

# Windows of Opportunity

VOLUME 2, ISSUE 1

FALL 2013

## Hot Off the Press: The Sponsored Programs Handbook

### IN THIS ISSUE

|                             |   |
|-----------------------------|---|
| Sponsored Programs Handbook | 1 |
| IACUC                       | 2 |
| Featured Awards             | 3 |
| NSF STEM Funding            | 4 |
| ORSP FY 2013 Annual Report  | 4 |
| ORSP Assessment Survey      | 5 |
| MSU New Awardees            | 6 |
| 2013–2014 Workshop Series   | 7 |

Questions: We all have them. That's especially true when it comes to submitting a proposal or managing an award. And when the information you need is not all in one place, it not only makes things more time consuming, but it can also be downright discouraging!

We share your pain, so we're proud to announce that ORSP has compiled a user-friendly handbook that has almost everything a Principal Investigator or anyone else that's involved or interested in sponsored programs will need to know *all in one place*.

The Handbook has answers to almost any question:

- What's the difference between a grant and a contract? It's in there!
- What indirect amount should I build into my budget or what's an indirect rate? It's in there!
- What paperwork do I fill out to hire students on my grant? You get my point!

We hope that the Handbook will become another useful tool in your toolbox and that you'll use it often to answer questions you may have.

As you'll see, it's set up to mirror the "cradle to grave" process involved with sponsored programs:

- Chapter 1 will take you through the process of finding a funding opportunity. You can't submit a proposal without one!
- Chapter 2 will walk you through budget development.
- Chapter 6 will take you through the day-to-day management of your award.

That's just the tip of the iceberg of all the information this Handbook is chockfull of! You don't have to take my word for it, [click here to take it for a test drive yourself](#).

We envision the Handbook as a living document that will be updated as regulations, policies, and procedures change. Be sure to refer to it often. We're all about continuous improvement, so if you have a suggestion on how we can make it better, feel free to [drop us an e-mail](#).

Thanks go out to our colleagues in Grant Accounting for their review and feedback on the post-award chapters.

Happy reading!!!

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



### Sponsored Programs Handbook:

A Guide for Principal Investigators and Project Managers

MONTCLAIR STATE UNIVERSITY

Office of Research and Sponsored Programs

# IACUC and Animal Research at MSU

**Hila Berger**  
Compliance  
Administrator

The IACUC stands for Institutional Animal Care and Use Committee. The IACUC Committee here at MSU monitors and oversees the care and use of animals in research and teaching. The committee is comprised of the Chair, a veterinarian, a non-affiliated member, a non-scientist, and three faculty members who are practicing animal scientists.

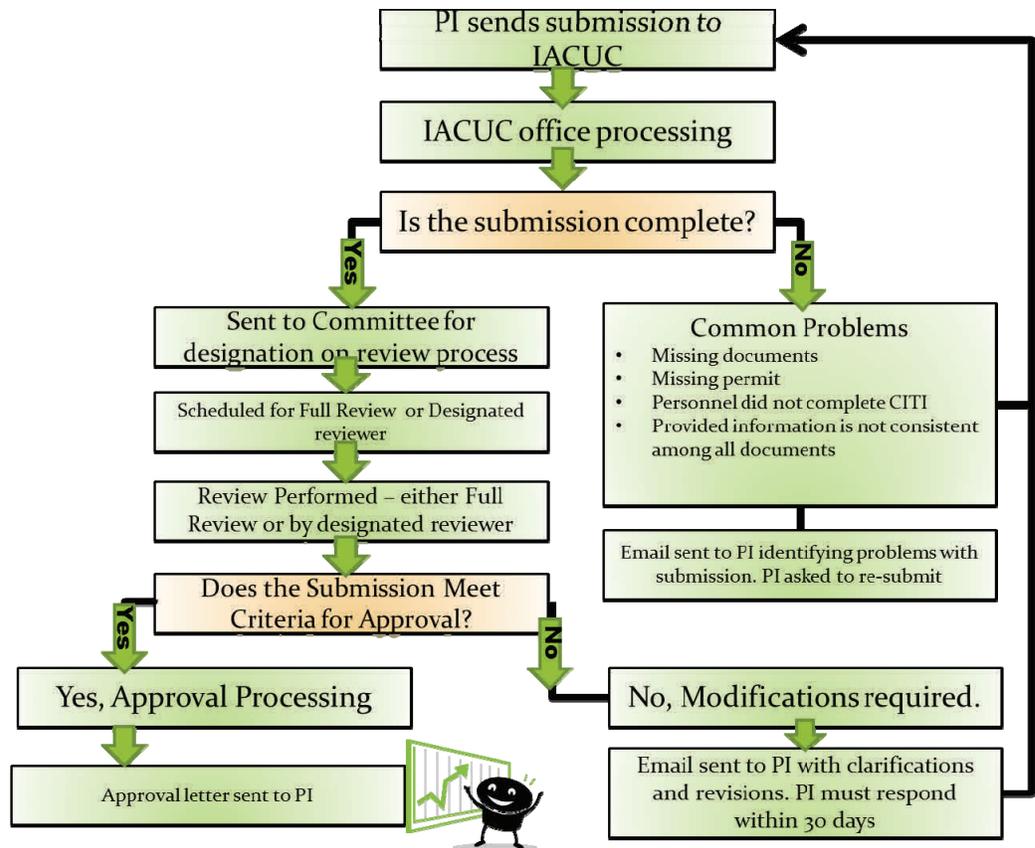
### What is the IACUC responsible for?

