Sponsored Programs - Release II Updates
Quick Reference Guide – Sponsored Programs

This Quick Reference Guide covers the January 2018 updates to the Sponsored Programs module of WRG.

Updates to Proposal Forms / Sections (Forms E Changes)

The National Institutes of Health has a new Adobe Package for system-to-system grant applications called Forms E. The new forms package will appear in the left navigation menu of The Proposal Screen.

Other Project Info

- The Other Project Info section has now absorbed the following sections you used to see:
    - Project Narrative
    - Project Summary
    - References Cited
- These sections used to be listed individually and were used primarily to upload documentation. You can still upload all the same documentation, it is simply condensed in the Other Project Info section.

New Tab: Human Subjects / CT

- The new Forms E package includes a new section you must fill out which pertains to Human Subjects and Clinical Trials.
- This new section will pull in your responses from the Setup Questions and Other Project Info sections you previously filled out.
- You'll interact with this form to varying degrees
- You would use this form if:
    - Your study includes human specimens or data
    - Your study includes human subjects
    - Your research plan includes delayed onset
    - Your study is a clinical trial
- Some forms that were originally submitted to IRB would be added here.
- For a detailed walkthrough, view this resource from the NIH:
  https://www.youtube.com/watch?v=nz9NWFhYOG8
- New Validation Tool: For NIH submissions we have included a validation feature that allows you to test your package in the system before sending it to NIH. The system will recognize which pieces of your application may potentially be rejected by NIH, allowing you to make those changes before you officially submit.

Changes to the Universal Questionnaire

The Universal Questionnaire will be updated to include additional questions, as well as the rewording of some existing questions.

- Q8: Captures information for Environmental Health and Safety and the wording has been slightly modified. You are also able to link out to the list of Laboratory Safety Registrations.
- For Qatar requesters only: Q10 – Answering no will prompt a text box in which a short justification should be provided.

Changes to the Reviewer Checklist

The Reviewer Checklist has also been updated in order to facilitate more efficient communication between OSRA and the requester. The changes themselves are primarily visual.

Viewing and Responding to Comments
- Central departments will click the checkbox to expand the relevant sections.
- Note the responses to each line item
- If the line item reads 'See Comments,' scroll down to either the Pre-Review or Final Review Comments to view them
- Respond by typing your comment under the Department Response heading
- Scroll up and click the Complete checkbox in the top right corner

Changes to Forms / Sections for Non-S2S Submissions

This update also includes changes to the forms and sections for non-system-to-system (S2S) submissions, including contracts.
- The Incoming MTA Questionnaire and SRA Questionnaire, Bio Pharma Alliance Agreements, and Service Agreements all have updated questions.
  - You may also see additional Environmental Health + Safety questions. (Ex: Does your research involve the receipt of materials? Does your use of Material involve the receipt of a biological material?)

Changes to the Route for Non-S2S Submissions

This update includes changes that are meant to streamline the review non-system-to-system (S2S) submissions, including contracts.

Elimination of Pre-Review Route for Non-S2S Grants

Previously, all grant submissions went through a Pre-Review route as well as a Final Review route. For this update, all non-system-to-system grant submissions will have only a Final Review route.

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