The Source

Office of Sponsored Projects

WESTERN ILLINOIS UNIVERSITY

Spring 2008

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WIU Joins the Grants Resource Center

In January, Western Illinois University's Office of Sponsored Projects is starting our six-month trial membership with the American Association of State Colleges and Universities Grants Resource Center. The Grants Resource Center (GRC) assists college and university sponsored projects' staff to increase their institutions' competitiveness for private and federal grants. GRC has approximately 130 member institutions that have access to a range of publications, tools, and training opportunities in addition to other services. These services are available to all members at Western with the subscription paid for by OSP.

GRC Customized Services

Individualized Assistance – A GRC staff member is assigned to WIU to assist with requests regarding grant opportunities. This person can identify funding sources for faculty projects, find experts who can best interpret government regulations, locate funded proposal copies, monitor the legislative process and its impact on federal discretionary spending, and respond to other requests as needed.

Virtual Workshops – Web conferences are offered on various topics of interest throughout the year.

Bi-Annual External Funding Conferences – Spring and Fall conferences feature national experts providing forecasts of federal budget and policy priorities, as well as the latest updates on existing and future program initiatives and regulatory developments. The Spring 2008 conference is being held February 28 through March 3. It will be more of a workshop format, focusing on successful proposal development (see page 7).

Consulting – One-to-one and small-group sessions and workshops provide advice from GRC staff members on appropriate funding sources, proposal development, and work with federal program officers.

GRC Publications

GrantWeek – *GrantWeek* features in-depth articles, with editorial commentary, on strategies for grant competitiveness, program analysis, regulatory issues, and legislative initiatives.

Deadlines – *Deadlines* gives members notice of program application deadlines 90 days ahead of time. This monthly publication includes program descriptions, priorities, complete contact information, and links to pertinent websites for each private and federal funding opportunity, sorted by discipline. *Deadlines* is posted on the OSP website at http://wiu.edu/sponsoredprojects.

Bulletin – The GRC *Bulletin* provides grant announcements from Grants.gov, the *Federal Register*, and FedBizOpps, plus programmatic news twice a week.

For more information about GRC, their publications, or their conferences, please contact Jill Marshall at JE-Marshall1@wiu.edu or (309) 298-1191.

Personnel

Beth Seaton, Director of Sponsored Projects

Jill Marshall, Administrative Assistant (Pre-Award)

Kathy Lantz, Administrative Assistant (Post-Award)

John W. Smith, Compliance Specialist

Danette Phelps, Staff Clerk

Terra Moon, Graduate Assistant

Fall 2007 University Research Council Grant Recipients

Wendell French, Biological Sciences
"Isolation and Identification of *Salmonella enterica* from Hog Farms in West Central Illinois and North Eastern Missouri," $5,000

Sarah Haynes, Philosophy and Religious Studies
"Adaptation and Survival: The Influence of the Diaspora on Tibetan Buddhist Ritual Practice and Performance in the U.S. and India," $3,516

Gilles Kouassi, Chemistry
"Nanoencapsulation and Controlled Release of Bioactive/ Functional Ingredients Using Dual Biopolymer Emulsion Method," $5,000

Ken McCravy, Biological Sciences
"Phylogeography of *Chlaenius platyderus* (Coleoptera: Carabidae) in West Central Illinois and Southeastern Iowa," $5,000

Xiaoping Pan, Chemistry
"Effects of RDX on Cholinergic Transmission on *Caenorhabditis*," $5,000

Lisa Wen, Chemistry
"Cloning, Expression, and Characterization of Enzymes in *Francisella tularensis* Fatty Acid Biosynthesis Pathway," $5,000

University Research Council Members

Barbara Baily ..... Associate Provost/Associate Academic Vice President; Chairperson of the URC
Lora Ebert Wallace ..... Sociology and Anthropology
Steve Axley ..... Management
William R. Howard ..... Art
Khodr Shamseddine ..... Mathematics
Gary Daytner ..... Educational and Interdisciplinary Studies
David Stevenson ..... English
Richard Tillotson ..... Agriculture
Samuel Edsall ..... Broadcasting
Daniel Yoder ..... RPTA

NIH Regional Seminar on Program Funding and Grants Administration

The Office of the Vice Chancellor for Research, University of Illinois at Chicago (UIC), is pleased to be sponsoring the National Institutes of Health (NIH) Regional Seminar Program Funding and Grants Administration to be held June 19 and 20, 2008, at the Hyatt Regency Chicago Hotel in Chicago. The seminar also includes an optional eRA Commons Computer Lab Workshop at UIC on June 18, 2008.

