



RUTGERS-CAMDEN OFFICE OF SPONSORED RESEARCH

Overview of Sponsored Research Submission Procedures and Timeline

In order to ensure that the Office of Sponsored Research effectively assists faculty and staff with grant proposals the following procedures and timelines must be adhered to:

- Contact Camie Morrison in the Office of Sponsored Research 30 days in advance of a grant submission deadline (include program announcement and deadline information).
- Seek budgetary advice or submit budgetary information to the Office of Sponsored Research at least 10 days before submission deadline.
- Submit a completed copy of the grant proposal, budget and endorsement form to the Office of Sponsored Research no later than five days before the due date.
- A completed endorsement form must be submitted to the Office of Sponsored Research a week prior to the submission date to ensure enough time for approval signatures.
- Letters of support must be completed and included in the proposal package a week before the submission date.
- Letters of support from the Dean and/or the Chancellor's Office must be requested 10 days prior to the submission date. This will allow time for the Dean or Chancellor to review the proposed project and finalize the support letter.

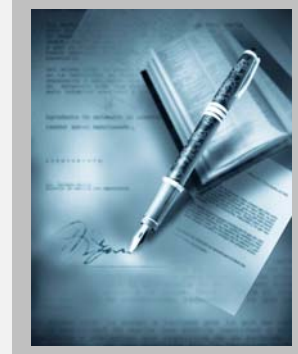
Overview Rutgers-Camden Endorsement Process

An endorsement package must be completed for **ALL sponsored programs** including grant/contract/sub recipient award applications and all supplemental requests submitted to corporate, private, foundation, not-for-profit, state or other municipality, and federal sponsors. The package should be received and approved prior to submission to the agency. The endorsement package should include:

- the endorsement form and project abstract
- a copy of the proposal
- the project budget
- the cost share budget template must be included for applications which require matching funds

Once awarded all related documentation should be forwarded to the Office of Sponsored Research including:

- Award letter
- Contract/Agreement and attachments (if applicable)
- Updated Budget (if applicable)
- Copies of all correspondence



RESPONSIBLE CONDUCT OF RESEARCH REMINDER

The National Science Foundation (NSF) has implemented Section 7009 of the America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES) Act. As of January 5, 2010 all institutions that apply for funding from NSF are required to describe in the proposal the plan to provide the 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. For more information and resources regarding RCR visit the NSF website at <http://www.nsf.gov/bfa/dias/policy/rcr.jsp>.

Rutgers has contracted with the Collaborative Institutional Training Initiative (CITI) to provide online educational modules. CITI's online course in Responsible Conduct of Research (RCR) fulfills part of the training requirement for undergraduate and graduate students and postdoctoral researchers funded by NSF proposals. Completion of four modules is required to complete the program (Research Misconduct, Data Acquisition and Management, Responsible Authorship, and Conflict of Interest). Course curriculum selection will be relevant to one's field of study. The course selections include: 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. To enroll in a course go to <https://www.citiprogram.org>.

A Username is required for CITI registration. A RUTGERS NET-ID or the full Rutgers email addresses should be used to assure that the completion is recorded.

It is anticipated that workshops will be offered on the Rutgers-Camden campus in the future. Details regarding these workshops are still pending.



Institutional Review Board (IRB) Human Subjects Certification

Rutgers University is no longer offering the IRB Certification Film as a means for individuals to complete the Human Subjects Certification Program (HSCP). HSCP is required for all individuals involved in the design or conduct of human subjects research. 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/Humans/hscpletter.php>.

National Science Foundation: Data Management Plans

The National Science Foundation (NSF) announced on May 5, 2010 a change in the implementation on the existing policy on sharing research data. The change in the policy requires that on or around October 2010 that all proposals include a data management plan that is a two-page supplementary document. The change addresses the need in an era of data driven science. It enables researchers to work together to and communicate with one another more effectively. Data management plans are also consistent with NSF's mission and with U.S. policymakers to ensure that any data obtained by federal funds are accessible to the general public. More information about this is available at http://www.nsf.gov/news/news_summ.jsp?cntn_id=116928&org=NSF&from=news.

National Institutes of Health: Sharing Model Organisms

The National Institutes of Health (NIH) encourages the national and international sharing of important research resources. NIH requires that all grant applicants provide within their proposals a sharing plan for unique model organisms. A model organism includes: a mouse, rat, budding yeast, social amoebae, roundworm, Arabidopsis, fruit fly, zebrafish and frog. The NIH wants to ensure that the research resources developed with NIH funding is readily available in a timely fashion to the research community for further research, development, and application, in hopes to further the research and accelerate the development of products and knowledge of benefit to the public. However, NIH recognizes the rights of grantees and contractors to elect and retain title to subject inventions developed with federal funding pursuant to the Bayh-Dole Act. More information on NIH's policy on the sharing of model organisms can be accessed at http://grants.nih.gov/grants/policy/model_organism/model_organisms_faqs.htm.

FUNDING OPPORTUNITIES

Fulbright Scholar Program

The Fulbright Scholar Program offer US college faculty, professionals and administrators grants research, lectures and seminars. The programs available include the following:

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

The deadline for most of the Core Fulbright Scholar and Distinguished Chair Programs is August 2, 2010. More information about the programs, application guidelines and deadlines can be accessed at http://www.cies.org/us_scholars/.

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

The Faculty Early Career Development program is an 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. There is a Sakai website with helpful materials and information. The Office of Sponsored Research can provide access to the Sakai site. The NSF due dates for proposals are as follows:

- Full Proposal Deadline Date: July 20, 2010 (BIO, CISE, EHR, OCI)
- Full Proposal Deadline Date: July 21, 2010 (ENG)
- Full Proposal Deadline Date: July 22, 2010 (GEO, MPS, SBE, OPP)

