WELCOME BACK!
LETTER FROM THE DIRECTOR OF SPONSORED RESEARCH

Dear faculty and staff:

Welcome back to the Rutgers-Camden campus and the 2011 - 2012 academic year. I would also like to welcome the 26 new faculty members to the campus.

With the addition of new programs and centers on campus there has been an increase in proposal activity and new funders being pursued. Therefore, I am excited about the possibilities for this year. Remember, I am here to assist you in the process of submitting proposals for grants or contracts to corporate, foundation, not-for-profit, private, federal, and state sponsors.

Please do not hesitate to contact the Office of Sponsored Research if you are seeking funding for your research, public service, instruction and training or other projects. Also, remember that 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 prior to being submitted. Therefore please note the following:

- 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.
- 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)

I look forward to hearing from you and working with you soon.

Sincerely,
Camie Morrison, Director of Sponsored Research

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 **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 a 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.

Please note that 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. 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**.

ECRT IMPLEMENTATION

Since 1981, Rutgers University has been using the Personnel Activity Reporting System (PACE) for Federal effort reporting. However the paper-based system is now outdated and there is increased scrutiny of the adequacy of effort reporting systems in higher education. As a result, the University has purchased the Effort Certification and Reporting Technology (ECRT) from the Huron Consulting Group. ECRT is a web-based system and the implementation is being led by the Division of Grant and Contract Accounting (DGCA). Advisory teams have been established in support of this implementation; an Effort Coordinator Advisory Team and a DGCA Faculty Advisory Council, in addition to other supporting partnerships.

The first Faculty briefing on the Camden campus is scheduled for October 18, 2011. Other dates will be announced. The go-live date for ECRT will be January 2012.

For more information and updates regarding the ECRT implementation go to http://postaward.rutgers.edu/ecrt_home.html or contact the ECRT Implementation Team at pacer@rci.rutgers.edu.

CHANGES TO THE FRINGE BENEFIT RATES FOR RUTGERS UNIVERSITY

The University and the U.S. Department of Health and Human Services has signed an agreement which established the University's fringe benefit rates for the 2010/2011 fiscal year. Effective July 1, 2010, the University has negotiated four (4) fringe benefit rates in order to closely match fringe benefit eligibility with employment type.

The table that summarizes the rates that will be effective July 1, 2010 for the various categories of salaries and wages paid from sponsored programs may be found at http://postaward.rutgers.edu/fb.html.

Please note that the new rates include a rate to be charged to summer research compensation. The State of New Jersey - Office of Management and Budget recently changed the procedures governing how the University may request FICA reimbursements from the State on a quarterly basis. The State requires that all salaries paid, other than student wages, must be charged for FICA and Medicare. As a consequence, fringe benefits of 7.4% will now be assessed on all summer research compensation. However, in recognition of the hardship that would be endured by sponsored programs due to this change this year, the University will hold programs harmless of all fringe benefits costs incurred on summer research compensation recorded in natural account 13500 in Fiscal Year 2011. All summer research compensation charged after July 1, 2011 will be realized by the grant.

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.

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 insure 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.

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

FACULTY RESEARCH GRANT PROGRAM 2012 ANNOUNCEMENT

The Executive Vice President for Academic Affairs and the Office of the Vice President for Research and Economic Development is sponsoring a new grant program aimed at supporting faculty research excellence and advancing the university. The grants may be the sole funding source for a small project or seed money to enhance opportunities for extramural funding. Funds may be requested for equipment and supplies needed for research or projects, hiring research assistants or technicians, or travel (i.e. participation in conferences, workshops and seminars). A maximum of $25,000 may be awarded to individual proposals; however, a maximum of $50,000 may be awarded to collaborations between two or more faculty. Proposals requesting less than the maximums, e.g., travel to conferences or book subventions, are encouraged.

The Faculty Research Grant Program is open to all academic disciplines at Rutgers and to all tenure-track Assistant Professors throughout Newark, New Brunswick, and Camden campuses. Coadjutant appointees, teaching and research assistants, and visiting faculty members are not eligible to apply. The goal of individual grants is to allow new faculty to undertake new projects that enhance their scholarly reputation.

Joint proposals are intended to establish new productive research collaborations that cannot be achieved by either individual alone. Joint proposals within the same school must include at least one untenured assistant professor but may include a tenured professor. Joint proposals across schools may include two tenured professors who have never collaborated before.

Applications and instructions for submission are available at http://vpr.rutgers.edu. All applications must include the following:

1. An application cover sheet form,

2. A detailed and concise project description including a discussion of why the problem is important and why the approach is likely to make an impact (4 pages maximum),

3. A description of the expected outcomes, e.g., publications, new grant applications, or improved technology that might be licensed,

4. A thoroughly explained and justified budget. The budget should be for one year Jan 1, 2012 through Dec 31, 2012. Funds may not be used for course buyouts.

5. A two page CV for each applicant. Please combine all sections into one complete document when submitting.

Applications must be completed and electronically submitted no later than October 14, 2011.

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

Community of Science (COS)

Community of Science is a website (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 Alert by indicating that you are a member of Rutgers, The State University of New Jersey.

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 other 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).

COS Pivot

All Rutgers University faculty and staff who have setup a COS username and password are able to access COS Pivot at http://pivot.cos.com/rhome. COS Pivot is another online tool for funding searches. The site enables searches for opportunities by keyword or by funding agency. The searches can be saved and users are alerted of new opportunities by e-mail.

Training on how to use COS Pivot is available online at https://refworks.webex.com/refworks/onstage/g.php?p=6&t=m.

See page five of this newsletter for information regarding the COS workshop.

UPDATE ON CAYUSE

CAYUSE is a web-based front end computer system that can 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 CAYUSE system is scheduled to roll out later in FY 2012. The Office of Sponsored Research in Camden is working with the Office of Research and Sponsored Programs in New Brunswick and the Research Office in Newark on testing and training.

OFFICE OF SPONSORED RESEARCH

UPDATES

UPCOMING WORKSHOPS

"How to Apply for Grants & Contracts": A Review of the Grant Process at Rutgers-Camden

Date: Thursday, October 20, 2011

Time: 12:15 pm to 1:20 pm

Location: Armitage Hall, Faculty Lounge, 3rd Floor

Presenter: Camie Morrison, Director of Sponsored Research

This workshop will review the grant process on the Rutgers-Camden Campus, including how to fill out the Rutgers **ENDORSEMENT FORM** which is required 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 following will be covered:

• Which documents need to be submitted and when during the grant process

• What are the best websites to find funding opportunities

• How to gain access to NSF FastLane and NIH's eRA Common

• What tools are available to assist in the grant and budgeting process

Please RSVP to Caryn Terry at cdterry@camden.rutgers.edu or 856-225-6249 by October 17, 2011. If you have any questions please contact Camie Morrison at cammor@camden.rutgers.edu or 856-225-2949.

Community of Science (COS) Workshop

Date: Friday, Nov 4, 2011

Time: 12:00 pm to 1:30 pm

Location: Campus Center, North Conference Room

Presenter: Kimberlee Moran, Grants Facilitator

This will be a hands-on workshop that will provide an overview of how to use Community of Science (COS). Attendees will learn the following:

• how to set-up a username and password

• how to conduct basic and advance searches for funding opportunities

• how to save searches and set up e-mail alerts

• and will receive an introduction to COS Pivot.

Please RSVP to Caryn Terry at cdterry@camden.rutgers.edu or 856-225-6249 by October 31, 2011. If you have any questions please contact Camie Morrison at cammor@camden.rutgers.edu or 856-225-2949.