

# Research and Sponsored Programs at

Montclair State University

New Faculty Workshop - October 10, 2011

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



# Office of Research & Sponsored Programs

Marina Aloyets, Pre-Award Officer

Dana Natale, Pre-Award Officer

Amy Vida, Program Assistant, Pre-Award

Catherine Bruno, Post-Award Officer

Sangeeta Mehra, Program Assistant, Post-Award

College Hall, Room 309

Office Phone Number ext. 4128

Office E-mail [orsp@mail.montclair.edu](mailto:orsp@mail.montclair.edu)



# College of Education and Human Services

Megan Delaney, Grants Coordinator

University Hall, Room 3147

Office Phone Number ext. 4156

# Compliance and Research Integrity

Hila Berger, Compliance Administrator

Debra Zellner, Chair, Institutional Review Board (IRB)

Amy Krenzer, Program Assistant, IRB

Jessica Hegyi, Secretary, IRB

College Hall, Room 248

Office Phone Number ext. 3021

# What is ORSP?

- Pre-Award: 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
  - Allowable and Unallowable Costs
  - 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.

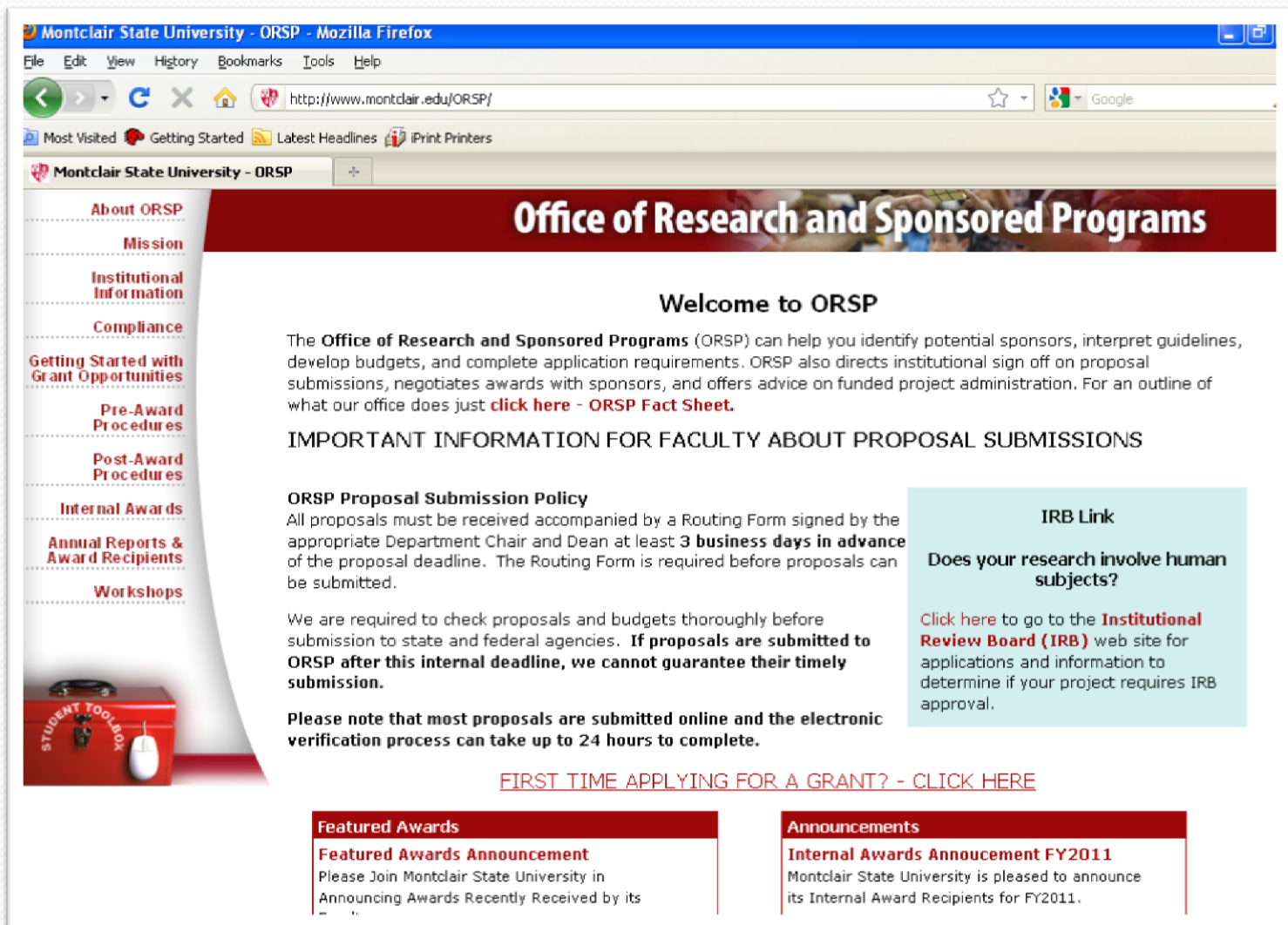
# Internal Awards Process for FY2013

- 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

# http://www.montclair.edu/orsp



The screenshot shows a Mozilla Firefox browser window with the address bar displaying <http://www.montclair.edu/ORSP/>. The page title is "Montclair State University - ORSP". The website has a red header with the text "Office of Research and Sponsored Programs". A left sidebar contains a list of links: "About ORSP", "Mission", "Institutional Information", "Compliance", "Getting Started with Grant Opportunities", "Pre-Award Procedures", "Post-Award Procedures", "Internal Awards", "Annual Reports & Award Recipients", and "Workshops". Below these links is a red box labeled "STUDENT TOOLBOX" with a computer mouse icon. The main content area has a "Welcome to ORSP" section followed by a paragraph about the office's services and a link to the "ORSP Fact Sheet". Below this is a section titled "IMPORTANT INFORMATION FOR FACULTY ABOUT PROPOSAL SUBMISSIONS" which includes the "ORSP Proposal Submission Policy" and a note about online