



## LETTER FROM THE DIRECTOR OF SPONSORED RESEARCH

## ISSUES & REMINDERS REGARDING PROPOSAL SUBMISSIONS

Dear Rutgers-Camden Faculty and Staff:

The spring semester has turned out to be quite busy and productive for the Office of Sponsored Research. We have continued to have faculty and staff members submitting to the National Science Foundation (NSF), the National Institutes of Health (NIH) and many new funders such as the Defense Advanced Research Projects Agency (DARPA), Department of Defense – Office of Naval Research, and the Department of Energy.

In January we provided workshops to introduce Cayuse 424 to the Rutgers-Camden campus. Cayuse 424 is a system to system alternative for Grants.gov applications. This month we had our first submission using Cayuse 424 and it was a success. Cayuse takes away the frustration that is associated with traditional Grants.gov submissions. It allows for the elimination of some of the errors that usually occur with the Grants.gov process.

Please be advised that more workshops are being offered this semester to assist you. The following workshops are being offered this month:

- NSF Faculty Early Career Development (CAREER) Program Grant Writing Workshop
- Research with Human Subjects: Navigating the IRB Process

More information regarding these workshops can be found on the last page of this newsletter.

**Please remember that all agreements, contracts and grants must be processed through the Office of Sponsored Research.** This means you will need to complete and sign an endorsement form (we can assist you with this). Also, I would like to remind you not to wait until the last minute to contact our office regarding your submission(s). 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.

As always, we look forward to assisting you. Please contact us to explore grant and contract opportunities.

Sincerely,  
Camie Morrison, Director of Sponsored Research.

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.



## OFFICE OF SPONSORED RESEARCH

### UPDATES

MARCH/2012

#### 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 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.

#### 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 (<https://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>.

See page 4 for information regarding an upcoming workshop on the Institutional Review Board (IRB) process for Human Subjects Research at Rutgers University.



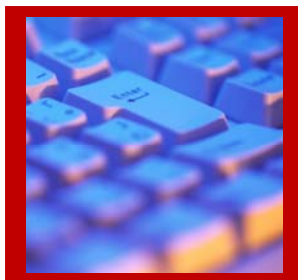
### FULBRIGHT SCHOLAR PROGRAM

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/](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.



### JOIN THE FACULTY WRITING CIRCLE

The Faculty Writing Circle meets bi-weekly on Fridays from 10:00 - 11:00 am to provide peer review of works in progress. The Faculty Writing Circle is lead by Kimberlee Moran, Grant Facilitator. Meetings for the remainder of this semester are March 23, April 6, 20, and May 4. Feel free to join!

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.

Contact Kimberlee Moran ([k.moran@camden.rutgers.edu](mailto:k.moran@camden.rutgers.edu)) for more info.

### COMING THIS SUMMER - WRITING LOCK-IN / BOOT CAMP!

This summer the Camden campus will pilot its first summer writing boot camp. The purpose of the program is to provide faculty with two days completely dedicated to writing. It's a perfect opportunity to work on the paper, grant, proposal, syllabus, etc that you've been putting off all semester. Refreshments and writing coaches will be provided as well as both quiet and group working areas. Contact Kimberlee Moran, Grant Facilitator, ([k.moran@camden.rutgers.edu](mailto:k.moran@camden.rutgers.edu)) for more info.



### CHANCELLOR'S FACULTY RESEARCH SYMPOSIUM

The Chancellor invites the Rutgers-Camden campus community to attend the Chancellor's Faculty Research Symposium that will be held Tuesday, March 27, 2012 at 12:10. The symposium will take place in the Multi-Purpose Room in the Campus Center. The research of several faculty members will be showcased. The following faculty will be presenting their work:

- Prof. Perry Dane (professor, law)
- Dr. William FitzGerald (assistant professor, English)
- Prof. Alison Nissen (academic success program director, law)
- Dr. John Smith (assistant professor, economics)
- Dr. Chester Spell (associate professor, management)
- Dr. Nir Yakoby (assistant professor, biology)

More information is available at <http://www.camden.rutgers.edu/page/chancellor-faculty-research-day>.

### UPCOMING WORKSHOPS

#### NSF CAREER PROGRAM FACULTY WORKSHOP

Michael Mueller, Director of the Office of Proposal Development in the Office of the Vice President for Research and Economic Development, will conduct an information workshop for early career faculty (assistant professor tenure line as of October, 2012) interested in applying for the NSF CAREER Award. He will discuss strategies and resources for developing a competitive application.

In the past few years, faculty who have been attending this workshop and started early on preparing a CAREER application have had much greater success than those who go it alone.

This will be a live video conference between the Rutgers-Newark and Rutgers-Camden.

Date: March 28, 2012

Time: 2:30 to 3:50 pm

Location: Armitage Hall, Dean's Small Conference Room, 3<sup>rd</sup> Floor

Please RSVP to Caryn Terry at [cdterry@camden.rutgers.edu](mailto:cdterry@camden.rutgers.edu) or 856-225-6249 by Monday, March 26, 2012.

If you have any questions please contact Camie Morrison at [cammor@camden.rutgers.edu](mailto:cammor@camden.rutgers.edu) or 856-225-2949.

#### RESEARCH WITH HUMAN SUBJECTS: NAVIGATING THE IRB PROCESS

The Rutgers-Camden Office of Sponsored Research will be hosting a presentation by Michelle Gibel, IRB Administrator, regarding the IRB process at Rutgers. Review by the IRB is mandatory for research involving humans regardless of the funding source, and also includes research without extramural funding.

Please join us to hear such topics as:

- What are the review criteria for an IRB protocol?
- When is IRB review required?
- What are the types of review, and how do they differ?
- What are the IRB deadlines?
- What information has to be submitted to the IRB for review?

**Faculty, staff and students are encouraged to attend.** Light refreshments will be provided.

Date: March 29, 2012

Time: 12:00 to 1:30 pm

Location: Armitage Hall, Faculty Lounge, 3<sup>rd</sup> Floor

Please RSVP to Caryn Terry at [cdterry@camden.rutgers.edu](mailto:cdterry@camden.rutgers.edu) or 856-225-6249 by Monday, March 26, 2012.

If you have any questions please contact Camie Morrison at [cammor@camden.rutgers.edu](mailto:cammor@camden.rutgers.edu) or 856-225-2949.

