

Office of Sponsored Programs News & Notes

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OSP Closing due to University Winter Recess

Due to the University's Winter Recess, the Office of Sponsored Programs (OSP) will be closed Monday, December 23, 2019 through Wednesday, January 1, 2020. All proposals with deadlines that fall within these dates should be submitted to OSP no later than Tuesday, December 17 to ensure all proposals are submitted prior to the break.

On behalf of everyone at OSP, thank you for another productive year, and we look forward to continuing our partnership with the University research community in 2020!

University News

RCR Training Requirement

All individuals involved in research are **required** to complete the CITI Responsible Conduct of Research (RCR) course before performing research activities. This requirement also applies to faculty mentors listed in the IRB application who are responsible for the conduct of research for their students. ***Re-certification is required every 4 years.***

Investigators should ensure their RCR training is current. Award activations may be delayed if required trainings are not up to date.

[Learn more](#) about the Office of Research Protections required trainings. Questions about the RCR requirement can be directed to [Dr. Karen Schmidt](#), Director, Responsible Conduct of Research Center.

Reminder: Investigators leaving the University

The [Office of Research Protections](#) provides [guidance](#) to investigators leaving the University, which includes an online notification form and a checklist. Departing investigators should consult with their department administrators to ensure all steps are completed in addition to any school-specific or department-specific requirements.

Funding Agency Updates

National Institutes of Health Letters of Intent

Although letters of intent are not required for National Institutes of Health (NIH) grant applications, they are sometimes requested in the Funding Opportunity Announcement (FOA) to help NIH staff plan reviews. When requested, letters of intent are due 30 days prior to the application due date, and should include the following information:

- FOA number
- Descriptive title of the proposed activity

- Name of applicant institution
- PI name, address, and phone number
- List of other key personnel and participating institution

For more information, see the [NIH Extramural Nexus post](#).

NIH Submission Policies

Common questions surrounding NIH submission policies are answered in their [Submission Policies page](#) including:

- What if the [due date](#) falls on a holiday, weekend, or NIH office closure?
- Can [late applications](#) ever be accepted?
- What if you experience [system issues](#)?
- Who qualifies for [continuous submission](#)?
- What types of information does NIH accept [post-submission](#)?
- How many [resubmissions](#) are permitted?
- How does NIH handle [overlapping applications](#)?
- What if [severe weather](#) closes applicant institutions?

Additional information can be found on the [Frequently Asked Questions](#) website.