



WELCOME BACK!

LETTER FROM THE DIRECTOR OF SPONSORED RESEARCH

Dear Rutgers-Camden Faculty and Staff:

Welcome back to campus for the start of the spring semester. This academic year has been a very active time for grant proposals and contracts. Faculty members and Centers are reaching out to new funders and exploring new opportunities.

Several workshops and other opportunities are being offered to help you expand your grant knowledge and are included in the newsletter. We hope that you will take advantage of them.

CAYUSE 424, a system to system alternative for Grants.gov applications, is being rolled out on the campus. This system will help to eliminate errors associated with Grants.gov submissions. Workshops are being offered on January 26th, 2012 to introduce you to the new CAYUSE 424 process.

I want to remind you all that it is important not to wait until the last minute for your submissions. We request that proposals be ready for submission at least 5 days in advance of the deadline. This allows for any delays that may be encountered. Last minute submissions are taxing for the investigator as well as the Sponsored Research Office. Agencies have been enforcing their deadlines and late proposals will not be accepted.

We look forward to working with all of you. The Sponsored Research Office is now located at 311 Cooper Street. Please contact us to explore grant and contract opportunities.

Sincerely,
Camie Morrison, Director of Sponsored Research

ISSUES & REMINDERS REGARDING PROPOSAL SUBMISSIONS

In order to insure that your proposal submission goes smoothly there are a few items that you should keep the following in mind:

- **Contact the Office of Sponsored Research at least 30 days in advance of a grant submission deadline** (include program announcement and deadline information).
- **Seek budgetary** advice from or submit budgetary information to the Office of Sponsored Research **at least 10 days before submission deadline.**
- Many agencies have made changes to their submission forms this past year. Please keep this in mind and be prepared to work on completing these forms weeks in advance of the submission date. Especially, since the form may require information that may not have been requested in prior years.

- You 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 submissions connected with NSF Fastlane, National Institutes of Health's eRA Commons and Grants.gov. Submitting early is imperative when submitting proposals through the NIH's eRA commons system as there is no longer a two day correction window. With Grants.gov submissions, even for a very minor error your proposal will not be accepted. In order to ensure that proposals are submitted on time and will not be rejected, it is best to be prepared to submit a few days in advance of the actual submission deadline.
- Submit a completed endorsement package to the Office of Sponsored Research ***no later than five days before the submission date*** to ensure enough time for approval signatures. The endorsement package must include:
 - ✓ the endorsement form and project abstract (endorsement forms are available at <http://orsp.rutgers.edu/index.php?q=content/endorsement-form>)
 - ✓ a copy of the proposal
 - ✓ the project budget
 - ✓ 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>)
- 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 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 to sponsors too.



SPONSORED RESEARCH HAS MOVED!!!

Please be advised that the Office of Sponsored Research has moved. We are now located in the modular building behind the Campus Center and next to the Chancellor's Office. Our new address is:

311 Cooper Street
Camden, NJ 08102

Our telephone numbers are still the same.



UPDATE ON CAYUSE

CAYUSE is a web-based front end computer system that can soon be used for 98% of the grants.gov application submissions. This includes submissions to the National Institutes of Health, the Department of Education, and the Department of Energy to name a few.

The benefits of using CAYUSE for grants.gov submissions are the following:

- Automatic form completion with common information (this includes the university's information – legal name and address, EIN and DUNS, authorized official, F&A rates, fringe benefit rates)
- Application validation
- Quick navigation to any part of any form
- The ability to import and merge sub-award proposals
- Proposal access control (security)
- One-step printing of entire application and attachments
- Stores multiple biosketches and biosketch source documents for each principal investigator/project director
- Store attachment pdf and source documents

This new tool will be especially beneficial with NIH submissions since the two-day error correction window after the grant deadline has been eliminated. CAYUSE validates each field as entered and only error free proposals can be submitted.

See page 4 for information regarding an upcoming workshop on how to use CAYUSE.

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 responsible 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.

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.

Topical workshops on Responsible Conduct of Research are available on the New Brunswick campus. The topics include: Research misconduct; Management of data and responsible authorship; Mentoring and peer review; Collaboration and conflict of interest. Registration for these workshops is done through the Rutgers University Human Resources workshops website (<http://uhr.rutgers.edu/profdev/script/AllWorkshop.asp>).

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.

INSTITUTIONAL REVIEW BOARD (IRB) HUMAN SUBJECTS CERTIFICATION

The Human Subjects Certification Program (HSCP) is required for all individuals, faculty and students, involved in the design or conduct of research involving human subjects. HSCP is available online and participants may review the entire program in one session or several. For more information go to <http://orsp.rutgers.edu/index.php?q=content/human-subjects-certification-program>.



IRB ADVISOR AND SEMINARS

Dr. Kathryn Greene, the IRB Advisor, is available to help faculty and students improve the quality of IRB submissions. Kathryn advises applicants on how to successfully complete the IRB submission process. Her activities include several University-wide presentations each semester on different Rutgers campuses, keeping "office hours" before the IRB deadlines and responding to e-mails sent to irbadvisor@orsp.rutgers.edu.

