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Meet the Proposal Deadline

Please note that 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. You should be prepared to submit at least **five business days prior** to the actual submission deadline. Problems continue to be encountered with electronic proposal submissions connected with NSF Fastlane, National Institutes of Health's eRA Commons, Health Resources and Services Administration's (HRSA) Electronic Handbook, and Grants.gov.

Grants.gov applications go through validations at Grants.gov and the sponsor agency. The Cayuse 424 system-to-system submission system allows for error free submissions but can take additional time to prepare. 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.

More and more agencies are moving towards limited submissions. The Office of Sponsored Research should be contacted far enough in advance of the submission dead-

line 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 to sponsors too.

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

Rutgers University's Endorsement Package

A completed and signed Endorsement Form is required no later than 5 business days prior to the sponsor deadline date of any proposal for sponsored funding. No proposal will be submitted without the complete endorsement package. The endorsement package must include:

- the endorsement form and project abstract (endorsement form is available at <http://orsp.rutgers.edu/content/endorsement-form>);
- a copy of the proposal;
- the project budget/budget template; and
- 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>).

Please be aware that you should always download a new endorsement form as the form may be updated periodically.

As always, the Office of Sponsored Research is available to assist you if you need help or have any questions regarding the endorsement form.



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Rutgers Budget Template

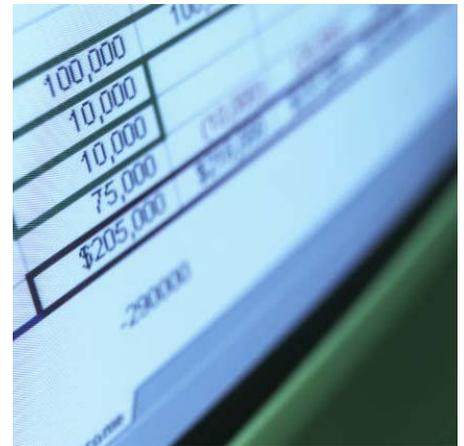
The Rutgers budget template is designed to assist those working on budgets for proposals. The budget template has the fringe benefit rates built right into the form. Also, there is the ability to select the appropriate indirect cost rate for the proposed project.

The Rutgers budget template is available at <http://orsp.rutgers.edu/index.php?q=content/budget-template>. **Be sure to use the Budget Actual Rutgers budget template** as the Budget Actual LUMD is for

Legacy UMDNJ group.

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 Research and Economic Development 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 24, 2014. **Proposals are due by 5 p.m. on March 21, 2014.** Late applications will not be accepted. All proposals should be submitted to the Office of Research and Economic Development to Dr. Patrick Sinko, Associate Vice President for Re-

search through the electronic submission website (<http://ored.rutgers.edu/internal-funding-programs/busch-biomedical-grant-program>).

Research Council Grants

The University Research Council, a committee of faculty and administrators, advises the Office of Research and Economic Development 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 application process is open from February 24, 2014 to March 28, 2014. **Please be**

aware that proposals are due by 5 P.M. on March 28, 2014. All proposals must be submitted through the electronic submission website. Hard copies will not be accepted. Additional information and instructions for completing the application are available at https://ored.rutgers.edu/content/research-council-grants?utm_source=NIH+Shared+Instrumentation+Grant+Program&utm_campaign=Faculty%2F-staff+newsletter&utm_medium=email.

Award notifications, **conditional upon the availability of funds from the State**, will be mailed in May for activation starting August 1, 2014. All funds must be committed by May 1, 2015 and expended by June 30, 2015. As the Research Council's funds are limited, grants are highly competitive.

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

The Faculty Early Career Development program is a National Science Foundation (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.

The Office of Research and Economic Development has a Sakai site with information to assist faculty with their NSF Career proposals. Contact the Office of Sponsored Research if you would like to obtain access to the Sakai website.

The NSF due dates for proposals are as follows:

- Full Proposal Deadline Date: July 21, 2014 (BIO, CISE, EHR)
- Full Proposal Deadline Date: July 22, 2014 (ENG)
- Full Proposal Deadline Date: July 23, 2014 (GEO, MPS, SBE)

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



Finding a “Home” for Your NSF or NIH Grant Proposal

When planning to submit a proposal to the National Science Foundation (NSF), National Institutes of Health (NIH), or any other agency it is important to know if your project fits within the mission of the funding agency and if you are submitting to the appropriate program or institute.

When seeking a “home” for your project for either NIH or NSF it is best to carefully **READ** the program announcement to ensure it is a good fit for your research area. Check to see what is needed and if there are any special requirements. Ideally, this should be done months before the submission deadline. Once you have selected a possible funding opportunity or opportuni-

ties it is imperative that you communicate with the program officer/director. The contact information for the program officer/director is usually listed on the funding opportunity for NSF program announcements. If you plan to submit to NIH, you will need to contact the program officer of the institute or institutes.

E-mail the program officer regarding the funding opportunity you are interested in. Introduce yourself and submit a short overview/abstract that contains your main objectives, methods and how the outcomes will address an important problem or contribute to the field. You may inquire whether this project might be considered for funding.

Also, request a follow-up telephone call and/or request to schedule an appointment to meet with them in person. Later, when you have the opportunity to speak with the program officer over the phone or in a face-to-face meeting you may ask for recommendations to improve your chances for a favorable review and what other particular things that should be included that may have been overlooked by other past applicants.

Again, this should all be done early – prior to writing the actual proposal. Starting early helps to ensure greater success with your proposal and increase the possibility of being funded.



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