CLEAR Webinar
February 9, 2021
Hosted by Sponsored Research
Today’s Agenda

• Sponsored Research Rebranding and Team Updates
• Announcements
  – Staffing
  – InfoEd & Training Updates
  – NIH Due Date Reminders
• Research.gov
Sponsored Research
Rebranding & Team Updates
Sponsored Research Rebranding

• Northwestern | RESEARCH branding rolled out in 2018
• “Office of” has been lingering on Sponsored Research
• Updating for consistency with RESEARCH branding guidance and to coincide with updates to our internal unit names
• Sponsored Research
  • AKA Northwestern Sponsored Research the Sponsored Research office (little o)
  • Acronym: SR
Existing Unit Names

• Confusion about what each team does
New Unit Names

• New unit names to clarify functions of each team
Announcements
Sponsored Research Staffing

• Award Management
  – On Feb. 15th welcome two new Grants Assistants: Deanna Fuller and Vanessa Santamaria

• Contracts & Negotiations
  – Senior Associate Director (re-posting soon)
  – Assistant Director (active recruitment)
  – Contracts & Negotiations Manager (posting soon)

• Proposals & Award Acceptance
  – Assistant Director (active recruitment)

• Subcontract Management
  – Assistant Grants Officer (active recruitment)
InfoEd Updates: Coming Soon

- Updated Non-funded Negotiation Forms (CDA, DUA, MTA): Monday, February 22
- Subcontracts module
  - User acceptance testing in progress
  - Expected launch March 2021
  - Training presentation: TBD Date/Time
- Single IRB Questions
  - Update on proposal routing form questions
  - Data collection will facilitate workflow between Sponsored Research and IRB for the pre-consultation process
Training Updates

• CITI: Essentials of Research Administration
  – Freely available to Northwestern community via the Northwestern Institutional Login
  – Associate Northwestern SSO account (NetID) with an existing or new CITI Program account
  – Five (5) required modules: Elements of research administration, research development, pre-award, award negotiation & acceptance, and post-award
  – Four (4) supplemental modules on Clinical Trial Agreements (CTA)

• “No Tears NRSA” training materials updates
  – Individual NRSA (F Series) Fellowship resources
  – Expected early March in advance of April 8th deadline
## Upcoming Cycle I NIH Due Dates

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Description</th>
</tr>
</thead>
</table>
| March 5 (Friday) | • R01 Research Grants  
                  • U01 Research Grants - Cooperative Agreements  
                  *renewal, resubmission, revision* |
| March 12 (Friday) | • K Series Research Career Development  
                       *renewal, resubmission, revision* |
| March 16        | • Other Research Grants and Cooperative Agreements  
                       (R03, R21, R33, R21/R33, R34, R36, U34, UH2, UH3,  
                       UH2/UH3) *renewal, resubmission, revision* |
| April 8         | • F Series Fellowships *Individual NRSAs*  
                       (including F31 Diversity) *new, renewal, resubmission* |
| April 12 (Monday) | • R13, U13 Conference Grants & Cooperative Agreements  
                           *All - new, renewal, resubmission, revision* |
Katie Curth
Manager, Research Administration, WCAS

Cathy Neuses
Associate Grants Officer, Sponsored Research
Why Research.gov?

- NSF Important Notice No. 147 9/22/2020
- Fastlane: Aging, expensive system to maintain
- NSF partnered with research community
- Research.gov rollout
- Staggered migration research functions
- Funding Opportunities
- Final Target Completion: Sometime 2022
• Proposal Setup Wizard
• Searches, access to administrative staff
• Enhanced Compliance checks
• PDF uploads: Faster upload time, and documents are not altered
• Avoidance of Return without Review due to some format issues

• Links to PAPPG, videos
• Better management of personnel & subawardees
• Improved performance
• Less system downtime
• Proposal file update
Proposal Preparation

What would you like to work on?

Prepare New Proposal

By answering a few questions, NSF will customize the process and compliance rules.

Prepare Proposal

In Progress Proposals

Continue working on a previously prepared proposal, that has not yet been submitted to NSF.

