

Sponsored Research - News, Updates, Reminders

September 2024

The Sponsored Research - News, Updates & Reminders is a monthly e-newsletter published by the Offices of Sponsored Programs (OSP) and Grants Management (OGM). [Subscribe through this link](#) to receive monthly information that impacts pre and post-award administration. Do not miss out on receiving up to date announcements, Sponsor updates, training opportunities and much more!



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Retirement of NIH's Automated Just-in-Time Email Notification (NOT-OD-24-165)



This Guide Notice informs the extramural research community that the eRA system-generated email notification announcing the availability to submit Just-in-Time information for an application in eRA Commons will be retired as of October 1, 2024. This change has no impact on an applicant's ability to submit Just-in-Time information upon request from staff at the awarding institute or center.

Background

NIH uses [Just-in-Time \(JIT\)](#) procedures for certain programs and award mechanisms; each Notice of Funding Opportunity will include specific guidance on the use. These procedures allow the principal investigator (PI) or signing official (SO) to provide certain elements of an application to be submitted later in the application process. This information is typically sought later in the cycle (after review when the application is under consideration for funding) to reduce the administrative burden on the extramural research community and allow them to provide the most up-to-date information.

The standard application elements include Other Support information (both active and pending) for senior/key personnel; certification of IRB approval of the project's proposed use of human subjects; verification of IACUC approval of the project's proposed use of live vertebrate animals; and evidence of compliance with the education in the protection of human research participants requirement. Other program-specific information (such as the SBIR/STTR Foreign Disclosure Form) may also be requested using this procedure.

As communicated in [NOT-OD-12-101](#), NIH began sending automated Just-in-Time email notifications (generated by the eRA system), to all applicants based on the overall impact score of their application(s) (currently 30 or less). These standard JIT notifications are intended to indicate the importance of beginning the JIT process, particularly the need to obtain any necessary IRB and IACUC approvals. They are not the official request for JIT submission.

The official notification requesting JIT material(s) is sent directly by NIH staff from the awarding Institute/Center to those who have applications under consideration for funding.

As mentioned in [NOT-OD-12-101](#), NIH has continued to review the automated JIT notification trigger level to determine if additional adjustments are needed to improve the process. Based on feedback we have received over the past 12 years from our internal and external stakeholders, we have determined that the automated JIT notification is no longer needed.

Therefore, to avoid any confusion for applicants moving forward, the automated JIT notification is being retired effective October 1, 2024.

Update to NIH JIT Business Processes

- The [automated Just-in-Time email](#), generated by the eRA system and sent to applicants for all applications that receive an overall impact score of 30 or less, will be retired effective October 1, 2024.
- **Official notification of the need for JIT material(s) will continue to be sent directly by NIH staff from the awarding Institute/Center to those who are required to provide the material(s).**
 - **On receipt of the email from the NIH, if your OSP Specialist is not copied on the correspondence, please forward the email to your [OSP Pre-Award Specialist](#). The OSP Pre-Award Specialist will provide guidance and assistance in fulfilling the JIT request. The OSP Pre-Award Specialist as the official Authorized Organizational Representative will also submit the final JIT request.**
 - **Please further note that time is required to complete the OVPR data management and sharing plan compliance process which includes coordination with the Office of Research Computing, Informatics, & Innovation (RCI2). The Assistant Vice President/Chief Research Information Officer (and/or a member of their team) conducts institutional compliance reviews of the PI's NIH DMSP at the Just-in-Time stage.**
- The JIT link to submit the materials, when requested, will also continue to be available in eRA Commons until the application is awarded. The JIT link is accessed:
 - By SOs, on the *Status Results* screen by clicking on the three-dot ellipsis in the Application/Award ID column and choosing JIT from the dropdown menu.
 - By PIs, on the *Status* screen, by expanding a grant application and clicking the JIT link in the Available Actions column.

As a reminder, a request for JIT information is not a Notice of Award, nor should it be construed as an indicator of possible funding by the NIH. If you have any additional questions, contact the Grants Management Specialist assigned to your application.

The NIH Grants Policy Statement, [Section 2.5.1 Just-in-Time Procedures](#), as well as resources on the [eRA](#) and [NIH Grants and Funding](#) webpages, will be updated to reflect this process update.

Resources

See [eRA Submit Just-in-Time](#)

Redesigned NIH Grants & Funding Website to Launch on September 24, 2024

NIH will unveil an all-new [NIH Grants & Funding](#) website on September 24, 2024. Designed with you in mind, the new site will enhance your journey through the NIH grants process with a modernized interface and powerful features to make finding critical information easier than ever.

