

Training & Educational Opportunities

2008 NCURA TV Scheduled

GTRC and the Office of Sponsored Programs are pleased to provide broadcasts from the National Council of University Research Administrators (NCURA). Presented in the seminar room of the RAB at 505 Tenth, these sessions provide the latest information available on topics of great interest to research administrators. Reserve your seat online at <http://www.osp.gatech.edu/education/registration.shtml>. Mark your calendar for these upcoming broadcasts on NCURA TV: Effective Proposal Development on March 11, 2008, Complex Agreements on June 10, 2008, and Good Customer Service for Research Administrators: How to Support the Research Endeavor at Your Institution on September 9, 2008.

Spring Training Dates

The next Research Administration Buzz meeting March 13th from 10AM-12PM in the Seminar Room at 505 10th Street. Be sure to join us for Federal and Georgia Tech updates.

Two upcoming Brown Bags are Technology Licensing on February 20th presented by Kevin Wozniak, Interim Director of the Office of Technology Licensing and Departmental Management of Sponsored Projects on March 26th co-presented by Sharon Crouch of the College of Computing and Velera Pate of Physics. The sessions are from 12-1:30 in the Seminar Room.

Duane Hutchison, Director of the Office of Sponsored Programs and Jim Fortner, Director of Grants and Contacts Accounting are co-presenting a class on the OMB Circulars and the FAR from 1-4PM on March 11.

Jim Fortner will be presenting a newly created class entitled "Service Center Management" which will be held on April 23rd at 9:30AM.

Our annual NSF CAREER Panel discussion is on May 27 from 9-11AM.

As always, to register for any of the classes, simply login (Kerberos ID) to the OSP training system at <http://www.osp.gatech.edu/training/indexworkshops.php>. The Seminar Room is located at 505 10th Street in the Research Admin Building.

DISTRIBUTION CENTER UPDATE:

Due to the increase in the volume of incoming deliverables, it is necessary to increase the turn around time for updating the OSP database from two days to five days.

Please make plans accordingly to avoid being listed on the overdue deliverables list.



Research News is published quarterly by Georgia Tech's Office of Sponsored Programs

Please address any suggestions or comments about **Research News** to:

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Research News

Research News

■ Office of Sponsored Programs ■

SPRING 2008

Georgia Tech to Undergo US EPA Audit

By: Mark Demyanek
AVP, Environmental Health & Safety

This semester, during the week March 3-7, a team of outside auditors will visit Georgia Tech to conduct a comprehensive audit of all campus facilities and operations for compliance with US Environmental Protection Agency (EPA) regulations. Areas likely to be of interest to the auditors will include academic buildings, research labs, chemical storage areas, grounds departments, housing facilities, food services, maintenance activities, steam / chiller plants, and other areas where compliance issues may exist. Compliance issues may include improper handling, storage and disposal of chemicals and hazardous wastes, air quality issues, wastewater discharges, fuel storage tank maintenance, and hazardous materials management - among a number of others.

This audit is being conducted under an agreement between the Board of Regents and the EPA to

conduct voluntary self-audits at all University System of Georgia (USG) institutions as part of EPA's "College and University Compliance Initiative". The goal of the self audit is voluntarily to achieve and maintain compliance with environmental laws and regulations, rather than face targeted EPA inspections and enforcement actions. Under the agreement, Georgia Tech is volunteering to audit its facilities and operations and self-disclose to EPA any violations discovered. In return, EPA has agreed to reduce substantially or waive the fines and penalties which would normally be assessed. However, to avoid the fines and penalties, Georgia Tech will be obligated to develop action plans and implement corrective measures to address the violations identified.

The audit team will be composed of six (6) individuals. Three (3) of the auditors will be from the firm that the Board of Regents selected to lead the audit - Woodard and Curran out of Portland, Maine. Woodard and Curran has successfully led a num-

ber of other EPA self-audit programs at research institutions, primarily in the northeastern US, over the past several years. The other three (3) auditors will be subject-matter experts from three (3) of our sister USG research institutions. The auditors will be following the same protocols used by EPA enforcement inspectors to evaluate Georgia Tech for compliance in each of the EPA regulatory program areas.

