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To: ["med-faculty@lists.creighton.edu"; Phoenix Faculty Listserv \(med-facultyphx@lists.creighton.edu\); SPAHP Faculty; Kirkpatrick, Amanda Jolene; Rocha-Sanchez, Sonia; Wendling, Amy E; Eckerson, Joan M; Duda, Gintaras; Cullum, Alistair J; Oshin, Kayode D.; Guenther, Corey L; Pennington, Nathan K; Murray, Rebecca; Fredrick, Rose L; Kletscher, Karina; Barney, Stacy B; Berezin, Jared D; Bird, Courtney; Brutsche, Mary; Buckingham, Jolene; Byers, Sandra K; Davis, Jeff L; Ecklund, Joe; Emmer, Mary C; Harter, Sam M; Hiem, Beth J; Holt, Ashlyn; Holt, Jenn D; Lawrence, Jerrod; Madsen, Dave K; Malesker, Karla J; Michalev, Gail; Mendick, Patricia; Nubel, Caroline A; Shrestha, Pramita; Solomon, Will; Stevens, Kim A; Terrell, Shirisena K; Townsend, Anitra F; Trojanowski, Dawn E; Conyers, Brianna; Fricks-Gleason, Ashley; Schulte, Leslie A; Guinn, Katie; Reed, Dave; Tietjen, Mary Ann A](mailto:med-faculty@lists.creighton.edu)
Cc: [sna; Bittner, Barbara L; Strauss-Soukup, Juliane K; Knezetic, Joseph A; Seiffert, Rosa](#)
Subject: Sponsored Programs Bulletin: February 24, 2026: Grant Writing Seminar, Required Research Security Training, Commons Forms, InfoEd Indirect Costs Calculations
Date: Tuesday, February 24, 2026 11:20:02 AM
Attachments: [jmaoe001.png](#)
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Sponsored Programs Bulletin: February 24, 2026

In this edition:

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Grant Writing Webinar: April 16, 2026:

The Write Winning Grants Seminar from Grant Writers' Seminars & Workshops LLC (GWSW) will be held on Thursday, April 16, 2026, from 8:30 AM to 4:30 PM. This widely acclaimed seminar comprehensively addresses both practical and conceptual aspects that are important to the proposal-writing process. Emphasis is given to such things as idea development, identification of the most appropriate granting agency, how to write for reviewers, and tips and strategies that are of proven value in presenting an applicant's case to reviewers. The presenter will focus on proposal writing for the National Institutes of Health (NIH), but the majority of the content will be relevant for individuals applying to other funding entities (e.g., private foundations, professional organizations, and state/other federal agencies). All participants will receive an extensive Power Point handout, as well a hard copy of one Grant Applications Writer's Workbook. **To register**, RSVP by completing the BlueQ survey at https://blueq.co1.qualtrics.com/jfe/form/SV_5zQRh5KrCAYAIUS by March 19, 2026.

New Federal Compliance Requirements: Research Security Training:

The National Institutes of Health, the National Science Foundation, and the Department of War have implemented Research Security Training (RST) requirements for senior/key personnel listed on grant applications. These faculty and staff will be required to certify that they have completed RST within 12 months of the date of the application submission. This certification will be done at the time the Commons Forms biosketch is completed and downloaded from SciENcv.

Creighton University provides the Research Security Training module in CITI for this requirement. You can contact Research Compliance at researchcomped@creighton.edu with questions about accessing the CITI module. For questions about the required training, contact Joe Knezetic, Director of Research Compliance, at joek@creighton.edu.

Use of Common Forms for Federal Sponsors:

The National Institutes of Health (NIH) has implemented the new Common Forms in SciENcv for Biographical Sketches and Current and Pending (Other) Support forms. These forms are required for all applications, Just-in-Time requests, and Research Performance Progress Reports (RPPRs). Sponsored Programs Administration and the University Libraries presented a webinar on these changes; the recording is available as an on-demand course in myLearning at <https://learning.creighton.edu/learner/courses/3e37c8a4/enroll>.

By completing these forms, the faculty/staff certifies that the forms are current, accurate, and complete, and that, at the time of submission, the faculty/staff is not a party to a malign foreign talent recruitment program.

InfoEd Indirect Cost Calculations:

Sponsored Programs Administration has had several questions about indirect cost calculations in InfoEd when the indirect cost is changed from either the 47% federal rate or 30% non-federal rate. If the rate is manually changed in the system and changes are made to the budget after the rate is updated, it is often necessary to force the system to recalculate indirects. Until this is done, the indirects will not automatically recalculate based on the new budget total. To recalculate the indirects in the Budget tab, go to the F&A tab:

Budget	—
Period 1	+
Period 2	+
Period 3	+
F&A	

Check the Rate percentage against the Effective percentage:

F&A

Source View: Sr

Calculation rate method ?
 Prevailing Blended

Institution Base/Target Scheme ? Non-federal research Show

\$65,828
\$30,439

Scheme ? Base Show ? Rate ? Rate ? Effective ? Apply ?

TDC Manual Entry 15.000 13.872

If these rates are different, you'll need to click the Apply button:

F&A

Source View: Sr

Calculation rate method ?
 Prevailing Blended

Institution Base/Target Scheme ? Non-federal research Show

\$65,828
\$30,439

Scheme ? Base Show ? Rate ? Rate ? Effective ? Apply ?

TDC Manual Entry 15.000 13.872

This will then force the system to use the correct rate:

F&A

Source View: Sr

Calculation rate method ?
 Prevailing Blended

Institution Base/Target Scheme ? Non-federal research Show

\$65,828
\$32,914

Scheme ? Base Show ? Rate ? Rate ? Effective ? Apply ?

TDC Manual Entry 15.000 15.000

Then check your budget to be sure it doesn't go over any limits and that it matches the budget justification.

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.