

**INSIDE THIS
ISSUE:**

**Meet the
Proposal
Deadline** 2

**RU's New
Endorsement
Form** 2

**Rutgers Budget
Template** 3

**NIH Changes to
Form Packages** 3

**NIH Changes for
Reports** 4

**NSF MRI
Program Limited
Submission
Pre-proposal** 4

**GAIA Centers
Internationalizing
the Curriculum
Grants** 5

WELCOME BACK!

LETTER FROM THE DIRECTOR OF SPONSORED RESEARCH

Dear faculty and staff:

Welcome back to the Rutgers-Camden campus and the 2013 - 2014 academic year. I would also like to welcome the 36 new faculty members to the campus.

With so many new faculty members the last three years, we have seen an increase in grant submissions as well as contracts. In FY 2013, the campus received \$10.3 million in grants and contracts. Our best year to date.

It is important to remember that getting funding is not easy. However, if you plan ahead, use the assistance available on campus, meet with the program officers and follow directions carefully you can improve your chances greatly. Most applications are not funded on the first submission. Perseverance can pay-off. Many of those who have been successful have had to submit multiple times. Yet, there have been several successes on the first submission.

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 supple-

mental 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 a week before the submission date to ensure enough time for approval signatures. A proposal will not be

submitted without a complete and signed endorsement package. The endorsement package must include:

⇒ the endorsement form and project abstract a copy of the proposal;

⇒ the project budget/ Rutgers budget template; and

⇒ the cost share budget template must be included for applications which require matching funds.

The transition associated with the Rutgers-UMDNJ merger has lead to many changes in procedures and requirements. Watch for notices as these changes are rolled out.

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

Sincerely,

Camie Morrison
Director of Sponsored
Research





OFFICE OF SPONSORED RESEARCH

“No proposal will submitted without the

complete endorsement package.”

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.**

Rutgers University's New Endorsement Form

On July 1, 2013, Rutgers University implemented a new Endorsement Form. This new

endorsement form is more comprehensive. **A completed and signed Endorsement**

Form is now required 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/sites/orsp.rutgers.edu/files/Endorsement%20Form.pdf>;

- 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>).

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

Rutgers Budget Template

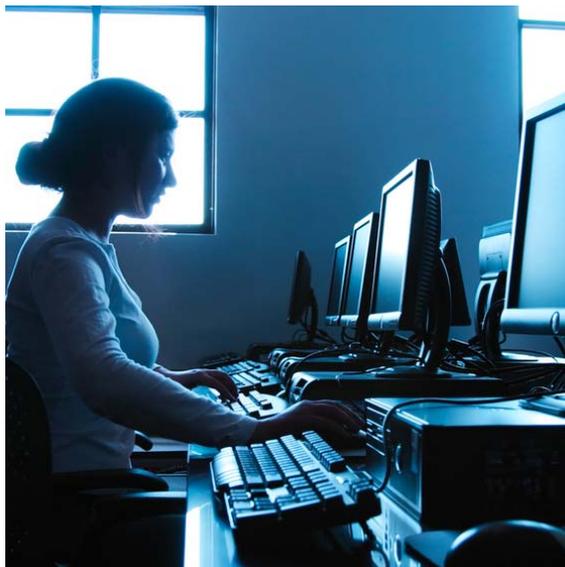
The Rutgers budget template is designed to assist those working on budgets for proposals. The budget template has the fringe benefit rates built right into the form. Also, there is the ability to select the appropriate indirect cost rate for the proposed project.

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.



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NIH: Updated Electronic Form Packages

The National Institutes of Health (NIH) has updated the application instructions and forms. The

new application instructions and forms must be used for applications with due dates on

or after September 25, 2013.

The application instructions and forms for paper-based PHS 398 applications are available at <http://grants.nih.gov/grants/funding/phs398/phs398.html>. The new Application Guide instructions for electronic SF 424 (R&R) applications can be obtained at <http://grants.nih.gov/grants/funding/424/index.htm>.

Rutgers University uses Cayuse 424 for electronic submission of NIH proposals. Cayuse has already begun implementing and making available the use of the new NIH application forms on the Cayuse system.





