

The Source

Office of Sponsored Projects



Fall 2009

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Faculty Members Attend GRC Conference

The Office of Sponsored Projects once again joined with the College of Arts and Sciences (CA&S) and the College of Education and Human Services (COEHS) to send five faculty members to Washington, DC to attend the Grants Resource Center's (GRC) Spring 2009 conference, "Your Competitive Advantage." The conference was held in February 2009, and those WIU faculty in attendance were Michael Godard (Kinesiology), Amy Brock (Geology), Xiaoping Pan (Chemistry), Fedor Andreev (Mathematics), and Kishor Kapale (Physics).

Representatives from federal agencies such as the National Institutes of Health, National Science Foundation, U.S. Department of Education, National Endowment for the Humanities, and the National Endowment for the Arts were present to inform attendees of new grant programs and future funding trends. In addition, these federal program officers allowed time for individual meetings with conference attendees.

Workshops and concurrent sessions were also conducted by faculty, administrators, and Sponsored Projects staff from GRC-member universities.

The timing of this conference allowed for much discussion of the recent passage of the American Recovery and Reinvestment Act (ARRA). Federal agency representatives were excited about the possibility of making an unprecedented number of new grant awards. At the time, the details of how each agency would distribute the new grant funds were



WIU faculty members enjoy a Thai dinner in Washington, DC while attending the GRC Spring 2009 conference. Pictured (left to right) are Amy Brock, Xiaoping Pan, Kishor Kapale, Fedor Andreev, and Michael Godard.

still being made, leaving conference attendees with many questions and few answers to take back to their respective campuses.

Since that time, WIU has submitted 13 proposals to ARRA-funded programs and has been successful in obtaining over \$640,000 in ARRA-funded grant awards.

The Fall 2009 GRC conference, "Thriving on Change" was held August 23-26, 2009, and the Spring 2010 conference will be held February 25-27, 2010.

Personnel

- Beth Seaton, Director of Sponsored Projects
- Jill Marshall, Administrative Assistant (Pre-Award)
- Kathy Lantz, Administrative Assistant (Post-Award)
- Angela J. Tee, Compliance Specialist
- Danette Phelps, Staff Clerk
- Aaron Shilling, Graduate Assistant



Spring 2009 University Research Council Grant Recipients

Tarab Ahmad, Chemistry

“Ionic Liquids as Green Solvents for High Performance Liquid Chromatography,” \$5,000

P.K. Babu, Physics

“Optical Properties of Semiconducting Nanoparticles Confined in Glass Matrices,” \$5,000

Greg Hall, History

“Jay Fox: The Life and Writings of an American Working-Class Radical,” \$5,000

Scott Palmer, History

“Frontlines of the Modern: Technology and Culture in Twentieth-Century Russia,” \$4,850

Brian Peer, Biological Sciences

“Cryptic Egg Mimicry in the Brood Parasitic Brown-Headed Cowbird,” \$3,800

Hiroko Sotozaki, Psychology

“Does Dyslexia Occur in Japanese? Evidence for Dyslexia in a Cross Language Study,” \$3,701

Tim Waldrop, Art

“Adapting to Katrina & Beyond: Images of the Resilient Mississippi Gulf Coast,” \$5,000

Edward Woell, History

“Religious Revolution and Resistance in Small-Town France,” \$4,931

University Research Council Members

Ken Hawkinson.....	Associate Provost/Associate Academic Vice President; Chairperson of the URC
Jim Kenny.....	Marketing and Finance
To Be Named.....	Education
W. “Buzz” Hoon.....	Broadcasting
William Howard.....	Art
Chris Kovacs.....	Kinesiology
Jennifer McNabb.....	History
Leslie Melim.....	Geology
Ruth Kelly.....	Psychology
Meng Yu.....	Computer Science

URC Internal Grants Competition Announced

The University Research Council (URC) has announced that the deadline for the Fall 2009 Internal Grants Competition is 12:00 PM on Tuesday, October 6, 2009.

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 (April 2009), the URC funded eight new projects, with awards totaling over \$37,000.

Application materials have been sent to all chairpersons and deans and are also available on the OSP website at wiu.edu/sponsoredprojects/council/council_guidelines.html.

OSP will conduct a technical assistance workshop for potential applicants on Monday, September 14, 2009. The session will be held from 3:00-4:00 PM in the Union’s Capital Rooms. The session will be broadcast to the Quad Cities campus. The workshop is designed to answer applicants’ questions on how to prepare an effective URC application.

