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Letter from the Director

Dear Faculty and Staff

This past year has been an exciting time in the Office of Sponsored Research. Planning began in the spring of 2014 for a new electronic proposal submission system and research grant and contract database based on the Huron Click Commerce eGrants System. The Office of Research and Economic Development is sponsoring the implementation of the new Rutgers Research Administration and Proposal Submission System (RAPSS). Rutgers staff, including members of the Sponsored Research Office and other members of the Rutgers-Camden Campus have participated in the planning and implementation of Phase I. It anticipates going live on April 29, 2015.

The initial phase of the role out will only include New NIH submissions due in June 2015. Participation is MANDATORY. It is anticipated that Grants.gov applications will be able to be submitted to other agencies over the summer. RAPSS training for users and approvers is being offered at Rutgers-Camden on May 6th. Users and approvers who anticipate being involved with a Grants.gov application over the summer should register.

It has been Rutgers policy for all grant applicants to have completed the endorsement process and be ready for submission at least 5 business days in advance. This will be critical during the implementation. Sponsored Research must have time to review and submit the individual application. **Since this is a new**

system, it is imperative that Principal Investigators not wait until the last minute. If individuals wait, we cannot guarantee that the submission will be submitted on time and accepted by the agency.

Watch for updates on the new RAPSS system. Work on Phase II of the RAPSS system begins in May 2015.

Several workshops and trainings are planned. Hope you will take advantage of the Lewis-Burke Associates presentation on May 8th. Hear about what is happening in Washington and what the newest federal funding trends are.

The Office of Sponsored Research looks forward to working with all of you.

Sincerely,
Camie Morrison

Rutgers University's Endorsement Package

A completed and signed Endorsement Form is required no later than 5 business days prior to the sponsor deadline date of any proposal for sponsored funding. No proposal will be submitted without the complete endorsement package. The endorsement package must include:

- the endorsement form and project abstract (endorsement form is available at <http://orsp.rutgers.edu/content/endorsement-form>);

- a copy of the proposal;
- the project budget/budget template; and
- the cost share budget template must be included for applications which require matching funds (the budget template is available at <http://orsp.rutgers.edu/index.php?q=content/budget-template>).

As always, the Office of Sponsored Research is available to assist you if you need help or have any questions regarding the endorsement form.



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RAPSS is mandatory for all National Institutes of Health (NIH) submissions starting on April 29, 2015.

Rutgers Budget Template

The Rutgers budget template is designed to assist those working on budgets for proposals. The budget template has the fringe benefit rates built right into the form. Also, there is the ability to select the appropriate indirect cost rate for the proposed project.

The Rutgers budget template is available at <http://orsp.rutgers.edu/budget->

[template](#). **Be sure to use the Rutgers Budget Actual budget template.**

It is strongly advised that a new budget template be downloaded for each new proposal as fringe rates or indirect cost rates may change periodically. Using an old template would cause a major discrepancy in the true total project cost.

The Office of Sponsored Research can provide training for the Rutgers budget template if you have any problems with using it.



Research Administration and Proposal Submission System (RAPSS) - UPDATE!

Rutgers' Office of Research and Economic Development (ORED) has engaged Huron Consulting to customize and install its Click® Portal Solution for electronically managing grants and research contracts university-wide. It's been dubbed the Research Administration and Proposal Submission System (RAPSS).

RAPSS will be an efficient, paperless and user-friendly system for grant and contract submissions. This system will be used for pre-award grant and contract functions, including electronic submissions to many funding agencies. This system eventually will link to existing and developing digital systems for research regulatory-affairs and post-award functions.

According to Huron, Click Portal is "the only solution for secure, large-scale automation with configurability customers can control." The software is 100% browser-based, compatible with Apple and Windows systems, uses the client's pro-

cesses and forms, provides secure collaboration and audit trails, and integrates well with existing business systems. Click Portal also has error checking and reporting, automatic e-mail notifications, and "fast, easy management reporting."

ORED has announced that use of **RAPSS is mandatory for all National Institutes of Health (NIH) submissions starting on April 29, 2015.** NIH submissions will be part of the first phase of the RAPSS roll out.