The regional seminar is intended to help demystify the application and review process, clarify federal regulations and policies, and highlight current areas of special interest or concern.

The seminar serves the NIH mission of providing education and training for the next generation of biomedical and behavioral scientists. NIH policy officials, grants management, and program staff, as well as representatives from the Office for Human Research Protections and the Office of Laboratory Animal Welfare, will interact with seminar participants and provide a broad array of expertise. The sessions are appropriate for grants administrators, new and experienced researchers, and graduate students.

For more information and to register, please visit the seminar website at www.research.uic.edu/seminar/NIH.

Faculty Spotlight

Geology Professor Receives National Science Foundation Grant

Leslie Melim, Geology, may get discouraged, but she doesn't give up easily. That is one of the reasons why this professor is the recent recipient of a three-year National Science Foundation (NSF) grant entitled "Collaborative Research: Biogenic Cave Carbonates—Tracing the Path of Carbon from the Surface to the Subsurface." What that means in lay terms is that Dr. Melim, her colleagues at the University of New Mexico (UNM) and the New Mexico Institute of Mining and Technology (NMT), and their students will be crawling around in Carlsbad Cavern and other caves in New Mexico looking at cave pools to understand how tiny microbes thrive and form minerals in shallow pools with no light and little food from the surface. Dr. Melim works on the minerals while her colleagues work on the microbiology. "This research is only possible because of a great team effort. For a researcher like myself, in an undergraduate department, collaboration is the key to larger-scale projects with a better chance at funding," says Dr. Melim.

The grant proposal that Dr. Melim and her colleagues submitted in January of last year resulted in this prestigious award. It was not the first time they have submitted a proposal to the NSF. This was the third time they have tried to get this project funded by NSF—after three earlier attempts at a different funding agency. Tenacity paid off. All too often, we in the Office of Sponsored Projects see faculty members give up after the first time a grant is turned down. Giving up at this stage is almost never a good idea. As Dr. Melim knows, the grant process is just that—a process. Once your proposal is rejected for funding, the next step is to look at the reviewers' comments, revise the proposal, and resubmit it. Chances that it will be funded on the second or third submission are greatly increased.

Dr. Melim will be traveling to Albuquerque, New Mexico, with an undergraduate Geology major over Spring Break to use the Scanning Electron Micrograph at UNM to hunt for fossil microbes in cave rocks. During the summer, she plans two weeks of joint field work in the Carlsbad area with her colleagues to collect more samples.

Congratulations to Dr. Melim and her colleagues for their determination and hard work!

NSF

UNM

New Mexico Tech
SCIENCE · ENGINEERING · RESEARCH · UNIVERSITY

WESTERN ILLINOIS UNIVERSITY

Compliance Corner

Welcome to another edition of "Compliance Corner." For this edition, I would like to take some time to remind or inform everyone about the basic requirements for the Institutional Review Board (IRB) review at WIU. Our office takes a proactive approach to providing you with information on issues surrounding human subjects research so that you will be more aware of the various concerns and procedures.

Our *Policy and Procedures* manual should be used as a guide to provide information for researchers to complete the appropriate IRB forms. In addition, there are sample informed consents that outline what information needs to be included. The manual can be found at www.wiu.edu/sponsoredprojects/research_policies/humanSubjectPolicy.pdf. Please familiarize yourself with this manual as it will help in preventing delays in the IRB process.

All IRB protocols will now go through our office to help ensure compliance with federal regulations. In the past, department chairs have been able to sign off on exempt forms, but now with the online training certificate requirement, it has been difficult for chairs to make sure everything is in place. To expedite research, our office will be reviewing and approving all human subjects research. Research requiring exempt or expedited review will normally have a turn around time of 24 to 72 hours, with full review protocols being reviewed once per month.

