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Subject: Sponsored Programs Bulletin: April 9, 2026: SPA Director, NIH Updates, BlueQ Forms
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Sponsored Programs Bulletin: April 9, 2026

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Beth Herr Retires; New Director of Sponsored Programs Administration Named:

Beth Herr, longtime Director of Sponsored Programs Administration, retired on March 31, 2026. We will miss Beth; her unflagging efforts shaped a strong and resilient department and benefited researchers across campus. We thank her for her many years of service.

We are happy to announce that Barb Bittner has been named the new Director of Sponsored Programs Administration. Ms. Bittner joined Creighton University in 2010 as the Technical Editor/Writer in Research Compliance, and has worked in Sponsored Programs Administration for more than 16 years. You can contact her at 402-280-3209 or barbarabittner@creighton.edu. General questions to Sponsored Programs Administration can be sent to spa@creighton.edu.

NIH Updates:

Updated Elements of an NIH Data Management and Sharing Plan:

The National Institutes of Health (NIH) has released notice [NOT-OD-26-046, Updated Elements of an NIH Data Management and Sharing Plan](#). This Notice updates DMS Plan elements to clarify common areas of confusion in the research community while streamlining and simplifying DMS Plans. Since the DMS Policy went into effect in 2023, NIH Institutes, Centers, and Offices have evaluated over 1,100 DMS Plans and found that while the majority were acceptable either initially or after minor revisions, many included extraneous details and exceeded the recommended DMS Plan length. NIH is revising DMS Plan elements and requiring the use of the corresponding format page to aid compliance monitoring.

An updated DMS Plan Format page will be made available upon receipt of OMB clearance. A draft can be viewed here: [Data Management and Sharing Plan Format Page](#). Effective for applications submitted for due dates on or after May 25, 2026, applicants and recipients are required to utilize the new, simpler format. NIH is implementing this updated format page as a pilot and will evaluate the need for additional updates over the next year.

University Libraries will host a session on Thursday, April 30, on "Preparing for the Updated NIH Data Management and Sharing Plan." [Register in myLearning](#). This workshop will introduce attendees to the updated requirements for Data Management and Sharing Plans for NIH grants. Join us to learn about the new template, how to use DMPTool to write your plan, how to choose an appropriate data repository, and how to seek help from the library. This workshop will also introduce the FAIR data principles – a set of best practices utilized by the NIH for making research data findable, accessible, interoperable, and reusable.

Current and Pending (Other) Support Common Form:

The National Institutes of Health has updated information on the Common Form for Current and Pending (Other) Support (CPOS). NIH now requires the inclusion of the pending proposal that is under review in all CPOS documents, meaning that the CPOS will never be blank.

In addition, if any senior/key person on a grant, regardless of the level of effort, has had a change to their active support, they must be included in section D.1 of the RPPR and an updated CPOS document must be uploaded. This is true even if they are contributing less than 1.0 person months of effort on the project.

Biographical Sketch and Biographical Sketch Supplement Common Forms:

In a clarification, NIH has posted guidance on referencing citations from the biographical sketch in the Contributions to Science section in the biosketch supplement. Investigators may only reference the five products included in the Other Significant Products section of the Biographical Sketch Common Form in the Contributions to Science section. For example, you could have 5 narrative contributions to science, each with a single reference to one of the products, a single contribution to science with all 5 products referenced, or any variation in between. The limitation is that you can only have up to 5 narrative contributions to science, and they may only reference the 5 other significant products

NIH RPPR Malign Foreign Talent Recruitment Program Certification Statement:

NIH has instituted a requirement to upload a signed certification statement for all senior/key personnel listed in an annual or final RPPR, regardless of level of effort. This statement must certify that the investigator does not participate in a Malign Foreign Talent Recruitment Program (MFTRP) and must be electronically signed and dated. Sponsored Programs Administration has a template available for this statement and will work with the investigators to obtain the required electronic signature via DocuSign prior to submission of the RPPR. Contact spa@creighton.edu if you have questions or concerns.

Intent to Submit Form and InfoEd BlueQ Forms:

Sponsored Programs Administration has available several BlueQ forms to simplify communication of proposal information:

Intent to Submit:

If you plan to submit a grant application, please complete this [Intent to Submit form](#) to provide details about the opportunity and the deadline to Sponsored Programs Administration. This gives our department time to plan for the application, including providing adequate staffing levels.

Submission of this intent form doesn't mean you have to complete the application; if you decide later that you want to delay the application or don't plan to submit at all, just email Sponsored Programs Administration at spa@creighton.edu and let us know.

Subaward Information Form:

If you are adding a subaward to your budget or a Consultant/Other Significant Contributor to the Personnel tab, the institution name and the names of individuals from that institution who will be involved in the grant must be included in the InfoEd database. If you discover that this information isn't already available, fill out the [Subaward Information Form](#) to send a request to Sponsored Programs Administration. PLEASE NOTE: You should also use this form if the subaward organization is already in InfoEd but you need to add the name of an investigator at that institution. We will let you know when it's been added.

Sponsor Information Form:

If you can't find a sponsor listed in InfoEd, we can add it for you. Use the [Sponsor Information Form](#) to send the information to Sponsored Programs Administration and we'll let you know when it's been added.

Zoom Open Door Hours

As a reminder, we hold daily open hours on Zoom; anyone who has a question or needs some extra help for anything grant-related can join at any time. Dates and times are as follows:

- Mondays, Tuesdays, and Fridays from 9-10 AM CT
- Wednesdays and Thursdays from 2:30-3:30 PM CT

The Zoom link for the Open Door hours is <https://creighton.zoom.us/j/5857244109>.

If you would like to schedule time to work with Sponsored Programs Administration outside of these hours, please contact us at 402-280-3209 or spa@creighton.edu.

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Your security matters. No one from Creighton will ever ask for your password or your multi-factor authentication (MFA) code. Never share your Creighton credentials with anyone.