OFFICE OF RESEARCH AND SPONSORED PROGRAMS

# Windows of Opportunity

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**IN THIS SPECIAL ISSUE EXPLORING THE THEME OF NEW TECHNOLOGY IN SPONSORED PROGRAMS:**


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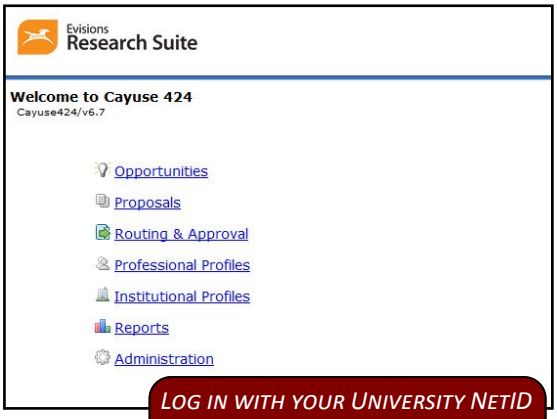
# Cayuse 424 Is Here!

***Ted Russo***
*Director, ORSP*

ORSP is pleased to spread the news that Cayuse 424 is now available to the research community at Montclair State University!

MSU has now joined a growing list of over 100 other institutions nationwide that use the Cayuse 424 proposal development system to route and submit their grant proposals.

Cayuse 424 exists in the cloud, providing access to anyone with a user account, MSU NetID, and compatible web browser (Mozilla Firefox is recommended). Over 1,600 MSU faculty and staff user accounts and personal profiles have been pre-entered into the system.




*LOG IN WITH YOUR UNIVERSITY NETID AND TAKE A LOOK!*
***https://montclair.cayuse424.com***

MSU's proposal volume has nearly tripled over the past 15 years with a high of 157 ($41.5M) in 2014. At the same time, proposals have become more complex. Agency and RFP requirements are increasingly stringent, and multi-disciplinary approaches have resulted in an increased number of proposals involving multiple investigators across multiple departments and institutions.

Those who use the National Science Foundation FastLane system know that a familiar, easy-to-use system can make the proposal development process much easier. MSU now has that capability across almost all federal agencies.

Submission of complex proposals requires close coordination between ORSP and the Principal Investigator (PI) or Project Director (PD). Many proposals, particularly federal ones, are comprised of multiple components, e.g., abstract, research plan, biosketches, letters of support, etc. Individual proposal components, usually pdf or Word files, are typically sent back and forth between the PI/PD and his or her ORSP contact via email. Confusion results when multiple versions of the same file are sent back and forth via email over short periods of time. Now, PIs/PDs can upload proposal files directly to the application package (as is currently done in FastLane) as well as the originating source document, if they choose to do so. Cayuse 424 allows the end-user to review the proposal as one unified document—much as the reviewer would see it! This will undoubtedly result in increased proposal quality.

The "time-saving" features of 424 are too numerous to list here—one major time-saver is that a resubmission of a previous proposal can be turned around in a much smaller time frame since each proposal component is automatically copied into the new application package. The focus can then be redirected to budget revisions and technical content.

MSU's current internal proposal approval process is largely manual. MSU's Proposal Routing Form is either hand delivered as a paper document to be signed, or sent by email through

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the approval chain for digital signature and then emailed to the next person in the chain. Where multiple investigators from multiple departments and colleges are involved, the process is burdensome and time consuming. Cayuse 424 provides for fully automated electronic routing and approval—the "routing chain" can be customized for each submission, or for each PI/Co-PI. Approvers (PIs, Co-PIs, Department Chairs, Deans, etc.) will now have full visibility into the proposal. It can even be used to internally "route" non-federal proposals through the internal approval chain.

ORSP plans to pilot the electronic routing feature prior to implementation. In the meantime, please continue to use ORSP's current Proposal Routing Form. We are working on modifying the routing process to become fully electronic.

ORSP will be offering training sessions in the coming months on Cayuse 424, and will be modifying its current business practices to phase in its use. Faculty members who prefer to use NSF FastLane may continue to do so, but we strongly encourage the use of the system to gain familiarity.

If you do not yet have a Cayuse 424 account, or if you have any questions, please do not hesitate to contact ORSP! Also, please visit ORSP's Cayuse 424 support page for information, or contact cayuse424@mail.montclair.edu or extension 3223.

***UPDATE: Montclair State University's Financial Conflict of Interest Policy was recently revised.***

***Click here to read the full document.***

## ORSP Awarded Outstanding University Partner

On May 27, 2015, the Center for Community Engagement (CCE) presented its Outstanding Service Award for University Partner to the Office of Research and Sponsored Programs (ORSP). Krystal Woolston, Assistant Director of CCE, outlined ORSP's services for those in attendance and then thanked the office for all its support. ORSP most recently worked with CCE on a submission to the U.S. Department of Education that resulted in a five-year, $2.5-million award.

