



ALL ABOUT GRANTS

“Giving You the Competitive Edge!”

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OFFICE OF
SPONSORED
RESEARCH AND
PROGRAMS

INSIDE THIS ISSUE:

The Grants Resource Center 2

Developing and Writing Grant Proposals 2

The Foundation Center Database 3

Grants and Contracts Policies 3

Information on Animal Welfare 4

JVIC Inc. 4

2007 External Funding Results 5

Project Highlights 2007 5

The Compliance Corner 6

Faculty Grant Supplemental Pay Plan

Missouri State University is implementing a Supplemental Pay Plan for faculty that have some portion of their time bought out through externally funded grants and contracts.

The primary objectives of the Faculty Grant Salary Supplemental Pay Plan are;

- To assist in the implementation of strategic University goals to expand research productivity;
- To encourage and reward entrepreneurship resulting in increased external funding for research and other types of grant-funded University projects;
- To help meet the University mission by enhancing its capacity to attract and retain high quality faculty whose contributions in teaching, research, and service will

continue to elevate the stature of the institution;

- To expand the University's public affairs efforts, and stimulate the economic development of region, state, and nation through greater engagement in outreach and focused efforts addressing societal problems.

This policy provides an opportunity for faculty to receive supplemental compensation as the result of their success in generating external grant funding. The primary source of funding for this supplemental pay plan will be the “residual” salary pool that results from instances where a tenured/tenure track faculty member has external grant or contract (hereafter referred to as grants) funds “buying out” some percentage of their time, base salary, and fringe. This includes the principal investigator (PI) or any others named in the grant. When

a grant with these commitments is funded, the salary and fringe benefits “recovered” (salary savings) from the base salary after replacement costs are covered will be dedicated to supplemental pay opportunities that reward entrepreneurship thereby furthering grant activity of the University.

Supplement Pay Pools:

Residual salary savings generated through this policy, as well as any augmentation provided by other sources, will accumulate to a central pool. On an annual basis, this central pool will be distributed to three award programs. Funds will be distributed to awardees, colleges, and departments during the first quarter of the fiscal year based on funds available in the pool from the proceeding year.

See <http://www.srp.missouristate.edu/Facultypayplan.htm> for details.

Spring 2007 Workshops! Signup!

OSRP will offer a series of three proposal development workshops.

Each will be offered twice to enable more faculty & staff to attend. Assistive Technology services are available on request.

The workshops are “Show Me the Money” on January 31 & February 1, “Developing Competitive Proposals” on February 7 & 8, and “Developing Competitive Budgets” on March 7 & 8. Sessions will run

from 2:30 – 4:30 p.m. on the first days and 3:00 - 5:00 pm for the second days.

To register, go to the OSRP website, www.srp.missouristate.edu/. Under “Important News”, click the “See information!” link and register for the workshops.

If you need additional help, e-mail brucerichards@missouristate.edu or call 836-5972.

Workshops:

Show Me the Money:

Grant search and accessing University resources.

Developing Competitive Proposal:

The different types of proposals and the 4C's of a winning proposal.

Developing Competitive Budgets:

How to develop a realistic budget for your grant project.



Grants Resource Center

The Grants Resource Center (GRC) assists college and university research administrators in strengthening their institutions by increasing their competitiveness for federal and private grants. GRC ensures that its 150 member institutions receive the most thorough personalized technical assistance and current information available.

The GRC offers four services to its member institutions ranging from:
Individualized assistance: Grant search and opportunities for faculty projects, funded propos-

processes and its impact on discretionary spending.

Bi-Annual External Funding Conferences: Spring and Fall conferences that feature national experts providing forecasts of federal budget and policy priorities as well as future program initiatives and regulatory developments.

Virtual Workshops: Using web conference technology to provide expertise of federal or private funding officers and previously funded principal investigators.

Consulting: One-to-one, small

group sessions and workshops to provides advice from GRC staff on appropriate funding sources, proposal development and working with federal program officers.

The GRC has a Bulletin that provides grant announcements from Grants.gov, Federal Register, and FedBizOpps, plus late-breaking programmatic news three times a week.

Other tools are a Search Database, Resource Publication and a ListServe.

Modified: <http://www.aascu.org/grc/>

Course Reassignment Fund

Two course reassignments per academic year will be available to each college for faculty to have quality time to identify, plan, prepare, and submit a proposal to an external organization. These reassignments are contingent upon a college contributing one course reassignment. Once a proposal is submitted, the college or department will be reimbursed up to \$2,500 for each replacement faculty.

Contact OSRP early.
836-5972

Important Information for Researchers

CITI Training Database:

Researchers are now able to access the CITI Database to ensure that all project team members have completed the required human subjects training course.