You'll experience:

- **Clear navigation.** Quickly find what you need with intuitive navigation, drop-down tab menus, and On This Page jump links.
- **Centralized funding resources.** Leverage our reorganization of information into broad, plain language funding categories to quickly drill down to relevant content and opportunities.
- **Expanded NIH Guide search capabilities.** Take advantage of additional search features and an expanded detailed view for search results in the NIH Guide for Grants and Contracts.
- **Improved grants process information.** Use the visual navigation and tight integration with our How to Apply - Application Guide in our new Grants Process tab to walk through each step in the application process and complete your grant applications.
- **Easy access to the latest news and events.** Stay informed with the latest NIH news, webinars, events, on-demand resources, and social media.
- **Mobile-friendly design.** Access the full range of resources anytime, anywhere, on any device.

Check it out!

Take a [video tour](#) of the new site.

Update Your References to Site Content

The URLs of many of the NIH pages and resources will change. Although redirects will be in place to minimize impact, NIH encourages you to update any references you may have to the site. The URLs for individual funding opportunities and notices in the NIH Guide for Grants and Contracts will not change. However, significant changes have been made to the NIH Guide search. NIH has done their best to continue to display requested items in saved NIH Guide searches, but again we encourage you to verify and make any needed updates.



NSF Updates & Reminders

Revision of NSF Award Terms and Conditions Implementing Revised 2 CFR

NSF Financial Assistance awards (grants and cooperative agreements) made on or after October 1, 2024, will be subject to the applicable set of award conditions, dated October 1, 2024, available on the NSF website. These terms and conditions are consistent with the revised guidance specified in the OMB

Guidance for Federal Financial Assistance published in the Federal Register on April 22, 2024.

In the case of any inconsistency between the coverage contained in the NSF Proposal and Award Policies and Procedures Guide and 2 CFR (including 2 CFR part 200), the coverage specified in 2 CFR applies.

The NSF [Award Terms and Conditions](#) have been updated to implement the revised 2 CFR published in the [Federal Register](#) on April 22, 2024, by the Office of Management and Budget. As part of its implementation strategy, NSF has archived the Research Terms and Conditions (RTC), and the NSF Agency Specific Requirements. Unless otherwise specified, the Grant General Conditions (GC-1) apply to all recipients of NSF grant awards, including Institutions of Higher Education, non-profit, non-academic organizations, for-profit organizations (other than Small Business Innovation Research/Small Business Technology Transfer recipients), State and local governments, and Tribal Nations.

The updated suite of award terms and conditions includes the:

- Grant General Conditions (GC-1);
- Cooperative Agreement Financial & Administrative Terms and Conditions (CA-FATC);
- Cooperative Agreement Modifications and Supplemental Financial and Administrative Terms and Conditions for Major Multi-User Research Facility Projects and Federally Funded Research and Development Centers;
- Cooperative Agreement Modifications and Supplemental Financial and Administrative Terms and Conditions for Mid-Scale Research Infrastructure Projects; and
- Special Terms and Conditions for Administration of NSF Conference or Travel Grants (FL 26).

The Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) Terms and Conditions, International Research Terms and Conditions (IRTC), and Special Terms and Conditions for Administration of NSF Conference or Travel Awards Made to International Organizations (FL 26 for IRTC) are forthcoming and will be issued later.

The revised award terms and conditions will apply to new NSF awards and funding amendments to existing NSF awards made on or after October 1, 2024. You are encouraged to review the Summary of Changes associated with each set of terms and conditions for additional detail on the revisions made to each document.

NASA Updates

[NASA Grants Policy and Compliance](#) has published [Grant Notice 24-01](#) informing NASA grant and cooperative agreement recipients and applicants about upcoming changes to NASA's grant policies being released on October 1, 2024, which implement revisions to 2 CFR and National Security Presidential Memorandum-33.



The [Grant Notice](#), published on the Grants Policy and Compliance website, outlines what proposers and grant recipients can expect in the coming weeks, as NASA prepares to release updated grant guidance in the NASA Grant and Cooperative Agreement Manual.

To streamline and simplify NASA-specific grant policy, the agency will release a revised edition of the NASA Grant and Cooperative Agreement Manual (GCAM) on October 1, 2024. The revised GCAM will combine the current Grant and Cooperative Agreement Manual (GCAM) and the Proposer's Guide into a single, consolidated document. Applicants will no longer have to consult one document for pre-award information, such as registering in NASA's proposal system and instructions on responding to Notices of Funding Opportunities (NOFOs), and a separate document for information on award, post-award, and closeout activities. The revised GCAM will provide a single source for comprehensive, NASA-specific grant policy that spans the entire grant life cycle. This document will be available on the NASA Grant Policy and Compliance website upon publication.

