

Sponsored Research - News, Updates, Reminders

July/August 2025

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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Proposal Submissions

All proposals, regardless of the sponsor, will be submitted in accordance with [SBU's DHHS Rate Agreement](#). Funding opportunities that prohibit the application of institutional negotiated F&A rates should be brought to the attention of the [Grants and Contracts Specialist](#) in OSP. Proposals for programs such as fellowships and training grants will continue to be submitted in accordance with the rates established for those programs.

New Awards

The expectation is that all new awards, regardless of the sponsor, should be received at the appropriate rate based on SBU's active indirect rate agreement or program-specific policy. If new awards are received with rates other than those proposed, OSP will contact the sponsors to discuss the necessary corrections.

Existing Awards

Departments and Principal Investigators (PIs) should continue project activities and incur associated expenses on active awards.

Stop-Work, Termination, and Appeal Reminders

If PIs receive notices for actions such as stop work, pause, or terminations on active awards, they should provide the communication to osp@stonybrook.edu. OSP will review the notice and provide instructions to the research team and subrecipients. It is crucial that all

correspondence and documentation related to a stop-work, or termination be sent to OSP immediately to ensure timely review and action.

OR&I Town Hall Meetings

- Scheduled August 6, followed by monthly meetings as needed. Contact OR&I (research_innovation_communications@stonybrook.edu) to receive the meeting invite.

As previously directed, faculty, staff, students, and postdocs should continue their research and sponsored project activities as usual, unless otherwise directed. If you receive any direct communication from a federal agency or other sponsors, such as a notice related to a specific (sub)award, please forward it to OSP (osp@stonybrook.edu) so we can provide timely support and response. OSP will consult with the SUNY Office of General Counsel or the RF General Counsel as needed and provide appropriate guidance.

For more updates on federal research policy changes, visit [Council on Governmental Relations \(COGR\)](#).

New Requirements from Federal Sponsors for Research Security Training

The National Science Foundation (NSF), National Institutes of Health (NIH), and Department of Energy (DoE) have announced their research security training requirements.

- NSF - [Notice No. 149: Updates to NSF Research Security Policies](#)
- NIH - [NOT-OD-25-133: Requirements to Train Senior/Key Personnel on Other Support Disclosure Requirements](#)
- DoE - [FAL 2025-02 Financial Assistance Letter Research Security Training Requirements for all R&D Financial Assistance Awards](#)

When is research security training required?

- NSF, NIH, and DoE all require completion of research security training within twelve (12) months prior to proposal submission.

- The campus requirement is to complete research security training by August 31, 2025

What research security training is required?

- Researchers are required to complete the online Research Security (Condensed) Course.

Note: If you have previously completed either the Research Security Training (all four modules) or Research Security Training Advanced Refresher modules in CITI, you are not required to complete the Research Security (Condensed) Course.

How is research security training completed?

- The Research Security (Condensed) Course is to be completed in the Collaborative Institutional Training Institute (CITI)
- Important: Completion in CITI will create an institutional record of the completed training.

Visit the [Research Security Training Webpage](#) for CITI instructions and additional information.

Sponsor Updates



NIH Updates & Reminders

NIH Restricts Use of AI & Limits Investigators to Six Applications Per Year:

The National Institutes of Health (NIH) is implementing new policies to ensure fairness and originality in research applications, particularly regarding the use of artificial intelligence (AI). Effective September 25, 2025, NIH will not accept applications substantially developed by AI or containing significant AI-generated sections. Additionally, a limit of six new, renewal, resubmission, or revision applications per Principal Investigator (PI) per calendar year will be enforced.

The policy, [Supporting Fairness and Originality in NIH Research Applications \(NOT-OD-25-132\)](#), applies to grant resubmissions, renewals and revisions as well as original applications. The policy also prohibits applications written with the substantial assistance of generative artificial intelligence.

NIH is implementing these policies to promote fairness and originality in research applications, with a particular focus on responsible AI use and efficient review processes. Researchers should be aware of these changes and ensure their applications adhere to the new guidelines. [Read More](#)

NIH Announces a New Policy Requirement to Train Senior/Key Personnel on Other Support Disclosure Requirements (NOT-OD-25-133)

This Guide Notice announces a new policy requirement that requires NIH recipients to provide training to all faculty and researchers identified as Senior/Key Personnel on the requirement to disclose all research activities and affiliations (active and pending) in Other Support (see Other Support form). The new requirement to train researchers to comply with other support disclosure requirements adds to the current policy (see [NIH Grants Policy Statement \(GPS\)](#), Section 2.5.1 "Just-in-Time Procedures") in order to provide a comprehensive plan in the area of disclosure requirements for recipients. This update will be included in the FY2026 version of the NIH GPS as part of NIH's standard processes.