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

Faculty Spotlight

T.K. Vinod

by Beth Seaton

Director, Office of Sponsored Projects

Dr. T.K. Vinod came to WIU's Chemistry department in 1997. Since that time, he has received eight internal University Research Council (URC) grants, submitted 13 external grant proposals, and received over \$650,000 in external grant support for his research. In August, I received notification of his two most recent grants. One is from the National Science Foundation for \$210,000 and the second one is from the American Chemical Society's Petroleum Research Fund (PRF) for \$65,000. I talked to T.K. in mid-August about his new grants and his perspectives on writing proposals and managing awards.



T.K. Vinod

Tell me a little bit about your two most recent grants. Are they related?

Yes, they are related. The overarching theme of the different research projects in my laboratory is green chemistry, a relatively new branch of chemistry where chemists try to carry out chemical synthesis and/or production using benign reagents and solvents. Research in this area has resulted in the development of several eco-friendly chemical processes and products, leaving minimal adverse impact on our environment. We primarily use or try to use water as the medium (solvent) for our reactions so that once the reaction is done, the spent solvent can be easily disposed of without having to worry about cost of disposal or its environmental impact.

When you are working on grant proposals, do you talk to the funding agency program officers to get input?

I start working on a grant proposal about six months prior to the proposal deadline. Initially, I start to formulate my ideas and begin to formulate a "plan of attack." It is important at this stage to carefully read the guidelines, and I make sure that I meet all of the stipulations of the funding agency. About three months prior to the deadline, I start writing, and I work through several revisions, making sure I have left no loose ends. This is when I ensure that I have read and cited the most recent relevant publications. Then, about a month prior to the deadline, I do call the program officer. I tell the program officer about my proposal and ask for his/her feedback. It is important to establish a relationship with the program officer.

I contacted my program officer at the Petroleum Research Fund and explained my research plan to him on a planned submission of a proposal by the end of January. The program officer then regrettably notified me that they were not accepting

any proposals this year because of the stock market plunge. However, a couple of weeks later, I received another call from the program officer notifying me that PRF had revised their decision not to accept proposals this year and had opened up a submission window to accept proposals to the program [to which] I was planning to submit mine. I am sure that if I hadn't made that initial call to the program officer, he would not have contacted me

of the newly opened submission window and I would certainly have missed the opportunity to secure a \$65,000 grant.

How do you find the time to work on writing grant proposals?

I start well in advance and do most of the writing during weekends and holidays. If you are not willing to start the process early and work on it consistently, you might as well not send the proposal in.

Do your funded grants have an impact on your teaching in the classroom and the laboratory?

Yes, many undergraduate students complete their Chemistry 390 and 490 projects through my funded research. The students benefit from the hands-on training I am able to provide them. Chemical supplies are very expensive, and without external support, it is often difficult to carry out a project to fruition. All of my undergraduate students get the opportunity to present their results at research conferences and meetings and many of them are co-authors on peer-reviewed publications.

What is the most rewarding thing about obtaining grant funding for your research? What is the most frustrating?

It is very rewarding to know that five or six external reviewers, who are experts in the field, recognize my research as important and worthy of funding. It also allows me to have a larger role in training the next generation of scientists. Managing grant funding requires self-discipline, but I don't find it frustrating.

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Compliance Corner

Welcome to another edition of “Compliance Corner.” For this edition, I would like to start by introducing myself. I started, as the new Compliance Specialist on June 1, 2009. I am a proud alumna of Western Illinois University, and I am pleased to return to my alma mater. After receiving my Master’s degree in Experimental Psychology, I worked for several years in institutional research, evaluation, and planning. As my current position and previous experience suggest, I enjoy all aspects of scientific research. I look forward to the opportunity to be a part of the scientific integrity taking place at WIU.

I have redesigned the portion of our website that provides information on University compliance. You can learn more about human subjects in research training; what types of research qualify as exempt, expedited, or full IRB review; procedures for obtaining protocol approval; IRB Committee information; and more. Also, we now have a new page relating to our Institutional Animal Care and Use Committee (IACUC) and more information for engaging in animal research

at WIU. Please visit the University compliance page at wiu.edu/sponsoredprojects/university_compliance/university_compliance.html.

Once a month during the fall semester I will provide a workshop hosted by the Center for Innovation in Teaching and Research (CITR). During the workshop, you can learn more about the new website changes, the new IRB forms, and helpful tips for completing the IRB forms. Please contact the CITR to sign up for a workshop session. Additionally, if you are interested in discussing human subjects research in your class or at a faculty/staff meeting, please contact me for further information.

If you have questions about human subjects research or the IRB process at WIU, please contact Angela J. Tee, Compliance Specialist, at AJ-Tee@wiu.edu or (309) 298-1191. I look forward to helping you with any of your research compliance needs.

First Summer Proposal Writing Program

The Office of Sponsored Projects (OSP) hosted a grant proposal writing program on May 21, 2009. The program was presented to 17 faculty members completing their first year at WIU.