"We are proud and honored to have our work and profession as research administrators recognized in this way. It's extremely gratifying to support success stories like the Center for Community Engagement and their partners, who do the day-to-day impactful work in our local schools and communities," said ORSP Director Ted Russo.

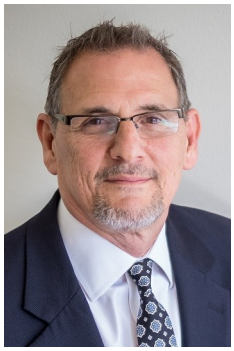
# Featured Awards

Jennifer Urban and Miriam Linver (Family & Child Studies, CEHS) were awarded $1,796,560 by the John Templeton Foundation for "Inspiring Youth Purpose through Reflection on the Laws of Life: Improving, Implementing, Evaluating & Researching the Inspire>Aspire Poster Program." The program seeks to help youth identify and reflect on positive values and transform these into meaningful sustained actions that hold promise for helping youth thrive in today's world.

Hendrik Eshuis (Chemistry and Biochemistry, CSAM) was awarded $195,425 by the National Science Foundation for "RUI: Towards accurate computational studies of dynamics and mechanisms of transition metal homogeneous (photo) catalysis." This project will involve the development and application of accurate computational methods to relevant systems in homogeneous transition metal catalysis, and the enhancement of awareness of electronic structure theory through the involvement of undergraduate students in research.

Xianoa Li, Stefanie Brachfeld, Yang Deng, Sandra Passchier, and Dibyendu Sarkar (Earth & Environmental Studies, CSAM) received a $168,245 award from the National Science Foundation for "MRI: Acquisition of an Inductively Coupled Plasma- Mass Spectrometry (ICP MS) for elemental concentration and speciation analysis at Montclair State University." The award will enhance research activities, hands-on education, and analytical training at Montclair State University.

Steven Shapiro (Library Services) and Sandra Passchier (Earth and Environmental Studies, CSAM) were awarded $20,000 by the NJ Council for the Humanities for "Rising Tide: What We can Learn From the Dutch and their Relationship with Water." The program consists of a series of lectures, film screenings and discussions that explore the Dutch and their uneasy relationship with water as well as what New Jersey can learn from the Dutch experience in the wake of Hurricane Sandy.



Bryan Murdock, Krystal Woolston, and Danielle Dapiran (Center for Community Engagement), and Randall FitzGerald (NJ School of Conservation) were awarded $295,748 by the New Jersey Commission on National and Community Service for "Montclair State University EECO Project." The program will engage 20 AmeriCorps members who will support the development and implementation of a full service university-assisted UACS community school project in Orange, NJ.

***For More Information on Funding Sources, Submittal Strategies, Awards Management, and Much More, Please Visit ORSP Online at http://www.montclair.edu/orsp***

# Awardee Profile: Dr. Jamaal Matthews

Dr. Jamaal Matthews (Educational Foundations, CEHS) is the recipient of a prestigious National Science Foundation CAREER award for "How Urban Adolescents Come to Think of Themselves as Mathematicians," which studies how African American and Latino middle and high school students construct their sense of self-identity with and in mathematics and the role that teachers play in helping to shape those self-opinions. He has recently begun the second year of this five-year program, and took some time to reflect on the proposal submission and award experience.

***What are the major aspects of your awarded project?***

The experience of frustration is an inevitable part of learning, particularly within the area of mathematics. Sometimes persistent frustration can entrench youth within a cycle of despondency and underperformance. However, temporary frustrations can also drive students to work harder and eventually attain success and self-confidence in math. This project begins to tackle these questions to understand the contributors to frustration in mathematics, how students understand and respond to these experiences, and the feedback that math teachers provide during critical moments of frustration. When students learn how to effectively deal with and persist through frustration, they can have the opportunity to build self-efficacy and a true value of math. In essence, they are becoming true mathematicians and problem solvers.

***What were your first thoughts after having received the news that you were awarded?***

I did a slide down my living room floor on my belly like a penguin! It was a tremendous feeling. I put so much time, energy, and passion into the proposal and even on the day I submitted it, I was really proud of the work I had done and what I had developed. But even at that point, I expected it not to get funded that year because I heard that people usually do not get funded until their second or third submission. So given that feeling of pride when I first submitted it, not knowing the outcome, and having that effort validated by such a prestigious award was very gratifying.