Implementing 2 CFR Revisions

In April 2024, the Office of Management and Budget (OMB) released revisions (2024 Revisions) to 2 CFR, Grants and Agreements, to incorporate OMB policy priorities, reduce agency and recipient burden, clarify language, improve flow, and address inconsistent use of terms within the guidance. OMB has published the full text and a redline version of the 2024 Revisions, a crosswalk comparing the current version of 2 CFR to the 2024 Revisions, and references guides [here](#). NASA intends to fully adopt the revised guidance by October 1, 2024, by revising applicable language in the GCAM and via an update to NASA's grant and cooperative agreement regulations in 2 CFR 1800, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The policies in the GCAM and 2024 Revisions will apply to new awards and funded amendments issued on or after October 1, 2024, regardless of when a proposal was submitted to NASA. This means that if a proposal was submitted in response to a NOFO prior to October 1, 2024, but the award was not issued until after October 1, 2024, that award will be subject to the GCAM and 2024 Revisions.

In addition to updating the GCAM to reflect the 2024 Revisions, NASA will include an updated biographical sketch and current and pending (other) support policy that implements disclosure requirements in National Security Presidential Memorandum 33 (NSPM-33) and section 10631 of the CHIPS and Science Act. A draft of NASA's disclosure policy can be found in the Federal Register [here](#).

Implementing Disclosure Requirements

The disclosure requirements outlined in NASA's policy will apply to new awards and funded amendments issued on or after October 1, 2024. If a proposal is submitted to NASA prior to October 1 and results in an award issued on or after October 1, then the NASA Shared Services Center will contact applicants for copies of the biographical sketch and current and pending (other) support forms. NASA will soon be placing the forms on its Grants Policy and Compliance website for download, and samples of those forms can be found [here](#).

While changes to policy are effective for grants being awarded on or after October 1, 2024, GPC recognizes that upcoming requirements around biosketch and current and pending (other) support (CPS) disclosures could change for proposers while there is an open Notice of Funding Opportunity (NOFO). As such, if a proposal is submitted that does not comply with the changes, and has been selected for funding, the NASA Shared Services Center will request and collect the new required forms and certifications from entities post-application and pre-award.

myResearch Updates and Reminders

General myResearch Reminders

We would like to remind myResearch Grants users of the importance of utilizing the [myResearch Grants training resources](#) - or testing environment for those who have taken part in our training sessions - to create sample proposals or get more familiarized with the system. The myResearch testing environment and training materials were specifically designed for testing and training purposes, allowing users to familiarize themselves with the system and practice without any impact on the live environment.

Key Points to Remember:

Training and Testing: Use the [online training resources](#) for the myResearch Grants Test environment to create sample proposals and practice submission processes. This helps ensure you are fully prepared when it comes time to submit real proposals. OSP offers hands-on training classes, via Zoom, to instruct participants on how to build a sample funding proposal in the myResearch Grants Test environment. Users can sign up for multiple dates if a refresher on the information is needed. Please visit the [OSP/ OGM training website](#) to view the upcoming class schedule and [register for classes](#).

Avoiding Inaccurate Data: Submitting sample proposals in the live environment can lead to inaccurate data, cluttered inboxes, and confusion. It's crucial to keep the live environment clean and accurate for actual submissions to external sponsors.

Reducing Risks: Using the live environment for non-submission activities increases the risk of errors, such as mistakenly submitting incomplete or incorrect proposals to sponsors. This can have serious repercussions on our institution's reputation and success rates.

Minimizing Inconveniences: Non-essential activities in the live environment can slow down the system, affecting everyone who needs to use it for genuine submissions. Only use the live environment for proposals that are intended for submission to external sponsors.

We appreciate your cooperation in keeping our systems efficient and our data accurate. If you have any questions or need assistance, please do not hesitate to contact us at ovpr_myresearchgrants@stonybrook.edu.

Other Reminders:

- If you will be engaging in a clinical trial or a testing/lab study, please make sure to log into the [myResearch Agreement module](#) and create the agreement log. The system will walk you through questions on the smart forms that are specific to your project. Once the smart forms are

completed, click on submit and your Contract team member will be in touch. As a reminder, all agreements that flow through The Research Foundation and are supported by the Office of Sponsored Programs (OSP) can be initiated either by OSP or by the PI/their research administrative staff. For questions regarding agreements, reach out to osp_contracts@stonybrook.edu.

