

The Source

Office of Sponsored Projects



Spring 2010

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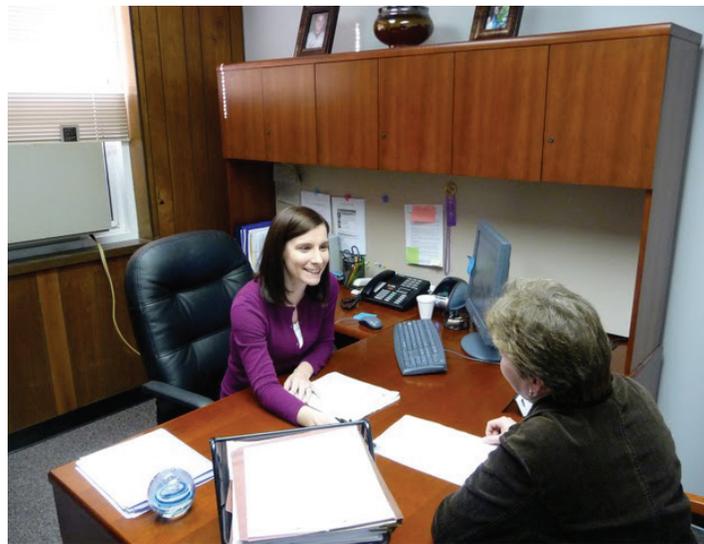
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An Interview with WIU's New Compliance Specialist, Angela J. Tee



Angela J. Tee, Compliance Specialist

Angela J. Tee joined the Office of Sponsored Projects in June 2009. Angela replaced John Smith who left to take a position at Beu Health Center. Angela's job as Compliance Specialist involves serving as the University administrator for human subjects in research, animal subjects in research, federal conflict of interest regulations, misconduct in scholarly activity, responsible conduct of research training, and export control regulation, among other areas. While human subjects in research takes up most of her time, she keeps busy with all of her other duties as well. Since Angela has been in the job for about a half a year now, we thought we'd check in and see how it is going.

Now that you have been in the position of Compliance Specialist in the Office of Sponsored Projects for about six months, tell us what the biggest challenges are for the position or for you personally.

The biggest challenge for the position is helping promote a culture of compliance and trust. I have a dual role in that I help to facilitate research, but I also enforce compliance rules. I would like faculty and staff to feel that they can come to me with questions they might have without feeling like I am going to turn them over to the feds if they have inadvertently done something wrong. Therefore, I strike a balance between creating relationships with our faculty that promote honesty and openness while still preserving our University's research integrity.

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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
- Zanny O'Donnell, Office Assistant



Spring 2010 University Research Council Grant Recipients

Meshack Afithile, Biological Sciences

“The Effect of Mutated Chloroplasts Receptors on the Biosynthesis of Jasmonic Acid,” \$5,000

Virginia Diehl, Psychology

“Collaborative Behaviors and the Learning of Difficult Scientific Concepts via Game-Based Metaphor-Enhanced Instructional Design,” \$4,500

Ralph Graham, Kinesiology

“Effects of an Exercise and Diet Modification on C-reactive Protein and Blood Lipids in Obese but Otherwise Healthy Women: The Influence of Exercise Intensity,” \$4,500

Jenq-Kuen Huang, Chemistry

“Isolation and Characterization of Pharmacology Active Compounds from a Medicinal Mushroom,” \$5,000

Jin Jin, Chemistry

“Design and Synthesis of Potential Medications to Treat Cocaine Abuse and Other Addictive Disorders,” \$5,000

Ranbir Kang, Geography

“Does Dyslexia Occur in Japanese? Evidence for Dyslexia in a Cross Language Study,” \$4,978

Carol Longley, DFMH

“Snacking Behavior of Pre-school Children at Home,” \$5,000

Netkal Made Gowda, Chemistry

“Biochemical Assays on Phenothiazines for Akt and Cell Growth Inhibition in Cancer Cells,” \$5,000

Roberto Mazza, History

“Jerusalem and the Holy Land Through Italian Eyes: The Italian Consulate in Jerusalem 1870-1930,” \$5,000

Daniel Yoder, RPTA

“Leisure Is Recreation Is Play: Well, Not Really,” \$2,588

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 Spring 2010 Internal Grants Competition is 12:00 PM on Tuesday, April 6, 2010.

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.

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Your job involves a lot of training and class lectures. What topics can you speak to classes about? What types of training do you do for faculty?

The topics that I speak to classes about include

- The historical background of human subjects research and ethical principles
- The Institutional Review Board process and procedures
- The role and composition of the IRB
- Resources available on the Office of Sponsored Projects website

More specifically, I explain to students the difference between each type of review, how to design a consent form, what the criterion for approval of research includes, and what steps they need to take to complete the IRB process for approval of human subjects research.

