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Meet the Proposal Deadline

It takes time to create a successful proposal. Many individuals who are not familiar with the proposal process think of a proposal only in terms of a narrative. But there are many other steps and documents required for submissions (Rutgers Endorsement Form, application forms, budget, budget narrative, project summary, etc.). It is very important to allow enough time for the entire proposal process.

It is imperative that individuals **contact the Office of Sponsored Research at least 30 days in advance of a proposal submission deadline.** The due date for the submission of your proposal should not be your working deadline. Investigators should be prepared to submit **five days prior** to the actual submission deadline. Problems have been encountered over the last few months with electronic proposal sub-

missions connected with NSF Fastlane, National Institutes of Health's eRA Commons and Grants.gov/Cayuse.



Grants.gov application submissions had been a challenge since inception. The process has been much improved since the implementation of Cayuse 424 in the spring of 2012. Cayuse 424 is a web-based front end computer system which allows for error free submissions. However, time must be allowed for

the application forms to completed and the files uploaded.

Please note that more and more agencies are moving towards limited submissions. The Office of Sponsored Research should be contacted far enough in advance of the submission deadline to allow for an internal competition in these instances. If possible, **for limited submissions contact with the Office of Sponsored Research should be made 45 to 60 days in advance of the submission deadline.** The Sponsored Research Office should be contacted prior to the submission of letters of intent and pre-proposals to sponsors too.

Remember that a complete endorsement package (proposal, budget and endorsement form) must be submitted to the Office of Sponsored Research **at least five days in advance of proposal deadline.**

NIH: Public Access to Research Results

The National Institutes of Health is informing grantees "that in Spring, 2013, at the earliest, NIH will delay processing of non-competing continuation grant awards if publications arising from that award are not in compliance with the NIH public access policy. The award will not be

processed until recipients have demonstrated compliance. This change will take effect in tandem with NIH requiring the use of the Research Performance Progress Report (RPPRs) for all Streamlined Non-competing Award Process (SNAP) and

Fellowship awards in the Spring of 2013."

The NIH announcement can be found here: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-160.html>



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It is required that institutions provide the appropriate training and oversight in responsible conduct of research to undergraduate students, graduate students, and post-doctoral researchers participating in a funded research project.

Responsible Conduct of Research

It is required by the National Institutes of Health (NIH) and the National Science Foundation (NSF) that institutions provide the appropriate training and oversight in responsi-

Rutgers has contracted with the Collaborative Institutional Training Initiative (CITI) to provide online educational modules (<https://www.citiprogram.org>) that fulfills part of the training requirement for undergraduate and graduate students and postdoctoral researchers who receive NSF funds (support from salary and/or stipends to conduct research on NSF grants).

Course curriculum selection will be relevant to one's field of study. The course selections are Biomedical Responsible Conduct of Research Course, Social and Behavioral Responsible Conduct of Research Course, Physical Science Responsible Conduct of Research Course, and Humanities Responsible Conduct of Research Course.

CITI - Faculty and Student Registration

Registration Site: <https://www.citiprogram.org/>

Please be sure to do the following when you register on CITI:

- Select Rutgers University as the institution.
- Use your RUTGERS NET-ID as your username. If you receive a message indicating that the NET-ID is already in use in the CITI system, use your full Rutgers e-mail address as the username.
- Your Rutgers e-mail address must be used as the preferred e-mail address to assure that the completion of the program is recorded.

ble and ethical conduct of research to **undergraduate students, graduate students, and postdoctoral researchers participating in a funded research project.** Compliance to this requirement may be fulfilled through an online course and in-person workshops.

New Federal Regulations on Conflict of Interest

REMINDER!

Please be advised that there are new federal regulations about monitoring and mitigating potential financial conflicts of interest in research, also known as promoting research objectivity. The regulation applies to U.S. Public Health Service (PHS) – funded investigators and those who apply to PHS agencies (including the National Institutes of Health) for funding. The effective date for the new requirement is August 24, 2012.



Disclosures must be made no later than the time of application for PHS funding, utilizing the online forms at <http://vpr.rutgers.edu/pro>. For investigators working on projects with active PHS funding, initial disclosures under this new policy must be completed by October 1, 2012, and then annually by each October 1.

For More Details: Please go to <http://vpr.rutgers.edu/pro> for the Rutgers policy and disclosure forms. Information will continue to be added to the website, as well as information about requiring training.

Additional Resources:

- NIH has posted an information-rich website here <http://grants1.nih.gov/grants/policy/coi/index.htm> that includes FAQ's, access to the federal regulations, and case studies.
- Information will continue to be added to <http://vpr.rutgers.edu/pro> where the policy and disclosure forms can be found now, as well as information about required training.
- Please direct questions to promote-obj@vpr.rutgers.edu

NSF's New Proposal Guidelines and Project Reporting Changes



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NSF has new proposal guidelines beginning January 14, 2013.

