LETTER FROM THE DIRECTOR OF SPONSORED RESEARCH

Dear Rutgers-Camden Faculty and Staff:

As we come to a close of the 2011-2012 fiscal year, the Office of Sponsored Research would like to thank all of you who have submitted proposals. Our office has seen an increase in the number of proposals submitted and a greater diversity in sponsors. We now have several investigators submitting multiple proposals annually.

Just a reminder, all grants.gov applications submitted by the campus has utilized Cayuse 424, a system to system submission alternative since it roll out in January. While the Cayuse system allows for the elimination of the errors that can occur with the Grants.gov process, it can still be a tricky and time consuming process. It is just as important to allow adequate time to work through any issues. It is still the policy of the Office of Sponsored Research for applications to be ready for submission 5 (five) business days in advance of the deadline. In many cases this time is used to resolve any issues that have been encountered. If an application is submitted too close to the deadline and adequate time has not been allowed for review and follow-up, the submission may not be accepted by agency.

There are several funding opportunities noted in UPDATES and I hope some of you will be able to take advantage of them. These opportunities include the NSF CAREER Program, the Fulbright Scholar Program, and the 2013 NEH Summer Stipend Competition.

As always, we look forward to assisting you. We hope more of you will take advantage of our services. 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 – ***Using the Rutgers budget template (available at http://orsp.rutgers.edu/sites/orsp.rutgers.edu/files/CostShare/ORSPBudget.xlsm) is strongly encouraged.*** This template incorporates the basic budget template as well as the cost share budget template. The cost share budget template must be included for applications which require matching funds. ***It is recommended that for each new budget being created that a new Rutgers budget template be downloaded because modifications are continually being made to it.***
- 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.

UPDATE ON CAYUSE

Cayuse was rolled out on the campus in January and is now available and being used at Rutgers-Camden. 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 is 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.

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 23, 2012
BIO, CISE, EHR, OCI

Full Proposal Deadline Date: July 24, 2012
ENG

Full Proposal Deadline Date: July 25, 2012
GEO, MPS, SBE, OPP

More information is available on the NSF website at http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=503214.

FULBRIGHT SCHOLAR PROGRAM

The Fulbright Scholar Program offers US 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)
- German Studies Seminar
- Nexus Regional

The deadline for the Core Fulbright Scholar and Distinguished Chair Programs is August 1, 2012. 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 2013-14 (http://catalog.cies.org/) allows individuals to search for specific opportunities of interest.

NATIONAL ENDOWMENT FOR THE HUMANITIES (NEH) 2013 SUMMER STIPENDS COMPETITION

The National Endowment for the Humanities has announced the 2013 Summer Stipends competition. The award is $6,000. Rutgers - Camden may submit a maximum of two nominations for consideration.

The Summer Stipend program is a great way to earn summer salary and work on a research project.

Summer Stipends support individuals pursuing advanced research that is of value to humanities scholars, general audiences, or both.

Recipients usually produce articles, monographs, books, digital materials, archaeological site reports, translations, editions, or other scholarly resources.

Summer Stipends support full-time continuous work on a humanities project for a period of two months.

Summer Stipends support projects at any stage of development.

NOMINATION PROCESS AT RUTGERS-CAMDEN CAMPUS

Faculty members teaching full-time at colleges and universities must be nominated by their institutions to apply for a Summer Stipend.

Any faculty member with a humanities project may apply for nomination for a Summer Stipend. The field of the project determines the eligibility for nomination to and application for NEH Summer Stipends, not the field of the applicant.

If you are interested in applying please submit a cover sheet, a narrative of your project (text must not exceed three single-spaced pages) and a two page resume to the Rutgers-Camden Office of Sponsored Research by 4:30 PM on Wednesday, July 11, 2012. Please forward the application packet to the following address:

> Camie Morrison
> Director
> Office of Sponsored Research
> 311 Cooper Street
> Camden, NJ 08102
> Email: cammor@camden.rutgers.edu

The cover sheet should contain:

> -Name
> -Title
> -Address
> -Telephone number
> -Fax number
> -email address
> -status (junior or senior scholar) *
> -Field of study
> - Project Field of Study.
> -Title of project
> -Names and e-mail addresses for your two recommenders. Also identify their respective departments and institutions.

> * Junior scholars are defined as those who are seven years or fewer beyond their final degree; senior scholars are defined as those who are eight years or more beyond their final degree.

 If you are a foreign national, identify your country of citizenship and the month and year you entered the United States-see eligibility requirements below.

Please review eligibility requirements, nominations and project narrative information below. For additional information visit the NEH Website at

http://www.neh.gov/grants/guidelines/stipends.html.

Please contact Camie Morrison, Director of Sponsored Research if you have any questions at 856-225-2949.