The IACUC duties are to review, clarify, modify, and approve animal research protocols before initiation. In addition, it is required to regularly inspect animal facilities and provide

training as needed. The IACUC reviews a variety of animal research protocols including lab research; observational studies that may affect animal behavior or health; field studies; and classroom teaching studies involving students.

### If I am considering animal research or field research on vertebrate animals, then where do I start?

Please start by visiting the [IACUC website](#). For submission IACUC requires an application, relevant permits for field research, certification in animal training, and an occupational health screening. From there, the following graphic illustrates the review process:



# Featured Awards



**Steven Greenstein** and **Erin Krupa** (Mathematical Sciences, CSAM) were awarded \$225,803 by the National Science Foundation for “Noyce at Montclair: Preparing the Effective Elementary Mathematics Teacher (PE2MT)” to

design and develop an “enhanced” undergraduate mathematics program to recruit, prepare, and support teachers for effective elementary mathematics teaching in classrooms in New Jersey’s high-needs K-12 schools.



The American Psychological Association awarded **Jamaal Matthews** (Educational Foundations, CEHS) \$7,467 for



“Classroom Processes and Academic Identity Formation: How Young Adolescents Come to Think of Themselves as Mathematicians in Urban Schools,” which will examine the role classroom social processes play within Mathematics identity formation during the first year of high school.



**Teresa Rodriguez** (Art Galleries) was awarded \$12,828 by the NJ State Council of the Arts in support of the George Segal Gallery’s mission to propagate culture and art through exhibitions and educational and scholarly programs, focusing on contemporary art.



The Corporation for National and Community Service awarded \$260,347 to **Bryan Murdock** and **Krystal Woolston** (Service Learning and Community Engagement) and **Randall FitzGerald** (NJ School of Conservation) for “EECO AmeriCorps Program—Year 1.” The program will engage twenty AmeriCorps members

who will support public schools, the NJ School of Conservation, community- and faith-based organizations, non-profits, and other civic organizations in Northern New Jersey.

The Federal Emergency Management Agency awarded **Jeffrey Issler** and **Robert Ferrara** (Fire Safety) \$23,400 for “USFA Fire Prevention Grant (Assistance to Firefighters Grant)” in support of the Resident Assistant Fire Academy, which teaches MSU resident assistants the importance of evacuations and prevention in a tangible setting through the use of live fire exercises, as well as annual summer training to teach resident assistants about policies regarding fire code and fire prevention.



