SPONSORED RESEARCH NOTIFICATION

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. More and more agencies are moving towards limited submissions. 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. In addition, the Sponsored Research Office should be contacted prior to the submission of letters of intent to sponsors. A complete endorsement package must be submitted to the Office of Sponsored Research at least five days in advance of proposal deadline. Problems have been encountered over the last few months with electronic proposal submissions connected with NSF Fastlane, NIH’s eRA Commons and Grants.gov. 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.

SPONSORED RESEARCH SUBMISSION PROCEDURES AND TIMELINE REMINDER

All 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 must be processed through the Office of Sponsored Research.

In order to assist faculty and staff effectively the following procedures and timelines must be adhered to:

- Contact Camie Morrison in the Office of Sponsored Research at least 30 days in advance of a grant submission deadline (please be sure to provide the program announcement and deadline information).
- Seek budgetary advice from or submit budgetary information to the Office of Sponsored Research at least 10 days before the submission deadline.
- 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.
- 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/downloads/EndorsementForm_JS.pdf)
  - 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/Costshare/default.php)

CAYUSE IS COMING

CAYUSE is a web-based front end computer system that will soon be used for 95% 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. The system will be available for use this summer.
THE FUNDER’S PROPOSAL GUIDE

When preparing to submit a proposal it is extremely important to follow the specific directions associated with the opportunity. These specific directions will be found in the funder’s proposal guide and the specific program announcement.


PROMOTING OBJECTIVITY IN RESEARCH

As of October 1, 2010, the Rutgers University Policy “Instructions for Handling Significant Financial Interest Disclosures for PHS and NSF Sponsored Projects” 1995 was replaced by Promoting Objectivity in Research.

The Promoting Objectivity in Research policy is necessary as the federal requirements are different from the State’s ethic regulations or the New Jersey Conflict of Interest statute regarding financial and outside employment disclosure obligations. This new policy provides guidelines for investigators who are seeking or already have funding from Public Health Service (PHS) sponsors and the National Institutes of Health (NIH). The following link provides a list of other sponsors that this policy applies to: [http://www.hhs.gov/open/contacts/index.html#od](http://www.hhs.gov/open/contacts/index.html#od).

Rutgers is avoiding the use of the more common term “financial conflict of interest” to stress that relationships with industry and commercialization of technology are not activities that should be avoided. Rather, they need to be disclosed and conducted in such a way as to ensure that financial interest does not affect the conduct of the research. Identification of a financial interest is not evidence of misconduct or bias. Disclosure creates the opportunity to manage, reduce, or eliminate even the appearance of bias. More information regarding Rutgers’ procedures and online disclosure forms for the Promoting Objectivity in Research Policy can be found at [http://vpr.rutgers.edu/pro](http://vpr.rutgers.edu/pro).

✓ Applicants to NIH or PHS sponsors are required to file a disclosure form before proposals are submitted.

RUTGERS OFFICE OF RESEARCH ALLIANCES

The Office of Sponsored Research and the Center for Computational and Integrative Biology (CCIB) hosted a presentation on February 28, 2011 by Steve Ortley and Thomas Richardson, Ph.D, Associate Directors of the Office of Research Alliances (ORA). ORA is a new office that has been developed under the Office of the Vice President for Research and Graduate and Professional Education. The mission of ORA is to provide an accessible exchange of ideas and innovation between Rutgers and industry. ORA was established to provide a “one-stop concierge service” for industries to engage Rutgers’ researchers, centers and capabilities while their research ideas are still being designed and developed. More information about the services that ORA can provide is available at their website [http://www.ora.rutgers.edu/](http://www.ora.rutgers.edu/).

REFWORKS-COS - COMMUNITY OF SCIENCE (COS) AND SCHOLAR UNIVERSE

Community of Science (COS)

Community of Science is a website ([http://www.cos.com](http://www.cos.com)) that enables you to search for funding opportunities and other information. COS Funding Opportunities and Funding Alert provides information from many funding sources that include private foundations, public agencies, national and local governments, corporations and more. This tool allows faculty and staff to quickly and easily search funding opportunities.
from more than 25,000 records, and then quickly filter the search results into a manageable amount of results.

Faculty, staff and students can access COS Funding Opportunities one of two ways:

1. From any on-campus computer, a user can go right to http://fundingopps.cos.com/. Because the Rutgers’ IP address will be recognized by RefWorks-COS, you can start searching the database right away.

2. Username and Password – Faculty and staff can log into http://www.cos.com/ with a COS username and password anytime, anywhere. Logging in this way will take the user to his or her COS Workbench. From COS Workbench, the user can search Funding Opportunities. Username and password access is necessary when a) a user is off campus, or b) when a user needs to save a Funding record or search.