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NIH Reporting Changes: Measurable Effort for Graduate and Undergraduate Student Roles

This year the National Institutes of Health (NIH) will start requiring an eRA Commons ID for graduate and undergraduate student roles who participate in NIH-funded projects for at least one or more person months. That information will appear on NIH progress reports, including those submitted on paper using the DHHS Public Health Service Grant Continuation Progress Report (PHS2590, rev. 8/2012), and electronically using the Research Performance Progress Report RPPR, rev. 08/2012). Starting October 18, 2013 a warning will appear when an RPPR is submitted that

lists individuals in a graduate or undergraduate student role who do not have an eRA Commons ID. Beginning in October 2014, RPPRs without the eRA Commons ID for Graduate and Undergraduate Students will receive an error and will not be accepted by the NIH.

This new policy will extend the existing eRA Commons ID requirement for Program Directors/Principal Investigators (PDs/PIs) and postdoctoral researchers. Along with providing information on PD/PIs and other individuals in the training phases of their careers, grantee in-

stitutions will be encouraged to create an eRA Commons Account for all other personnel listed on the All Personnel List of the PHS 2590 or in the Participant Section (D.1) of the RPPR. The collection of this information will provide comprehensive data about the size and nature of the biomedical research workforce.

More detailed information regarding these changes can be accessed at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-097.html>.

NSF Major Research Instrumentation Program Limited Submission Competition

The **NSF Major Research Instrumentation Program (MRI)** (http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5260) (**Program Solicitation NSF 13-517**) serves to increase access to shared scientific and engineering instruments for research and research training. Each MRI proposal may request support for the acquisition (Track 1) or development (Track 2) of a single research instrument for shared inter- and/or intra-organizational use.

Instrument acquisition or development proposals that request funds from NSF in the range \$100,000-\$4 million may be accepted from any MRI-eligible organization. Proposals that re-

quest funds from NSF less than \$100,000 may also be accepted from any MRI-eligible organization for the disciplines of mathematics or social, behavioral and economic sciences and from non-Ph.D.-granting institutions of higher education for all NSF-supported disciplines.

The program limits the number of proposals allowed from individual academic institutions. Rutgers-Camden will conduct its own internal pre-proposal submission and review process. Rutgers-Camden may submit up to three proposals (no more than two proposals may be for instrument acquisitions). Pre-proposals:

- Should be approximately 4 pages in length, and should indicate whether the proposed instrument represents an acquisition (Track 1) or development (Track 2) project, and provide an anticipated total project cost;
 - Should discuss both the intellectual merit and broader impacts of the instrument (including a brief statement concerning its impact on training and education);
 - Should contain a brief discussion of the project management plan, including development timeline if a development project, where the instrument will be housed, and if major space
- (Continued on page 5)**

NSF Major Research Instrumentation Program Limited Submission Pre-proposal (cont.)

renovations are needed to accommodate installation and operation of the instrument (e.g. RF shielding, floor hardening, power supply, cooling, etc. and estimated costs,);

- Should discuss if and how the instrument will be available for shared use both within RU and to external users (e.g. researchers from other institutions, national labs, or industry);

- Pre-proposals do not need to include detailed budgets or budget narratives, or project evaluation, data management, or outreach plans.

The campus continues to meet NSF's definition of a Non-Ph.D. granting institution of higher education. No Cost Share is required.

The Rutgers-Camden Campus internal

deadline for MRI pre-proposals is 4:00 p.m. Wednesday, November 13, 2013.

Please contact Camie Morrison, Director of Sponsored Research, (cammor@camden.rutgers.edu) should you have any questions.

GAIA Centers Internationalizing the Curriculum Grants

The Centers for Global Advancement and International Affairs (GAIA Centers) has announced the Internationalizing the Curriculum Grants. These grants are meant to enable faculty in the department or program level to create ways to integrate international dimensions into academic subject areas.

Interested departments and programs are encouraged to submit proposals with a clearly devised plan through which an internationalization of undergraduate and/

or graduate curriculum will be carried out.

GAIA plans to offer four grants of up to \$10,000 to be used by the end of the 2014-2015 academic year. Proposals are to be submitted electronically (gaiagrants@gaiacenters.rutgers.edu) to the Office of the Vice President for International and Global Affairs. The deadline to submit a proposal is 5:00 pm on November 1, 2013.

More information regarding the GAIA

Centers International Funding and obtain the proposal submission forms may be found at http://global.rutgers.edu/images/stories/documents/international_funding/GAIA_RFP_Internationalizing_the_Curriculum.pdf. Questions about the program may be directed to Dr. Eugene Murphy, Assistant Vice President for Global and International Affairs, at emurphy@gaiacenters.rutgers.edu or at (848) 932-3060.

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