SBU Researchers who have, or intend to apply for, federal research funding must complete the training by August 31, 2025. Please visit the [SBU Research Security Training page](#) for more information.

Updated Implementation Guidance of NIH Policy on Foreign Subawards for Active Projects (NOT-OD-25-130)

On July 18, 2025, NIH released [Updated Implementation Guidance of NIH Policy on Foreign Subawards for Active Projects. NOT-OD-25-130](#). The implementation guidance pertains to NIH's policy, [Updated NIH Policy on Foreign Subawards \(NOT-OD-25-104\)](#), which establishes a new award structure that prohibits foreign subawards from being nested under the parent award to be implemented by September 30, 2025. The new structure will apply prospectively to all NIH grants and cooperative agreements involving foreign subawards, including new, renewal, and non-competing continuation awards (see COGR's May 2025 Update for more information).

NIH Notice NOT-OD-25-130 applies to applications submitted before May 1, 2025, and projects active on or before May 1, 2025. Below are key aspects of the policy:

- Applies to existing grants and cooperative agreements involving human subjects research (e.g., clinical trials and clinical research).

- NIH Institutes, Centers, and Offices (ICOs) will have the option to renegotiate with recipients the award structure for foreign subawards to remove the award from the prime award and reissue/award it as an administrative supplement (i.e., Type 3)
- Each supplement will be for a single foreign entity.
- Streamlined non-competing award process (SNAP) and automatic carryover authority will be removed from both the primary award and the foreign supplement(s).
- The primary award and each foreign supplement will have its own distinct document number and will need to submit separately Federal Financial Reports (FFR, SF-425).
- Rebudgeting is not allowed between the primary award and the supplement within a budget period. However, the RPPR may be used to request reallocation for future year commitments.

NIH specified that the supplement option is meant to be a short-term solution and is not the new award structure. The supplement structure is an additional option to the other options outlined in NOT-OD-25-104 for foreign subawards:

- ICOs may renegotiate with the primary recipients to move activities to a domestic organization,
- Remove the scope of the foreign component from the overall project scope, or
- Bilaterally terminate the award.

Also of note, NIH has clarified in public forums that proposals submitted on or after May 1, 2025, involving foreign subawards will not be accepted until the new structure is implemented.

Applicants have been advised to hold these submissions. NEW: NIH has clarified this in a blog post [Short-Term Supplement Model for Human Subjects Research Supported by Foreign Subawards](#) and [FAQs](#) issued on the Foreign Subaward Policy.

NIH Policy and Guidelines on the Inclusion of Women and Minorities as Subjects in Clinical Research (NOT-OD-25-131)

The purpose of this Notice is to inform the research community that NIH is revising the NIH Policy and Guidelines on the Inclusion of Women and Minorities as Subjects in Clinical Research to align with Executive Order 14168 “Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government.”

Principal investigators should assess the theoretical and/or scientific linkages between sex, race and/or ethnicity, and their topic of study. Following this assessment, the principal investigator and the applicant/offeree institution will address the policy in each application and proposal, providing the required information on inclusion of women and racial and/or ethnic minority populations and their subgroups in clinical research projects, and any required justifications for exceptions to the policy.

For foreign awards and domestic awards with a foreign component, the NIH Inclusion Policy remains in effect. If there is scientific rationale for examining subgroup differences within the foreign population, investigators should consider designing their studies to accommodate these differences.

Investigators and their staff(s) are urged to develop appropriate and culturally sensitive outreach programs and activities commensurate with the goals of the study or objectives of the contract. The objective should be to actively recruit and retain the most appropriate and comprehensive study population consistent with the purposes of the research project. Indeed, the purpose should be to establish a relationship between the investigator(s) and staff(s) and populations and community(ies) of interest such that mutual benefit is derived for participants in the study. Investigator(s) should take precautionary measures to ensure that ethical issues are considered, such that there is minimal possibility of coercion or undue influence on the incentives or rewards offered in recruiting into or retaining participants in studies. [READ MORE](#)

Revision: Notice of Updated Effective Date for the 2024 NIH Public Access Policy

This Notice updates the Effective Date of the 2024 NIH Public Access Policy, [NOT-OD-25-047](#), to July 1, 2025 at which time it will replace the 2008 Public Access Policy. All other aspects of the Policy remain the same. The Policy will continue to apply to any Author Accepted Manuscript accepted for publication in a journal that is the result of funding by NIH in whole or in part through a grant or cooperative agreement, including training grants, a contract, an Other Transaction, NIH intramural research, or the official work of an NIH employee. Author Accepted Manuscripts meeting this qualification and with acceptance dates on or after July 1, 2025, are subject to the Policy.

