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New Application Guides for NIH and NSF

National Institutes of Health (NIH)

This is a reminder that NIH will have application changes that take effect for submissions due on or after January 25, 2016. Also, there are new application forms and policy changes coming in 2016 ([NOT-OD-16-004](#)).

Please remember the following:

- Use the correct application guide for the due date - NIH currently has two sets of application guides posted
 - 1) Application guide for

due dates on or before January 24, 2016

2) Application guides for due dates on and between January 25 and May 24, 2016 that include guidance in support of announced changes in rigor and transparency, vertebrate animals, definition of child and research training ([NOT-OD-16-029](#))

- NIH will post new FORMS-D application guides by March

25, 2016 for use with applications on or after May 25, 2016

National Science Foundation (NSF)

The new NSF Proposal and Award Policies and Procedures Guide ([PAPPG](#)) will be effective January 25, 2016. The significant changes and clarifications to the PAPPG can be found on the NSF website—<http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/sigchanges.jsp>.

Rutgers University Endorsement Process

Meeting the proposal deadlines has become more important than ever. It is best to let the Office of Sponsored Research know at least 30 days in advance that you plan to submit a proposal in order to better assist you.

Currently the “funding proposal” in RAPSS serves as the endorsement form for all new Grants.gov grant submissions. Also, the funding proposal in RAPSS will now serve as the endorsement form for submissions to the National Science Foundation (NSF). All other proposal submissions should use the new two page endorsement form (<http://orsp.rutgers.edu/endorsement-form>). The endorsement form is required for all proposals, awards (new and non-competing), contracts/agreements, and clinical trials.

Please remember that a completed and signed endorse-

ment form is needed by the Office of Sponsored Research 5 days prior to the submission deadline. In addition to the Endorsement Form, the following documents are required for the submission of a proposal at the 5 and 2 business day deadlines:

Documents Requested at Five (5) Business Day Deadline (12 pm noon)

- * Completed Endorsement Form with PI signature and working project title
- * Sponsor's guidelines
- * Final proposal excluding final science
- * Final budget with budget justification
- * Subaward documents (if applicable):

- Budget
- Budget Justification
- Statement of Work
- Letter of Commitment

Documents Requested at Two (2) Business Day Deadline (12 pm noon)

* Final Science, which may include:

- Project Summary/Abstract
- Project Narrative
- Bibliography & References Cited
- Facilities & Other Resources
- Specific Aims
- Research Strategy

* Final Science, which may include:

- Project Summary/Abstract
- Project Narrative
- Bibliography & References Cited
- Facilities & Other Resources
- Specific Aims
- Research Strategy
- Resource Sharing Plan(s)

* Completed COI Disclosure Form



OFFICE OF
SPONSORED
RESEARCH

Conflict of Interest (COI) Disclosure

Please be advised that there are federal regulations about monitoring and mitigating potential financial conflicts of interest in research also known as promoting research objectivity.

The Rutgers University Office of Research Regulatory Affairs (ORRA) oversees the Conflict of Interest (COI) Unit. As per the COI unit, "the Rutgers University Investigator Conflict of Interest [Policy 90.2.5](#) requires that PIs and all personnel working on research projects, regardless of source of funding or lack thereof, disclose financial information that may reasonably be perceived to influence their work.

"Therefore, all University faculty, non-faculty employees, students (graduate and undergraduate, part-time or full-time) and other individuals who, in the course of their association with the University:

1. apply for or receive funds for any research or research training purpose, by grant or sub-grant, or by contract or subcontract, or by cooperative

agreement, or are engaged in research (i.e.: are responsible for the design, conduct, or reporting of research; or 2. conduct un-sponsored unfunded research.

"This is when you should submit a disclosure on the electronic Conflict of Interest (eCOI) system:

- At Proposal Submission: A Financial Conflict of Interest Disclosure must be submitted and be active (research certification made within the past 12 months) at the time a proposal is submitted for sponsor funding.
- At Award Set-up: For a new award, a Research Certification must be created in the eCOI system once the award is received. If a disclosure has never been submitted before, the Investigator must submit a disclosure now. The award will not be processed for set-up until all study team members have certified in the eCOI system.
- Annually: Disclosures must be

updated at least annually. Investigators will only be notified to update their disclosure annually if no action has been taken within the last 12 months.

- Within 30 days of a new Significant Financial Interest (SFI): A revised COI disclosure must be made within thirty days of discovering or acquiring a new significant financial interest (e.g., through purchase, marriage, or inheritance)."

The eCOI system is available at <https://ecoi.rutgers.edu/>. Logging in to the site is done using a Rutgers Net ID and password. There is training material available on the website and the eCOI support contact information should you need assistance. The Office of Sponsored Research can also provide assistance if it is needed.

Please go to <https://orra.rutgers.edu/coi> for more details regarding the The Rutgers University Investigator Conflict of Interest Policy.

RAPSS Training Session



OFFICE OF SPONSORED RESEARCH

There will be **RAPSS PI & Proposal Team Training** sessions for the Camden campus on Friday, January 29, 2016 and Thursday, March 17, 2016.

All faculty and staff who have been or will be submitting grants are strongly encouraged to attend the **RAPSS PI & Proposal Team Training** session. The session will also include information about the approval process. Approvers may attend the session to learn more about the overall process.

We hope that you will be able to sign up for one of the sessions listed below.

RAPSS Training Session

Date: Friday, January 29, 2016

Location: Rutgers-Camden—Armitage Hall, Room 101

Time: 9:00 am—11:00 am – PI & Proposal Team Training

RAPSS Training Session

Date: Thursday, March 17, 2016

Location: Rutgers-Camden—Armitage Hall, Room 101

Time: 9:00 am—11:00 am – PI & Proposal Team Training

Please register for the training here – <http://marcy-cfinstext.rbhs.rutgers.edu/rutrprod/eproc/GenRegister.cfm>

Contact Camie Morrison (cammor@camden.rutgers.edu or 856-225-2949), Director of Sponsored Research, if you have any questions or concerns regarding the RAPSS training sessions.

Thank you for your time and attention to these important training sessions.



RAPSS Approver Training Video

In lieu of the Approver Training previously offered, please reference the **"Review Funding Proposal"** training video located here for guidance: <https://ored.rutgers.edu/rapss/video-guides>. It would be greatly appreciated if all faculty and staff who have been designated as approvers for their Departments, Centers or Schools watch the approver training video.



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