- Off-Campus Determination: The Off-Campus rate applies when all or greater than 50% of project personnel effort will take place at an off-campus location over the full period of performance or for longer than 50% of the award period. Note that convenience, telecommuting, conferences, and incidental travel do not qualify for the off-campus determination. The Facilities and Administrative/Indirect Cost (F&A/IDC) Off-Campus Rate Request Form must be completed for all off-campus rate requests and must be uploaded to the General Proposal Information page, Field 9.0. Select 100% off campus in question, Where will the majority of the project activities take place?, and Yes to the question, DHHS F&A Rate applies? MyResearch will prompt you to upload the completed/signed request form.

OSP News, Announcements and Reminders

Post Award Corner - Important Information and Action for NIH Awardees

NIH encourages recipient organizations to verify the accuracy of their grant assignments to departments or components within their organizations of higher education. The data is reflected in NIH annual reports, so it's imperative to ensure data correctness and the veracity of those reports. One way that RePORT provides information is by school/department.

[HOME](#) > [Funding](#) > NIH Awards By Location



NIH Awards by Location & Organization

Explore year-by-year NIH funding by institution, state, congressional district, and more!



Data as of 06/12/2023

Fiscal Year: <input type="text" value="2023"/>	Location: <input type="text" value="NY"/>	<input type="button" value="SELECT"/>
Institute/Center: <input type="text" value="All"/>	Congressional District: <input type="text" value="All"/>	<input type="button" value="SELECT"/>
Funding Mechanism: <input type="text" value="All"/>	Organization Type: <input type="text" value="All"/>	<input type="button" value="SELECT"/>
FOA: <input type="text" value=""/>	Organization: <input type="text" value="STATE UNIVERSITY NEW YORK STONY BROG"/>	<input type="button" value="SELECT"/>
Format: RFA-IC-09-003 or PA-09-003		
<input checked="" type="radio"/> Contains <input type="radio"/> Begins with		
<input type="button" value="SUBMIT QUERY"/>		<input type="button" value="RESET QUERY"/>

[By Organization](#) [By IC](#) [By PI](#) [By Location](#) [By Funding Mechanism](#) [Data](#)

According to NIH Notice [NOT-OD-24-167](#), NIH develops standard reporting files used to produce data found on the [RePORT](#) website, to increase transparency about funded grants, address inquiries from the Department of Health and

Human Services, Congress, and the research community, and to fulfill annual reporting requirements

on NIH's expenditures and research portfolios. The data in these files are "frozen" annually to ensure the reporting files produce consistent and meaningful results.

You must verify the accuracy of your grant award information in eRA Commons by checking via the Status search and then "List of Applications/Grants"; click on the application number and then view the Status information page. It will display the current School Name and Department that the grant is listed under. It may also be checked via NIH REPORTER by going to the [NIH RePORT Awards by Location and Organization site](#), selecting the FY20XX, location and organization. Once the search results are displayed, select the 'Data' tab, click on the Excel Export icon (green) located in the right-hand corner. The resulting spreadsheet will provide you with the ability to review all the critical information about the award, including the assigned department name.

Incorrect assignments must be reported to osp_postawards@stonybrook.edu by 5 pm on Monday, September 30, 2024 to allow time for the information to be corrected in eRA Commons by an OSP Specialist.

Farewell to Joann Delucia-Conlon

We would like to take a moment to acknowledge and thank **Joann Delucia-Conlon**, who has departed from her position as Grants and Contracts Specialist in the Post Award team. Joann was an integral part of our initial post-award operations, playing a vital role in supporting our research initiatives from the very beginning.

Her expertise and dedication have made a lasting impact on our team and operation, and she will be greatly missed. Best wishes to Joann!

Those who worked with Joann are encouraged to reach out to our central email, osp_postawards@stonybrook.edu, for any questions or assistance during this transition. We are currently in the process of recruiting her replacement, and we appreciate your patience during this time.