submissions. To the right of this section is a light blue box titled "IRB Link" with a link to the Institutional Review Board website. At the bottom, there is a red banner with the text "FIRST TIME APPLYING FOR A GRANT? - CLICK HERE". Below this banner are two red boxes: "Featured Awards" with a link to "Featured Awards Announcement" and "Announcements" with a link to "Internal Awards Announcement FY2011".

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## Office of Research and Sponsored Programs

### Welcome to ORSP

The **Office of Research and Sponsored Programs (ORSP)** can help you identify potential sponsors, interpret guidelines, develop budgets, and complete application requirements. ORSP also directs institutional sign off on proposal submissions, negotiates awards with sponsors, and offers advice on funded project administration. For an outline of what our office does just [click here - ORSP Fact Sheet](#).

### IMPORTANT INFORMATION FOR FACULTY ABOUT PROPOSAL SUBMISSIONS

**ORSP Proposal Submission Policy**  
All proposals must be received accompanied by a Routing Form signed by the appropriate Department Chair and Dean at least **3 business days in advance** of the proposal deadline. The Routing Form is required before proposals can be submitted.

We are required to check proposals and budgets thoroughly before submission to state and federal agencies. **If proposals are submitted to ORSP after this internal deadline, we cannot guarantee their timely submission.**

**Please note that most proposals are submitted online and the electronic verification process can take up to 24 hours to complete.**

#### IRB Link

Does your research involve human subjects?

[Click here](#) to go to the **Institutional Review Board (IRB)** web site for applications and information to determine if your project requires IRB approval.

#### FIRST TIME APPLYING FOR A GRANT? - CLICK HERE

#### Featured Awards

**Featured Awards Announcement**  
Please Join Montclair State University in Announcing Awards Recently Received by its

#### Announcements

**Internal Awards Announcement FY2011**  
Montclair State University is pleased to announce its Internal Award Recipients for FY2011.