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## WELCOME BACK!

### LETTER FROM THE DIRECTOR OF SPONSORED RESEARCH

Dear faculty and staff:

Welcome back to the Rutgers-Camden campus and the 2014 - 2015 academic year. I would also like to welcome the 27 new tenured, tenure-track, and clinical 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.

It is important to remember that getting funding is not easy. However, if you plan ahead, use the assistance available on campus, meet or talk 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 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 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 next year and a half will be an exciting time for the research office. An efficient, paperless and user friendly system for grant and contract submissions will be implemented in a phased-in approach. Join us for an overview of the Research Administration and Proposal System (RAPPS) on October 13<sup>th</sup> to hear about the benefits.

We have several workshops planned related to sponsored programs and compliance to help you with your endeavors and hope you will join us.

The Office of Sponsored Research looks forward to working with all of you.

Sincerely,  
Camie Morrison,  
Director of Sponsored  
Research





OFFICE OF  
SPONSORED  
RESEARCH

Contact the  
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Sponsored  
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## Research Administration and Proposal Submission System (RAPSS)

Rutgers' Office of Research and Economic Development has engaged Huron Consulting to customize and install its Click@ Portal Solution for electronically managing grants and research contracts universitywide. It's been dubbed the Research Administration and Proposal Submission System (RAPSS).

RAPSS will be an efficient, paperless and user-friendly system for grant and contract submissions. This system will be used for pre-award grant and contract functions, including electronic submissions to many funding agencies. This system eventually will link to existing and developing digital systems for research regulatory-affairs and post-award functions. The projected completion of phase one is anticipated for the spring of 2015.

According to Huron, Click Portal is "the only solution for secure, large-scale automation with configurability customers can control." The software is 100% browser-based, compatible with Apple and Windows systems, uses the client's processes and forms, provides secure collaboration and audit trails, and integrates well with existing business systems. Click Portal also has error checking and reporting, automatic e-mail notifications, and "fast, easy management reporting."

Beginning in late September, the RAPSS team will hold informational sessions for faculty and staff interested in learning about the new system and to elicit feedback from these end users. It is anticipated that members of the Rutgers-Camden Campus will be able to participate in some of these

sessions through videoconferencing or WebEx. Also, a RAPSS website will be launched soon for anyone interested in learning more about the project and its implementation status. The site will have an email address for suggestions and comments.

Camie Morrison, Director of Sponsored Research, is a member of the Steering Committee and Implementation Team. Other members of the Camden campus will serve as liaisons to the projects.

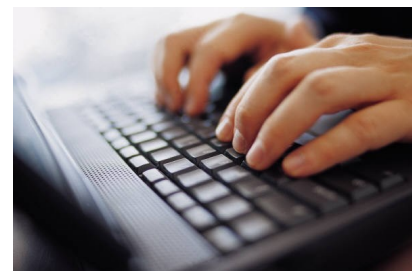
The first RAPSS overview session will be held on the Camden campus Monday, October 13, 2014 in the Faculty Lounge on the third floor of Armitage Hall.

## 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 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 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/budget-template](http://orsp.rutgers.edu/budget-template). **Be sure to use the Rutgers Budget Actual budget template.**

**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.



OFFICE OF SPONSORED RESEARCH

# 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>).

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

## Finding External and Internal Funding Opportunities

The Office of Research Development (ORD) has provided on their website a list of Sakai sites that ORD has set up to provide information regarding specific funding opportunities. Links for information on external and Rutgers internal funding opportunities on the ORD webpage are available at <https://ored.rutgers.edu/content/office-research-development-ord>. There you will see the following list of joinable Sakai sites for Rutgers faculty, staff and students:

- [Awards, Prizes for faculty](#) - List of award and prize opportunities for faculty.
- [Awards, Prizes for faculty](#) - List of award and prize opportunities for faculty.
- [Funding Opps – ORED](#) - Resources and links to all federal funders, foundations, professional associations and international lists. Also, postings for some larger, institutionally interesting opportunities.
- [Funding Opps - Humanities](#) - Resources and links to opportunities in the Humanities.
- [Funding Opps – Jr Faculty](#) - Resources and links to opportunities specific to junior faculty.
- [Funding Opps - Nursing](#) - Resources and links to opportunities in the nursing field.
- [Funding Opps -Outreach/ Education](#) - Resources and links to opportunities in education and outreach.
- [Funding Opps - postdoc, students](#) - Resources and links to opportunities for postdocs and graduate students.
- [Funding Opps – Instrumentation, Equipment & Construction](#) - Resources and links to opportunities for instrumentation, equipment and construction grants.
- [NSF Proposal Development Materials](#) - Workshops, training PowerPoints, guides, reports and other resources helpful in the NSF proposal writing endeavor.
- [PCORI](#) - Resources for Patient-Centered Outcomes Research Institute funding source.