Program topics included the following:

- Introduction to OSP
- Funding Searches
- How to Read a Grant Solicitation
- Parts of a Proposal
- Budget Development
- Compliance Issues
- Writing Tips
- Review Process
- Grants Administration
- Lessons Learned by Current Faculty Grant Recipients

Participants will receive \$1,000 for expenses related to their research upon successful completion and submission of an approved competitive grant proposal to an external agency.

The following first-year faculty members participated in the program:

Christine Anderson, Special Education
 P.K. Babu, Physics
 Neil Baird, English and Journalism
 Ute Chamberlin, History
 James Cohen, Educational and Interdisciplinary Studies
 Ellen Ehr Gott, Communication Sciences and Disorders
 Everett Hamner, English and Journalism
 Timothy Helwig, English and Journalism
 Andrea Hyde, Educational and Interdisciplinary Studies
 Ellen Kim, Dietetics, Fashion Merchandising, and Hospitality
 Fuyuan Liang, Geography
 Mijeong Noh, Dietetics, Fashion Merchandising, and Hospitality
 Betsy Perabo, Philosophy and Religious Studies
 Charles Pryor, Accountancy
 Tim Roberts, History
 Susan Stewart, Management
 Jess White, Sociology and Anthropology



Remember to check out the Grants Resource Center (GRC) for the latest news on grant announcements, upcoming grant deadlines, federal agency updates, and much more. Go to aascu.org/grc/default.htm and enter the username “WIU” and the password “grants.”

NSF Regional Grants Conference

The first National Science Foundation Regional Grants Conference of fiscal year 2010 will be hosted by Jackson State University on October 5-6, 2009, in Jackson, Mississippi.

Key officials representing each NSF program directorate, administrative office, the NSF Office of International Science & Engineering, Office of General Counsel, and Office of the Inspector General will participate in this two-day conference. The conference is considered a must, particularly for new faculty, researchers, educators, and administrators who want to gain insight into a wide range of important and timely issues at NSF, including the state of current funding, the proposal and award process, and current and recently updated policies and procedures.

Topics covered include the following:

- Introduction to NSF
- NSF's Proposal Preparation and Merit Review Process
- Award Management
- Conflict of Interest Policies
- New Programs and Initiatives
- Crossdisciplinary and Special Interest Programs
- Breakout sessions by discipline

Conference registration is now available at www.signup4.net/public/ap.aspx?EID=NATI279E&OID=50.

For additional information regarding program content, contact the Policy Office, Division of Institution and Award Support, at (703) 292-8243 or via e-mail at policy@nsf.gov.

The second Regional Grants Conference for fiscal year 2010 will be held in Cleveland, Ohio, on March 22-23, 2010. Details will be announced later.

NIH Regional Seminars

Watch for the 2010 Regional Seminar dates and locations to be announced soon.

Don't miss your opportunity to get the latest information regarding dates, locations, and updates to the NIH Regional Seminars on the NIH Regional Seminar LISTSERV. To subscribe, send an e-mail to listserv@list.nih.gov with the following text in the message body (not the "Subject" line): subscribe NIH_Seminars your name (Example: subscribe NIH_Seminars Joe Smith).

GRC Proposal Writing Workshop

February 25-27, 2010 – Hosted by the Grants Resource Center

This conference offers Sponsored Projects staff and faculty access to timely and detailed information on funding opportunities, information on federal agency appropriations and funding priorities, and the opportunity to schedule individual appointments with federal agency program officers. This meeting is held in the Washington, DC area.

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



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I do think about my responsibility to live up to the expectations of the scientific community who has recognized my research as worthy of funding and often ask myself whether I have produced enough (results) for the support they provided me.

Have you ever served as an external reviewer? If so, was it insightful?

Yes, it is very helpful. It gives you insight into how other people present their proposals. Also, I have read many proposals submitted by faculty at Ph.D. granting institutions. This made me realize that I could compete for funds on a national level.

Comment on the doing research at a non-research intensive institution. Is there something the institution could do to make the process easier?

The seed money provided by the University Research Council is absolutely essential in obtaining external funds. Before

submitting a proposal to a national funding agency, I typically would have carried out a minimum of one year of research using the seed money to garner enough preliminary results to support my proposed work. Funding for the URC is very, very important. Our research must not be trivial. We have to maintain a level of excellence to be considered for funding at the national level.

What advice do you have for faculty members who are just getting started in the process of seeking external funds?

Plan ahead and do not prepare a proposal in a haphazard fashion or in haste. Never submit a “me too” proposal where you are extending the work done by a particular group or individual. Identify a niche of your own, and carry out research for the sake of advancing knowledge in your area and not just for meeting a certain set criterion for professional growth.