The types of training that I provide for faculty vary each semester. Registrations for my current workshops are facilitated through the Center for Innovation in Teaching and Research. This semester, I have designed a session specifically for the principal investigator (PI) or faculty advisor. The topics include the PI's role and responsibility in the monitoring and oversight of research and appropriate retention of research materials and data management policies.

You review a lot of student class projects and graduate student thesis projects. What kind of assistance can you give these students?

Having been through the process myself, I am fully aware of the hurdles and milestones that are related to a graduate project. My own experience and training helps me to assist our graduate students. Although it is ultimately the responsibility of the student's faculty advisor to provide oversight on a project, I try to empower the student to understand the IRB process and why it is important. I open my door to one-on-one consultations with students just as I do with faculty and staff.

Tell us about the IRB. How is it structured? To whom does the IRB report? If someone doesn't like an IRB decision or outcome, what is the process? To whom do they appeal?

The mission of the IRB is to protect the rights and welfare of human subjects participating in research. The IRB is responsible for reviewing and monitoring all research that involves the participation of human subjects to ensure that

research investigators are supporting the institution's mission to engage in ethical conduct of scientific inquiry.

The IRB is organized in the Office of Sponsored Projects under the Provost and Academic Vice President. The IRB acts according to policies set forth by the U.S. Department of Health and Human Services (DHHS) that relate to the ethical standards of research involving human subjects (45 CFR 46). Every three years, or as needed, the IRB files a Federal Wide Assurance with the Office for Human Research Protections (OHRP) that ensures that WIU is adhering to the federal guidelines as outlined by DHHS. Compliance with these federal regulations not only safeguards human subjects and the institution sponsoring the research project, but also protects the researcher.

The membership of the IRB, appointed by the Provost, is composed of 12 members representing WIU faculty, staff, and administrators, and community representatives. The chair is an experienced faculty member, appointed by and responsible to the Provost. The committee makes an effort to preserve diversity by appointing scientists, nonscientists, and representation from various areas of expertise.

If someone does not like an IRB decision, they may appeal to the Provost for further review. However, the IRB is an autonomous body, and the Provost cannot overrule an IRB decision. Because the Provost has appointed the members of the IRB, he has charged them with protecting the rights and welfare of human subjects participating in research. Therefore, the Provost may not approve the research if it has not been approved by the IRB.

Sometimes people on campus (whether they be faculty, administrators, or students) think that getting your approval for their projects involving human subjects is unnecessary. Perhaps they are just doing a survey or they just want to ask some questions to some school kids. What would you tell people who think that getting your approval for their projects is silly or unnecessary bureaucracy?

Like all processes, at first, the IRB process may seem like unnecessary bureaucracy. However, once someone has submitted a few protocols, he or she sees that it is actually manageable and necessary. Federal regulations on human subjects research have not changed in several decades; therefore, the regulations that apply to a doctoral research project at another university are the same regulations that

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apply here at Western. What can be tricky are new or existing University regulations, which may not have been applied at your previous institution. My advice if you are having difficulty understanding the rules and regulations on our website is to give me a call. Communication with the IRB is key to feeling like you are moving through the red tape to a routine that supports research compliance.

Can you cite some examples when people actually got in trouble for doing a survey without IRB approval and actually had some serious ramifications?

A few instances of behavior that would be considered noncompliant with IRB regulations would include beginning research before securing IRB approval, misuse or non-use of approved consent forms, failure to secure IRB approval before introducing changes in an ongoing protocol, and continuing to gather study data from subjects after IRB approval expires. Commonly, I hear from faculty that they gathered data from human subjects (often students) without the intention of publishing or presenting the data. Such actions are in violation of IRB policy, and these data should not be used in the public domain. Ramifications for the above violations may include suspension of all research activities, termination of research data, withholding of funding, retractions of published research, and/or mandatory responsible conduct of research training. I know of other schools that have been subject to an Office for Human Research Protections on-site audit for what some would consider fairly minor violations. I just hope that never happens here!

What do you like least about your job?

I find export control regulation is less enjoyable than human subjects or animal research regulations. Even though export control regulation is not as interesting as my other responsibilities, I continue to educate myself to stay on top of the current regulations and rules for the University.

What is the best part about your job?

The best part about my job is that I get the opportunity to read all of the invaluable research that is taking place at our University. I can help facilitate the research process for our investigators while keeping the University compliant with federal policies. I also enjoy attending class sessions—it gives me the opportunity to lessen the anxiety that students feel when working with the IRB.

What compliance resources have been particularly useful to you in your position?

The Office for Human Research Protections (OHRP) provides the federal oversight of human subjects research. Thus, researchers can find several resources, including an IRB guide book and research categories decision charts, on their website.