***What are some of the challenges involved in a project like yours? How are you tackling these?***

The two most stressful challenges are: 1) juggling the multiple logistical aspects of the grant, and 2) maintaining the fidelity of design and implementation in real schools that are always changing and evolving. The latter is specific to educational research and deals with issues like sample attrition, building and maintaining strong partnerships with teachers and schools, and supporting teachers and schools during the research process versus only consuming.

***How would you advise colleagues interested in submitting a grant application?***

When submitting a new grant application, you have to start early. It often takes time to translate a good idea into a well-conceptualized research study. This process is not easy so do not under estimate it. I started my work several months before the due date, inquired of successful examples from similar grants, and had several people read multiple iterations of the proposal at various stages. Spend the most time on the methods section. This is where the nitty-gritty details emerge that really demonstrate that this project is feasible for you in the eyes of the reviewers.

***What, if anything, do you believe MSU can do to make grant submission and management more appealing and less intimidating?***

Notification of grants should go out much earlier. Many times the email blasts are in reference to grants that have a due date within a few weeks. It's almost impossible to develop a competitive grant on short notice. Scholars at competing institutions are working on their proposals for months so we at MSU should have the same advantage. Notification of grants should be four to six months before the due date, especially if the due date is during the school year.

# Saving Trees One Award at a Time

***Catherine Bruno,*** *Post-Award Officer, ORSP*

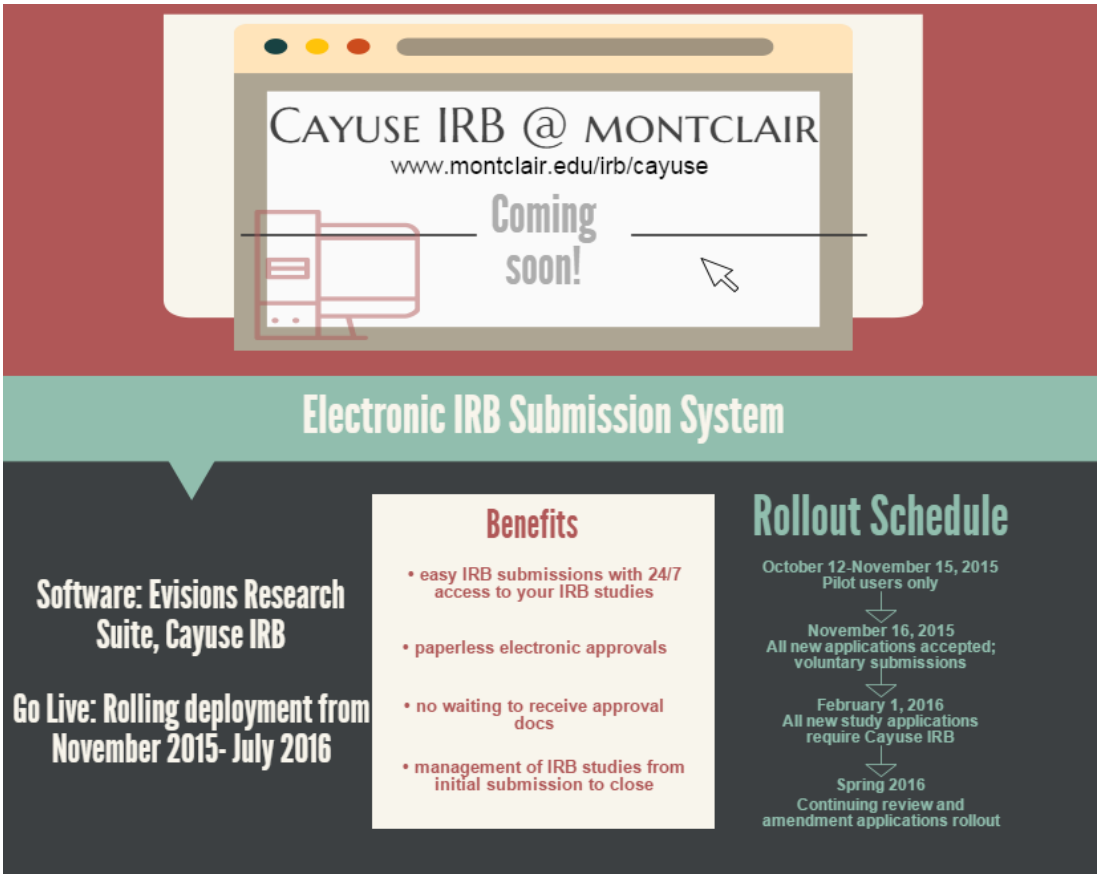
With every advancement in technology, you are bound to hear that it will help the office/society/the world become paperless. Being paperless seems to be a goal that for some, like me, is always moving slightly out of my reach. Just ask the overflowing file cabinets in ORSP!

