NEW CONCUR LIVE AS OF JANUARY 2015

We are pleased to announce that the new interface for the Concur travel and expense management application has now been live since January 20th. The new interface is more intuitive and has an updated look and feel, with enhancements to workflow processes, a new dashboard feature, and improved navigation.

Access
Access to Concur has remained the same:
https://medley.isc-seo.upenn.edu/authentication/profile/concur?app=concurprod
You will need your PennKey and Password to log in.

End User Support
For questions or assistance, please consult the following resources:
- Updated reference materials, including Concur instructional guides, how-to videos, and Travel and Expense FAQs are available at:
  https://cms-prod.business-services.upenn.edu/penntravel/training-manuals.html
- A “Noted Differences” document, which highlights the key new features and changes for approvers, Expense users, and Travel users, is available at:
  http://cms-business-services.upenn.edu/penntravel/training-manuals/newui.html
- Existing training materials in Knowledge Link have been updated (Concur Expense Approver Knowledge Building and Concur Expense Approver Application Training). Users may retake training optionally.
- Central support is available at 6-HELP, 215-746-4357. Select Option 3 for Concur, then 1 for Travel or 2 for Expense.
- To submit a help request via e-mail, contact: temsupp@exchange.upenn.edu

New Interface Demo Sessions
Ongoing Concur New Interface Demo/training sessions are available for registration in Knowledge Link – search for “Concur” to register for the course.

Questions
If you have any questions, comments, or suggestions, please send an e-mail to:
temsupp@exchange.upenn.edu.
For general information on Concur, please visit:
www.upenn.edu/penntravel.

COMING SOON – UPDATED TRAVEL AND ENTERTAINMENT POLICY

On April 1, 2015, Penn’s updated Travel & Entertainment Policy will be officially posted. With considerable input and feedback from across the University, the updated document acknowledges Penn’s new online travel and expense management system while formally revising areas of the policy to reflect current practice and requirements. More information will be disseminated in the coming weeks through various University communications channels.

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http://www.upenn.edu/researchservices/newsletter.html
Prior Issues of The Bottom Line
http://www.finance.upenn.edu/ftd/bline.shtml
Important 2015 W-2 Information
Did You Know That You Can Elect NOT to Have Your W-2 Printed and Mailed to You?

ADP, our W-2 provider, offers individuals the option to suppress the printing of their W-2 and allows you to securely view and print your W-2 from your personal computer. By going paperless, you avoid delays or errors in receiving your W-2 caused by mailing.

To Access:

1. Login to ADP W-2 Services from the following U@Penn secure web site: https://medley.isc-seo.upenn.edu/penn_portal/u@penn.php
2. Click on “My Tax Info” (enter additional security information)
3. Click on “Click here for W-2 information for tax years 2013 and later”
4. Click on “Paperless Options” on the “Myself” tab and check the “Access my W-2s and 1099s online only” box

Then follow the remaining instructions to go paperless. You will also need to enter/update your e-mail address under “My Profile” on the “Myself” tab to ensure you receive notification when your W-2 is available.

This will be effective for tax year 2015 W-2 forms.

Additional services offered through ADP include:

- Ability to upload payroll tax information directly into tax software such as TurboTax
- Access to your W2 much earlier than mailing
- Ability to access your information from anywhere via a secure location
- Online Help and FAQ
- Access to W-2 forms 24 hours per day, 7 days a week for both Active and Terminated individuals
- No possibility of lost, stolen, or misplaced forms by Employee or USPS
- Low risk of identity theft from mailing of personal information

W-2 forms for tax year 2012 and prior will remain on the U@Penn portal under “My Tax Info”: http://www.upenn.edu/u@penn. Tax forms from 2013 and later are or will be available on the ADP site. Click the blue link on the page.

Got Tax Questions?

If you need assistance with the information reported on Forms W-2, 1042-S, 1099-INT, and Non-Service Fellowship letters, Tax and International Operations can answer your tax questions via email at tax@exchange.upenn.edu. Common questions are:

1. Explanation of amount on form.
2. Didn’t receive form in mail?
3. How to access online form version?
4. Incorrect information reported. Correction Needed
5. Am I eligible to receive any forms?
6. Need a Non-Service letter to file with tax return.