The Georgia Tech Environmental Health and Safety (EHS) Office will assist in managing the audit process, with the input and assistance from several key institute committees such as the Institute Council on EHS and the Chemical and Environmental Safety Committee. However, many other individuals from around campus will be assisting as well. In the coming weeks, EHS will continue working with all Georgia Tech departments to prepare for the audit. Please visit the Georgia Tech EHS web site at www.ehs.gatech.edu or contact EHS at (404)894-4635 with any questions or to request assistance.

PD/PI Toolkit: Great ways to manage sponsored projects



The Office of Sponsored Programs (OSP) believes that Faculty, Deans, Chairs, Financial Administrators, Grants & Contacts Accounting (G&C), and OSP are all partners in the Institute's research endeavors. We are continuing with the PD/PI Toolkit showcase.

The two systems we will highlight in this edition are the OSP's Intranet Contracting Officer's Log (ICOL) and G&C's Project Status Report, 90 Days to Expiration Report, and Past Term Reports [see Insert].

Top 10 Preparation Steps for the Upcoming EPA Audit:

1. *Housekeeping is key.* Labs and storage areas that are clean and orderly present the strong impression that faculty members, staff and students take pride in their work area, and that violations of environmental regulations are not likely to be present. Clean labs and work areas invite less scrutiny.
2. *Reduce chemical inventories to the fewest number of containers necessary.* One of the leading areas cited in EPA regulatory inspections is for the storage of old and/or unused chemicals in labs and shops which are obviously well beyond their shelf-life. This may be considered "storage in lieu of disposal" and is often cited as a violation. NOTE: All researchers, faculty and staff who use chemicals are required to use Georgia Tech's automated chemical management system – CHEMATIX – to track all chemicals from the time the containers arrive in labs or work areas until they are ultimately disposed of. All chemical users are also required to perform semi-annual reconciliations of their inventories. For CHEMATIX assistance, please contact Mr. Duane Slack of the EHS Office at (404)894-6128 or duane.slack@ehs.gatech.edu
3. *Make sure all waste containers are clearly labeled* with the actual names of the chemicals (no chemical formulas or trade names), that they are closed - except when actually adding waste, and that they are stored in a manner to prevent rupturing or leaks.
4. *Ensure that no potential hazardous wastes are being disposed of in sinks or other sanitary drains.*
5. *Make sure that any required personnel training records (e.g. hazardous waste awareness training) are readily available* for review and verify that basic chemical spill emergency procedures are prominently posted.
6. *Assure that any required permits (e.g. for equipment or emissions) and compliance verification documentation are readily available.*
7. *For Facilities Project Managers, assure that documentation of proper pre-construction or renovation project asbestos inspections is readily available.* Also, for all asbestos abatement projects, assure that complete project documentation including initial project notifications, monitoring records, close-out documents, and waste disposal records are readily available.
8. *Assure that all "Universal Wastes" such as spent fluorescent lamps and automotive batteries are properly stored,* with the accumulation start date noted, and in a manner to prevent them from becoming damaged, in preparation for recycling or disposal.
9. *In Facilities Maintenance Areas, assure that all insecticides, fungicides and rodenticides used are state-registered materials,* and that all personnel who apply them are properly trained and certified.
10. *Verify that areas on campus where oil of any kind (including petroleum products, fats, greases, vegetable oils, etc.) is generated or stored in containers with fill capacities of 55 gallons or greater are included in the institution's Spill Prevention Control and Countermeasures (SPCC) plan.* This plan requires personnel training, spill containment measures and recordkeeping.

Please contact the EHS Office at (404)894-4635 or ehsgatech.edu with any questions or to request assistance with these or other related issues.

