Research and Sponsored Programs

at

Montclair State University

New Faculty Workshop - October 10, 2011

http://www.montclair.edu/ORSP/

Office of Research & Sponsored Programs

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What is ORSP?

- <u>Pre-Award</u>: helps faculty to identify new grant opportunities, and to prepare and submit competitive proposals
  - Send potential funding opportunities
  - Assistance with proposal preparation
  - Electronic and/or hard-copy submission
  - Liaise with funding agency

What is ORSP?

- Post-Award: helps faculty manage their grants

  - General assistance with grant/contract project management

  - Liaise with grant accounting office and funding agency

  - Assistance with award negotiation, subawards, and budget revisions/carryovers, reporting

Common Misconceptions about ORSP

In our 2011 ORSP User Satisfaction Survey we found that much of the user dissatisfaction that was reported came as a result of the following misconceptions:

- **Misconception 1:** ORSP is a General Research Support Office

- **Misconception 2:** ORSP Submits all University Proposals

- **Misconception 3:** ORSP Establishes the Majority of Policies.

MSU Research Profile

- For FY 2011

  - $44, 159,524 in proposals submitted

  - $8,461,700 awarded

- Submit an average of 12 proposals per month, with a total of 137 in FY2011

Why Apply for a Grant?

- Fund research/programming that produces publications

- Fund travel to professional conferences

- Fund support services and professional activities for students

- Develop new curriculum

Proposal Development Process

1. Notify us of your intention to apply for a grant

2. Contact the funding agency to discuss your project

3. We work with you to prepare your proposal

4. Complete Routing Form and proposal

   - *ORSP Proposal Submission Policy:* All proposals must be uploaded online or submitted to ORSP at least 3 work days prior to the deadline

   - ORSP Final Review and Submission

Elements of an Outstanding Grant Application

- New or original ideas

- Pilot data

- Focused, incisive research plan

- Knowledge of published relevant work

- Experience in the essential methodology

- Evaluations, sustainability, contingency plans

Budget Preparation

- ORSP Assists in Budget Development

  - <u>Allowable and Unallowable Costs</u>
  - Errors and Oversights
  - Budget Templates
  - Budget Justification Templates

Advice for New Researchers

- Consider partnering with a colleague at another university. Serving as a Co-Investigator builds research credentials

- Apply for small grants to get preliminary data that can be leveraged in applying for larger grants

- Become a peer reviewer of proposals at a relevant federal agency. You will learn how agencies evaluate proposals

- If grant is not awarded, carefully review the peer comments. Revise and resubmit the proposal if possible. Chance of success improves on subsequent submissions

Sample of Potential Funding Sources

- NEH - National Endowment for the Humanities

- NIH - National Institutes of Health

- NSF - National Science Foundation

- NJCH – New Jersey Council for the Humanities

- US Department of Education

- State of New Jersey

    Department of Education

    Historical Commission

Identifying Grant Opportunities

- http://grants.gov/- Grants.gov
  - A central storehouse for information where applicants can locate and apply for federal grants on over 1,000 programs

- http://www1.infoed.org/
  - A company that facilitates and streamlines the research administration process

How to Use InfoEd International

- **SPIN search**
  - Use your keywords for a basic or advanced search
  - Federal, state and private funding opportunities on your screen
- **New! Spin Qs**
  - Easier way to quick search
  - Searches similar keywords for you
  - Can exclude Federal opportunities from your results

How to Use InfoEd International

- Automate Funding Searches in 2 Simple Steps
    1. Complete a faculty research profile
    2. Return the faculty research profile to ORSP
- ORSP will take the information on your faculty research profile and use it to create an InfoEd "SMARTS" account for you
- InfoEd will deliver funding opportunities to you via "SMARTS" emails

Post Award Services

Montclair State University

Post-Award Services

Services to help you manage your grant:

- Understanding employment procedures
- Guidance on travel request
- Navigating the procurement process
- Requesting an extension from the funding agency
- Requesting prior approvals from funders
- Revising grant budgets
- Assisting with submission of program reports

Post-Award Services
in the Division of Finance & Treasury

The office of Grant Accounting assists in all financial matters on your grant:

- set up and assign accounts
- review and approval of expenditures
- preparation and submission of financial reports
- invoicing on subawards

Carol Gelormine, Manager of Grants Accounting

- 855 Valley Road
- Office Phone ext. 7172

Internal Awards

- **Separately Budgeted Research (SBR)** awards are for projects involving scholarly, creative, or research efforts

- **Student/Faculty Research (SFR)** awards support research projects for students to work with faculty