Tax and International Operations can only provide information related to general tax questions. For tax filing questions, please contact the IRS at 800-829-1040 or irs.gov. Also you could seek the advice of a professional tax accountant.
Penn’s Benefits Open Enrollment - Confirm Current Address

Penn’s annual Benefits Open Enrollment period is drawing near and your current address must be updated by **March 13, 2015**. Penn mails your Open Enrollment information to your current address, and if your current address is not up to date in the payroll system, your Open Enrollment information may be delayed or even lost. Correct address information is important to ensure a smooth process; for instance, availability of some benefit plans may vary by zip code.

**Please Note:** If you have no current address on file in the payroll system, Open Enrollment information will be sent to your permanent address.

To view and/or change your address information, go to the U@Penn website at: [http://www.upenn.edu/u@penn](http://www.upenn.edu/u@penn) or contact your Business Administrator.

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**New HR Policy #309 Meals and Rest Breaks**

**Weekly and Hourly-Paid Staff Members Only**

This policy applies to all non-exempt weekly and hourly-paid staff members whose employment status is regular full-time, regular part-time, limited service, or temporary.

Staff members who are at least 18 years of age are not required by law to receive breaks during their workday. Staff members who are minors (ages 14-17) must receive a 30-minute break if they work for five (5) or more consecutive hours.

Staff members are advised by their supervisor about whether breaks will be provided, the length of any breaks and when breaks should be taken.

If a break is provided for lunch or another meal, the meal break will be unpaid, provided it is at least 30 consecutive minutes in length. Staff members may not perform any work during an unpaid meal break.

- If a staff member is provided a 30-minute meal break and the staff member performs any work during the meal break, the staff member will be paid for the entire 30 minutes.
- If a staff member’s meal break is more than 30 minutes and he or she performs some work during the meal break but is able to enjoy 30 consecutive minutes of non-work time, then the 30 or more minutes of consecutive non-work time will be unpaid, but the rest of the time will be paid.

Staff members may not work during their meal break unless the work is authorized in advance by the staff member’s supervisor. Staff members will be paid for such work time and are responsible for ensuring that this work time is properly recorded on their timesheet. If a staff member works during an unpaid meal break without prior authorization, the staff member will be paid for this work time but may be subject to discipline.

If short breaks are provided, these breaks will be paid. Typically, short breaks last 5 to 20 minutes. Where a break lasts at least 30 minutes, the time may be unpaid.

No additional pay will be provided for paid breaks that are not taken – for example only, because the staff member declines to take the break or the supervisor requires the employee to work through the break for business reasons. Further, paid or unpaid breaks not taken cannot be accumulated or used to extend another break or to leave early.

When recording hours worked on their timesheets, staff members should include as hours worked any breaks lasting less than 30 minutes. Meal and other breaks that are at least 30 consecutive minutes are not considered hours worked and should not be included as hours worked on staff member timesheets.
How to Obtain a Credit Card Balance Refund

University-sponsored travel card cardholders may submit credit balance refund requests through a newly created "Penn Travel Card (BOA) & American Express Corporate Card Credit Refund Request Form" for cardholders' overpayment made on their corporate travel card account. The form, along with information about how the refund will be processed, can be found at:

http://www.purchasing.upenn.edu/forms/
In an effort to more effectively track outstanding receivable balances associated with Sponsored Projects, ORS has established a new e-mail address which should be used to send any invoices or supporting documents that have been generated and forwarded to a sponsor by Business Administrators, Grants Managers, Clinical Coordinator or Investigators. This includes:

- Any invoice generated by department business administrator / Grants Manager / Clinical Coordinator (including but not limited to clinical trial agreements and sponsored research agreement)
- Completion of a milestone(s) associated with a 5-FUND that will result in payment.
- Any technical reports that have been submitted that will result in payment being sent to the University.