New Members of Sponsored Programs

In November 2007, Abigail ("Abby") joined The Office of Sponsored Programs as an Information Analyst. Even so, she is no stranger to Georgia Tech. Abigail has worked with two other departments on campus, namely: OCS (now OIT) and CEISMC. Her work experience encompasses technical support,



database & web development and quality assurance. Abigail is originally from

Hartford, CT and the youngest of 4 siblings. She has been married for 16 years this March and has a 3 year old son. She enjoys interior decorating, reading, internet research, spending time with family and friends and "just kicking back". By far, her favorite pastime is playing with and enjoying her son.

Abigail will be working, as part of a team, to manage the OSP database. Her job responsibilities will include, but not limited to, providing support for the Oracle CA application, writing reports against the OSP database and protecting the overall integrity of the data. Her email is abigail.boyd@osp.gatech.edu.

Garrett Steed and his fiancée relocated to Atlanta from West Lafayette, Indiana in December 2007. Garrett joined Georgia's Tech's Office of



Sponsored Programs as a training program manager while his fiancée accepted a position as

Assistant Professor in Early Childhood Special Education at Georgia State University.

Garrett comes to Georgia Tech from Simulex Inc. where he was an Accounting and HR specialist. Simulex is a startup company began

Research.gov

Research.gov is a web portal that enables institutions and grantees to access a menu of grants management services for multiple agencies in one location. It will focus on providing grants management services to meet the specific needs of the research community. An NSF login can be utilized to login to

Research.gov. Award information is available to be searched by the public including publication citations and award abstracts. The public will also be able to view highlighted research activities from NSF and CSREES. Other agency may join this initiative in the near future.

NIH Updates

- ✓ Effective 1/1/2008, the Exec. Level I Salary Cap is \$191,300
- ✓ In accordance with Division G, Title II, Section 218 of PL 110-161 (Consolidated Appropriations Act, 2008), the NIH voluntary Public Access Policy (NOT-OD-05-022) is now mandatory. The law states:

The Director of the National Institutes of Health shall require that all Investigators funded by the

NIH submit or have submitted for them to the National Library of Medicine's PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication: Provided, That the NIH shall implement the public access policy in a manner consistent with copyright law.

How does this apply to me? It is a term/condition of research active in FY 2008 (October 1, 2007- September 30, 2008 and beyond; new contracts signed on/after April 7, 2008). Beginning on May 25, 2008, applications, proposals and progress reports submitted to NIH must include the PMC or NIH Manuscript Submission reference number in the citation of articles that arise from NIH funded research (examples of citations are included in the FAQ).

The public access policy applies to any and all articles published based on the NIH-supported research – whether by the principal investigator(s), research associate, and post-doctoral fellow. This requirement follows the award and supported research not the individual.

Since the Institute does not participate in the review and signing of copyright agreements for investigators, you will want to use the sample language that NIH offers as an example in the FAQ:

"(Journal) acknowledges that Author retains the right to provide a copy of the final manuscript to the NIH upon acceptance for Journal publication, for public archiving in PubMed Central as soon as possible but no later than 12 months after publication by Journal."

This regulation applies to peer-reviewed manuscripts and/or articles – not letters to the editor, commentary, etc., that is not peer-reviewed. The author is responsible for submitting the peer-reviewed manuscript. If the journal submits the manuscript (not the final published article), PMC will notify the author/investigator to confirm the submission and to request additional information, notably the grant award number. The submission and confirmation of manuscripts operates through the NIH Manuscript Submission system at: <http://www.nihms.nih.gov/> . There is an online tutorial and FAQs to assist authors in the process.

