ready to accept the completion date of medical residency after January 17, 2009.

On October 1, 2009 NSF published its new Proposal and Award Policies and Procedures Guide, effective January 2009. Major revisions of the Guide include new Project Description guidelines for describing required postdoctoral mentoring activities and a revised salary reimbursement policy that restricts salary compensation for senior project personnel to two months of their regular salary in any one year. The former Small Grants for Exploratory Research (SGER) program has been replaced by two new funding mechanisms. Grants for Rapid Response Research (RAPID) supports quick-response research on natural or anthropogenic disasters and similar unanticipated events. The Early-concept Grants for Exploratory Research (EAGER) supports high-risk, exploratory and potentially transformative research. For all of these revisions and others, see the new Guide's section on Summary of Significant Changes. [http://www.nsf.gov/pubs/policydocs/pappguide/nsf09\\_1/gpg\\_index.jsp](http://www.nsf.gov/pubs/policydocs/pappguide/nsf09_1/gpg_index.jsp)

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

In an effort to reduce the amount of work required to match protocols to grant applications, the procedure for RPO committee review of resubmissions/revised grant applications has been streamlined. The new process will **no longer require** investigators to submit a new protocol for grant resubmissions that are substantively similar to a previously approved protocol. Instead a protocol amendment will be used to provide information about the resubmitted grant and any associated minor changes to the grant and protocol. The amendment forms have been modified to accommodate the new process.

**New grant applications and/or competing continuations (competing renewals) will continue to require a new protocol for review.** For more detailed information see: [http://www.uvm.edu/~irb/?Page=irb\\_news.html](http://www.uvm.edu/~irb/?Page=irb_news.html)

## EVENTS and OSP CALENDAR

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| <p><b>Next IBC (Institutional Biosafety Committee) submission deadline</b><br/>         (completed Risk Assessment due prior to submitting to IBC)<br/>         (view full mtg. schedule) <a href="http://www.uvm.edu/~ibc/uvminfo/deadlineandmeetingdates.pdf">http://www.uvm.edu/~ibc/uvminfo/deadlineandmeetingdates.pdf</a></p> | <p><b>** January 5, 2009</b></p>                  |
| <p><b>Next CHRBS (Comm. on Human Research in the Behavioral Sciences) submission deadline</b><br/>         (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></p>  | <p><b>** January 5, 2009</b><br/>(until noon)</p> |
| <p><b>Next CHRMS (Committee on Human Research in the Medical Sciences) submission deadline</b><br/>         (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></p>   | <p><b>January 7, 2009</b></p>                     |
| <p><b>Next Departmental Administrators' Meeting</b></p>   | <p><b>January 14, 2009</b></p>                    |
| <p><b>Next IACUC (Institutional Animal Care and Use Committee) submission deadline</b><br/>         (view full mtg. schedule) <a href="http://www.uvm.edu/~iacuc/uvminfo/deadlineandmeetingdates.pdf">http://www.uvm.edu/~iacuc/uvminfo/deadlineandmeetingdates.pdf</a></p>   | <p><b>January 12, 2009</b></p>                    |
| <p><b>Next National Institutes of Health (NIH) Regional Seminar (San Antonio TX)</b><br/>         (view upcoming seminars and details) <a href="http://grants.nih.gov/grants/seminars.htm">http://grants.nih.gov/grants/seminars.htm</a></p>  | <p><b>April 16-17, 2009</b></p>                   |
| <p><b>Next National Science Foundation (NSF) Regional Grants Conference</b><br/>         (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></p>  | <p><b>March 30-31, 2009</b></p>                   |

\*\* (original deadline extended because of holiday closing)