RAPSS training for Rutgers faculty and staff will begin April 14th through May 7th. **The proposal team training and approver training has been scheduled for May 6th on the Rutgers-Camden campus.** Faculty and staff involved in the proposal submission and approval process for external funding opportunities or who plan to do so in the next few months are strongly encouraged to attend.

Please sign up on the registration website — <http://marcy-cfinstext.rbhs.rutgers.edu/rutprod/eproc/GenRegister.cfm>

RAPSS Training Session Format for May 6, 2015:

Unless indicated otherwise, all of the training sessions will use the following format. The afternoon sessions are a repeat of the morning session. Only one session needs to be attended.

9:00-11:00 – Proposal Team Training
11:00-12:00 – Approver Training
12:30-2:30 – Proposal Team Training
2:30-3:30 – Approver Training

Contact Camie Morrison, Director of Sponsored Research if you have any questions or concerns (cammor@camden.rutgers.edu or 856-225-2949).

Rutgers Internal Funding Opportunity

Research Council Grants

The Research Council is a faculty committee that advises the Office of Research and Economic Development (ORED) on faculty awards which are made as the result of peer review of requests submitted by the faculty for funding of research and other scholarly and creative activities. The Council also

provides monetary assistance for scholarly publications. All awards are made on a basis of merit, although priority is given to new faculty members.

Proposals are due by 5 p.m. on May 8, 2015. Late applications will not be accepted.

All proposals should be submitted to the Office of Research and Economic Development through the electronic

submission website.

More information regarding the Research Council grants, the application form, and the submission instructions are available on (https://ored.rutgers.edu/content/research-council-grants?utm_source=Research+Council+Grants+Announcement&utm_campaign=Research+Council+Grants&utm_medium=email).

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“Non-compliance can have serious consequences”.

National Institutes of Health (NIH) Policy on Application Compliance

The National Institutes of Health (NIH) is encouraging all applicants, investigators and grants office officials to be mindful of being in compliance when submitting applications. The NIH states, “Non-compliance can have serious consequences”. NIH will withdraw an application if it is identified during the receipt, referral and review process to not be compliant with the instructions in the SF424 (R&R) Application Guide, the Funding Opportunity Announcement, and relevant NIH Guide Notices.

There are a few **examples** of how the policy applies to NIH applications. Please keep the following examples from NIH in mind while preparing your application:

“Applications containing one or more biosketches that do not conform to the required format may be withdrawn ([NOT-OD-15-032](#)).

Applications that do not conform to the page limit requirements

because inappropriate materials have been included in other parts of the application may be withdrawn ([NOT-OD-11-080](#)).

Applications submitted as new but containing elements of a resubmission or renewal application are noncompliant with the resubmission policy and may be withdrawn ([NOT-OD-15-059](#)).

Applications submitted after 5 PM local (applicant organization) time on the application due date may be withdrawn ([NOT-OD-15-039](#)).

Please note that these are just examples. All requirements specified in the SF424 (R&R) Application Guide, the Funding Opportunity Announcement, and relevant NIH Guide Notices must be followed. Should you have questions about compliance policy, you may contact NIH "Grants Info" or the Division of Receipt and Referral as listed.

The NIH states, “If an application is withdrawn because it does not conform to the application preparation and submission instructions, a letter will be placed in the eRA Commons Status page for that application. The PD/PI and the AOR from the applicant organization will be notified by eRA Commons to access their account and view the explanatory letter.”

Please direct all inquiries to:

Grants Info Office of Extramural Research (OER)
National Institutes of Health
Telephone: 301-435-0714
Email: grantsinfo@nih.gov

or

Division of Receipt and Referral
Center for Scientific Review (CSR)
National Institutes of Health
Telephone: 301-435-0715



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Finding External & Internal Funding Opportunities

The Office of Research Development (ORD) has provided on their website a list of Sakai sites that ORD has set up to provide information regarding specific funding opportunities. Links for information on external and Rutgers internal funding opportunities on the ORD webpage are available at <https://ored.rutgers.edu/content/office-research-development-ord>. There you will see the following list of joinable Sakai sites for Rutgers faculty, staff and students:

- [Awards, Prizes for faculty](#) - List of award and prize opportunities for faculty.
- [Awards, Prizes for faculty](#) - List of award and prize opportunities for faculty.
- [Funding Opps – ORED](#) - Resources and links to all federal funders, foundations, professional associations and international lists. Also, postings for some larger, institutionally interesting opportunities.
- [Funding Opps - Humanities](#) - Resources and links to opportunities in the Humanities.
- [Funding Opps – Jr Faculty](#) - Resources and links to opportunities specific to junior faculty.
- [Funding Opps - Nursing](#) - Resources and links to opportunities in the nursing field.
- [Funding Opps -Outreach/ Education](#) - Resources and links to opportunities in education and outreach.
- [Funding Opps - postdoc, students](#) - Resources and links to opportunities for postdocs and graduate students.
- [Funding Opps – Instrumentation, Equipment & Construction](#) - Resources and links to opportunities for instrumentation, equipment and construction grants.
- [NSF Proposal Development Materials](#) - Workshops, training PowerPoints,

guides, reports and other resources helpful in the NSF proposal writing endeavor.

- [PCORI](#) - Resources for Patient-Centered Outcomes Research Institute funding source.

Other Sources

External funding searches can be done using **Pivot** — <http://pivot.cos.com>. Rutgers University has a subscription to this site for students, faculty and staff to use to find external funding. Instructions for creating an account on Pivot are available at <http://ored.rutgers.edu/node/143>.

Rutgers Internal Grant Programs - <https://ored.rutgers.edu/content/rutgers-internal-grant-programs#overlay-context=content/office-research-development-ord>

External Funding Opportunities - <http://ored.rutgers.edu/node/143>

Fulbright Scholar Program

The Fulbright Scholar Program offers U.S. college faculty, professionals and administrators grants for research, lectures and seminars. The programs available include the following:

- Core
- New Century
- Distinguished Chairs
- Specialists
- International Education Administrators (IEA)

- Nexus Regional

The deadline for the Core Fulbright Scholar and Distinguished Chair Programs is August 3, 2015. More information about the programs, application guidelines and deadlines can be accessed at http://www.cies.org/us_scholars/. The U.S. Fulbright Catalog of Awards for 2016-17



(<http://catalog.cies.org/>) allows individuals to search for specific opportunities of interest.

National Science Foundation's Faculty Early Career Development (CAREER) Program



The Faculty Early Career Development program is a National Science Foundation (NSF) award available to support junior faculty. If you are planning to submit a proposal, contact the

Office of Sponsored Research as soon as possible.

The Office of Research and Economic Development has a Sakai site with information to assist faculty with their NSF Career proposals. Contact the Office of Sponsored Research if you would like to obtain access to the Sakai website.

The NSF due dates for proposals are as follows:

- Full Proposal Deadline Date: July 21, 2015 (BIO, CISE, EHR)
- Full Proposal Deadline Date: July 22, 2015 (ENG)
- Full Proposal Deadline Date: July 23, 2015 (GEO, MPS, SBE)

More information is available on the NSF website at http://www.nsf.gov/funding/pgm_summ.jsp?

Rutgers Students or Rutgers Employees As Research Subjects

The Rutgers University Institutional Review Board (IRB) has guidance regarding using a convenience sample of known persons (such as family, friends or colleagues) as subjects to participate in research. This guidance is meant to reduce the element of coercion or influence for these groups. Therefore, it is imperative that research subjects voluntarily consent to participate in research. Using a student or an employee to participate in a research study is potentially problematic because it may be thought that the student possibly participated against their will. For example, their participation may have been in exchange for a better grade, recommendations, employment, etc.

More information and guidance regarding the use of Rutgers students and employees as research



subjects is available on the Rutgers University IRB website (<https://orra.rutgers.edu/rutgers-students>).