Supplemental Guidance, at Notice [NOT-OD-25-049](#) and Notice [NOT-OD-25-048](#), will continue to apply. More information to assist in the implementation of the Policy will be available at: <https://sharing.nih.gov/public-access-policy/>.

Additional resources include a [resource](#) by Authors Alliance on Q&A for Authors. Of particular note is the [FAQ for authors](#) for navigating publication agreements that may conflict with the NIH Public Access Policy. Additionally NIH updated FAQs on the Public Access Policy located [here](#). Additionally NIH updated FAQs on the Public Access Policy located <https://grants.nih.gov/faqs#/public-access-policy>

NSF Updates

Updates to NSF Research Security Policies

On July 10, 2025, NSF issued an [Important Notice](#) providing Updates to NSF Research Security Policies, including: a research security training requirement, Malign Foreign Talent Recruitment Program annual certification requirement, prohibition on Confucius institutes and an updated FFDR reporting and submission timeline.



- NSF proposers and recipients are required to maintain supporting documentation, including copies of contracts, grants, or any other agreements specific to foreign appointments, employment with a foreign institution, participation in a foreign talent recruitment program and other information reported as current and pending (other) support for all senior/key personnel that must be available to NSF upon request. Proposers and recipients are expected to review requested supporting documentation for compliance with NSF award terms and conditions.
- Research Security Training Requirement for Federal Award Personnel: In accordance with Section 10634 of the CHIPS and Science Act of 2022 (42 U.S.C. § 19234), each individual identified as a senior/key person must certify that they have completed the requisite research security training that meets the requirements specified in Item 2 of Important Notice No. 149 within 12 months prior to proposal submission.
- Individuals who are a current party to a Malign Foreign Talent Recruitment Program (MFTRP) are not eligible to serve as a senior/key person on an NSF proposal or on any NSF award made after May 20, 2024.
- Individuals serving as a Principal Investigator (PI) or co-PI on an active NSF award made on or after May 20, 2024, must certify annually via Research.gov to their participation or non-participation in an MFTRP.² Additional information regarding the annual certification process can be found at nsf.gov/research-security.

Reminder: NSF Implementation of Recent Executive Orders

The NSF has created a page titled [NSF Implementation of Recent Executive Orders](#) that provides information regarding recent executive orders and their impact on the U.S. National Science Foundation community. The page is updated frequently so be certain to bookmark the page!

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 without any impact on the live environment.

Key Reminders:

- Training & Testing: Use the [myResearch Grants Test](#) environment to practice proposal submissions. Please visit the [OSP/ OGM training website](#) to view the upcoming class schedule and [register for classes](#).
- Avoid Errors: Do not submit sample proposals in the live system to prevent inaccurate data, cluttered inboxes, and confusion.
- Reduce Risks: Using the live system incorrectly can lead to submission errors, such as mistakenly submitting incomplete or incorrect proposals to sponsors. This can have serious repercussions on our institution's reputation and success rates.
- Minimize Disruptions: Non-essential use slows down the system—reserve the live
- Before submitting any budget modification or other changes to a sponsor, especially to New York State, **please remember to first submit an Award Modification Request through the myResearch Award module for review by OSP**. Once OSP has reviewed and approved the request, your assigned specialist will reach out with next steps. This helps ensure accuracy, prevent delays, and minimize back and forth if corrections are needed. Thanks for helping keep the process smooth and compliant!

For assistance, contact ovpr_myresearchgrants@stonybrook.edu.

Other Reminders:

- For clinical trials or testing/lab studies, log into the [myResearch Agreement module](#) and create an agreement log. Complete the smart forms and submit—your Contract team will follow up.

Agreements handled by The Research Foundation and OSP can be initiated by OSP or the PI/research staff. For questions, contact osp_contracts@stonybrook.edu.

- Off-Campus Determination: The off-campus rate applies if over 50% of project personnel effort occurs off-campus for more than half the award period. Telecommuting, conferences, and incidental travel do not qualify. Submit the F&A/IDC Off-Campus Rate Request Form with your proposal in Field 9.0 under General Proposal Information. Select 100% off-campus and Yes to DHHS F&A Rate—MyResearch will prompt form upload.