More info at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-033.html>

- ✓ NIH Sharing Policies and Related Guidance on NIH-Funded Research Resources is a single, central, comprehensive listing of the various NIH sharing policies and related guidance. It also includes links to further information about each of the policies. The URL is <http://grants.nih.gov/grants/sharing.htm>
- ✓ NIH is enhancing reporting of public health relevance. In the near future the Office of Extramural Research expects that at least 80 percent of new projects awarded in 2008 will display both the abstract and a distinct box featuring the Principal Investigator's public health relevance statement of their research in the CRISP (Computer Retrieval of Information Scientific Projects) database.

America Completes Act (NSF) Update

America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science Act is more commonly known as the America COMPETES Act (ACA). Here are some policy related provisions related to the research community.

Section 7008 (Postdoctoral Research Fellows) of the America COMPETES Act (ACA) states that the Director shall require that all grant applications that include funding to support doctoral researchers include a description of the mentoring activities that will be provided for such individuals, and shall ensure that this part of the application is evaluated under the Foundation's broader impacts merit review criterion. Mentoring activities may include career counseling, training in preparing grant applica-

tions, guidance on ways to improve teaching skills, and training in research ethics. Annual and Final reports shall include a description of the mentoring activities provided to such researchers.

Section 7009 (Responsible Conduct of Research) of the ACA states that the Director shall require that each institution that applies for financial assistance from the Foundation for science and engineering research or education describe in its proposal a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research project.

Section 7010 (Reporting of Research Results) of the ACA states that the Director shall ensure that

all final reports and citations of published research documents resulting from research funded in whole or in part by the Foundation are made available to the public in a timely manner and in electronic form through the Foundation's website. (See Research.gov article)

Domestic – Foreign Travel Breakout:

Domestic and Foreign travel have recently been broken into two separate categories within the budget form in the Contract Administration System. This will be reflected in the budgets that you view in the OSP Contract Information System on WebWise™.

Note: Prior to February 2008, budgets for foreign and domestic travel line items remain combined and are shown in the Domestic Travel category.

The New Adobe Forms & Grants.gov

New forms... New challenges... It is required that you use Adobe Reader version 8.1.1 for Grants.gov (Adobe) applications. Adobe Reader 8.1.1 is available to download for free on the Grants.gov website. There is a corruption issue when utilizing some prior versions of Adobe Reader including 8.0 and 8.1. Grants.gov is working on adding a warning message in the applications to make users aware of this issue. They are also developing code to detect the version of Adobe Reader being utilized to open an application. However, at the time of publication neither of these items have been implemented.

Microsoft VISTA can be utilized with Adobe Reader version 8.1.1. Please note that any document attachment must be converted to a Word version 97-2003. Simply use the "save as" feature.

Finally, you must use Adobe Reader to work on the application (NOT) Adobe Professional. You can install Adobe Reader in addition to having Adobe Professional software installed. Application packages **SHOULD NOT** be opened in Adobe Professional. To ensure the application package opens in Adobe Reader you will need to set your Adobe default to Adobe Reader. To set Adobe Reader as your default, right click on Adobe Professional icon on your computer click on "Properties" and then choose

Adobe Reader as the default. You will still need Adobe Professional to create the .pdf attachment files.

Please note: Some applications are still built via PureEdge. The lifecycle of these applications are ending in the upcoming months.

At this time, all new applications posted to Grants.gov will be in the Adobe format.

Here's some help from the Grants.gov website.

How can I ensure I am using Adobe Reader to work on my application package? You can ensure that you have the correct version of Adobe Reader by saving the application to your computer before opening it. Then once you have Adobe Reader running, you can open the package from within the Adobe Reader software.

What if I already have Adobe Professional installed on my computer? At this time, you must use the Adobe Reader software when submitting grant applications. Adobe Professional will cause errors when you submit your grant application. Grants.gov recommends Adobe Reader 8.1.1, which can be downloaded for free from our download software page: <http://www.grants.gov/resources/download software.jsp>

from research conducted at Purdue University to model volatility for the United States Joint Forces Command (USJFCOM). Prior to working at Simulex, Garrett was a Technical Trainer at Purdue University's Office of Management Information. He holds a B.S. in Leadership & Supervision from Purdue University and has several years of experience working with United States Department of Defense contracts.