OSP Reminders

Please contact your Specialist as soon as you identify a grant opportunity for which you want to apply. Advance notice will provide you with detailed attention to your proposal by your OSP Specialist and will ensure that sponsor deadlines are met successfully. [View our proposal submission policy.](#)

Below are the main inboxes in use at OSP. Please use these inboxes based on their descriptions.

osp@stonybrook.edu - This inbox is responsible for all general inquiries, proposal requests, research system access requests, and issues for OSP.

osp_contracts@stonybrook.edu - This is the main inbox for the contracts, subaward and clinical trials team. Directing all inquiries, and especially supporting documentation, to this general email box will ensure all matters are logged in and routed to the Contracts/Clinical Trials or Subaward Specialist assigned to assist you.

osp_postawards@stonybrook.edu - This new inbox must be used for communication on new and existing awards, as well as post award administration functions involving funded sponsored research projects.

ovpr_myresearchgrants@stonybrook.edu - This is the main inbox for inquiries related to the use, navigation or inquiries related to myResearch Grants module.

OGM News, Announcements and Reminders

End of Award Period Expenditures

Expenditures in the final 90 days of the active Award period must be necessary for the conduct of grant activities and be for items that will be fully utilized prior to the end of the award. Expenditures during this time period must clearly reflect why the items are needed and represent a quantity that is reasonable for the time that they will be utilized. Items of long-term use, such as computers and computer accessories, equipment, and service agreements that exceed the award end date, should not be submitted for consideration.

Procurement of equipment and supplies may not be purchased simply to use an unobligated balance remaining at the end of the project and these costs are highly scrutinized during audit and are targets for disallowed cost. The annual federal cost audit targets end of award charges to confirm that there is satisfactory evidence that all costs are necessary, reasonable and will be utilized within the award period. The OGM approval process serves to document this review and is critical to our federal cost accounting standard compliance. More can be found under the Code of Federal Regulation - 2 CFR 200.402-.405.

Timely Travel Reimbursement Requests

Travelers are reminded that requests for reimbursement of out-of-pocket expenses incurred during travel must be submitted within 30 days of return from the travel event. This is especially important when using the RF Bank of America Travel card for travel expenses. Failure to reconcile a card can result in suspension of card privileges.

Campus Food and Beverage Policy

The Procurement office has created an [outline for food and beverage purchases](#) to include when they may be allowable using externally sponsored awards. As always, approvals are specific to the sponsored award terms and conditions.

Questions regarding allowability should be directed to ogm_ovpr@stonybrook.edu

The Research Foundation Equipment Insurance

The Research Foundation for SUNY provides campus users access to a [policy that can protect equipment](#) purchased with and used in support of, Research Foundation sponsored research activity.

Since Stony Brook University has no other funding source to provide for damage to, or loss of equipment, this is your only vehicle for protecting your equipment. This low-cost coverage through AMSURE protects equipment against loss with worldwide coverage, including flood and earthquake.

The annual premium rate under the equipment policy, effective July 1, 2023 is \$1.43 per \$100 of coverage (for the current award budget period) with a deductible of \$1000.

Settlement of claims is based on the replacement value of the damaged or lost equipment. Insurance may be renewed during each new award budget period.

Most sponsors allow equipment insurance to be charged to grant awards and contracts as an acceptable way to protect the equipment necessary to conduct the research project. This insurance is strongly encouraged.

The signed RF purchase requisition using the supplier AMSURE, a copy of the original purchase order for the equipment and a completed insurance floater form should be sent to OGM email.

ogm_ovpr@stonybrook.edu.

OGM email reminders

The Office of Grants Management maintains several monitored email boxes as outlined below.

ogm_ovpr@stonybrook.edu - for incoming documents that require processing, such as a material and services requisitions for recharging, paper travel reimbursements for non-employees and for general inquiries. Please be sure to include all Award/Project information in your email so we can properly direct your inquiry.

sbu_subrecipient_invoice@stonybrook.edu - for incoming subaward invoices from partnering institutions that are collaborating with SBU PIs to report expenditures and request payment against active agreements on sponsored awards.

ogm_billing@stonybrook.edu - for incoming payment information from those sponsors that pay The RF for SUNY for sponsored and non-sponsored research activity.

ogm_clinicaltrialreceivables@stonybrook.edu - for incoming payment information specific to Clinical Trial Awards.

Training, Workshops and Other News

Upcoming NIH Webinar on 10/17: Navigate NIH Grants Policies in FY2025 with Confidence ... Webinar Registration Now Open!

Join the NIH for their upcoming webinar, [*NIH Grants Policy Updates: FY2025 Edition*](#), on October 17, 2024, from 1:00 to 2:00 p.m. ET! This live, virtual event is an invaluable opportunity for grant administrators, research compliance officers, and anyone involved with NIH grants to stay informed on the latest policy news. Expert presenters from the NIH Office of Extramural Research will cover crucial updates on grant policies, systems, and resources, and discuss how these changes could affect your institution's compliance processes.