OSP News, Announcements and Reminders

A Note from the Senior Director

Dear Colleagues,

After nearly 27 years at Stony Brook University, including the past 24 years in the Office of Sponsored Programs, I'm writing to share that I will be stepping down from my role as Senior Director.

It has been an extraordinary journey filled with growth, collaboration, and a deep sense of purpose. I'm immensely proud of the work we've done together to support Stony Brook's research mission - from streamlining operations to expanding sponsor partnerships and helping faculty and staff navigate an increasingly complex funding landscape.

I am truly grateful for the many colleagues across campus who have made this work both meaningful and memorable. Thank you for your partnership, your support, and for the shared commitment to research excellence that defines this community.

Although I'm excited for the next chapter, I leave with great appreciation for the opportunities I've had and the relationships I've built at SBU. It has truly been an honor to serve this community.

Warmest regards,

Alina Azzam-Stroia

Other OSP Staff Updates

Promotions in the Office of Sponsored Programs

OSP is pleased to announce the promotion of **Sabrina Cerezo** Associate Director within OSP, effective April 5, 2025.

Sabrina has been promoted from Assistant Director for Grants to **Associate Director for Pre- and Post-Award**. She has been instrumental in streamlining proposal development and post-award processes, leading cross-functional initiatives, and providing strategic guidance to faculty, departmental administrators and her team. Her promotion reflects an expanded role overseeing the full life cycle of grants management in a more strategic way, and continuing to enhance service delivery across the institution.

Additionally, OSP is announcing three more well-deserved promotions, recognizing the outstanding contributions and leadership of several members of our team.

Please join us in congratulating **Jackie Dent** and **Paula Moore** on their promotions to **Senior Award Coordinators**. Both have been integral members of the Award Establishment Unit for many years and have played a critical role in ensuring the timely and accurate setup and maintenance of awards. Their dedication, expertise, and professionalism have consistently supported the success of our operations and the broader OSP team. This recognition reflects their deep knowledge and the high standards they bring to our work every day.

We are also pleased to announce the promotion of **Jamie Murdock** from Senior Grants and Contracts Specialist to **Senior Grants and Contracts Specialist - Team Lead** in the pre-award area. In this new role, she will provide leadership in pre-award operations and work closely with Sabrina Cerezo to support pre-award processes. Her strategic insight, knowledge, collaborative approach, and commitment to service excellence make her an excellent fit for this new responsibility.

These promotions are a reflection of our continued growth and the strong leadership within the OSP team. Please join us in congratulating Jackie, Jamie, Paula and Sabrina on their well-earned promotions!

OSP New Hire

Monica Ramey, MBA, CCRP joins Stony Brook as the **Sponsored Programs Administrative & Post-Award Coordinator**, bringing a strong background in grant management, project administration, and clinical research. With experience in stakeholder engagement, financial oversight, and strategic program leadership, she has led initiatives focused on improving health and education outcomes. She looks forward to collaborating with faculty and staff to advance Stony Brook's impactful work.

OSP Tools & Resources

Clinical Trials Checklist for PIs and Study Coordinators

A new [checklist](#) has been developed for Principal Investigators and Study Coordinators to aid in their submission of clinical trials in myResearch. This checklist is available on the Clinical Trials [webpage](#). The checklist covers information from submitting the study in myResearch IRB, Grants, and Agreements through the execution of the clinical trial agreement.

OSP Post Award Corner

NSF annual reporting and myResearch deliverable reminders

Many in the campus research community with NSF-funded projects have been inquiring about the myResearch deliverable reminder schedule. We would like to take this opportunity to provide the following clarifications:

The MyResearch deliverable reminders for NSF reporting were implemented to align with the NSF guidelines for annual progress reporting. Per the NSF Proposal & Award Policies and Procedures Guide ([PAPPG VII.D.1.a.](#)):

"Annual project reports must be submitted in Research.gov **no later than 90-days prior to the end of the current budget period** to provide sufficient time for review and approval by the cognizant NSF Program Officer. The report becomes **overdue the day after the end of the current budget period** if it has not been submitted by the PI and approved by the cognizant NSF Program Officer. The report is due the first date that is 90 days prior to the current period's end date and becomes overdue the day after the 90-day period ends. Failure to submit timely reports will delay the processing of additional funding and administrative actions,

including, but not limited to, no cost extensions. In the case of continuing grants, failure to submit timely reports will delay processing of funding increments. See also Chapter VI.E.3."