See <http://www.srp.missouristate.edu/27235.htm>

Website Changes for OSRP:

The website for Sponsored research and Programs has undergone changes incorporating the University template design . The

changes have resulted in a more easily accessible placement of sponsored research information and a more intuitive design that allows for consistency with the University's web policy and identity standards.

See www.srp.missouristate.edu/

Institutional Biosafety Committee (IBC):

This committee seeks to minimize the risks of injury and illness and help ensure contain-

ment for activities using potentially biohazardous materials and recombinant DNA. Biosafety is a cooperative effort of the IBC, the investigators, and laboratory staff. The IBC reviews proposed research involving recombinant DNA techniques and other biohazards (i.e., infectious or venomous agents); consults with researchers on biosafety procedures; and trains faculty, staff, and students involved in biohazardous research.

See <http://www.srp.missouristate.edu/Biosafety.htm> for further information.

Developing and Writing Grant Proposals

A successful grant proposal is one that is well-prepared, thoughtfully planned, and concisely packaged. The potential applicant should;

1. Become familiar with all of the pertinent program criteria related to the program from which assistance is sought.
2. Refer to the information contact person listed in the program description before developing a proposal to obtain information such as whether funding is available, when applicable deadlines occur, and the process used by the grantor agency for accepting applications.
3. Remember that the basic requirements, application forms, information and procedures vary with the agency making the grant award.
4. Determine if the idea has been considered in the applicant's locality or State. A careful check should be government agencies and related public and private agencies which may currently have grant awards or contracts to

do similar work.

5. Call the contact telephone number identified in the program announcements and ask for a grant application kit. Later, get to know some of the grantor agency personnel. Ask for suggestions, criticisms, and advice about the proposed project.
6. Keep a notebook handy to write down ideas.

Modified: <http://12.46.245.173/cfda/cfda.html>

Foundation Center Website



foundationcenter.org

The Foundation Center's mission is to strengthen the nonprofit sector by advancing knowledge about U.S. philanthropy.

Established in 1956, and today supported by more than 600 foundations, the Foundation Center is the nation's leading authority on philanthropy, connecting nonprofits and the grantmakers supporting them to tools they can use and information they can trust.

The Center maintains the most comprehensive database on U.S. foundations grantmakers and their grants—a robust, accessible knowledge bank for the sector. They also operate research, education,

and training programs designed to advance philanthropy at every level. More than 37,000 people visit their web site each day, and thousands more are served in their five regional library/learning centers and national network of more than 275 Cooperating Collections.

Missouri State University, through the Office of Sponsored Research and Programs has purchased a single user subscription to the Foundation Center database that will enable researchers to search for funders on grant opportunities.

The process to search will use a simple form found at <http://www.apps.missouristate.edu/srp/>

[foundationcenter.htm](#) that will help researchers to define their search terms from the Foundation Center website. The Office of Sponsored Research and Programs (OSRP) will first conduct the search on the areas pertaining to seeking, acquiring and managing foundation funded projects.

OSRP will then contact you with the results or may request additional information to refine the search.

As more researchers use the database, increasing the number of subscriptions maybe considered.

Call OSRP at 836-5972 for more information.

Grants and Contracts Policies



Missouri State
UNIVERSITY

Missouri State University has established its Grants and Contracts Policies. Taken together, these policies provide guidance and assistance to faculty and staff in acquiring and administering external funds from a variety of sponsoring agencies.

The following are:
“Seeking external funds is essential for Missouri State University to supplement existing revenues and to meet its research, teaching and service goals. At the center of this effort is Missouri State University

faculty and staff who compete for external funds and who serve as principal or co-principal investigators.”

“Expenditure of federal funds for example is subject to a stringent set of accounting rules in a complex regulatory framework. The University has two offices charged with primary responsibility for assisting faculty and staff in acquiring and expending external funds as provided through grants and contracts. These are the Office of Sponsored Research and Programs (OSRP) and

Grants and Contracts Accounting (GCA).”

“The acquisition and administration of external funded projects at Missouri State University are guided by policies that are divided into three major categories: Grant Seeking (Pre-Award); Financial Management (Post-Award); and, Compliance. These policies will enable the University and its employees to function effectively in the often challenging world of grants and contracts.”

Source: <http://www.missouristate.edu/financialservices/>

**“Seize the day,
put no trust in
the morrow!”**

Horace, *Odes*

Jordan Valley Innovation Center Inc.