- **Summer Grant Proposal Development (SGPD)** awards enable faculty to develop and submit proposals for foundation or government agencies for programs, research, training, etc.
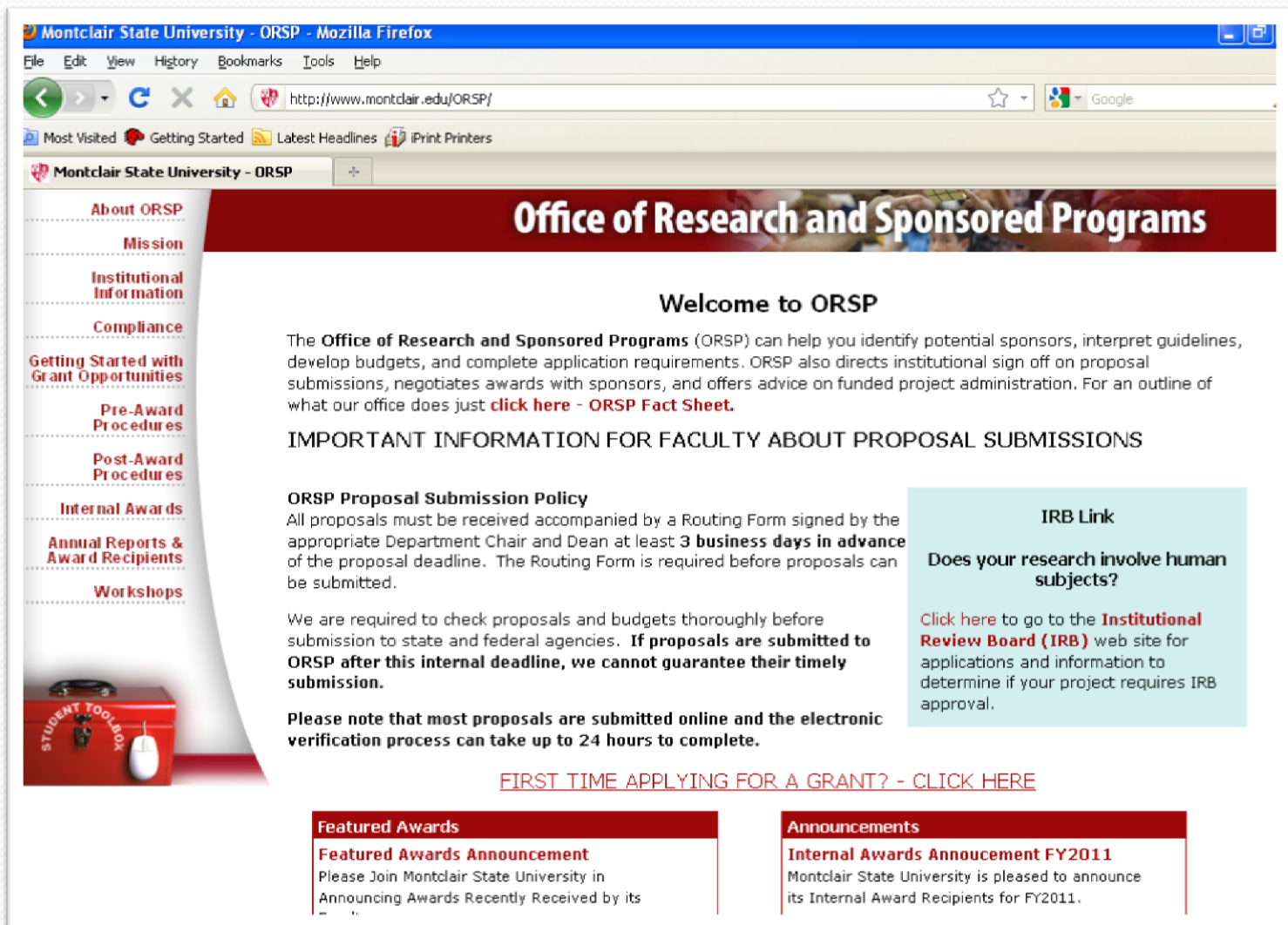
Internal Awards Process for FY2013

- December 2011 : next cycle will be announced. Guidelines and applications will be available on the ORSP website

- February 2012: applications are due to your Dean's office. Applications are then reviewed by college committees

- Forwarded applications are then distributed to the University Research Committee for its review

Internal Awards Process for FY2013

- Funding decisions are announced in Spring 2012

- Next round will fund projects beginning July 1, 2012 through June 30, 2013. Summer Grant Proposal Development awards begin June 1, 2012

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