



## WELCOME BACK!

### LETTER FROM THE DIRECTOR OF SPONSORED RESEARCH

Dear faculty and staff:

Welcome back to the Rutgers-Camden campus and the 2012 - 2013 academic year. I would also like to welcome the 19 new faculty members to the campus.

With so many new faculty members the last two years, we have seen an increase in grant submissions as well as contracts. We are already on our way to having a record year of funding for the campus in FY 2013.

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 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.**





### SPONSORED RESEARCH HAS MOVED!!!

Please be advised that the Office of Sponsored Research has moved. The office is now located in Armitage Hall. The new address is:

Armitage Hall, 3<sup>rd</sup> Floor  
311 North 5<sup>th</sup> Street  
Camden, NJ 08102

The telephone numbers are still the same.

### RESPONSIBLE CONDUCT OF RESEARCH REMINDER

It is required by the National Institutes of Health (NIH) and the National Science Foundation (NSF) that institutions provide the appropriate training and oversight in responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in a funded research project. Compliance to this requirement may be fulfilled through an online course and in-person workshops.

Rutgers has contracted with the Collaborative Institutional Training Initiative (CITI) to provide online educational modules (<https://www.citiprogram.org>) that fulfills part of the training requirement for undergraduate and graduate students and postdoctoral researchers who receive NSF funds (support from salary and/or stipends to conduct research on NSF grants). Course curriculum selection will be relevant to one's field of study. The course selections are Biomedical Responsible Conduct of Research Course, Social and Behavioral Responsible Conduct of Research Course, Physical Science Responsible Conduct of Research Course, and Humanities Responsible Conduct of Research Course.

Topical workshops on Responsible Conduct of Research are available on the New Brunswick campus. The topics include: Research misconduct; Management of data and responsible authorship; Mentoring and peer review; Collaboration and conflict of interest. Registration for

these workshops is done through the Rutgers University Human Resources workshops website (<http://uhrapps.rutgers.edu/profdev/script/AllWorkshop2.asp?ID=826>)

#### CITI - Faculty and Student Registration

##### Registration Site:

<https://www.citiprogram.org/>

Please be sure to do the following when you register on CITI:

- Select Rutgers University as the institution.
- Use your RUTGERS NET-ID as your username. If you receive a message indicating that the NET-ID is already in use in the CITI system, use your full Rutgers e-mail address as the username.
- Your Rutgers e-mail address must be used as the preferred e-mail address to assure that the completion of the program is recorded.

### NEW FEDERAL REGULATIONS ON CONFLICT OF INTEREST

Please be advised that there are new federal regulations about monitoring and mitigating potential financial conflicts of interest in research, also known as promoting research objectivity. The regulation applies to U.S. Public Health Service (PHS) – funded investigators and those who apply to PHS agencies (including the National Institutes of Health) for funding. The effective date for the new requirement is August 24, 2012.

Disclosures must be made no later than the time of application for PHS funding, utilizing the online forms at <http://vpr.rutgers.edu/pro>.

For investigators working on projects with active PHS funding, initial disclosures under this new policy must be completed by October 1, 2012, and then annually by each October 1.

##### For More Details:

Please go to <http://vpr.rutgers.edu/pro> for the Rutgers policy and disclosure forms. Information will continue to be added to the website, as well as information about requiring training.

##### Additional Resources:

- NIH has posted an information-rich website here <http://grants1.nih.gov/grants/policy/coi/index.htm> that includes FAQ's, access to the federal regulations, and case studies.
- Information will continue to be added to <http://vpr.rutgers.edu/pro> where the policy and disclosure forms can be found now, as well as information about required training.
- Please direct questions to [promote-obj@vpr.rutgers.edu](mailto:promote-obj@vpr.rutgers.edu)



#### JOIN THE FACULTY WRITING CIRCLE

Last academic year a Writing Group for Rutgers-Camden faculty and staff was piloted. The aim of this group was two-fold:

1. To support faculty and staff in any stage of the writing process by providing feedback and peer review of works in progress;
2. To provide a supportive accountability framework to see works in progress through to completion.

The pilot group was very successful and received positive feedback from the faculty who participated. The group plans to continue this semester. Please consider joining.

This group is ideal if you:

- have a grant proposal, scholarly article, or other piece of written material for which you could use some feedback, writing strategies, and/or structured support;
- have difficulties setting and meeting writing goals and could use some additional encouragement and accountability;
- have a writing project that you have been putting off;
- could benefit from additional peer review of your work;
- feel you are in a rut with your writing;
- would like to get to know other Rutgers faculty from different departments.