There is also new online training for students completing class projects available at www.wiu.edu/sponsoredprojects/research_policies/class_projects_training.html. This training is only for class projects and not for research outside of coursework. Undergraduate and graduate students who are completing honors theses or research projects with a faculty member need to complete the full online human subjects training at http://cme.cancer.gov/clinicaltrials/learning/humanparticipant-protections.asp.

If you have questions about IRB procedures or are interested in having me attend a class or discuss the topic at a faculty meeting or departmental colloquium, feel free to contact me at (309) 298-1191 or e-mail me at JW-Smith@wiu.edu. I look forward to helping you with all of your research compliance needs.

John W. Smith
Compliance Specialist

Completed protocol needs to be submitted to the Office of Sponsored Projects, Sherman Hall 320

Spring Full Board IRB Schedule

Location and Time: Sherman Hall 320 at 3:15 PM

2/18/08	Needs to be submitted for review no later than 2/4/08
3/17/08	Needs to be submitted for review no later than 3/3/08
4/21/08	Needs to be submitted for review no later than 4/7/08

National Science Foundation Phasing Out Use of SSNs

In an effort to protect users' identities, the National Science Foundation (NSF) has taken steps to limit the use of Social Security Numbers (SSNs) in its FastLane system. To protect personally identifiable information, NSF has begun replacing SSNs with new NSF IDs.

For new FastLane users, NSF will assign a NSF ID to use when logging onto the system. For those who are already registered in FastLane, NSF will assign a NSF ID the next time you log onto the system. NSF will allow you to use your SSN for a limited time, but it is recommended that all users begin using their new NSF IDs as soon as possible.

NSF has provided a "NSF ID Lookup" feature to help those who misplace their new NSF IDs. This feature is located on the FastLane homepage at www.fastlane.nsf.gov/fastlane.jsp.

For further information or assistance with the new NSF IDs, please contact the Office of Sponsored Projects at (309) 298-1191.

Hot Topic: Cost Transfers

The current hot topic at any research administrators conference is the subject of cost transfers. A cost transfer is any movement of expense to a sponsored project via a journal entry. Institutions receiving federal funds are potentially subject to audit disallowances if proper control and documentation of cost transfers is not maintained. Documentation must establish that it is appropriate that the amount being transferred is an allowable expense for the account receiving the charge and that the expense is reasonably allocable and directly applicable to the activity represented by the charged account.

Not just the nature but also the timing of cost transfers are important. For example, auditors will often assume that a late transfer into an underexpended grant account from an overexpended account was made simply to cover the overexpenditure. Frequent errors in the recording of costs may raise a red flag and indicate to the auditors the need for improvements in the University's controls.

To ensure that adequate cost transfer controls are in place, Western Illinois University has established a "Policy for Cost Transfers to Restricted Accounts," which can be found on the OSP website at the following address: www.wiu.edu/SponsoredProjects/receive_funding/rf_cost_transfers.html. All requests for cost transfers must be on the proper form and require the following documentation:

- Identification of the expense to be transferred, including account numbers, line item code of the expense, and the type of payment document (i.e., DPA, Travel Voucher, etc.) that was used to pay the expense.
- Full explanation of the reason the expense was charged to the wrong account. Reasons such as "to correct error" or "to transfer to correct account" are NOT sufficient explanations.
- Explanation of the actions or controls that will be implemented to ensure that this type of error will not occur in the future.
- Justification of the appropriateness of the charge to the receiving account.
- If more than 90 days have passed since the expense was charged to the wrong account, a full explanation of why the error wasn't caught sooner is required.

Remember that any cost transfer request should be so complete or detailed that a person completely removed from the situation, such as an auditor, will be able to look at the request years from now and know what it is and why this entry was made.

The "Request to Transfer Expenses on Sponsored Projects" form can be accessed from the OSP website. The form requires the signature of the project director and must be approved by the department chair or dean before it is sent to OSP for review by OSP's director. The project director will be notified of the decision regarding the requested transfer.

URC Internal Grants Competition Announced

The University Research Council (URC) has announced that the deadline for the Spring 2008 Internal Grants Competition is 12:00 PM on Tuesday, April 8, 2008.