Grant Management Workshops

The Office of Sponsored Projects and Grants and Contracts Administration presented a series of three workshops on grant management in June. These workshops are offered every other summer to Project Directors (faculty and administrators) and staff who are directly involved with sponsored project (grant) management. Approximately 40 WIU employees attended this year’s workshop series.

An overview of the proposal preparation and submission process was presented during the first workshop as well as information regarding compliance issues and time and effort reporting. Session two covered post-award issues, including allowability and allocability of costs charged to sponsored projects, cost transfers, fixed price vs. reimbursement contracts, subcontract/subrecipient monitoring, federal expanded authorities, close out procedures, and audit issues.

Session three continued with additional information on post-award issues as well as Business Office policies and procedures.



Participants learned how to read account printouts and the Financial Records Systems (FRS) screens and received information on P-Cards and how to complete Business Office and Purchasing Office forms such as DPAs, Requests for Purchase, and Travel Vouchers. The workshop series concluded with a panel discussion that allowed participants to get answers to their questions about hiring procedures, travel regulations, purchasing/P-cards, employee contracts, etc., from WIU employees with expertise in these areas.

A big thank you to the panel members for their participation and to the attendees for making this workshop series a great success again this year!

Office of Sponsored Projects Events – Fall 2009

URC Technical Assistance Workshop

September 14

3:00-4:00 PM

Union Capitol Rooms, CODEC to QC

This workshop is designed for those who are planning to submit a proposal to the Fall 2009 University Research Council grant program. OSP staff will answer both application preparation and programmatic questions.

Making Use of the IRIS System for Funding Source Identification

September 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.

Making Use of the IRIS System for Funding Source Identification

September 17

3:00-4:00 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.

Grants at WIU: How to Get Started

September 28

2:00-4:00 PM

Union Capitol Rooms, CODEC to QC

OSP staff will introduce participants to the steps that should be taken when applying for grant funding at WIU. We will review the WIU policies and procedures to follow to ensure a smooth proposal submission.

University Research Council Grant Program Deadline (OSP)

October 6

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.

Post-Award FAQs

Listed are some of the questions about post-award issues that are most frequently asked by Project Directors/Principal Investigators.

I just received paperwork back from Business Services stating that a purchase I made was “an unallowable expenditure” from my grant. Can OSP assist with this?

In this instance, Sponsored Projects could contact the funding agency for you and request that the purchase be allowed—either by transferring money into the appropriate category or allowing the purchase to come out of an existing category. If the funding agency cannot allow the purchase for another reason, then the expenditure cannot be paid from grant funds.

I realized I overbudgeted in my equipment category and would like to transfer money into supplies and materials. What should I do?

Contact the Grants and Contracts Administrator in Business Services (Pam or Shannon) who was assigned to you when the grant account was established. She can check their files to see if the transfer can be made internally without requesting permission from the funding agency. If budget transfers require agency approval, Sponsored Projects can make the request to the agency. You should provide a valid justification as to why the budget transfer is necessary for completion of the project so that information can be included in the transfer request submitted to the funding agency.

My project won't be complete by the end date. Can I get an extension?

Possibly, but an extension may need to be approved by the funding agency. Some agencies allow for a one-year extension without having to ask their permission, but we do need to notify them that an extension was approved by WIU. Many agencies require you to request permission for an extension, and OSP can assist with submitting the request. If you wish to pursue an extension request, please notify our office 60 days before the end date of the grant so we have enough time to contact the agency to make sure that we comply with their procedure for requesting an extension. A justification for why the extension is necessary must be provided to our office before OSP can contact the funding agency.

The agency I'm receiving funding from wants to give me more money to complete my current project. What should I do now?

Contact Sponsored Projects as soon as possible. A supplemental transmittal sheet will be prepared, and we will work with the funding agency to initiate a contract amendment for increasing the amount of your award. As with an original award, if a contract amendment or check is mailed to you first, please forward it immediately to Sponsored Projects to avoid any processing delays.

I don't think I'll have my final report done by the agency's due date. Can I send it in late?

You can, but you do so at your own risk. You may also jeopardize future funding possibilities for yourself, or worse, for your colleagues. It is in everyone's best interest if you contact the funding agency to request their permission to submit your report late before it is due.

I like to do consulting work on my own, outside of my WIU duties. What benefits would I have if I set up this outside work as a sponsored project and ran it through WIU?

First, you receive recognition of your efforts through memorandums to the president, your department chair, your dean, and *Campus Connection*. There is also formal documentation for you to put in your promotion and tenure file. If you are receiving payment for your work, the payment is run through the WIU payroll system, and the funding agency must contribute to your insurance costs and to your retirement account. Your retirement account would not receive contributions if the project was not held at the University. You are also assigned a Grants and Contracts Administrator who can assist with the fiscal management of your project and any financial reports that the funding agency might require.

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.



Angela J. Tee, Compliance Specialist – Contact Angela 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.



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