The use of this e-mail address does not replace the interaction between department BA/grants managers with the ORS Post Award group related to invoicing. If the department BA/grants manager is supplying information to an ORS desk accountant to facilitate the submission of an invoice to a sponsor by ORS then that should continue. This e-mail address should only be used to forward an invoice or other documents to ORS when the department BA /grants manager responsible for a 5 FUND is submitting documents or information directly to a sponsor that will result in payment. ORS will use this information to record the receivable balance in the University financial systems (BEN Financial Billing and Receivables System and General Ledger). This data will be used to properly age outstanding receivables and in time be used to send out automated collection notices to sponsors when payment is not received in a timely manner. Also, for Clinical Trail agreements, this information will be used as documentation to increase the awarded dollars (PBUD/PBIL) for a FUND.

The message(s) forwarded to GCINVOICING-L@lists.upenn.edu should include a copy of the invoice or if an actual invoice/bill document is not submitted then the expected dollar amount of the payment. Please include the FUND, PennERA Proposal #, PI Name and Invoice # (when appropriate) in the subject line of the e-mail.

Please note that not supplying this information will result in delays in posting payments to 5-funds in the general ledger.

Any question related to this process should be directed to Keith Dixon (kdixon@upenn.edu 215-898-1966).

Please Note: Here are some additional Questions with Answers that have been sent to ORS related to this topic:

- **Question 1:** Will ORS send out the invoices forwarded to GCINVOICING-L@lists.upenn.edu to a sponsor.
- **Answer 1:** NO, ORS will not be sending out these invoices to the sponsors. The GCINVOICING-L@lists.upenn.edu should be used to notify ORS when an invoice or supporting documents that have been generated by Business Administrators/ grants managers/ Clinical coordinator or investigators have been sent to a sponsor that will result in payment being sent to the University. As noted this information will be used to record the receivable balance in the University financial systems (BEN Financial Billing and Receivables System and General Ledger).
o **Question 2:** How do we let ORS know about payments earned and due on clinical trials, but for which we do not invoice – i.e., the study pays based upon receipt of case report forms and not invoices?

o **Answer 2:** If you are not submitting an invoice just include the amount of the expected payment in your e-mail to along with the FUND # etc. “or if an actual invoice/bill document is not submitted then the expected dollar amount of the payment. Please include the FUND, PennERA Proposal #, PI Name and Invoice # (when appropriate) in the subject line of the e-mail. “

o **Question 3:** Instead of forwarding invoicing information to the ORS desk accountant the information should be sent to GCINVOCING-L@lists.upenn.edu:

o **Answer 3:** No, The use of this e-mail address does not replace the interaction between department BA/grants managers with the ORS Post Award group related to invoicing. If the department BA/grants manager is supplying information to an ORS desk accountant to facilitate the submission of an invoice to a sponsor by ORS then that should continue. This e-mail address should only be used to forward an invoice or other documents to ORS when the department BA /grants manager responsible for a 5 FUND is submitting documents (such as an invoice) or other information directly to a sponsor that will result in payment.

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**Effort Reporting Deadlines**

Below are the remaining FY15 deadlines for effort reporting for planning purposes:

<table>
<thead>
<tr>
<th>Effort Reporting Period</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Last Date for Reallocations through Payroll</th>
<th>Date Forms are Available</th>
<th>Closing Date / Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/14</td>
<td>Quarter 2 - Weekly</td>
<td>10/01/14</td>
<td>12/31/14</td>
<td>1/26/2015</td>
<td>2/11/2015</td>
<td>4/14/15</td>
</tr>
<tr>
<td></td>
<td>Fall Semester – Monthly</td>
<td>07/01/14</td>
<td>12/31/14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/31/15</td>
<td>Quarter 3 - Weekly</td>
<td>01/01/15</td>
<td>03/31/15</td>
<td>4/20/15</td>
<td>4/27/15</td>
<td>6/26/15</td>
</tr>
<tr>
<td>06/30/15</td>
<td>Quarter 4 - Weekly</td>
<td>03/31/15</td>
<td>06/30/15</td>
<td>7/20/15</td>
<td>7/27/15</td>
<td>9/25/15</td>
</tr>
<tr>
<td></td>
<td>Spring Semester – Monthly</td>
<td>01/01/15</td>
<td>06/30/15</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

These dates can also be found in the Effort Reporting section of the ORS website: [http://www.upenn.edu/researchservices/effortreporting.html](http://www.upenn.edu/researchservices/effortreporting.html)
On January 26, 2015, the National Science Foundation (NSF) implemented changes in FastLane to support the revised version of the Proposal and Award Policies and Procedures Guide (PAPPG) and to run additional automated compliance checks on proposals.