IRB Seminars:

"How to Smoothly and Successfully Complete the Process for IRB Submission" will include a presentation by IRB faculty reviewers followed by a question and answer session (total time between 1.5 and 2 hours). Faculty, staff and students (graduate and undergraduate) will all benefit from attending.

February 13, 2012 (Monday) 10:00am-noon, College Ave Campus, SC&I Building (corner of College Ave & Huntington), Room 222 (Interaction Lab, across from 201)
RSVP to: carivera@grants.rutgers.edu

February 29, 2012 (Wednesday) 1pm-3pm, Busch Campus Center, BCC 120ABC
RSVP to: carivera@grants.rutgers.edu

March 29, 2012 (Thursday) 10:00 am-noon, Douglass Campus Center, DCC Room E
RSVP to: carivera@grants.rutgers.edu

Spring 2012 Office hours:

The IRB Advisor will hold office hours each month before the submission deadline. Generally, the IRB Advisor's office hours will be held about one week prior to the IRB submission deadline (the 12th). Office hours are "open" (an appointment is not required). Feel free to stop by (or call) with questions and/or submissions in progress.

Location: CAC, SC&I Building, Room 204 (corner of College Ave & Huntington) or call (732-932-7500 x8115) during these hours:

Date	Day	Time
Feb. 2	Thursday	10am - noon
Feb. 6	Monday	12pm - 1:30pm
March 6	Tuesday	1pm - 2:30pm
March 8	Thursday	2pm - 3:30pm
April 2	Monday	10:30am - noon
April 5	Thursday	12pm - 1:30pm
May 8	Tuesday	11am - 12:30pm
May 9	Wednesday	10am - noon

CAMDEN FACULTY WRITING GROUP

Last semester the Camden Writing Circle was piloted, by Kimberlee Moran, Grant Facilitator, for Rutgers-Camden faculty and staff. The aim of this group was two-fold:

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

The pilot group was very successful and received positive feedback from the faculty who participated. The plan is to continue the Camden Faculty Writing group this semester and hope that interested faculty and staff would consider joining the group.

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 group meets bi-weekly on Fridays from 10-11am, beginning on January 20th 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.





OFFICE OF SPONSORED RESEARCH

UPDATES

JANUARY/2012

UPCOMING WORKSHOPS

INTRODUCTION TO CAYUSE

Date: Thursday, January 26, 2012

Time: 2 sessions will be available

- 12:20 pm to 1:30 pm
- 2:00 pm to 3:30 pm

Location: Campus Center, BC South

Presenter: Jeff Colley, Cayuse Customer Operations Manager

CAYUSE is a web-based front end computer system that can soon be used for 98% of the grants.gov application submissions. This workshop will provide an overview of how to use the new CAYUSE system. All faculty and staff with plans to submit proposals to the National Institutes of Health, the Department of Education, the Department of Energy, and other agencies that require proposal submissions through grants.gov should attend.

Please RSVP to Caryn Terry at cdterry@camden.rutgers.edu or 856-225-6249 by Monday, January 23, 2011.

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



FACULTY PROPOSAL WRITING WORKSHOP

The Faculty of Arts and Sciences will be hosting a full-day, hands-on proposal writing workshop for all faculty interested in seeking external funding on **February 17, 2012**.

Topics to be covered include:

- Effective proposal writing – how to “sell” your project
- Deciphering funding announcement and solicitation language
- The roles of the Office of Sponsored Research and the Rutgers University Foundation
- Federal, corporate, and foundation funding sources
- Policies and procedures at Rutgers-Camden for grant applications

On hand throughout the day will be **Mike Mueller** (*Director, Office of Proposal Development*), **Camie Morrison** (*Director, Rutgers-Camden Office of Sponsored Research*), **Xenia Morin** (*Associate Dean, Office of Grant Facilitation*), and **Lee Williamson** (*Director, Corporate and Foundation Relations*).

Lunch will be served to those who will be staying the whole day. Participants should bring their laptops and a request for proposals (RFP), funding opportunity announcement (FOA), or solicitation. Short summaries (approx. 1 page) of projects or ideas for which funding is needed, current proposals-in-progress, or unsuccessful proposals may also be brought. Finally, we hope to provide a forum for all your funding and proposal-writing questions; we encourage active participation.

Date: Friday, February 17, 2012

Time: 8:40 am to 4:00 pm

Registration is essential. Please visit: <http://grant-workshop2012.eventbrite.com/>.

NEH REGIONAL WORKSHOP

The Faculty of Arts and Sciences is pleased to host a regional application-writing workshop facilitated by the National Endowment for the Humanities (NEH) on **March 1, 2012**. NEH staff members will present the programs offered by the NEH as well as strategies for successful grant applications. Participants may request a one-on-one meeting with NEH staff to discuss individual projects. One-on-one meetings will take place during the afternoon of February 29th and the morning of March 2nd. Meetings will be scheduled on a first-come-first-served basis.

Registration is essential. Please visit: <http://neh-camden-2012.eventbrite.com/>.

Date: Thursday, March 1, 2012

Time: 8:30 am to 2:00 pm

This workshop is open to external participants. Please feel free to forward information to your colleagues.