Work on an in Progress Proposal

Submitted Proposals

View, download, or perform a Proposal File Update/Budget Revision on proposals that have previously been submitted to NSF.

View/Update Submitted Proposals

Validation same as real proposal
Old demo data deleted after 6 months
Not transferable to research.gov
NSF User Sign In

Use your Primary Email Address, NSF ID, or your organization credentials to sign in to Research.gov

Primary Email Address or NSF ID

Password

Organization Credentials

Select your organization from the drop-down menu below, to be taken to the InCommon Log In page for your organization.

Pick Your Organization

Northwestern University

Sign In

New to NSF?

Register

Don't see your organization listed?

Learn more / Register for InCommon

Sign In for NSF Staff

SYSTEM USE NOTIFICATION

This is a National Science Foundation (NSF) Federal Government computer system. Any system activity may be monitored and any information stored within the system may be retrieved and used for law enforcement, management, or other purposes. By using this computer system, you are consenting to such monitoring and information retrieval and use.

Unauthorized use of the system, including disclosure of information covered by the Privacy Act or other sensitive information, or attempts to defeat or circumvent security features, is prohibited and could result in disciplinary action up to and including removal, civil and/or criminal penalties. Users should be aware that they have no expectation of privacy when using the NSF-provided computer system (including any removable media used in conjunction with the system), accessing the Internet, or using electronic mail systems.

All information maintained within or retrievable through the NSF computer system, including electronic mail files, may be reviewed and retrieved by the Department of Homeland Security, NSF officials who have a legitimate reason to do so when authorized by the Director or Deputy Director, or by the Inspector General.

By signing in, you are accepting the rules above.
Proposal Preparation

Only users with a Principal Investigator (PI) role can prepare new proposals. If the PI role is needed, it can be requested from the Add a New Role page.

What would you like to work on?

- **Prepare New Proposal**
  By answering a few questions, NSF will customize the process and compliance rules.
  - Prepare Proposal
  - What information will need to be provided?
  - Video: How to Initiate a Proposal

- **In Progress Proposals**
  Continue working on a previously prepared proposal, that has not yet been submitted to NSF.
  - Work on an In Progress Proposal

- **Submitted Proposals**
  View, download, or perform a Proposal File Update/Budget Revision on proposals that have previously been submitted to NSF.
  - View/Update Submitted Proposals
## PI Profile: Adding Personnel

### Proposal Actions
- Share Proposal with SPO/AOR
- Manage Personnel and Subaward Organizations
- Print Proposal
- Delete Proposal

### Proposal Sections

<table>
<thead>
<tr>
<th>Section</th>
<th>Last Updated</th>
<th>Compliance Status [Key]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cover Sheet</td>
<td></td>
<td>Form not checked</td>
</tr>
<tr>
<td>Project Summary</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>Project Description</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>References Cited</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>Budget(s)</td>
<td></td>
<td>Form not checked</td>
</tr>
<tr>
<td>Budget Justification(s)</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>Facilities, Equipment and Other Resources</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>Senior Personnel Documents</td>
<td></td>
<td>Document(s) unavailable for check</td>
</tr>
<tr>
<td>Data Management Plan</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>Postdoctoral Mentoring Plan</td>
<td>Conditionally required</td>
<td>Document unavailable for check</td>
</tr>
</tbody>
</table>

### Proposal Details
- Proposal Status: Not Shared with SPO/AOR

### Helpful Links

For more information, visit Northwestern Research.

Page 18
## Manage Personnel (Prime Organization)

**For Northwestern University**

### Senior Personnel

<table>
<thead>
<tr>
<th>Personnel Name</th>
<th>Role</th>
<th>Organization</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Principal Investigator</td>
<td>Northwestern University</td>
<td></td>
</tr>
</tbody>
</table>

### Other Authorized User(s) - Data preparation only

<table>
<thead>
<tr>
<th>Personnel Name</th>
<th>Organization</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katie Curth</td>
<td>Northwestern University</td>
<td>Remove from Proposal</td>
</tr>
</tbody>
</table>

---

**In Progress Proposals**

<table>
<thead>
<tr>
<th>Temporary ID Number</th>
<th>Proposal Title</th>
<th>PI Name</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>31073</td>
<td>Collaborative Research: Stars</td>
<td></td>
<td>Accepted Anytime</td>
</tr>
</tbody>
</table>
Katie Curth has been added as an Other Authorized User (OAU) to the following proposal:

**Temporary Proposal ID:** 31073  
**Proposal Title:** Collaborative Research: Stars  
**Date/Time Person Added:** 02/05/2021 12:33 PM EST

This proposal can be accessed from your listing of in progress proposals within Research.gov.