Outside of work, Garrett enjoys getting to know his way around Atlanta, training for a triathlon, volunteering for Make-A-Wish, and being engaged.

Garrett's initial assignment will be to manage and coordinate the variety of training programs for the Office of Sponsored Programs.

Robert Persaud a Web Developer joined E-Commerce, the latest branch of the Office of Sponsored Programs (OSP), to kick off the New Year. Upon graduating college with a



Bachelors of Science degree in Computer Science in 2003 from Southern Polytechnic State University in Georgia, he has been active in the Web Development community by working with both non-profit and private industries. In his spare time, he enjoys freelance web development as a way to further his professional experience.

Robert has been living in Georgia since 1998, but was born and raised in Guyana, South America, before moving to New York in 1993. He has been married for four years, and doesn't have children. Robert is an avid fan of Pro Sports, in particular, American Football. His hobbies include learning new things (i.e. new approaches to using high-level programming languages), all manner of games ranging from board to video, movies, and playing contact sports.

Robert will be working closely with Trina Brennan at Georgia Tech to manage the various web sites that fall under the larger umbrella of OSP. His other responsibilities will include developing web-based solutions to help streamline the business process for many of the various departments within OSP.

Faculty Corner

By: John Leonard, College of Engineering

I'm conducting an informal poll: Of the time you spend on research (as opposed to teaching, mentoring, or service) how much time do you spend on "administrivia" and how much time do you actually spend on research? Send your responses to john.leonard@coe.gatech.edu

Was your response a big number or a small number? A recent study of over 6000 research faculty revealed that 42% of the time spent by a PDPI on their research projects is actually spent on administrative tasks rather than on the research itself. You can see the full report at <http://www.thefdp.org/Faculty%20burden%20survey%20report.pdf>.

I agree - the administration of research projects consumes a significant part of my time spent on research, and often leaving very little time for the research itself (that is what the students are for?) I didn't get my Ph.D. in engineering to become an admin coordinator, accountant, or HR rep.

On the other hand, as project directors, we are solely responsible for assuring our sponsors that we are spending their precious research dollars appropriately. In many cases, we are the only people who can answer this question. SO - we need to be involved in the administration of research at some level, (at least until accounts and admin coordinators can learn to read our minds...)

I am the Georgia Tech faculty representative to the Federal Demonstration Partnership (FDP.) The FDP is an association of 10 federal research sponsors (e.g., NIH,

NSF, DOE, etc.) and over 90 research institutions (including Georgia Tech) working collaboratively to reduce and streamline the administrative burden associated with the conduct of research.

The FDP was created because research sponsors and research universities recognized the inefficiencies and redundancies in our current national research model.

It is a difficult balance - our desire is to reduce and streamline the paperwork associated with research, while keeping the entire process transparent and accountable to the tax payer.

As the GT faculty rep to the FDP, my role is listen to our faculty and look for opportunities to change how the federal government manages administration of research. Got any ideas? Send me email at: john.leonard@coe.gatech.edu

What about code sharing and the Fly American Act?

Code sharing is a business term which was essentially a "cooperative services" agreement between the two carriers before the various airline alliances were formed. It refers to a practice where a flight operated by an airline jointly marketed as a flight for one or more airlines.

→ Any purchased ticket must be issued by the U.S. carrier.

See full article on Page 4.

Submitting Proposals for Non-Credit Instruction and Training

By: Miriam Barron, DLPE

Georgia Tech requires that proposals for non-credit instruction or training given by Georgia Tech faculty be routed first through Distance Learning and Professional Education (DLPE).*

What does DLPE do for you?