Proposal and Award Policies and Procedures Guide (PAPPG) (NSF 15-1)

A revised PAPPG was issued on November 20, 2014, which incorporates OMB’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), as well as other policy updates. The following changes were made to FastLane to support the revised PAPPG:

Budget Form Update: The budget form was updated so that the “Residual Funds” line (Line K) are not editable for all programs except Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR). As this field is currently used for the purpose of collecting fees, “Residual Funds” was renamed to “Small Business Fee.”

Budget Justification Upload: Budget justification can no longer be entered as text. Awardees will be required to upload a budget justification for each organization added to the budget via an upload screen. Already, 95% of proposers take advantage of the upload option.

Cost Sharing Notifications Requirement: The existing requirement that only awards with cost sharing of $500,000 or more must submit a cost sharing certificate was modified to support the revised policy which specifies that cost sharing notifications must be submitted by all awardees with awards that include cost sharing.

New Funding Mechanism: The FastLane proposal cover sheet was updated to include the new funding mechanism type, Ideas Lab. Ideas Lab is designed to support the development and implementation of creative and innovative project ideas. These projects are typically high-risk/high-impact as they represent new and unproven ideas, approaches, and/or technologies.

FastLane began to run an additional 24 automated compliance checks on proposals to ensure they complied with requirements outlined in the PAPPG, Chapter II.C.2 of the Grants Proposal Guide (GPG). These checks validated a proposal for compliance with page count, proposal sections per type of funding mechanism and budget related rules for proposals submitted in response to the GPG, Program Announcements and Program Descriptions. At this time, these checks are not enforced for proposals submitted in response to Program Solicitations.

Page Count: Page count rules are enforced on the following proposal sections:

- **Project Description**: 15-page limit [exceptions: 8-page limit for Early-Concept Grants for Exploratory Research (EAGER), and 5-page limit for Rapid Response Research (RAPID)]
- **Budget Justification**: 3-page limit for the proposing institution and a separate, 3-page limit for each subrecipient organization
- **Mentoring Plan**: 1-page limit
- **Data Management Plan**: 2-page limit
- **Budget**: Budget-related checks focuses primarily on proposal duration and requested amount. For example, the system will enforce a maximum requested amount of $200,000 for a RAPID proposal and $300,000 for an EAGER proposal.
- **Proposal Section**: Proposal sections are enforced by their funding mechanism for Program Announcement, Program Description and other GPG-type funding opportunities. For example, an error message will appear if a Project Description was not provided for an EAGER proposal.

The checks detailed above are triggered when the “Check Proposal,” “Forward to SPO,” or “Submit Proposal” functions are selected by a proposer or proposing organization. Depending on the rule being checked, a warning or error message will display when a proposal is found to be non-compliant. If an error message appears, the organization will not be able to submit the proposal until it is compliant. To view a detailed list of all compliance checks, click here.
The Office of Management and Budget Uniform Guidance went into effect on December 26, 2014. Please see the most recent issue of the ORS newsletter at http://www.upenn.edu/researchservices/pdfs/Fall-2014.pdf for additional information. Below please find a short summary guide of changes that impact Penn. Please share this information with your PIs, as I believe they will find it useful in proposing and managing federal research grants. We have also posted this document to our Uniform Guidance website (http://www.upenn.edu/researchservices/OMB%20Announcement.html) under “Penn Resources”.