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

## Pending Changes to NSF's STEM Funding

**Ted Russo**  
Director,  
ORSP

Some of you may be aware that the National Science Foundation has discontinued its popular "Transforming Undergraduate Education in Science, Technology, Engineering and Mathematics," or TUES, program. (Formerly, the "Course, Curriculum and Laboratory Improvement Program," or CCLI.)

The move is due in large part to the Administration's proposed [national STEM reorganization](#) and consolidation of federally funded STEM activities.

While the news of the TUES discontinuation may be disconcerting for undergraduate institutions and faculty who regularly apply for and receive NSF TUES funding in support of their undergraduate STEM activities, the good news is that a "replacement" for TUES has been proposed by the NSF's Education and Human Resources Directorate in the President's FY 14 budget request. This program, entitled "Catalyzing Advances in Undergraduate Science Education," or CAUSE, is intended to consolidate three of NSF's Division of Undergraduate Education programs (NSF STEP, NSF WIDER, and NSF TUES).

Pending budget approval of the new NSF program, ORSP will notify the MSU community through its Funding Opportunity Listserv as soon as the NSF CAUSE solicitation is announced.



### NOW AVAILABLE: ORSP'S FY 2013 ANNUAL REPORT

The Office of Research and Sponsored Programs recently published its in-depth report of FY 2013, which proved to be the second-highest award year of the past decade. The year also showcased the determination of MSU's faculty and staff: a record 151 proposals were submitted. For a complete analysis of the research and sponsored program activity of the past year, please [read or download the report](#) on ORSP's website. [ORSP](#)

# 2013 ORSP Assessment Survey

**Dana Natale**  
Research  
Development  
Specialist, ORSP

The 2013 Office of Research and Sponsored Programs (ORSP) Assessment Survey was designed to collect feedback on the products and services provided by ORSP, and to improve the quality of such products and services. The survey has provided much valued feedback, which we have summarized in the upcoming report and this brief article.

This is the second ORSP Assessment Survey. In 2011, ORSP conducted its initial (baseline) Assessment Survey. ORSP is grateful to all responders for taking the time to participate, and for providing a sense of the direction in which MSU administrators, faculty, and staff wish to see the office move.

## Improvements from 2011–2013

Findings from the 2011 survey, although largely positive, uncovered existing campus community dissatisfaction with ORSP, and a need for improvement and/or enhancement of ORSP services. More specifically, dissatisfaction was focused on respondents' desire for:

- clearer understanding of exactly what ORSP provides;
- more training in the preparation of proposals and regulations surrounding the management of grants and contracts; and
- increased guidance in the location of appropriate funding opportunities.

## Communication Improvements

Between 2011 and 2013, ORSP has improved its communication with the campus community by posting all policy changes on its website, and has created a place on its website where visitors can find all recent office updates. Additionally, ORSP has begun disseminating information in a more strategic and effective manner overall, adding the following communication services in the last two years:

- The ORSP Quarterly Newsletter
- ORSP Funding Opportunity Listserv
- Redesigned and Updated ORSP Website

A comparison of 2011 and 2013 survey findings suggests the campus community is more satisfied with ORSP's "public face," and are much clearer about the services ORSP provides. Additionally, satisfaction regarding ORSP's assistance with locating funding opportunities has increased by 20%.

## Education and Outreach Improvements

Over the past two years, ORSP has also addressed 2011 survey respondents' educational outreach concerns by increasing the number of events offered—more than doubling the number provided in 2011. In addition, all ORSP training materials are posted and archived on the office website for those unable to attend the event, or wishing to refer back to the original documents. According to 2013 survey findings, satisfaction regarding ORSP's educational outreach has more than doubled over the last two years.

## Continuous Improvement

The 2013 survey findings suggest the campus community is more familiar with ORSP and its services, and that newly familiar community members are satisfied with what they have found in ORSP. The 2013 ORSP Assessment Survey findings make clear that along with this group of newly familiar and satisfied customers, previous ORSP customer satisfaction has increased on all survey measures. Nevertheless, ORSP is committed to continuous improvement.

Survey responses suggest customers continue to desire: greater individual assistance finding funding opportunities; clear and timely communication regarding research and sponsored program policy and procedures; more institutional resource support; more research/proposal development services; and more education/training events. ORSP intends to respond to these findings by tailoring communication improvements and offering additional education and training activities, revised procedures, and increased resource provision to the suggestions identified by survey responders.

