



WELCOME BACK!

LETTER FROM THE DIRECTOR OF SPONSORED RESEARCH

Dear faculty and staff:

Welcome back to the Rutgers-Camden campus and the 2010 - 2011 academic year. The past year has been a busy one. I was able to work closely with many of you on successful proposals. 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.

Watch for future newsletters to provide information on upcoming workshops. Such workshops will include a training session on using Community of Science (COS) and about the Rutgers University's Institutional Review Board process.

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 applications or proposals must come through this office for the approval process prior to being submitted.

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

Sincerely,
Camie Morrison, Director of Sponsored Research



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 (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/downloads/Endorsement/EndForm_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>)
- 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.

REMINDER: INSTITUTIONAL REVIEW BOARD (IRB) HUMAN SUBJECTS CERTIFICATION

Rutgers University is no longer offering the IRB Certification Film as a means for individuals to complete the Human Subjects Certification Program (HSCP). HSCP is required for all individuals involved in the design or conduct of human subjects research. HSCP is available online and participants may review the entire program in one session, or several. For more information go to <http://orsp.rutgers.edu/Humans/hscpletter.php>.



NEWS REGARDING NATIONAL INSTITUTES OF HEALTH (NIH) eRA eSUBMISSION

Below is information regarding electronic proposal submissions to NIH.

- **Starting January 25, 2011 the ability to correct errors and warnings after the submission deadline will no longer be possible.** For more information regarding the elimination of the error correction window go to <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-123.html>.
- An Annotated SF424 Application Form is accessible for viewing. The form is available on the eSubmission Web site (<http://grants.nih.gov/grants/ElectronicReceipt/index.htm>). There is also a PowerPoint presentation that has step-by-step guidance on how to complete the SF424 form (<http://grants.nih.gov/grants/ElectronicReceipt/files/A-Walk-Through-The-SF424-RR.ppt>). The tips provided are to help prevent applicants from having errors identified by the eRA system.

SEARCH FOR FUNDING OPPORTUNITIES

Now is a great time to get started with finding funding sources for your programs and research projects. The Office of Sponsored Research can assist you with accessing databases to help you find the appropriate funding source(s).

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 replaces InfoEd/Spin, which has been discontinued. This new 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 all Rutgers' IP address will be recognized by RefWorks-COS, you can start searching the database right away.

2. Username and Password
Faculty 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.

The Grant Advisor Plus

The *Grant Advisor Plus* is a database program that can generate more than 1200 program listings of grant opportunities. Lists can be created in various file formats using search criteria and these search profiles can be saved for repeated use each month. No password is required to access *The Grant Advisor Plus*. Searches for funding opportunities can be done by due date, academic division, fellowships or all programs, agency and/or keywords. The Grant Advisor Plus can be accessed from the Sponsored Research website or directly at <http://www.grantadvisor.com/tgaplus/>. Then click "Search Database".