URC support is intended to promote research, or its scholarly equivalent, in appropriate fields by providing seed money for the initiation of new, one-year projects. Priority will be given to those proposals that are likely to result in external funding and publication in peer-refereed journals or exhibitions and performances.

Eligible applicants include tenured or tenure-track faculty members who are not members of the URC at the time of application. An individual may not be an applicant or co-applicant on more than one proposal per funding cycle.

Proposed projects may not be for dissertation research or used in any way to fulfill degree requirements. In addition, projects cannot be considered for textbook writing, curriculum development, or personal development.

The URC holds a grant competition twice each academic year, with one deadline in October and one in April. In the last competition in October 2007, the URC funded six new projects, with awards totaling over $28,000.

Application materials will be sent to all chairpersons and are also available on the OSP website at www.wiu.edu/SponsoredProjects/council.

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OSP will conduct two technical assistance workshops for potential applicants on Thursday, March 20, 2008. The first session will be held from 12:00-1:00 PM and the second identical session will be held from 3:00-4:00 PM. Both sessions will take place in the VPSS Conference Room next to OSP in Sherman Hall 320. The workshops are designed to answer applicants' questions on how to prepare an effective URC application.

You must contact OSP at (309) 298-1191 to register for either session.

Remember to submit your complete electronic grant applications to OSP at least two working days prior to the funding agency's deadline.

Office of Sponsored Projects Events – Spring 2008

Making Use of the IRIS System for Funding Source Identification

February 11 ***12:00-1:00 PM*** ***University Library, 3rd Floor Computer Classroom***

This workshop will give participants the opportunity to identify external sponsors for their research, instructional, or public service projects. Participants will learn to search the IRIS database and subscribe to the IRIS Alert Service to receive automatic notification of funding programs.

Making Use of the IRIS System for Funding Source Identification

February 14 ***12:00-1:00 PM*** ***University Library, 3rd Floor Computer Classroom***

This workshop will give participants the opportunity to identify external sponsors for their research, instructional, or public service projects. Participants will learn to search the IRIS database and subscribe to the IRIS Alert Service to receive automatic notification of funding programs.

URC Technical Assistance Workshop

March 20 ***12:00-1:00 PM and 3:00-4:00 PM (identical sessions)*** ***VPSS Conference Room***

This workshop is designed for those who are planning to submit a proposal to the Spring 2008 University Research Council grant program. OSP staff will answer both application preparation and programmatic questions.

University Research Council Grant Program Deadline (OSP)

April 8 ***12:00 PM*** ***Sherman Hall 320***

This internal grants program is designed to promote research or its scholarly equivalent in appropriate fields by providing up to $5,000 in "seed" money for the initiation of new projects with the potential for external funding.

Please contact the Office of Sponsored Projects at (309) 298-1191 to register for these workshops.

GRC Presents the Successful Proposal Development Workshop

The Grants Resource Center (GRC) will present the Successful Proposal Development Workshop on February 28 through March 1, 2008, at the AASCU Conference Center in Washington, DC.

The workshop is designed for faculty and administrators who are interested in pursuing grant funding from private, state, and federal funding agencies and includes general sessions as well as opportunities for meeting with agency representatives for individual consultations.

The tentative agenda follows:

Thursday, February 28

3:00-4:00 PM — General Session
The Research Agenda at Comprehensive Universities

4:00-5:00 PM — General Session
Updates on the FY 09 Budget; Reauthorization of the Higher Education Act; and Rural Education
Speaker: Brittny McCarthy, Director of Federal Relations and Policy Analysis

5:00-6:00 PM — Welcome Reception

6:00-7:00 PM — Evening Presentation
Understanding the Federal Budget
Speaker: Stan Collender, Managing Director, Qorvis Communications

Friday, February 29

Agency representatives will be available for individual consultations on February 29.
- Fred Winter, National Endowment for the Humanities
- Denise Russo, AREA Program Officer, National Institutes of Health

7:30 AM — Breakfast Discussions
- Research Ethics–A Comprehensive Perspective
- Campus Policies on Research Ethics, Compliance, and Export Control