The group meets bi-weekly on Fridays from 10-11am, with the next meeting on September 28th in the Faculty Lounge (3rd floor, Armitage Hall). Coffee is provided. Please contact Kimberlee Moran ([k.moran@camden.rutgers.edu](mailto:k.moran@camden.rutgers.edu)) for further details and to register your interest in attending.



#### UPCOMING WORKSHOPS

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

Date: Thursday, October 18, 2012

Time: 12:15 pm to 1:20 pm

Location: Armitage Hall, Faculty Lounge, 3rd Floor

Presenter: Camie Morrison, Director, 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:

- What 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](mailto:cdterry@camden.rutgers.edu) or 856-225-6249 by October 12, 2012. If you have any questions please contact Camie Morrison at [cammor@camden.rutgers.edu](mailto:cammor@camden.rutgers.edu) or 856-225-2949.

##### COS PIVOT Workshop

Date: Wednesday, October 24, 2012

Time: 12:10 pm to 1:10 pm (free period)

Location: Campus Center, North Conference Room

Presenter: Kimberlee Moran, Grants Facilitator

COS PIVOT is a website (<http://www.cospivot.com>) that enables you to search for funding opportunities for any discipline. COS PIVOT Funding Opportunities and Funding Alert provide 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. COS PIVOT has the added feature of allowing the user to save searches and track opportunities that will generate a weekly e-mail alert if any new opportunities are added or updates are made. It also allows the user to search for potential collaborators. This will be a hands-on workshop

##### Office of Sponsored Research Staff

Camie Morrison, Director of Sponsored Research  
Caryn Terry, Program Coordinator

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Camden, NJ 08102

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WEBSITE <http://www.camden.rutgers.edu/page/office-sponsored-research>



that will provide an overview of how to use COS PIVOT.

Attendees will learn the following:

- how to set-up a username and password
- how to claim and use your COS PIVOT profile
- how to conduct basic and advance searches for funding opportunities
- how to save searches and set up e-mail alerts
- how to search for collaborators

Please RSVP to Kimberlee Moran at [k.moran@camden.rutgers.edu](mailto:k.moran@camden.rutgers.edu) or 856-225-6773 by October 15, 2012. **If you are unable to attend, please contact Kimberlee if you are interested in getting set up on Pivot at alternative time.**

**Export Controls Workshop**

Date: Thursday, November 1, 2012  
Time: 12:15 pm to 1:20 pm  
Location: Armitage Hall, Faculty Lounge, 3rd Floor  
Presenter: Robert Phillips, Export Control Manager

Following the events of 9-11, the Federal government has viewed export control regulations as a means to guard against terrorism and other threats. There is renewed focus on compliance and enforcement of these regulations, in particular at universities.

Export control regulations are federal government laws that require a review and or license prior to the export of items, commodities, technology, software or information to foreign countries, persons and entities. This includes foreign persons and entities that may have access to or handle commodities, software or information at universities, which are “deemed exports”.

Rutgers policy is to maintain a strict compliance with all export control regulations. Failure to comply with applicable export control regulations may result in denial of export privileges, imprisonment, fines and or other penalties. The Rutgers Export Compliance Awareness training will review basics of export compliance while focusing on issues specific to Rutgers.

Please RSVP to Caryn Terry at [cdterry@camden.rutgers.edu](mailto:cdterry@camden.rutgers.edu) or 856-225-6249 by October 26, 2012. If you have any questions please contact Camie Morrison at [cammor@camden.rutgers.edu](mailto:cammor@camden.rutgers.edu) or 856-225-2949.

**Department of Defense Funding Workshop**

Date: Friday, November 8, 2012  
Time: 11:00 am to 12:30 pm, lunch provided  
One-on-one sessions from 2 pm  
Location: Campus Center, Executive Meeting Room  
Presenter: Bruce LaMattina, Director of Federal Research Relationships

The Department of Defense has a wide range of funding opportunities but, from the outside, the DoD can appear complex and obscure. This workshop will outline the structure and funding programs of the DoD as well as how to interact and navigate the agency. Faculty from the physical, life, social, and health sciences will all find this workshop helpful and may identify new sources of funding. Researchers wishing to discuss their individual projects may book a 20min one-on-one session with the Dr. LaMattina.

Please RSVP at <http://dod-funding.eventbrite.com> by October 29, 2012.