In an overall effort to continuously improve, the award notification process that starts in ORSP is now paperless. To get a sense of what I am talking about, you need to know the old process. When an award came into ORSP—after it was reviewed and, if need be, negotiated—our next step was to inform Grant Accounting (so they would be able to setup an account internally), the PI, and the PI's Chair and Dean.

The "informing" included copies of a congratulatory letter, the funder's award letter/agreement, the budget in the FRS budget format, the officially submitted budget and budget narrative and the routing form. We called this monster pile of paper an "award packet," which was sent via interoffice mail to all the constituents I have listed above in one version or another. And, of course, ORSP would keep a copy (hence my file cabinets comment). This was the polar opposite of being paperless.

However, the award packet is now entered into PeopleSoft. We notify Grant Accounting *through the system* that a new award has been received and all the documents they need to set it up are there in the system. As for PIs, the paper award packet has been replaced by an award packet email that includes a congratulatory letter right in the body of the email (we still want to say "Congrats!") and an attachment with the funder's award letter/agreement. We copy the PI's Chair and Dean so that we continue to keep them in the loop. The result: No more paper award packet! The most efficient gain is the systematic notification to Grant Accounting.

It is up to each of us to make strides toward meeting the paperless goal—so, please, do not print the award packet email!



# We Are Here to Help: ORSP Website Resources

***Marina Savransky***
*Assistant Director, ORSP*

ORSP has developed our website to be a useful and evolving resource for MSU grant seekers and grant awardees. We put a lot of thought into making it user friendly and succinct. The following are some examples of the resources we hope you will utilize.

***Find Funding***

This section of ORSP's website is a launching point and support center for Pivot, the largest available database of funding opportunities and over 3 million profiles of full-time faculty around the world. Pivot provides MSU faculty and staff with unprecedented access to sources of external funding and collaborative opportunities. *Find Funding* also contains direct links to curated funding opportunities lists. These are arranged by department and ORSP staff add new opportunities weekly.

The sidebars contain lists of funding for new/early career faculty, grants for equipment, and undergrad/graduate student funding. Visitors can also find a link here to subscribe to ORSP's listserv, which publishes funding opportunities twice weekly.

***Submit a Proposal***

Users who are ready to develop and submit a proposal will find invaluable tools in the *Submit a Proposal* section. Budget guidelines, spreadsheets, and justification templates are available to aid in developing budgets for proposals, continuing applications, and general reference.

The *University, School, and Department Narratives* include MSU boilerplate narrative, as well as colleges/schools and grant active departmental narratives. Narratives include the most common statistics and demographics grant seekers require in developing a proposal. These are updated each semester!

Users will also find links to pages containing specific resources for National Science Foundation and National Institutes of Health submissions. Critical information, such as agency submission guidelines and templates for required proposal sections are gathered here for easy reference.

***Manage an Award***

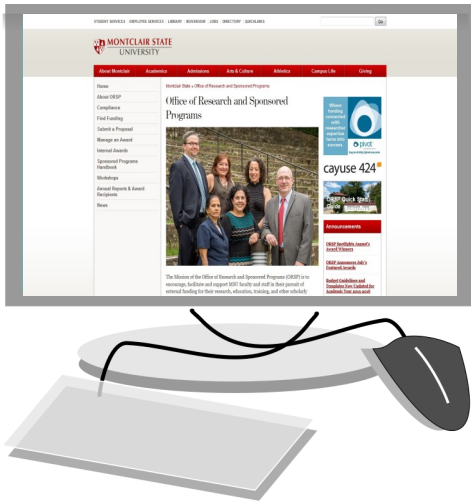
The *Manage an Award* section provides information and links to commonly requested information and situations you will encounter during the tenure of your grant. Also includes MSU and federal policies that affect your grant. The *Managing Grant Funds* subpage is especially informative, containing information on hiring procedures, travel policy, and how to purchase equipment.

***Sponsored Programs Handbook***

Compiled by the ORSP staff, the *Sponsored Programs Handbook* is best used as a searchable reference guide for faculty and staff with questions or curiosity about applying for external funding, or questions on award management that might come up in the course of carrying out their funded projects. This exhaustive resource can also be downloaded as a PDF to your computer.

***Workshops***

ORSP performs a significant amount of outreach to the MSU community each academic year. The *Workshops* page is an archive of past presentations, many of which link to PowerPoint presentations and other workshop-specific handouts.




MONTCLAIR STATE UNIVERSITY

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