DLPE will work with the Office of Sponsored Programs to track your project through its award, implementation, and close out. DLPE provides benefits such as assigning a dedicated program coordinator to your project to assist you with course or training program logistics, such as production of course materials, ordering of course supplies, processing expenses such as travel and other reim-

bursable items. In addition, you may be eligible to earn extra compensation for teaching and administrative hours. Your students will also receive certificates indicating the number of Continuing Education Units (CEUs) earned.

If your research contract requires a dissemination plan such as a short course pilot program or other training activities, DLPE can assist you with these activities as well.

For more information on DLPE and how we can assist you, please contact Miriam Barron, Associate Director, Professional Education at 404-385-3511.

* In some cases, this process may not apply depending on the sponsor. Please contact DLPE for more information.

The Fly America Act

Use of U.S.-Flag Air Carriers

The General Services Administration issued an amendment to the Federal Travel Regulations in the November 13, 1998 edition of the Federal Register (Vol. 63, No. 219). The amendment relates to the use of U.S. flag air carriers under the provisions of 49 U.S.C. 40118, which is commonly referred to as the Fly America Act.

Any air transportation to, from, between or within a country other than the U.S. of persons or property, the expense of which will be assisted by NSF funding, must be performed by, or under a code-sharing arrangement with, a U.S.-flag air carrier if service provided by such a carrier is "available" (see Comp. Gen. Decision B-240956, dated September 25, 1991). Tickets must identify the U.S.-flag air carrier's designator code and flight number.

For the purposes of this requirement, U.S.-flag air carrier service is considered "available" even though:

- comparable or a different kind of service can be provided at less cost by a foreign-flag air carrier;
- foreign-flag air carrier service is preferred by or is more convenient for NSF or traveler; or
- service by a foreign-flag air carrier can be paid for in excess foreign currency.

The following rules apply unless their application would result in the first or last leg of travel from or to the U.S. being performed by a foreign-flag air carrier:

- a U.S.-flag air carrier shall be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route;
- if a U.S.-flag air carrier does not serve an origin or interchange point, a foreign-flag air carrier shall be used only to the nearest interchange point on a usually traveled route to connect with a U.S.-flag air carrier; or
- if a U.S.-flag air carrier involuntarily reroutes the traveler via a foreign-flag carrier, the foreign-flag air carrier may be used notwithstanding the availability of alternative U.S.-flag air carrier service.

Use of Foreign-Flag Air Carriers

Travel To and From the U.S. Use of a foreign-flag air carrier is permissible if the airport abroad is:

- the traveler's origin or destination airport, and use of U.S.-flag air carrier service would extend the time in a travel status by at least 24 hours more than travel by a foreign-flag carrier; or
- an interchange point, and use of U.S.-flag air carrier service would increase the number of aircraft changes the traveler must make outside of the U.S. by 2 or more, would require the traveler to wait four hours or more to make connections at that point, or would extend the time in a travel status by at least six hours more than travel by a foreign-flag air carrier.

Travel Between Points Outside the U.S. Use of a foreign-flag air carrier is permissible if travel by a:

- foreign-flag air carrier would eliminate two or more aircraft changes en route;
- U.S.-flag air carrier would extend the time in a travel status by at least four hours more than travel by a foreign-flag air carrier and the travel is not part of the trip to or from the U.S.; or
- U.S.-flag air carrier would require a connecting time of four hours or more at an overseas interchange point.

Short Distance Travel. For all short distance travel, regardless of origin and destination, use of a foreign-flag air carrier is permissible if the elapsed travel time on a scheduled flight from origin to destination airport by a foreign-flag air carrier is three hours or less and service by a U.S.-flag air carrier would double the travel time.