Should you have any other questions or concerns regarding the use of human subjects for research you may contact the IRB

directly. Contact information:

Institutional Review Board website — <https://orra.rutgers.edu/artsci>
E-mail: irb-admin@grants.rutgers.edu
Phone: 848-932-0150

Upcoming Workshops and Training

The Office of Sponsored Research presents:

**Federal Funding Opportunities:
Lewis-Burke Associates – Washington
Update and Overview of Federal Fund-
ing Agency Priorities**

Date: Friday, May 8, 2015
Time: 12:00 pm to 2:00 pm
Location: Rutgers-Camden Campus
Center— South ABC Conference Room
**Phoebe Haddon, Chancellor – Opening
Remarks**
Presenters: Rutgers Office of Federal
Relations, Lewis-Burke Associates

Rutgers Office of Federal Relations and Lewis-Burke Associates will provide a Washington update and a review of federal agencies' funding priorities. Lewis-Burke Associates is a firm retained by Rutgers for their expertise on federal agency funding trends and opportunities. Over their nearly 10 year relationship with Rutgers, they have provided terrific insight on both large and small federal opportunities, working very closely with university deans, vice presidents, and faculty to help match Rutgers' research priorities with federal funding opportunities. Their presentation will provide an overview of the current federal funding trends and federal agency priorities to assist Rutgers Camden faculty and Centers in pursuing federally funded research and other sponsored program. The program will also touch on federal funding opportunities for graduate students.

A light lunch will be provided. The program is open to faculty, staff and graduate students.

Space is limited! Please RSVP to Caryn Terry at cdterry@camden.rutgers.edu or 856-225-6249 by April 30th.

If you have any questions please contact Camie Morrison at cammor@camden.rutgers.edu or 856-225-2949

RAPSS Training Sessions

Date: Wednesday, May 6, 2015
Location: Rutgers-Camden Campus
Center—North Conference Room

The afternoon sessions are a repeat of the morning session. Only one session needs to be attended.

9:00-11:00 – Proposal Team Training
11:00-12:00 – Approver Training
12:30-2:30 – Proposal Team Training
2:30-3:30 – Approver Training

Faculty and staff involved in the proposal submission process for external funding opportunities or who plan to do so in the future are strongly encouraged to attend. **Please sign up on the registration website** — <http://marcy-cfinstext.rbhs.rutgers.edu/rutprod/eproc/GenRegister.cfm>

Contact Camie Morrison, Director of Sponsored Research if you have any questions or concerns (cammor@camden.rutgers.edu or 856-225-2949).

**National Science Foundation (NSF)
Faculty Career Development
(CAREER) Program**

Date: Tuesday, April 28, 2015
Time: 1:00 pm to 4:00 pm
Location: Career Center Conference
Room – Rutgers-Camden Campus
Center Lower Level

The Office of Sponsored Research will be hosting a workshop regarding the NSF's

Faculty Early Career Development (CAREER) program. The workshop is being present to orient junior faculty to the specific aims and goals of the CAREER program, the specific components of a proposal, the resources that exist at the University to satisfy the requirements of the program, and to strategies on how write a successful and compelling CAREER proposal. (The workshop will be teleconferenced from the New Brunswick campus and is being presented by the Office of Research and Economic Development (ORED) and School of Arts and Sciences (SAS).)

Interested participants may attend the workshop via WebEx.

WebEx Link for workshop: <https://rusoe.webex.com/rusoe/j.php?MTID=m3c24ba572192b74df06369bfc41ee9a5>

Meeting number: 806 176 909
Meeting password: RU1766
JOIN BY PHONE
+1-415-655-0003 US TOLL
Access code: 806 176 909

Materials from this workshop will be made available by the Office of Research and Economic Development through the NSF Career Sakai site. This Sakai site contains information to assist faculty with their NSF Career proposals. Contact the Office of Sponsored Research if you would like to obtain access to the Sakai website.

To attend in person, please RSVP by 4:00 pm on Monday, April 27th to Caryn Terry at cdterry@camden.rutgers.edu or 856-225-6249.

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Office of Sponsored Research Staff:

Camie Morrison, Director of Sponsored Research
Email: cammor@camden.rutgers.edu

Caryn Terry, Program Coordinator
Email: cdterry@camden.rutgers.edu

Office of Sponsored Research
Rutgers, The State University of New Jersey
Armitage Hall, 3rd Floor
311 North Fifth Street
Camden, NJ 08102-1405

Phone: 856-225-6249
Fax: 856-225-6687
E-mail: sponrsch@camden.rutgers.edu
Website: <http://www.camden.rutgers.edu/page/office-sponsored-research>