Therefore, in an effort to assist Principal Investigators (PI's) with staying ahead of the NSF's strict reporting deadlines and to avoid potential delays in the funding of new awards and/or increments or other notification requests approvals due to non-compliance, reminders are set up at the 60 and 30 days before the NSF due date window, not the NSF overdue date as listed in Research.gov. We recommend the PI's prepare their reports as early as feasible and be prepared to submit the report as close to the 90 days prior to the end of the budget period due date as possible.

Please feel free to contact your [Post Award Specialist](#) should you have any questions while preparing your NSF progress report.

Reminders

Stay Up to Date on Departmental Assignments in OSP

As we continue to enhance support for our research community, we want to remind you to regularly check the [Departmental Assignment webpage](#).

With new staff members recently joining the Office of Sponsored Programs (OSP) and potential departmental reassignments, reviewing this page ensures you always know who manages your department's sponsored programs portfolio.

Staying up to date helps ensure smooth communication and timely support for all your proposal and award needs.

Thank you for your attention, and please don't hesitate to reach out to the [OSP team](#) if you have any questions.

OGM News, Announcements and Reminders
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Federal Agency Program or Grant Officer Inquiry

Occasionally, Federal Program Officers will connect with Principal Investigators to ask about spend rates if they determine that sponsored award funding is not being utilized in the expected time frame or budget cycle. In these discussions they will often suggest that the campus research administrative team is not invoicing timely. While there may be isolated circumstances when invoicing is delayed generally due to system connections with the federal agencies, be advised that the Office of Grants Management invoices federal sponsors for the cost incurred every month.

All inquiries regarding spend rates and invoicing should be directed to the assigned the department Sponsored Award Analyst - [Departmental Assignment webpage](#)

Principal Investigators are reminded that sponsored award spending must support the current need and must be reasonable and allocable, to fulfill immediate scope objectives. There is no circumstance where we approve prepayments or advance spending, even when a funding agency representative suggests otherwise. Federal rules only allow for invoicing for completed cost and at no time are we permitted to invoice for encumbered or to be charged cost.

Please don't hesitate to contact the OGM office with any concerns regarding spend and invoicing rates.

ClinCard powered by Greenphire available for Subject and Participant Payments

The Office of Research and Innovation is pleased to share that the Office of Grants Management is available to discuss how the ClinCard through Greenphire, can replace the transactional payment, cash advance and bank account processes for research studies that include payments to participants.

The Greenphire/ClinCard tool allows study teams to load participant payments onto reloadable, point of sale debit cards, with VISA logo or virtually using participant email contact.

This tool provides tracking and reporting of payments across all studies, enabling compliance with tax law and HIPAA regulations and eliminates the need for reconciliation of cash advances. The OR&I will support the fees associated with this program.

Please send requests for demonstrations of this electronic tool to:

ogm_ovpr@stonybrook.edu

New WolfMart Enhancements

Procurement is excited to announce some new enhancements to WolfMart—automated Order Acknowledgements (OAs) and Advance Shipping Notices (ASNs) are now available for Sigma Aldrich in WolfMart. These enhancements will make it easier to track orders from this vendor, as well as give accurate delivery information. ****PLEASE NOTE**** Some Sigma Aldrich orders that are fulfilled by third parties may not support OAs or ASNs. If you have any questions, please reach out to wolfmart_help@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.

This low cost coverage through the RF for SUNY's carrier AMSURE, protects equipment against loss including flood and earthquake.

The annual premium rate under the equipment policy is \$1.43 per \$100 of coverage 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.

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.

In some circumstances additional rider coverage will be necessary when replacement costs for higher priced items requiring coverage are cost prohibitive. The Office of Compliance Services for the Research Foundation for SUNY will consult with insurance carriers to determine the best coverage plan. Specific questions regarding coverage should be sent to our [Department Email](#)

Electronic Authorized Signatory - ERAS

ERAS is a campus wide system that allows Account Directors for both State and Research Foundation Projects to assign levels of signing authority as well as the ability to delegate users on their behalf. The delegations are integrated with expenditure business systems including Wolfart, iLab, Concur.

Account Director is the PI of the RF Project number, who has the primary authority to commit and spend account funds. The Account Director can delegate authority to Account Assistants and Signatory Delegates.

Below are the levels of delegation that an Account Director can assign users. To add a delegation the users Solar ID number is needed.