Getting a COS username and password is easy: you can go to http://www.cos.com/ and click the “New User? Register Free” icon near the top left of the screen. You will gain access to Funding Opportunities and password access is necessary when a) a user is off campus, or b) when a user needs to save a Funding record or search.

Training on how to utilize the COS site is available at http://www.cos.com/usertraining. If you need further support, you may contact the Office of Sponsored Research.

Scholar Universe

RefWorks-COS has another website, Scholar Universe (http://www.scholaruniverse.com) that enables you to search for professionals in your field and also create a searchable profile. The benefits and uses of Scholar Universe are as follows:

- there is the ability to view research activity inside or outside of a topic that is of interest to you
- you can increase your exposure to research activities in various disciplines and increase your collaboration opportunities
- you can increase the exposure of your research activities to others worldwide who may be interested in your expertise
- the site enables business and industry or others agencies to find consultants or researchers to fund.

In order to create a profile on Scholar Universe you will need to setup a username and password on the Community of Science (COS) website (http://www.cos.com).

DATA MANAGEMENT AND DATA ARCHIVING

The Office of the Vice President for Research and Graduate and Professional Education has established the Rutgers University Research Data Archive website (http://data.rutgers.edu/). This was done in response to the National Institutes of Health (NIH) encouraging the national and international sharing of important research resources (data sharing). Also, the National Science Foundation’s (NSF) has announced that all grant proposals submitted as of January 18, 2011 must include a data management plan that is a two-page supplementary document.

The Rutgers University Research Data Archive website provides information regarding the resources available for data management, data sharing and data archiving. These resources include:

- Data management plan advice (http://data.rutgers.edu/Home/Plans) – Provides the key issues that should be considered and addressed when creating the data plan for the grant proposal.
- Rutgers University Libraries Community Repository (RUCORE) (http://rucore.libraries.rutgers.edu/) – This is a digital repository designed for Rutgers University faculty, staff and collaborators to preserve, archive and present research products and papers.
- Rutgers University Research Data Archive (http://data.rutgers.edu/Home/Help) – Information and help regarding uploading research data to repository can be found here.

The website also provides some agencies’ guidance and requirements regarding data management plans. There are links to external resources to help with the creation of a data management plan.
UPCOMING PRESENTATIONS AND WORKSHOPS

Demystifying the Grant and Award process at Rutgers-Camden
The Office of Sponsored Research, the Office of Financial Services and Grant Accounting will be hosting a workshop that will allow individuals to know what to expect when receiving funding from a grant or contract. This workshop is designed to provide guidance to faculty and staff who are involved in seeking external funding and/or who have already received funding from a grant or contract.

Important information will be provided regarding both the pre-award and post-award process. Here are a few of the questions that will be addressed:

- What documents and types of documentation are needed?
- How are grant and contract accounts opened?
- What types of spending limitations are connected to grants?
- What do I need to know about reporting requirements?

Date: Thursday, March 31, 2011
Location: Faculty Lounge (3rd Floor), Armitage Hall
Time: Registration: 12:00 noon
       Presentation: 12:20 PM to 1:20 PM
Presenters: Camie Morrison, Office of Sponsored Research, Director
            Stephanie Burrage, Grant Accounting, Supervisor

Rutgers Funding Resources Workshop
The Office of Sponsored Research will be hosting a presentation by Michael Mueller, Director of the Rutgers Office of Proposal Development in the Office of the Vice President for Research and Graduate and Professional Education. This will be an information workshop about external funding resources available to Rutgers-Camden faculty and others interested in searching for funding opportunities, including a demonstration of the COS.com funding search tool and the new ScholarUniverse.com faculty expertise database. He will also discuss the new requirement for inclusion of a data management plan in all NSF funding applications, and demonstrate and discuss the resources for developing data management plans available on the new data.rutgers.edu website.

Date: Monday, April 25, 2011
Location: Faculty Lounge (3rd Floor), Armitage Hall
Time: 12:15 PM to 1:15 PM
Presenter: Michael Mueller, Director of the Rutgers Office of Proposal Development in the Office of the Vice President for Research and Graduate and Professional Education

NSF CAREER Workshop (Teleconference)
The Office of the Vice President for Research (OVPR) will present a workshop for early stage faculty considering developing and submitting a proposal to the National Science Foundation’s prestigious Faculty Early Career Development (CAREER) Program. This workshop will provide a useful overview of the CAREER Award Program, elements of successful CAREER proposal and how to integrate research with education.

Date: Wednesday, April 13th
Location: To be determined
Time: 2:30 PM to 4:00 PM
Presenter: Michael Mueller, Director of the Rutgers Office of Proposal Development in the Office of the Vice President for Research and Graduate and Professional Education

Please contact Caryn Terry at cdterry@camden.rutgers.edu or 856-225-6249 in Sponsored Research to reserve a spot for either of these presentations.