See the URL for more information on this topic:
<http://www.admin-fin.gatech.edu/business/travel/060170.html>

The Grants & Contracts Accounting Corner

1. New mandatory annual rate validation requirements for Service/Recharge Centers - During December, "Service Center Annual Rate Validation Forms" were sent to unit officers that manage Service/Recharge centers on campus. The forms were to be completed and returned to G&C Accounting during January. G&C policy 3.14 (<http://www.admin-fin.gatech.edu/business/contracts/030140.html>) states that previously approved Service Center billing rates may be suspended (canceled) if the validation process is not completed in a timely fashion.
2. OMB Circular A-110 record retention requirements - See G&C Policy 3.20 <http://www.admin-fin.gatech.edu/business/contracts/030200.html>
3. G&C Notice 08-I - http://www.grants.gatech.edu/files/admin/Unallowable_Costs091907.pdf
4. Advertisement for the G&C training classes offered through OOD and OSP. Upcoming classes are listed on our web-site: http://www.grants.gatech.edu/admin_training_schedule.php
5. *On the Horizon* —
 - a. New form and requirements for P-cards defaulted to sponsored project numbers
 - b. New reporting tools for managing sponsored projects
 - c. New electronic tool for recording PD/PI review and confirmation of expenses

REFRIGERATING FLAMMABLE MATERIALS

Debbie Wolfe-Lopez, GT Chemical Safety coordinator

Flammable chemicals **cannot** be stored in conventional refrigerators. Electrical sparks from a conventional refrigerator can ignite the flammable vapors that build up inside. Cold rooms are typically not ventilated and are without a fire suppression systems and should not be used to store flammable liquids. Two kinds of refrigerators are approved for storage of flammables:

1. **Flammable Materials (Flammable-safe) Refrigerator:** These have no spark sources within the refrigerator cabinet. There are, however, spark sources outside the refrigerator cabinet from switches, motors, relays, etc. These spark sources can ignite flammable vapors present outside of the refrigerator. A bottle of flammable liquid dropped and broken near one of these refrigerators can easily be ignited by sparks.
2. **Explosion-proof Refrigerators:**

These refrigerators have all spark sources completely sealed inside and are safe for flammable atmosphere both within and outside of the refrigerator cabinet.

The determination for the need for a Flammable-safe refrigerator versus an Explosion-proof refrigerator is based on the area where the refrigerator is located. Solvent storage areas or other areas with a high potential for spills require the use of an Explosion-proof refrigerator. Most labs do not qualify. However, it is very important that all lab personnel are trained to recognize refrigerators and other electrical equipment as possible sources of ignition and are prepared to de-energize them in the event of a spill.

Conventional refrigerators in laboratories and cold rooms that are not safe for flammable storage must be labeled "**NO STORAGE OF FLAMMABLES**" in addition to "no food"

NSF Reduces the Use of Social Security Numbers (SSN)

The National Science Foundation is taking proactive steps to protect its customer's personally identifiable information and reduce the use of Social Security Numbers (SSNs). The Foundation takes this responsibility very seriously. Over the next few months we are reducing the use of SSN in applications that do not require it for business purposes and introducing a new security feature throughout FastLane. NSF IDs will replace SSNs as our primary means of identifying you. You will use your NSF ID — in conjunction with your FastLane password — to log into FastLane. You will also be asked to provide your NSF ID in other areas such as password change requests.

As of this writing, NSF has already started the process of implementing an NSF ID to replace the use of SSN. New users of the FastLane Grants applications are assigned an NSF ID when they register.

Existing FastLane customers do not need to take any action at this time as the change will be done for you in the coming months. When NSF IDs are assigned, you will be notified as you start to log in to FastLane. After identifying yourself to FastLane, an intermediate log-in screen containing your NSF ID will appear. An NSF ID lookup function will also be available should you need to retrieve your NSF ID in the future. We will post a FastLane Advisory once this change occurs. Grants.gov applicants who submit an application to NSF via Grants.gov will be assigned NSF IDs as their FastLane Login ID.

You will still be required to use your SSN in some situations. For example, NSF will continue to need your SSN to distribute reimbursements when applicable.

Although we know that moving to new identifying numbers may be inconvenient for some customers, we trust you understand that this is just one more step NSF is taking to protect your personally-identifiable information.