Attendees can submit questions during registration, which may be addressed during the live Q&A session. Ensure you and your team are prepared for the upcoming fiscal year—[register today!](#)

SRA International offers “PI Intensive for New Faculty and Researchers” Workshop

The [PI Intensive for New Faculty and Researcher Workshop](#) is a comprehensive Workshop designed to empower new faculty and researchers with the essential knowledge base and skills needed to excel in their careers. This one-and-a-half-day program will be held from **October 24 to 25** in Chicago, Illinois at The Chicago Marriott Downtown Magnificent Mile. Led by distinguished researchers across the SRAI network, this program offers valuable insights and practical guidance for our Senior Postdoctoral Fellows, Assistant Professors, and Faculty new to research. By attending the PI Intensive, new faculty members and researchers will gain insight into PI roles and responsibilities and learn how to develop competitive grant applications, negotiate effectively with institutions, and master project management techniques.

SciENcv Training

Save the Dates! OSP and OPD will be offering a “A How-to Guide for SciENcv ” training to assist in preparing personnel documents with the new requirements. The next training will be **Wednesday, September 25 from 10 to 11 am**. Keep checking the [Upcoming Workshops on the OPD website](#) for registration availability.

myResearch Grants Training Sessions

myResearch Training sessions: myResearch Grants is the campus approval system required prior to the submission of all funding applications to a sponsor. OSP offers hands-on training classes, via Zoom, to instruct participants on how to build a sample funding proposal in the myResearch Grants Test environment, including how to fill out the smart forms, complete the main FP section with required attachments, budget sections and credit split section. We will also discuss routing, revising the FP and answer any questions that you may have about the process. Each training session will cover the same content, so please only sign up for multiple dates if you would like a refresher on the information. Please visit the [OSP/ OGM training website](#) to view the upcoming class schedule and [register for classes](#).

WolfMart Live Training is Now Available!

Are you new to WolfMart and unsure of how to use it? Or an existing WolfMart user that could benefit from a WolfMart refresher? Procurement now offers LIVE WolfMart training classes via Zoom! This comprehensive training course covers all the basics of WolfMart: site navigation, how to put through requisitions and purchase orders, various special request forms and when to use each, as well as tips and tricks. Training sessions are held on the 2nd and 4th Thursday of the month. [Register for a WolfMart Live training session.](#)

Have questions on a specific topic?

The Offices of Sponsored Programs and Grants Management launched a new webpage which allows you to find your contact information in our offices, as well as other units in OVPR, by searching a specific topic. This information is available on the [OSP-OGM website.](#)

External Newsletters

[Access external newsletters on the OSP-OGM website](#) for the most up to date information from Grants.gov, NIH and other agencies.

Research Community Corner

The Research Community Corner is designed to provide our campus administrators and researchers with the opportunity to connect with our two central offices, OSP and OGM, by sharing important topics, updates, experiences, best practices which would help build a common understanding around pre and post-award research administration. Other relevant news or topics of interest we would like to know, and share include department or unit changes due to retirement, reorganization, new hires; meaningful resources; helpful tips; training and support requests or ideas to peer administrators or faculty; OSP/OGM employee recognition messages. As always, OSP and OGM will work with departments to ensure faculty and research administrators have correct system access and provide training to those who are unfamiliar with OSP/OGM processes. [Share your news, ideas, best practices, or topics of interest!](#)

Topics must be submitted to us no later than the third Friday of each month in order to be reviewed and considered for publication.

Team Spotlights



Who is working on a cool new project and why? Working with someone who exceeded your expectations? This section will focus on recognizing the great service provided, and the good that happens daily in OSP and OGM.

Campus feedback is always appreciated!

To **Doreen Nicholas**, OGM: *“Colleague Gratitude Gram! Doreen is an invaluable resource whom I can rely on and trust. She is thorough in her work, but not just for the sake of being accurate or in compliance. She also demonstrates a level of care and a willingness to go far beyond for the sake of people impacted by regulations and protocol. Doreen takes time to explain processes and provides a level of service that worthy of recognition. Thank you, Doreen!”*

Happy National Administrator Day!

As we celebrate National Administrator Day on September 25th, we want to extend our heartfelt gratitude to all administrative professionals for their hard work and commitment. Your contributions are essential to our success and help keep our operations running smoothly.

Thank you for all that you do!



“I am always doing that which I cannot do, in order that I may learn how to do it.” — Pablo Picasso