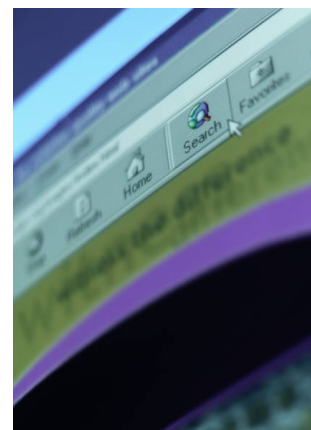
### Other Sources

External funding searches can

be done using Pivot — <http://pivot.cos.com>. Rutgers University has a subscription to this site for students, faculty and staff to use to find external funding. Instructions for creating an account on Pivot are available at <http://ored.rutgers.edu/node/143>.

Rutgers Internal Grant Programs - <https://ored.rutgers.edu/content/rutgers-internal-grant-programs#overlay-context=content/office-research-development-ord>

External Funding Opportunities - <http://ored.rutgers.edu/node/143>



## NIH Reporting Requirement Regarding eRA Commons IDs

In 2013, the National Institutes of Health (NIH) started requiring an eRA Commons ID for post-doctoral associate, graduate student and undergraduate student roles who participate in NIH-funded projects for at least one or more person months.

Beginning October 2014, Research Performance Progress

Reports (RPPRs) without the eRA Commons ID for graduate student and undergraduate students will receive an error and will not be accepted by the NIH.

More information on Commons User IDs for these roles is available in the [August 2, 2013, Guide Notice](#) and the [Extramural Nexus](#)

article.

Please contact the Office of Sponsored Research to assist you in setting up an eRA Commons User ID for your postdoctoral associate, graduate student or undergraduate student working on your NIH funded project.

# NSF Major Research Instrumentation Program

## Limited Submission Competition

**The National Science Foundation (NSF) Major Research Instrumentation (MRI) Program (Program Solicitation NSF 13-517- [http://www.nsf.gov/funding/pgm\\_summ.jsp?pims\\_id=5260](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5260))** 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 request 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 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. Monday, November 3, 2014.**

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



# Upcoming Workshops

## Research Administration and Proposal Submission System (RAPSS) Overview

The Office of Sponsored Research, will host the first informational overview of the Research Administration and Proposal Submission System (RAPSS). This session will be beneficial to all faculty and staff involved in the grant proposal process.

**Date: Monday, October 13, 2014**  
**Location: Faculty Lounge (3rd Floor), Armitage Hall**  
**Time: 12:10 PM to 1:45 PM**

Please RSVP to Caryn Terry at [cdterry@camden.rutgers.edu](mailto:cdterry@camden.rutgers.edu) or 856-225-6249 by October 9, 2014. If you have any questions please contact Camie Morrison at [cammor@camden.rutgers.edu](mailto:cammor@camden.rutgers.edu) or 856-225-2949.

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

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

**Date: Monday, November 10, 2014**  
**Location: Faculty Lounge (3rd Floor), Armitage Hall**  
**Time: 12:20 PM to 1:30 PM**  
**Presenter: Camie Morrison, Sponsored Research, Director**

Please RSVP to Caryn Terry at [cdterry@camden.rutgers.edu](mailto:cdterry@camden.rutgers.edu) or 856-225-6249 by November 6, 2014. If you have any questions please contact Camie Morrison at [cammor@camden.rutgers.edu](mailto:cammor@camden.rutgers.edu) or 856-225-2949.

## Office of Sponsored Research/Office of Research Regulatory Affairs (ORRA) Compliance Workshop

The Office of Sponsored Research will be hosting a workshop regarding compliance issues related to research.

The workshop will cover the following:

- **Overview of ORRA**
- **Financial Conflict of Interest**
- **IACUC – Animal Research**
- **Human Subject Protection Program (HSPP)**
  - \* Overview of Rutgers HSPP
  - \* Education
    - ◇ CITI
    - ◇ Web Resources
- **Institutional Review Board (IRB)**
  - \* Overview of the Rutgers Health Sciences IRB
  - \* Overview of the Rutgers Arts and Sciences IRB

- \* Services offered by IRB
- \* eIRB
- **Top 5**
  - \* Top 5 reasons IRB submissions are not approved
  - \* Top 5 audit findings
- **Export Controls**
  - \* Rutgers policy is to maintain a strict compliance with all export control regulations
  - \* The Rutgers Export Compliance Awareness training will review basics of export compliance issues specific to Rutgers

**Date: Friday, November 21, 2014**  
**Location: Camden Campus Center, Executive Meeting Room**  
**Time: 12:00 noon to 3:30 pm**

**Presenters:**

**László M. Szabó, Esq. Director, Office of Research Regulatory Affairs**  
**Paula Bistak, Chief/Executive Director, Human Subjects Protection Program**  
**Carlotta M. Rodriguez, Director, IRB**  
**Robert Phillips, Export Control Manager**

Please RSVP to Caryn Terry at [cdterry@camden.rutgers.edu](mailto:cdterry@camden.rutgers.edu) or 856-225-6249 by November 17, 2014. If you have any questions please contact Camie Morrison at [cammor@camden.rutgers.edu](mailto:cammor@camden.rutgers.edu) or 856-225-2949.

# RUTGERS

CAMDEN

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