<table>
<thead>
<tr>
<th>Area Changed</th>
<th>Previous Requirements</th>
<th>UG Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative and Clerical</td>
<td>Permissible for major projects (Penn had interpretive leeway)</td>
<td>Must be integral to the project:</td>
</tr>
<tr>
<td>Salaries as Direct Costs on</td>
<td></td>
<td>- Explicitly included in proposed budget or prior written approval from</td>
</tr>
<tr>
<td>Awards</td>
<td></td>
<td>Awarding Agency required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Individuals specifically identified with the project</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Costs not also recovered as F&amp;A</td>
</tr>
<tr>
<td>Charging of Computing Devices</td>
<td>Must be specifically identifiable to the project,</td>
<td>Devices &lt;$5,000 are supplies</td>
</tr>
<tr>
<td>to Awards</td>
<td>not used for other purposes</td>
<td>Must be essential and allocable, but not required to be solely dedicated to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the performance of the award (incidental use permitted).</td>
</tr>
<tr>
<td>PI Absences</td>
<td>Prior approval required for absences of more than 3 months</td>
<td>Prior approval required for “disengagement” from the project:</td>
</tr>
<tr>
<td></td>
<td>(notify agency when on sabbatical, regardless of continuing</td>
<td>Away from campus #disengaged from project</td>
</tr>
<tr>
<td></td>
<td>work on project)</td>
<td></td>
</tr>
<tr>
<td>Publication Costs</td>
<td>Allowable when incurred within award period</td>
<td>Anticipated costs outside of award period allowable before closeout.</td>
</tr>
<tr>
<td>Cost Sharing</td>
<td>No prohibition on the consideration of Voluntary Cost</td>
<td>Cost Sharing cannot be considered in merit review unless specifically specified</td>
</tr>
<tr>
<td></td>
<td>Share in merit review</td>
<td>in funding opportunity</td>
</tr>
<tr>
<td>Visa Charges</td>
<td>Silent</td>
<td>Costs associated with visas when critical skills are needed for the specific</td>
</tr>
<tr>
<td></td>
<td></td>
<td>award may be proposed and charged as direct cost</td>
</tr>
<tr>
<td>Travel</td>
<td>Requires lowest commercial discount airfare</td>
<td>Least expensive unrestricted airfare permissible</td>
</tr>
<tr>
<td>Fixed Price Subawards</td>
<td>Silent</td>
<td>Fixed Price subawards up to $150,000; requires prior agency approval</td>
</tr>
<tr>
<td>Purchasing (delayed until</td>
<td>Silent</td>
<td>New requirements for documentation of competition dependent on purchase price:</td>
</tr>
<tr>
<td>December 26, 2015)</td>
<td></td>
<td>No documentation: micro-purchases &lt;$3,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evidence of 2 quotes (or use of strategic sourced vendor): $3,000 - $150,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional requirements for larger $ thresholds</td>
</tr>
</tbody>
</table>

The Bottom Line  March 2015
NIH Two Week Window of Consideration Notice

Notice Number: NOT-OD-15-039
Issued by: National Institutes of Health (NIH)

Purpose

This Notice provides information about a new simplified policy for late application submission. Specifically, there is now a two week window of consideration after the application due date, during which time NIH might consider accepting a late application (see details below). This is a significant change from previous policy, which tied different late windows of consideration to different types of applications, and provided no late window of consideration for applications submitted to any RFA (Request for Applications) or PAR (Program Announcement) with special application due dates.

The Notice consolidates policy from previous Notices (including NOT-OD-11-035) on late application submission, updates the policy on late applications in relation to changes in other NIH policies and procedures, and includes additional guidance on application submission policies.

This new policy is effective for applications submitted for due dates on or after January 25, 2015. The policy will not be applied retroactively. This means that RFAs and PARs with special due dates published on or before December 17, 2014 will follow the policy described in NOT-OD-11-035.

Policy

Window of Consideration for Late Application Submission

There is a two week window of consideration after the application due date, during which time NIH might consider accepting a late application (see details below). When the application due date falls on a weekend or Federal holiday, and is extended to the next business day, the window of consideration for late submission of applications will be calculated from that business day. Acceptance of late applications will be made on a case-by-case basis, dependent upon the explanation provided in a cover letter submitted with the application.