8:30-10:30 AM — General Session
DOJ Grants to Reduce Violent Crimes Against Women on Campus – Mock Proposal Review

10:30-10:45 AM — Break

10:50 AM-Noon — Concurrent Sessions
- Physical/Math Sciences—Office of Science, Department of Energy
  Speaker: Eric Rohlfing, Division Director, Chemical Sciences, Geosciences and Biosciences Division, Office of Basic Energy Sciences, U.S. Department of Energy (invited)
- National Historical Publications and Records Commission
  Speaker: Daniel Stokes, Program Officer, National Historical Publications and Records Commission (invited)

12:00-1:00 PM — Lunch and Discussions
- Using Technology and Databases to Promote Faculty Involvement in Economic Development
- Faculty Development that Works to Promote Proposal Activity
  Facilitator: Pollyanne Frantz, Proposal Development Coordinator, Appalachian State University

1:15-3:15 PM — Concurrent Sessions
- Kresge Foundation/Green Building Initiative
  Speaker: Sandra McAlister Ambrozy, Program Director, The Kresge Foundation
- ED/Fulbright Hays Mock Proposal Review

3:15-3:30 PM — Break

3:40-5:00 PM — Concurrent Sessions
- NIH SBIR Program
  Speakers: Kenneth Ganezer, Professor of Physics and Pre-Engineering Program Coordinator, California State University, Dominguez Hills, and Clemetine Sessoms, Office of Research and Funded Projects, California State University, Dominguez Hills
- Math/Science Education (NSF)

Saturday, March 1

7:30 AM — Breakfast Discussion

8:30-10:30 AM — General Session
NSF Early Career Development Program
Speaker: Mary Chamberlin, Program Director, Directorate for Biological Sciences, National Science Foundation

10:30-10:45 AM — Break

10:50 AM-Noon — General Session
- Developing Campus International Education and Research Activities
- Discussion of private and federal support for international programs, and how to establish/enhance international campus programs.
  Speakers: Betsy Devlin-Foltz, Executive Director, Longview Foundation (invited); Arlene Jackson, Director of International Education, American Association of State Colleges and Universities NAFSA: Association of International Educators Representative (invited); and Andy Riess, Senior Program Officer, Council for International Exchange of Scholars

The registration fee is $329 per person ($299 if paid by February 7, 2008). GRC has reserved a block of rooms at the Sofitel Lafayette Square (202/730-8800) at the rate of $185 per night.

Please contact OSP at (309) 298-1191 for further information on this exciting conference or for assistance with completing the registration process.

What Is OSP?

The mission of the Office of Sponsored Projects at Western Illinois University is to provide comprehensive support services to the University community for the successful administration of externally sponsored projects.

OSP is committed to providing a full range of administrative services to the faculty, staff, and administrative units at Western.

The goal of the OSP staff is to deliver our support services in an efficient and professional manner, which is in full compliance with external sponsoring agency guidelines.

Who to Contact

Beth Seaton, Director – Contact Beth for matters related to the review and approval of proposals to ensure compliance with University and agency policies and procedures; authorized organizational representative approval (official University signature for proposals in addition to certification, assurances, and representation); and administration of University Research Council (URC) selection and awards.

Jill Marshall, Pre-Award Services – Contact Jill for assistance with funding searches, procurement of grant application materials, development of proposals and budgets, electronic submission of proposals, and requests for internal approval forms.

Kathy Lantz, Post-Award Services – Contact Kathy for services involving the administration of awards, including the receipt and negotiation of all award documents; account establishment; review and processing of all requests for modifications, extensions, and amendments of sponsored projects; processing of payroll forms; and administration of URC awards.

John W. Smith, Compliance Specialist – Contact John for federal compliance issues, including questions about human subjects in research and Institutional Review Board (IRB) policies and procedures.

Danette Phelps, Staff Clerk – Danette's responsibilities include the copying, mailing, and tracking of all proposals; maintaining the database of proposals and awards; making arrangements for workshops and seminars; and performing all those other assignments that keep the office running efficiently.

Terra Moon, Graduate Assistant – Terra helps with all aspects of running the office and maintaining our databases and files.

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