# OSR c·o·n·n·e·c·t

## What's New in Research Administration

**W I N T E R   2 0 1 4**

### Of Special Interest:

- NSF Proposals Made EZer! Whoo hoo!

- Have an NIH award? See how changes to NIH's payment method affect you.

- Meet Your Peeps in the OSR Spotlight!

- **Game Time! Reverse your game to WIN the game! $5 Coupa Café gift cards to the 5 people who win our word game …** Email your winning answers to aileent@stanford.edu.

### IN THIS ISSUE

### A New Year, a New NSF Guide:
**Tips for Flawless Proposal Prep and Submission**

*By Catalina Verdu-Cano*

Every year, the National Science Foundation (NSF) puts out a new and improved GPG guide with clear, concise instructions for making smooth proposal submissions through Fastlane. Here are some of the **highlights** for this year's guide (NSF 14-1), which takes effect on **February 24, 2014:**

- **"Smart" templates** built into Fastlane help determine the applicable proposal preparation policies and procedures to be followed. These changes also result in enhanced validation prior to submission. The available choices are divided into **2** categories (select one option from each category):

  —*Collaborative* (from one or multiple organizations) versus *not collaborative* proposal.

  —The proposal being developed based on *type* or *program* (RAPID/EAGER/Research-Other/ Equipment/Conference/International Travel/ Fellowship or Facility/Center).

- **Results from Prior NSF Support:**

  —PIs or co-PIs with more than one NSF award need to report on the *one* award most closely related to the proposal.

  —The summary of results of the completed work has to be described under two distinct headings: *Intellectual Merit* and *Broader Impact*.

- **Biographical Sketch:**

  —*Products heading:* If only publications are included, the heading "Publications" may be used instead of "Products."

  —If the *10-publication rule* (5 most closely related, 5 other) is exceeded, the proposal may be returned without review.

- **Proposals for Conferences, Symposia, and Workshops:** Proposals need to include childcare and/or family care plans available to attendees.

For more information, **CLICK HERE** or attend OSR's presentation at the ABC meeting on January 24.

### NIH Transition to Subaccounts:
**What it Means to You**

*By Tim Reuter*

On October 1, 2013, the National Institutes of Health (NIH) began transitioning payments for new awards (including competitive renewals) from Payment Management System (PMS) pooled accounts to PMS **subaccounts**. Non-competing continuation (NCC) awards will transition to subaccounts starting on October 1, 2014 (federal fiscal year 2015).

This change is in response to a U.S. Dept. of Health and Human Services (DHHS) directive to agencies intended to enhance financial data integrity and award closeouts – the goal being to more quickly complete the closeout process within the PMS system. The subaccounting system will enable both grantees and NIH to better understand how much money is available for distinct research projects. NIH will also reduce the time to amend federal financial reports from the current 15 months to 6 months.

**Impact on Stanford Awards**

**For new awards** (including competitive renewals) issued on or after October 1, 2013, Stanford PTAs will be configured to access the PMS subaccount.
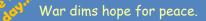
**For NCC awards** issued on or after October 1, 2014, the original competitive segment the NCC is a part of will be split into 2 shorter competitive segments.

In preparation for this change, OSR is working closely with campus constituents to ensure the smoothest transition possible. For more information, **CLICK HERE**.

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**Oct. through Dec. 2013:**
✓ New accounts opened = 1,762
✓ Proposals submitted = 499
✓ Awards processed = 674
✓ Number of closeouts = 412

*OSR Stats*

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### OSR Bulletin Board

*Congratulations Kathy Evans, new Research Accountant!*

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*Hot off the Press … News You Can Use!*
**Headlines from Around the Globe:**

*A smile for your day…*

War dims hope for peace.

☺ Red tape holds up new bridges.

Panda mating fails; veterinarian takes over.

County to pay $250,000 to advertise lack of funds.

Man accused of killing lawyer receives new attorney.
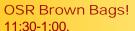
Something went wrong in jet crash, expert says.

Man struck by lightening faces battery charges.

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## COMING ATTRACTIONS
## Upcoming OSR Events

We ♥ Brown Bags!