NIH will not consider accepting late applications under the following circumstances:

- RFAs that must be reviewed on a compressed timeline and that have declared, in the Application Due Date field, “No late applications will be accepted for this Funding Opportunity Announcement”.
- New Investigator R01 applications resubmitted on special due dates (April 10, August 10, and December 10) as part of the New Investigator Initiative (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-001.html) because the submission deadline for these applications has already been extended by several weeks.
- Additional circumstances as outlined below:

<table>
<thead>
<tr>
<th>Funding Opportunity Announcement Type</th>
<th>PA*</th>
<th>PAR</th>
<th>RFA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Due Dates Field states:</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;No late applications will be accepted for this Funding Opportunity Announcement&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Includes PAS: Program Announcement with Set-Aside Funds

NIH does not expect to accept any applications received beyond the window of consideration or for RFAs that specify no late applications will be accepted.

Please be aware that any reasons for late submission must be in relation to the individual(s) with the PD/PI role on the application. For multiple PD/PI (MPI) applications, the reasons may apply to any or all of the PD/PIs. This accommodation does not apply to co-investigators, project leaders in a multi-component application, or other Key Persons listed in an application (unless they also have MPI status).

Continued on the next page
Examples of Reasons Why Late Applications Might Be Accepted

- Death of an immediate family member of the PD/PI (or MPI).
- Sudden acute severe illness of the PD/PI (MPI) or immediate family member.
- Temporary or ad hoc service by a PD/PI on an NIH advisory group during the two months preceding or the two months following the application due date. Examples of qualifying service include: participation in an NIH study section/special emphasis panel, NIH Board of Scientific Counselors, Program Advisory Committee, or an NIH Advisory Board/Council. Qualifying service does not include participation in NIH activities other than those involved in extramural/intramural peer review or NIH Advisory Council/Board service.
- Delays due to weather, natural disasters, or other emergency situations, not to exceed the time the applicant organization is closed.
- For PD/PIs who are eligible for continuous submission (http://grants.nih.gov/grants/peer/continuous_submission.htm), the late application policy applies to activities not covered under the continuous submission policy (i.e., other than R01, R21, and R34 funding opportunities that use standard due dates).

Examples of Reasons Why Late Applications Will Not Be Accepted

- Heavy teaching or administrative responsibilities, relocation of a laboratory, ongoing or non-severe health problems, personal events, participation in review activities for other Federal agencies or private organizations, attendance at scientific meetings, or a very busy schedule.
- Review service for participants other than a PD/PI or MPI, acute health issues or death in the family of a participant other than a PD/PI or MPI.

- Problems with computer systems at the applicant organization, problems with a system-to-system grant submission service, or failure to complete or renew required registrations in advance of the application due date.
- Failure to follow instructions in the Application Guide or funding opportunity announcement.
- Correction of errors or addressing warnings after 5 PM local (applicant organization) time on the application due date. Applicants are encouraged to submit in advance of the due date to allow time to correct errors and/or address warnings identified in the NIH validation process.

No Advance Permission Is Given for Late Applications

It is important to emphasize that these various examples are just that, examples. No NIH staff member, whether in the Center for Scientific Review or any of the other NIH Institutes/Centers, has the authority to give permission in advance for submission of a late application. Contacting the Division of Receipt and Referral or any other component of the NIH will not lead to either permission to submit late or to the evaluation or approval of the reasons for a delay.

Problems with Federal Computer Systems

Applicants must follow the directions provided at http://grants.nih.gov/grants/ElectronicReceipt/support.htm#guidelines to report Federal computer system issues that threaten the timely submission of a grant application. NIH will investigate reports of Federal computer system issues on a case-by-case basis. If the eRA Commons Help Desk confirms a Federal computer system issue, the application will not be considered late so long as the applicant works diligently with the Help Desk to ensure the submission process is completed in a timely manner. Federal computer systems include: Grants.gov, eRA Commons, ASSIST, SAM (Systems for Award Management), Defense Logis-

Continued on the next page
The Bottom Line  March 2015

Note that problems with computer systems at the applicant organization or system-to-system grant submission service, failure to follow instructions in the Application Guide or funding opportunity announcement, or failure to complete required registrations by the submission deadline are not considered system issues. NIH is under no obligation to accept applications that are late for these reasons.