Revisions to the NSF Merit Review Criteria have been made to implement recommendations made by the National Science Board's Report entitled, National Science Foundation's Merit Review Criteria Review and Revisions". Some of the significant changes include:

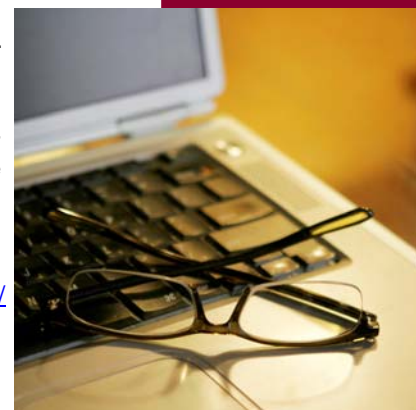
Project Summary, has been revised to omit language regarding the inclusion of separate headings to address the two merit review criteria. In lieu of this approach, FastLane has been modified to display three separate text boxes in which proposers must provide an Overview and address the "Intellectual Merit" and "Broader Impacts" of the proposed activity. Because FastLane will ena-

ble the criteria to be separately addressed (still within one page), proposers will no longer need to include separate headings. Proposals that do not separately address the overview and both merit review criteria within the one-page Project Summary will be not be accepted or will be returned without review.

Project Description, In the past, the Project Description needed to include a description of broader impacts as an integral part of the narrative. The Project Description must now contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities. This section also was updated to indicate

that Intellectual Merit and Broader Impact activities must be described in two separate sections in the summary of Results from Prior NSF Support.

Biographical Sketch The "Publications" section has been changes to "Products". This change makes clear that products may include, but are not limited to, publications, data sets, software, patents, and copyrights. The NSF Grant Proposal Guide and a summary of all significant changes can be found at <http://www.nsf.gov/pubs/policydocs/pappguide/nsf13001/gpprint.pdf>.



NSF Implements New Research Performance Progress Report on Research.gov

The National Science Foundation (NSF) will transfer all project reporting from FastLane to Research.gov on March 18, 2013. Principal Investigators (PIs) and Co-PIs must use Research.gov for all NSF project reporting, including submission of Final, Annual and Interim Project Reports and the Project Outcomes Report. The new Project Reporting Dashboard will allow PIs, Co-PIs, and Sponsored Project Office (SPO) staff to see reports that are due or overdue, and allow access to all reports submitted to NSF.

The Project Outcomes Report for the General Public is a required report, written by the PI

specifically to provide the public insight into the outcomes of NSF-funded research. The America COMPETES Act (ACA) of 2007, Section 7010, mandates research outcomes and citations of published documents from research funded, in whole or in part, by NSF be available to the public in a timely manner and in an electronic format. A Project Outcomes Report is required for new awards or existing awards that receive funding amendments on or after January 4, 2010. After the report is submitted, the public can view a Project Outcomes Report for the General Public online through Research.gov's [Research Spending & Results](http://www.research.gov/research-portal/appmanager/base/desktop?_nfpb=true&eventName=viewQuickSearchFormEvent_so_rsr) (http://www.research.gov/research-portal/appmanager/base/desktop?_nfpb=true&eventName=viewQuickSearchFormEvent_so_rsr) search service.

More information about Research.gov and the project reports is available on the Research.gov website: [Project Report Info Page](http://www.research.gov/research-portal/appmanager/base/desktop?_nfpb=true&pageLabel=research_node_display&nodePath=/researchGov/Service/Desktop/PublicOutcomesReport.html) (http://www.research.gov/research-portal/appmanager/base/desktop?_nfpb=true&pageLabel=research_node_display&nodePath=/researchGov/Service/Desktop/PublicOutcomesReport.html).

Assistance with the project reports is available through the Research.gov help desk (Rgov@nsf.gov or 1-800-381-1352).



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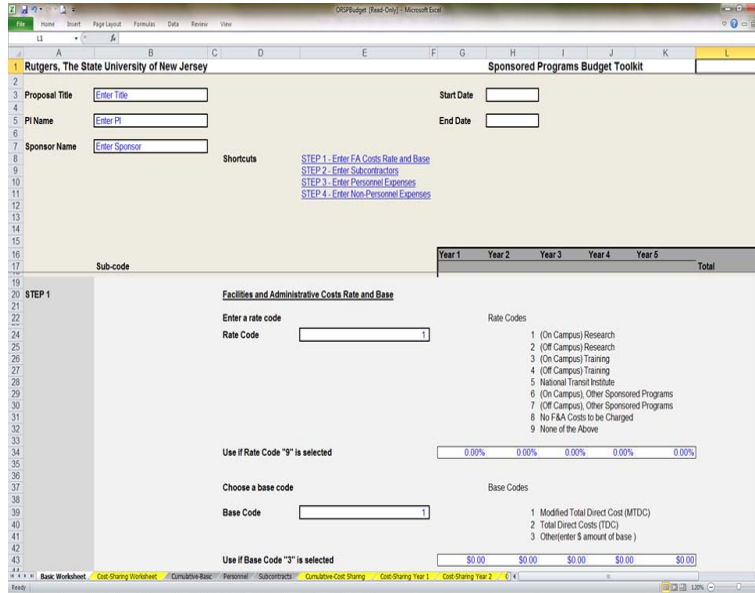
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Rutgers Budget Template

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.