The University and the Missouri Department of Economic Development have reached an agreement to establish a Missouri Innovation Center as a part of the state-wide university innovation network. The Jordan Valley Innovation Center will provide engineering and technical support, and conduct cutting-edge research to advance the competitiveness of Missouri-based companies. The Center also will provide educational support for employees, testing services, instrumentation support, and prototype development. The Center will work closely with university, government,

industrial, and financial partners to identify opportunities for development of technologies and processes that can lead to new start up ventures.

JVIC, Inc., a non-profit entity, will be a contract affiliate of the University to operate the innovation center. The Jordan Valley Innovation Center also includes the Center for Applied Science and Engineering (CASE), and the Center for Biomedical and Life Sciences (CBLS). Dr. Ryan Giedd serves as Director of CASE and Chief Executive Officer of JVIC, Inc. Dr. Paul Durham serves as Director of

CBLS and Chief Technical Officer of JVIC, Inc. Allen Kunkel has joined the University to serve as the Associate Vice President for Economic Development and Chief Operating Officer of JVIC, Inc. The Board of Directors of JVIC, Inc. consists of community and business leaders from throughout the region.

Mr. Kunkel stated, “The priority for JVIC, Inc. is to support advanced product development with a focus on advancing the competitiveness of local industries while providing interdisciplinary work experiences for students.”

Multiple Principal Investigator Awards

Beginning with research grant applications submitted for February 2007 receipt dates, the NIH will allow applicants and their institutions to identify more than one Principal Investigator (PI).



The Multiple PI option will be extended to most research grant applications submitted electronically through Grants.gov (<http://www.grants.gov/>) using the SF424 R&R application package. The NIH will extend the multiple PI option to most research grant applications when they transition

to an electronic format.

Some paper applications submitted on PHS 398 application forms also will allow inclusion of more than one PI, but only when the multiple PI option is clearly specified in the Request for Applications (RFA) or Program Announcement (PA). Other paper applications listing more than one PI may be delayed in the review process or returned to the applicant.

The decision to apply for a single PI or a multiple PI grant will be the responsibility of the investi-

gators and the applicant organization. Those decisions should be consistent with and justified by the scientific goals of the project. As described in the Multiple Principal Investigator website at http://grants.nih.gov/grants/multi_pi/index.htm, the NIH expects the availability of the Multiple PI option to encourage interdisciplinary and other team approaches to biomedical research.

Source: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-017.html>

NSF Directorate for Biological Sciences

Promotes and advances scientific progress in biology largely through grants to colleges, universities and other institutions, especially in those areas where NSF has major responsibility.

The Foundation is the nation's principal supporter of fundamental academic research on plant biology, environmental biology and biodiversity.

See <http://www.nsf.gov/bio/about.jsp>

National Science Foundation:



The National Science Foundation (NSF) is an independent federal agency created by Congress in 1950 "to promote the progress of science; to advance the national health, prosperity, and welfare; to secure the national defense..." With an annual budget of about \$5.5 billion, the NSF is the funding source for approximately 20 percent of all federally supported basic research conducted by America's colleges and universities.

In addition to funding research in the traditional academic areas,

the agency also supports "high-risk, high pay-off" ideas, novel collaborations and numerous projects.

NSF's task of identifying and funding work at the frontiers of science and engineering allows it to keep track of research around the United States and the world, maintaining constant contact with the research community to identify ever-moving horizons of inquiry, monitoring which areas are most likely to result in spectacular progress and choosing the most

promising people to conduct the research.

Example is the Interdisciplinary Training for Undergraduates in Biological and Mathematical Sciences (UBM) whose goal is to enhance undergraduate education and training at the intersection of the biological and mathematical sciences and better prepare undergraduate biology or mathematics students to pursue graduate and careers in biological sciences.

Modified: <http://www.nsf.gov>

Did You Know? Information on Animal Welfare

Public Health Committee Recommends Improvements to Animal Care Guide (11/16/06)

A group of scientists has determined, that no new scientific information exists to warrant revising the performance standard included in the Guide for the Care and Use of Laboratory Animals, first published in 1963 and last updated in 1996, .

But the group suggested a number of improvements, including putting

the guide online and updating its appendices with current and relevant notations. The committee also called for greater communication between the Institute for Laboratory Animal Research and the American Veterinary Medical Association.

All NIH-awardee institutions are required to use the guide as a basis for developing an animal care and use program for activities involving animals.

Recommendations:

- Guide becomes a web-based document for easier updating.
- Maintain an up-to-date bibliography.
- Inclusion of new references consistent with PHS Policy.

Modified: http://grants.nih.gov/grants/olaw/rfi_lab_animal_standards/RFI-Report.pdf

FY 2007 External Funding, Results as of December 31, 2006

University faculty, staff and students are involved in research, education and service projects through the support of governmental, business and philanthropic entities. The table summarizes key aspects of awards received as of December 31, 2006.