Reminders

On Time Submission
- NIH expects that applications will be submitted on time.
- On time submission means an application is submitted error free no later than 5 P.M. local (applicant organization) time on the application due date.
- There is no error correction window that extends a submission deadline. This means that an error free, corrected application addressing any errors found by federal systems (e.g., Grants.gov or eRA Commons) must also be submitted by 5 P.M. local (applicant organization) time on the application due date.
- When application due dates fall on a weekend or Federal holiday, they are extended to the next business day.

Late Submission
The NIH policy on late application submission is stated in the SF424 (R&R) Application Guide.
- Permission for late application submission is not granted in advance.
- In some cases (see details, below), applications might be accepted after the application due date. A cover letter explaining the reasons for the delay must be included with the application.
- While the reasons for late application submission are sometimes personal in nature, specific information about the timing and cause of the delay should be provided so an informed, objective decision can be made. Only the explanatory letter is needed; no other documentation is expected. This letter is available only to NIH staff who have a need to know (such as those with referral or review responsibilities); it is not available to reviewers or other staff.
- Applications submitted late, without an explanatory cover letter or outside the late window of consideration, will not be processed, reviewed, or considered for funding.

Terms and conditions of the NIH Continuous Submission policy are not affected by this change in the late application submission policy.
Terms and conditions of the NIH Natural Disaster policy are not affected by this change in the late application submission policy.

Please feel free to contact our office if you have any questions about this policy.

Regards,
Heather G. Lewis
Director, Pre-award & Non-Financial Post-award Administration

The University of Pennsylvania
The Office of Research Services
3451 Walnut Street
Franklin Bldg. Suite P221
Philadelphia, PA 19104
Phone: 215-573-4507
Main Line: 215-898-7293
http://www.upenn.edu/researchservices/
NIH Modification to Guidance on Marking Changes in Resubmission Applications (NOT-OD-15-030)

This Notice informs the applicant community of a modification for how NIH would like applicants to mark changes in their Resubmission applications. NIH has removed the requirement to identify 'substantial scientific changes' in the text of a Resubmission application by 'bracketing, indenting, or change of typography'.

Effective immediately, it is sufficient to outline the changes made to the Resubmission application in the Introduction attachment. The Introduction must include a summary of substantial additions, deletions, and changes to the application. It must also include a response to weaknesses raised in the Summary Statement. The page limit for the Introduction may not exceed one page unless indicated otherwise in the Table of Page Limits.

Update: New Biographical Sketch Format Required for NIH and AHRQ Grant Applications Submitted for Due Dates on/after May 25, 2015 (NOT-OD-15-032)

This Notice supersedes NOT-OD-15-024 about the NIH and AHRQ requirement for use of a new biosketch format and provides some latitude in the transition for those who have already been compiling biosketches for their large grant applications with deadlines in early in 2015.

NIH and AHRQ encourages applicants to use the newly published biosketch format for all grant and cooperative agreement applications submitted for due dates on or after January 25, 2015, and will require use of the new format for applications submitted for due dates on or after May 25, 2015. Applicants may submit using the new biosketch format for due dates before January 25, 2015, if they wish.

New Format

The revised forms and instructions are now available on the SF 424 (R&R) Forms and Applications page and adjustments have been made to improve their usability.

Individual fellowships, R36 dissertation grants, and diversity supplements should use the Fellowship Application Biographical Sketch Format Page and related pre-doc and post-doc instructions and samples, while research grant applications, career development, training grant, and all other application types should use the general Biographical Sketch Format Page and instructions and sample.

The new format extends the page limit for the biosketch from four to five pages, and allows researchers to describe up to five of their most significant contributions to science, along with the historical background that framed their research. Investigators can outline the central findings of prior work and the influence of those findings on the investigator’s field. Investigators involved in Team Science are provided the opportunity to describe their specific role(s) in the work. Each description can be accompanied by a listing of up to four relevant peer-reviewed publications or other non-publication research products, including audio or video products; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware that are relevant to the described contribution. In addition to the descriptions of specific contributions and documentation, researchers will be allowed to include a link to a full list of their published work as found in a publicly available digital database such as MyBibliography or SciENcv.