[Sign into Research.gov](#)

Need Help?
You can find helpful Research.gov information by clicking Help in the top right-hand corner of Research.gov. For additional assistance, please contact the NSF Help Desk at [1-800-381-1532](tel:1-800-381-1532) or [Rgov@nsf.gov](mailto:Rgov@nsf.gov).

Please DO NOT REPLY TO THIS MESSAGE, as this email was sent from an address that cannot accept incoming messages.
### Proposal Title:
NSF 17-580 - Division of Materials Research: Topical Materials Research Programs

### Proposal Actions
- Initiate Proposal Submission
- Manage Personnel and Subaward Organizations
- Print Proposal
- Return to PI

### Proposal Details
- Proposal Status: View/Edit Access for SFO/AOR

### Helpful Links
- View submitted proposals
- Proposal and Award Policies and Procedures Guide (PA-PPG)
- Proposal Preparation and Submission FAQs

### Proposal Sections

<table>
<thead>
<tr>
<th>Required</th>
<th>Last Updated</th>
<th>Compliance Status [Key]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Sheet</td>
<td>10/24/2019 10:24 AM EDT</td>
<td>No issue(s) found</td>
</tr>
<tr>
<td>Project Summary</td>
<td>10/22/2019 1:10 PM EDT</td>
<td>No issue(s) found</td>
</tr>
<tr>
<td>Project Description</td>
<td>10/25/2019 10:12 AM EDT</td>
<td>No issue(s) found</td>
</tr>
<tr>
<td>References Cited</td>
<td>10/25/2019 10:13 AM EDT</td>
<td>No issue(s) found</td>
</tr>
<tr>
<td>Budget(s)</td>
<td>10/21/2019 5:00 PM EDT</td>
<td>No issue(s) found</td>
</tr>
<tr>
<td>Budget Justification(s)</td>
<td>10/24/2019 10:43 AM EDT</td>
<td>Document unavailable for check</td>
</tr>
<tr>
<td>Facilities, Equipment and Other Resources</td>
<td>10/25/2019 9:39 AM EDT</td>
<td>No issue(s) found</td>
</tr>
<tr>
<td>Senior Personnel Documents</td>
<td>10/24/2019 11:15 AM EDT</td>
<td>Document(s) unavailable for check</td>
</tr>
<tr>
<td>Data Management Plan</td>
<td>10/25/2019 9:39 AM EDT</td>
<td>No issue(s) found</td>
</tr>
<tr>
<td>Postdoctoral Mentoring Plan</td>
<td></td>
<td>Conditionally required</td>
</tr>
</tbody>
</table>

### Optional
- Other Personnel Biographical Information
- Other Supplementary Documents
- List of Suggested Reviewers (Single Copy Document)
- List of Reviewers Not to Include (Single Copy Document)
- Deviation Authorization (Single Copy Document)
- Additional Single Copy Documents
Effort Limitations

• System limits to person months

<table>
<thead>
<tr>
<th>Personnel Direct Costs</th>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td># Personnel</td>
<td>Months</td>
<td>Funds</td>
</tr>
<tr>
<td>A. Senior Personnel</td>
<td>1</td>
<td>0.50</td>
</tr>
</tbody>
</table>

• Ensure your budget justification provides proper detail, e.g., summer or academic months, when being requested.
Effort in Assembled Proposal