Month	Proposals Submitted	Total Awards	Dollars Awarded
July	19	10	\$998,034
August	13	14	\$1,271,576
September	26	25	\$3,085,070
October	19	15	\$259,799
November	23	9	\$345,131
December	9	6	\$302,160
Total	109	79	\$6,261,770

- o Proposals Submitted – to external entities
- o Total Awards – grants, contracts and agreements
- o Dollars Awarded – committed by the sponsor

As of the end of December 2006, the University has submitted 109 proposals for support of University-based projects. To date, 79 awards have been received – some of which are from proposals submitted during the previous fiscal year. The commitment of funds in these grants and contracts to date is \$6.26 million. It should be noted that some of these awards are for projects that extend over more than one year, but the formal commitment for funds is only for the current project year.



Project Highlights, FY 2007

Research:

Dr. John Havel, Professor of Biology.

Received \$29,250 from the Environmental Protection Agency, via the University of Louisville, to process zooplankton samples, collected from the Ohio River in 2005, for the USEPA Great River Ecosystems Monitoring and Assessment Program.

They will provide macro- and microzooplankton species lists and taxa densities following USEPA Environmental Monitoring and Assessment Program protocols.

Education:

Dr. David Hough, Dean of the College of Education and Ms. Kathie Lewis, Coordinator of Accelerated Schools.

Received \$152,666 from the Missouri Department of Elementary and Secondary Education to serve school districts, teachers, administrators, parents, colleges, and universities by providing technical assistance, educational materials, and training regarding the Accelerated Schools Project and the Professional Learning Communities model.

Community Service:

Ms. Suzanne Cutbirth, Director of the Southwest Regional Professional Development Center.

Has received \$144,579 from the Missouri Department of Elementary and Secondary Education to hire an Instructional Specialist to support high quality, comprehensive and collaborative educational programs for migrant and immigrant children and youth to meet the same challenging Missouri academic content and achievement standards as all children are expected to meet.

“Great achievement is usually born of great sacrifice, and is never the result of selfishness.”
Napoleon Hill.

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Bill Alter, Director
 Tracey Poston, Associate Director/
 Compliance Officer
 Marina Zordell-Reed, Program Specialist
 Courtney Allen, Grants & Contracts Admin.
 Bruce Richards, Research and Instructional
 Designer Coordinator
 Shannon Winstead, GA Compliance
 Coordinator

James P. Baker, VP for Research & Economic
 Development, is the authorized institutional
 representative to sign for proposals, grants
 and contracts.

About OSRP

Our Mission: *To increase the number and quality of grants awarded to faculty and staff by providing effective assistance.*

OSRP provides assistance to all faculty and staff in developing and submitting competitive grant proposals, initiating new awards, and non-financial administration of grants and contracts.

OSRP assistance includes:

- Expanding your thinking about research and program development.
- Conducting grant writing workshops.
- Registering you for SPIN and SMARTS—access to electronic funding sources.
- Coordinating proposal development teams.
- Assisting in developing project budgets.
- Reviewing and editing proposal drafts.
- Submitting proposals via hardcopy and electronic routes.

www.srp.missouristate.edu



The Compliance Corner

Compiled by Tracey Poston

Missouri State University Institutional Official:

Compliance Issues:
 The Institutional Official is the signing authority for the University and attests that all activities and supported/non-supported projects are complete and in conformance with Federal and organizational requirements

Officials:
 Institutional Official;
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Number of Institutions reporting Misconduct Activity:

In a recent report from the Office of Research Integrity (ORI), it has been found that the number of institutions reporting misconduct activity - receipt of an allegation or conduct of an inquiry or investigation - steadily increased from 1992-2001. but at a decreasing rate., according to an ORI study of Annual Reports on Possible Research Misconduct submitted by institutions.

During the 10 year period, 529 institutions reported research misconduct activity of which 248 were reported misconduct activity for the first time.

The study, New Institutional Research Misconduct Activity: 1992-2001 is available at <http://ori.hhs.gov/publications/studies.shtml>.

Principal Investigator's Quick Reference Guide for Research Compliance:

Research Awards and/or Contracts are made to the University on behalf of the PI. The PI is responsible for:

- Providing scientific direction of the research program.
- Ensuring research is conducted ethically and in accordance with award terms and conditions.
- Ensuring the proper financial stewardship of the research program.
- Ensuring completion, accuracy and timeliness of all technical reports

For additional information see: <http://www.srp.missouristate.edu/Compliance.htm>