Tool to Help Build the New Biosketch

The Science Experts Network Curriculum Vitae (SciENcv), which serves as an interagency system designed to create biosketches for multiple federal agencies, will be updated by the end of December to support the new biosketch format and to address some issues found in testing. SciENcv pulls information from available resources making it easy to develop a repository of information that can be readily updated and modified to prepare future biosketches. A YouTube video provides instructions for using SciENcv.

Additional Information

Note that having a different biosketch format than other applications being reviewed in the same panel is not grounds for appeal. See FAQs for additional information.
International Student and Scholar Services (ISSS) is pleased to offer the following workshops in Spring 2015:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-1B Workshop</td>
<td>3/5/2015 1:00 - 3:00pm</td>
</tr>
<tr>
<td>J-1 Scholar Workshop</td>
<td>3/18/2015 1:00 - 3:00pm</td>
</tr>
<tr>
<td>Overview of Hiring Foreign Nationals</td>
<td>3/20/2015 1:00 - 3:00pm</td>
</tr>
</tbody>
</table>

To register for a workshop, please visit our Registration Page.

All workshops will take place at ISSS, located at 3701 Chestnut Street. Please follow the signs for Penn Global.

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**Quarterly Quiz**

Instructions: The following questions can be answered based solely on information contained in this issue of The Bottom Line.

To participate in the contest, please submit your answers via email to training@exchange.upenn.edu no later than May 1, 2015.

The Winner will receive a gift certificate for lunch for two to the University Club.

1. What do I need to purchase in order to bring ‘Cash’ over to the Cashier’s Office?
2. What training is required for Additional Pay for Submitters? Approver? Who grants access for Approvers?
3. List three key points of the new Human Resources Policy #309?
4. How many days does a person have to complete a BEN e-form before re-training is required?
5. What is the e-mail address to request help for Concur?

**Last Quarter’s Winner:**
Edward J. Milewski
Abramson Family Cancer Research Institute
Perelman School of Medicine

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Spring forward
March 8th 2:00 a.m.
Accessing BEN Financials – New End Users

New BEN Financials end-users must successfully complete BEN Financials training and submit a BEN Financials Access Request eForm within 60 days of completing training. If the 60 day requirement is not met, the eForm will be disapproved and routed back to the Requestor. The end-user will need to be retrained and submit a new eForm upon completion.

The BEN Financials Access Request eForm can be obtained at the following URL:

http://www.upenn.edu/computing/da/eforms/

To access the form:

- Expand section under BEN Financials
- Select ‘BEN Financials Access Request eForm’
- If you are not currently authenticated into a U@Penn secured site, you will be prompted to enter your PennKey and Password

IMPORTANT: Once the form has been processed by Financial Systems, an email will be sent to the individual who initiated the request. Be sure the “Initiator” is the end-user requesting access. The email will contain your BEN Financials username and detailed instructions on how to generate your password.

You can also get detailed instructions by clicking here for the “Self-Service BEN Financials Password Generation” documentation.

Did You Know...

...Going forward all “CASH” deposits need to brought over to the Cashier’s Office in a plastic security sealed bag. These can be ordered through Telrose/Office Depot. Search for these bags by typing ‘security bags’. How many you order will depend on your departmental needs. You can select a specific bag color or size you wish. Any type will do as long as it is sealed. Once you receive your bags please start using them. You only need to fill out basic information on the bags:

- To: Cashier’s Office
- From: Your Department
- Date:
- Amount:

Please note: Do not have to hold your cash at your office until your bags arrive.

Bring them over to the Cashier’s Office while you wait for your delivery of security bags.

...For information regarding BEN Financials, PennWorks/Payroll/Personnel, Additional Pay, Concur, Petty Cash, Space@Penn, etc. training, including pre-requisites, access forms and the responsible department, go to the following link:

http://www.finance.upenn.edu/ftd/Training_
&_Access_Forms.pdf