Research.gov populates all effort in calendar column
## Split Indirect Costs

<table>
<thead>
<tr>
<th>Section</th>
<th>Year 1 Rate x Base</th>
<th>Year 2 Rate x Base</th>
<th>Total Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Indirect Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. MTDC 09/01/20 - 0</td>
<td>58% x $10,711</td>
<td>0% x $0</td>
<td>$6,212</td>
</tr>
<tr>
<td>2. MTDC 09/01/21 - 0</td>
<td>60% x $53,558</td>
<td>60% x $65,943</td>
<td>$129,023</td>
</tr>
<tr>
<td>J. Total Amount Requested (H + I)</td>
<td>$106,644</td>
<td>$109,739</td>
<td>$387,005</td>
</tr>
</tbody>
</table>

**In Assembled Proposal**

<table>
<thead>
<tr>
<th>TOTAL OTHER DIRECT COSTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>H. TOTAL DIRECT COSTS (A THROUGH G)</td>
<td></td>
</tr>
<tr>
<td>I. INDIRECT COSTS (F&amp;A) (SPECIFY RATE AND BASE)</td>
<td></td>
</tr>
<tr>
<td>MTDC 9/1/21-8/31/23 (predetermined) 9/01/23-08/31/24 (Provisional) (Rate: 60.0000, Base: 88921)</td>
<td></td>
</tr>
<tr>
<td>TOTAL INDIRECT COSTS (F&amp;A)</td>
<td></td>
</tr>
</tbody>
</table>
Proposal Routing Form

• Admin Review Tips

Additional Information:

Proposal submitted via Research.gov or FastLane.

Collaborative proposal, non-lead or lead submission.
Final Review & Email confirmation

Subject: Proposal 2119473 was successfully submitted

Proposal 2119473 has been successfully submitted.

Proposal Title: Collaborative Research
Principal Investigator: [Redacted]
Organization Name: Northwestern University
Submitted By: Catherine M Neuses
Submission Date/Time: 01/25/2021 3:54 PM EST

All other proposals in this collaborative effort have also been successfully submitted.

Submitted Proposals
2119474 - San Diego State University Foundation
2119475 - University of California-San Diego

Each Organization can access its proposal from the listing of submitted proposals within Research.gov.
Final Review &
Email confirmation

Subject: Proposal 27968 submitted

Proposal 27968 has been successfully submitted, but will be held in a queue until all other proposals in the collaboration have also submitted.

Proposal Title: Collaborative Research: DMREF:
Principal Investigator: [REDACTED]
Organization Name: Northwestern University
Submitted By: Catherine M Neuses
Submission Date/Time: 01/22/2021 4:04 PM EST

The status of the other proposals in the collaboration is below:

Submission Pending
27846 - Rensselaer Polytechnic Institute
27854 - United States Naval Academy
27911 - Duke University

In Progress Proposals
27383 - University of Vermont & State Agricultural College

Once submitted, each organization can access its proposal from the listing of submitted proposals within Research.gov.
Proposal File Update/
Budget Revision Process
### Proposal Actions
- **Prepare Proposal File Update/Budget Revision**
- Manage Personnel and Subaward Organizations
- Print Proposal
- Delete PFU/Budget Revision

### Associated Action
Proposal File Update/Budget Revision

### Last Updated
02/08/2021

### Action Status
PFU/Budget Revision: Not Forwarded to SPO/AOR

### Proposal Actions
- **Share Proposal with SPO/AOR**
- Manage Personnel and Subaward Organizations
- Print Proposal
- Delete PFU/Budget Revision

### Proposal File Update Form
<table>
<thead>
<tr>
<th>Last Updated</th>
<th>Compliance Status [Key]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Update Justification</td>
<td>Form not checked</td>
</tr>
</tbody>
</table>

### Proposal Sections

#### Required
<table>
<thead>
<tr>
<th>Last Updated</th>
<th>Compliance Status [Key]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Sheet</td>
<td><img src="https://example.com/success" alt="No issue(s) found" /></td>
</tr>
<tr>
<td>Project Summary</td>
<td><img src="https://example.com/success" alt="No issue(s) found" /></td>
</tr>
<tr>
<td>Project Description</td>
<td><img src="https://example.com/warning" alt="Warning(s)" /></td>
</tr>
</tbody>
</table>