Account Assistant is appointed by the Account Director and gives the authority to act on behalf of the Account Director to assign Signatory Delegates and additional Account Assistants. Account Assistants do not have the authority to commit or spend account funds unless they are also designated as a Signatory Delegate.

Signatory Delegate is appointed by the Account Director or Account Assistant and has the authority to commit and spend account funds on behalf of the Account Director. Signatory Delegates cannot view assigned delegations. Only Account Directors and/or Account Assistants will be able to log-in to view account information.

iLab user is an individual appointed by their PI's to assist in the purchasing of items through the iLab system. iLab users do not have the authority to approve orders, but have the ability to request goods and services from the School of Medicine's Core Facilities. iLab users must submit the order to the Approver for final review and completion of the requisition.

WolfMart Requester is an individual appointed by their PI to assist in the purchasing of items through the WolfMart system. Requesters do not have the authority to approve orders, but have the ability to search for items and also complete accounting information when creating

the requisition. The Requester must submit the requisition to the Account Director or Delegate for final review and completion of the Wolfmart order.

Traveler is an individual who is authorized to submit travel requests and expense reports in the campus Concur travel system, using the assigned Project number. Note: If a Traveler is already an Account Director or a Signatory Delegate they do not need to be also listed as a Traveler.

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. [2 CFR 200.402-.405](#).

Bank of America Credit Cards cannot be used during the final 90 days of active award periods as these transactions are not encumbered and may not be charged back to Award funds until 45/60 following expenditure date, therefore award funds may not be available creating a disallowed expense that cannot be charged back to intended award.

NSF Salary Limitation

The NSF salary limit includes salary compensation (all salary types whether IFR Salary Offset or Summer Salary), received from all NSF funded grants within one year.

-One year is the 12 month period from September through August.

Requests for more than 4.4 pay periods that are not greater than a 25% deviation may be approved provided it does not represent a change in project scope.

The 25% deviation is determined as follows:

4.4 pay periods (general rule) x 25% = 1.1 pay periods = up to 5.5 pay periods can be requested (without sponsor approval) within the one year period.

Stay Up to Date on Departmental Assignments in OGM

As we continue to enhance support for our research community, we want to remind you to regularly check the [Departmental Assignment webpage](#).

With new staff members recently joining the Office of Grants Management (OGM) and potential departmental reassignments, reviewing this page ensures you always know who manages your department's sponsored programs portfolio.

New OGM Team member

OGM welcomes **Tracy Hillenbrand** as a Sponsored Award Analyst.

Tracy brings more than ten years of post award research administration experience, most recently supporting the High Energy Physics Group in the Department of Physics & Astronomy since 2017. She is well versed in all federal, state, and local research awards having also worked with professors in the Department of Psychology that studied the mental health of our military population.

Department assignments to Tracy will be added in the weeks ahead.

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

RF Summer Learning Series

The RF Summer Learning Series offers a variety of opportunities to sharpen your skills, gain fresh insights, and connect with colleagues. Whether you're looking to enhance your leadership, boost workplace well-being, or develop essential professional skills, these sessions are designed to support your growth.

[Register for the RF Summer Learning Series](#)

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 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.](#)

RF Report Center Access Request and Training

To request access to the RF Activity Interface Reporting (RFAIR) dashboard for research team members that support Department, PI with RF Awards should complete [this form](#) and return to ovpr_rf_access@stonybrook.edu.

[RF Report Center](#) is an analytical tool allowing campus users to view integrated financial and administrative information from the RF business system.

Campus users are encouraged to request RF Report Center Training. One-on-one training is available once access is live. To make an appointment email ogm_ovpr@stonybrook.edu.

External Newsletters

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

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 on a daily basis in OSP and OGM.

To: *Mary Serra, OSP*

I wanted to share the good news that my project has been selected..... While this particular proposal was submitted separately, working with you on other grant submissions really helped me develop a sharper eye for detail and strengthened my approach overall. Thank you again for your support — I truly appreciate it and look forward to continuing to work with you.

To: *Monica Joao-Nadj OGM CTSA and Michele Hass, AD OGM*

I wanted to say thank you to you for all of your hard work and assistance with this grant project over the past 4 years. We appreciate all of your patience and assistance with the management of the grant. We could not have done it without you, and I wanted to let you know we send you our thanks!

Linda Mermelstein, MD, MPH

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 OR&I, by searching a specific topic. This information is available on the [OSP-OGM website](#).