Rutgers Budget Template

The Rutgers budget template is available at <http://orsp.rutgers.edu/index.php?q=content/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.

Rutgers Internal Funding Opportunities

Busch Biomedical Grant Program

The Busch Biomedical Grant program is designed to enhance health-related research at the University and to strengthen the competitive position of faculty members on all Rutgers campuses who seek external research funds. Proposals for funding are solicited annually by the Office of the Vice President for Research and Graduate and Professional Education in New Brunswick. Applicants will complete the application form and upload it to the submission website. The website will be open for electronic submissions on February 18, 2013. Proposals are due by 5 p.m. on March 22, 2013. Late applications will not be accepted. All proposals should be submitted to the Office of the Vice President for Research to Dr. Patrick Sinko,

Associate Vice President for Research through the electronic submission website (<http://vpr.rutgers.edu/internal-funding-programs/busch-biomedical-grant-program.php>).

Research Council Grants

The University Research Council, a committee of faculty and administrators, advises the Vice President for Research 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.

The date for when proposals will

be accepted will be announced in the near future. Please be aware that proposals are due by 5 P.M. on the date of the deadline. All proposals must be submitted to the Office of the Vice President for Research through the electronic submission website. Hard copies will not be accepted. Instructions for completing the application will be available at <http://vpr.rutgers.edu/internal-funding-programs/research-council-grants.php>.

The Vice President for Research, along with the Chair of the University Research Council, makes final decisions of awards based on the recommendations of the University Research Council usually by June. Applicants will receive notification shortly thereafter and awards will be effective July 1, 2013.

Upcoming Workshops

Demystifying the Grant and Award Process at Rutgers-Camden

The Office of Sponsored Research, the Office of Financial Services and Grant Accounting will be hosting a workshop that will allow individuals to know what to expect when receiving funding from a grant or contract. This workshop is designed to provide guidance to faculty and staff who are involved in seeking external funding and/or who have already received funding from a grant or contract.

Important information will be provided regarding both the pre-award and post-award process. Here are a few of the questions that will be addressed:

- What documents and types of documentation are needed?
- How are grant and contract accounts opened?
- What types of spending limitations are connected to grants?
- What do I need to know about reporting requirements?

Date: Thursday, February 14, 2013

Location: Faculty Lounge (3rd Floor), Armitage Hall

Time: 12:20 PM to 1:30 PM

Presenters: Camie Morrison, Sponsored Research, Director and Stephanie Bladen, Grant Accounting, Supervisor

Please RSVP to Caryn Terry at cdterry@camden.rutgers.edu or 856-225-6249 by October 26, 2012. If you have any questions please contact Camie Morrison at cammor@camden.rutgers.edu or 856-225-2949.

Faculty Writing Group

Last academic year a Writing Group for Rutgers-Camden faculty and staff was piloted. The aim of this group was two-fold:

1. To support faculty and staff in any stage of the writing process by providing feedback and peer review of works in progress;
2. To provide a supportive accountability framework to see works in progress through to completion.

This group is ideal if you:

- have a grant proposal, scholarly article, or other piece of written material for which you could use some feedback, writing strategies, and/or structured support;
- have difficulties setting and meeting writing goals and could use some additional encouragement and accountability;
- have a writing project that you have been putting off;
- could benefit from additional peer

review of your work;

- feel you are in a rut with your writing;
- would like to get to know other Rutgers faculty from different departments.

The meeting dates for the Spring are Jan 18, Feb 1, 15, March 1, 15, April 12, 26, May 10 and 24, all 10 am to 11 am in the Faculty Lounge (3rd floor, Armitage Hall). Coffee is provided. Please contact Kimberlee Moran (k.moran@camden.rutgers.edu) for further details and to register your interest in attending.

SAVE THE DATE!

Date: April 17th, 2013

Location: Campus Center South ABC
Time: TBD

Lewis Burk Associates will provide a Washington update and a review of federal agencies' funding priorities. Tracy Elliott, Assistant Chancellor for Development, will provide insights into how to transform a proposal to a federal agency to one appropriate for foundation funding.

More information to follow.



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