**View last submitted version**
<table>
<thead>
<tr>
<th>Proposal File Update Form</th>
<th>Last Updated</th>
<th>Compliance Status [Key]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Update Justification</td>
<td>12/09/2020 12:11 AM EST</td>
<td>![No issue(s) found]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposal Sections</th>
<th>Last Updated</th>
<th>Compliance Status [Key]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cover Sheet</td>
<td>12/09/2020 12:05 AM EST</td>
<td>![No issue(s) found]</td>
</tr>
<tr>
<td>Project Summary</td>
<td>12/09/2020 12:05 AM EST</td>
<td>![No issue(s) found]</td>
</tr>
<tr>
<td>Project Description</td>
<td>12/09/2020 12:05 AM EST</td>
<td>![Warning(s)]</td>
</tr>
<tr>
<td>References Cited</td>
<td>12/09/2020 12:05 AM EST</td>
<td>![No issue(s) found]</td>
</tr>
<tr>
<td>Budget(s)</td>
<td>12/09/2020 12:05 AM EST</td>
<td>![No issue(s) found]</td>
</tr>
<tr>
<td>Budget Justification(s)</td>
<td>12/09/2020 12:05 AM EST</td>
<td>![No issue(s) found]</td>
</tr>
<tr>
<td>Budget Impact Statement(s)</td>
<td>12/09/2020 12:05 AM EST</td>
<td>![Conditional]</td>
</tr>
<tr>
<td>Facilities, Equipment and Other Resources</td>
<td>12/09/2020 12:05 AM EST</td>
<td>![No issue(s) found]</td>
</tr>
<tr>
<td>Senior Personnel Documents</td>
<td>12/09/2020 12:05 AM EST</td>
<td>![No issue(s) found]</td>
</tr>
<tr>
<td>Data Management Plan</td>
<td>12/09/2020 12:05 AM EST</td>
<td>![No issue(s) found]</td>
</tr>
<tr>
<td>Postdoctoral Mentoring Plan</td>
<td>12/09/2020 12:05 AM EST</td>
<td>![Conditional]</td>
</tr>
</tbody>
</table>

| **Optional**                              |                               |                                         |
| Other Personnel Biographical Information  |                               | Document unavailable for check         |
| Other Supplementary Documents             |                               | ![No issue(s) found]                    |
| List of Suggested Reviewers               |                               | Document unavailable for check         |

Note: The date and time for the List of Suggested Reviewers has been manually added.
<table>
<thead>
<tr>
<th>Proposal Title</th>
<th>Submit Date</th>
<th>Proposal Number</th>
<th>Temporary ID Number</th>
<th>PI Name</th>
<th>Proposal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal File Update/Budget Revision</td>
<td>11/18/2020</td>
<td>2109534</td>
<td>22716</td>
<td>[Redacted]</td>
<td>Submitted to NSF (Due Date Passed But Prior to Reviewer Assignment)</td>
</tr>
</tbody>
</table>

**Associated Action**
- Last Updated: 12/09/2020
- Action Status: PO Decision Pending
NSF is still working the bugs out...

Inquiry:
We have an NSF proposal in research.gov ready to submit. We are having issues with the printout of the proposal. In particular, the Current and Pending pdfs seem to move random information from one document to another. We have double checked the C&P's we have uploaded, and they are all compliant with the NSF format, all are from the 5/1/2020 NSF pdf Fillable form.
Please let us know if there is a known issue and we are okay to submit or if we need to do something else.

Response from NSF/Research.gov Helpdesk:
Thanks for contacting the Fastlane/Research.gov Helpdesk. This is a new known issue that our team is working to correct in a future system release. What you need to do is to ignore this error for now, and submit the proposal as you would normally. Then after the proposal is submitted: you will need to do a proposal file update, and re-upload the files for this section to correct this error to have them appear properly. This is the official workaround until the issue is formally corrected.
Additional Resources

- About Research.gov Services
- Implementation Update
- Research.gov FAQs
- Fall 2020 ERA Forum Webinar Recording at: YouTube Link
- NURAP@ Noon, Feb. 2, 2021: Navigating SciENcv and the new NSF requirements; recording available: NURAP Event Resources
Questions?
Join us for the next CLEAR webinar:

Tuesday, April 13, 10:00am