Nuts & Bolts of Research Administration

### OSR Brown Bags!
11:30-1:00,
- February 11
- March 11
- April 8

[Schedule/Locations]

### OSR Seminar Series!
9:30-10:30
- February 27
- March 13
- March 26

[Schedule/Locations]

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**OSR SPOTLIGHT**

### Meet LAURA REGISTER, Subrecipient Monitoring Officer

Laura Register isn't just disciplined, she's MULTI-disciplined! Really! She not only has her hands full as OSR's subrecipient monitoring officer, she's a competitive *dressage* rider (think ballet for horses) who rides her horse Sissy 5 to 6 times a week, as well as an accomplished painter specializing in equine art (of course). Oh, and with all her spare time, she bakes pies (with no objections from her new husband!). As you can see, Laura has that rare gift of perfect left brain-right brain symmetry! Born and raised in Scottsdale, Arizona, Laura was an auditor with the Arizona Dept. of Economic Security before coming to Stanford. Now she works on the other side of the table *preparing* for audits. And believe us, no detail is too microscopic to get her attention. Stop by Laura's office when you're at Porter and admire her beautiful artwork!

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**Game Time!**

## Backword Motion

**What, a typo??? Surely not! Just a hint about your mission, should you decide to accept it…**
Based on the clue in parentheses, find a 4-letter word that can be inserted *backwards* to make a longer word.
**Example:** Di_ _ _ _ve (a defeat)
**Answer:** Dissolve ("A defeat" gives you LOSS, which, when placed backwards in the blank spaces, makes diSSOLve.)

1. Dis_ _ _ _s (horse movement)
2. Mi_ _ _ _ce (high mountains)
3. L_ _ _ _ion (a Mexican food)
4. S_ _ _ _ing (food skin)
5. R_ _ _ _ ar (Winter Olympic sport)

**Email your answers to aileent@stanford.edu. The first 5 winners get a $5 Coupa Café gift card!**

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## What's Up with SeRA?

**SeRA's Corner**

The SeRA team has been cranking out releases that include both updates AND enhancements!

**Recently Released Enhancements:**
- A "**My Projects**" tab was added to the dashboard. For PIs, MyProjects provides a quick list of their projects by status. Admins have the same categorical sections but can select a view for one or all PIs in their organizations.
- Many changes were made to "**Terms and Conditions**" to clarify the terms and improve usability.
- **Subcontracts** now allows "Back-In" awards, e.g., the ability to work on the proposal and award simultaneously in the same way as clinical trials.
- The **CT Log** was enhanced to add selected issues and comments to the Proposal Transaction Log.

**Planned Enhancements for Next Few Releases:**
- Enabling OSF approvals to be routed at any time during PDRF preparation.
- Enabling the addition or deletion of OSFs after the PDRF has been approved.
- Making IDC sponsor-level exceptions viewable in SeRA.
- Converting CT Log data into SeRA.

**What's up after this? Why, MORE, of course!**

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**MEET YOUR PEEPS!**

### Meet DORA BROWN, Sr. Financial Management Analyst

If you've given nary a thought to the billing and closeout process on your grant, you can thank Dora Brown and her team. Dora heads up OSR's Oracle Super Users group and works behind the scenes to make sure these processes are *FLAWLESS*. Dora came to Stanford in 2003 as a consultant on the Oracle implementation. Making stops in the Stanford Center for Professional Development and Stanford Hospital Administrative Systems department along the way, she settled in OSR in 2007. Outside of Stanford, Dora's 4 kids keep her busy. Everyone in her family plays at least one musical instrument – a New Millennium Partridge Family! (Dora plays both the saxophone and clarinet!) Dora also does – and brace yourself – tax returns *for fun!* And as an enrolled IRS agent, she's very popular with, well, everyone, at a certain time every year. After this newsletter goes to press, we're going to take her into protective custody so she's not trampled! Stop by OSR and say hi to your new best friend!

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### The Last Word
**A note from Russell Brewer Assoc. Vice President, OSR**

I love January. A new year, lots of fresh ideas and, for me, the time I think about new goals. As I have written before, I believe in dreaming big, and these past few months we have developed quite a list of things we want to accomplish.

Two areas really jump out. First, with Phase 1 of SeRA complete, we can focus on how to leverage what we have just built, enhancing the system's capabilities and adding in features the campus desires.

We realized our current list of ideas was limited to just research administration … but why not think about SeRA as a place for the campus to store documents, for Property to use to manage assets, etc.? When you think about it, we can use SeRA for anything that enhances efficiency.

Second, I'm excited about improving the account set up process. Last Fall, I polled the research community to determine whether you would like OSR to do the entire set up, from notice of award to PTA configuration in Oracle.

I was amazed at how quickly the campus said "YES … and can you start NOW!" This ties in to one of our biggest enhancements for SeRA in the coming year – a true budget builder that will allow budgets to be created and managed in SeRA and then pushed through the entire system. This also helps us more accurately collect reporting data – another area you have emphasized is badly needed.

Call me a nerd, but I get excited about this and can't wait to get started! Stay tuned!