## Profile: MSU's New Awardees



As a resource for faculty and staff who are currently pursuing external sponsorship for research or programs at MSU, this is the first of a series that asks new grant recipients about their insights regarding their submissions and awards.

Our first profile spotlights Dr. Sandra Adams (Biology & Molecular Biology, CSAM) and Dr. Douglas Larkin (Secondary & Special Education, CEHS), who were recently awarded \$1,447,272 by the National Science Foundation for a project entitled Montclair State University Noyce Teacher Scholarship Program.

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

This project will recruit, prepare, and support thirty science teacher candidates who commit to teach in high need schools in New Jersey. This program provides ten scholarships per year in the amount of in-state tuition and fees for the junior and senior years for Biology, Chemistry, Earth Science, and Physics majors who are admitted to the Teacher Education Program, as well as \$3,000 per year annual stipends. This is a collaborative project that takes advantage of the strengths of CSAM and CEHS. We have formed partnerships with three community colleges—the County College of Morris (CCM), Essex County College, and Passaic County College—to increase the pool of eligible applicants. John Berger of CCM will coordinate the community college recruitment activities.

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

To say that we were excited would be an understatement. We were thrilled but also realized that we have a huge job ahead of us to successfully implement this program.

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

Recruitment will be the greatest task. We will be actively reaching out to potential candidates by visiting chemistry classes, science student organizations, and relying on referrals from our peers in CEHS and CSAM. We will also be relying on our community college partners to increase the pool of qualified applicants.

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

We benefitted from the comments that we received from our previous submission. We would advise colleagues not to be discouraged if the first submission is not successful. Address each of the reviewers' comments. It is also important to consult with ORSP early in the grant preparation process. The insight of ORSP was extremely valuable.

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

We felt very supported throughout this process at MSU. I'm not sure if there is any way to reduce the personal feelings one might have about submitting, but probably the most daunting aspect is the decision to apply for a grant in the first place, followed by the commitment of time needed to complete the proposal!

# ORSP's 2013–2014 Workshop Series

**Sangeeta Mehra**  
Post-Award Program Assistant, ORSP

ORSP will be hosting a series of exciting workshops during the new academic year. Topics covered will encompass both proposal development and award management, culminating in an opportunity to recognize the achievements of MSU faculty and staff.

On October 8, 2013, guest speaker Dr. Robert Porter presented his “Writing Successful Grants” workshop. Dr. Porter has expansive experience in writing proposals and his proposals have won more than \$8 million in awards from government agencies and private foundations. His insightful presentation covered common mistakes in grant writing and how to avoid them, steps to increase the chances of being funded, and how to win over grant reviewers.

The next workshop was held for new faculty on October 14, 2013. ORSP and Grant Accounting both presented an informative session on their services. The faculty were introduced to each member of both offices. For the ORSP presentation, the grant life cycle was discussed, along with an overview of the Pre-Award and Post-Award services that are available to the faculty at MSU.

The Fall series will conclude with a grant management workshop, “Managing your Grant: A Roadmap to the Finish Line,” on November 7, 2013, in conjunction with Grant Accounting. Various ORSP Post-Award services will be discussed in greater detail. Grant Accounting will present on the process they

follow and other topics of interest related to their office. [Reservations are now being accepted.](#)

In the Spring, ORSP is planning to host the Second Annual Grant Recognition Reception in acknowledgement of University faculty and staff who pursued external sponsorship in support of their research, scholarly, and service activities. Look for an announcement next semester.

Lastly, ORSP has engaged a speaker, Dr. Keith Crutcher, to present on NIH-specific proposal submissions and the NIH review process for its Spring workshop series. More details will follow, so please check [ORSP's website](#).

We hope that you will be able to attend one or more of these informative sessions. Furthermore, our Pre-Award staff offers customized grantsmanship presentations for departments and colleges. Please [contact ORSP](#) for further details.



*Dr. Porter engaging his audience*