In regard to University policy, I encourage faculty, staff, administrators, and student researchers to read the *Policy and Procedure for Human Subjects Research* manual. This manual is intended to introduce the investigator to the IRB, clarify the human subjects research review process, and simplify the preparation and review of research protocols. It is believed to be in full compliance with all applicable federal, state, and University regulations. Also, more information can be found at the Office of Sponsored Projects website: wiu.edu/sponsoredprojects/university_compliance/university_compliance.html.

Now that you've been in the position of Compliance Specialist in the Office of Sponsored Projects for about six months, tell us what qualifications or skills have best prepared you for the position.

My greatest asset has been my background in research. Having conducted my own research for several years, I understand the dedication and investment that our University researchers apply to their projects. Having an understanding of that commitment, along with the knowledge of federal regulations, has prepared me for all aspects of my role as Compliance Specialist.

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The URC holds a grant competition twice each academic year, with one deadline in October and one in April. In the last competition (October 2009), the URC funded 10 new projects, with awards totaling over \$46,000.

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

OSP will conduct two technical assistance workshops for potential applicants. The first session will be held on Monday,

March 8, 2010, from 12:00 to 1:00 PM. The second, identical session will be held on Thursday, March 11, 2010, from 3:00 to 4:00 PM. Both sessions will take place in the Union's Capitol Rooms and will be broadcast to the Quad Cities. 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.

NIFA Plans to Release Agriculture and Food Research Initiative RFA in February

Media Contact: Jennifer Martin, (202) 720-8188

USDA's National Institute of Food and Agriculture (NIFA) expects to release its request for applications (RFA) for the 2010 Agriculture and Food Research Initiative (AFRI) in February 2010 and will commit up to \$800 million in funding for new grants, contingent on annual appropriations in following years.

AFRI is NIFA's flagship competitive grant program and was established under section 7406 of the Food, Conservation, and Energy Act of 2008, otherwise known as the 2008 Farm Bill. AFRI will support work in the following priority areas: plant health and production and plant products; animal health and production and animal products; food safety, nutrition, and health; renewable energy, natural resources, and environment; agriculture systems and technology; and agriculture economics and rural communities. Programs focused on these areas will use a disciplinary-based approach to building a foundation of knowledge critical for solving current and future problems.

Within these priority areas, AFRI will support interdisciplinary, multifunctional projects in five "societal challenge" areas to achieve significant and measurable outcomes and achieving goals:

1. Keep American Agriculture Competitive While Ending World Hunger
2. Improve Nutrition and End Child Obesity
3. Improve Food Safety for All Americans
4. Secure America's Energy Future Through Renewable Biofuels
5. Mitigate and Adapt Agriculture to Variations in Climate

NIFA will issue a series of RFAs to address these program areas. Grants in 2010 will be larger in size, with funding up to \$25 million, and longer in duration, with five-year grants awarded that are eligible, in some cases, for renewal upon achieving specific goals. NIFA expects such grants will lead to greater collaboration among institutions and organizations and will integrate basic and applied research with deliberate education or extension programs.

In addition, up to \$5 million in funding opportunities for pre- and postdoctoral fellowship grants will be offered. This program area will create a cadre of "NIFA Fellows" poised to become the next generation of agricultural scientists, educators, and practitioners.

All RFAs will be available on NIFA's website and on Grants.gov. Some program areas require letters of intent, which will be requested no sooner than three weeks after the RFAs' release. Submission of full proposals to those program areas will be no sooner than six weeks after the letter of intent deadline, with deadline dates determined based on proposal complexity. Applicants will be allowed a minimum of 90 days to prepare proposals for large, complex projects. For program areas that do not require letters of intent, proposal submission deadlines will be no sooner than four weeks after the RFAs' release and will be determined with consideration of application complexity.

Through federal funding and leadership for research, education, and extension programs, NIFA focuses on investing in science and solving critical issues impacting people's daily lives and the nation's future. For more information, visit www.nifa.usda.gov.

NIH Releases New Application Forms and Instructions

By Linda Anthony, Grants Resource Center

New instructions for the National Institutes of Health (NIH) electronic SF 424 (R&R) and paper-based PHS 398 applications are now available, and applicants must use them for applications submitted on or after January 25, 2010. The major changes fall into three areas:

1. Research Plan

- *Specific Aims* will include new language about the impact of the proposed research.
- *Research Strategy* will be created as a new section that will include three current sections (Background and Significance, Preliminary Studies/Progress Report, and Research Design and Methods).
- Page limitations will change from 25 pages to either six or 12 pages for most types of applications.

2. Biographical Sketch

- Applicants must describe why their experience and qualifications make them particularly well-suited for their role in the project.
- Publications are limited to no more than 15, which should be chosen for recency, importance to the field, and/or relevance to the application.

3. Resources

- Applicants must provide a description of how the scientific environment will contribute to the probability of success of the project.
- Early stage investigators must describe the institutional investment in the success of the investigator.

Applications align with the review criteria in this way: Significance = Research Strategy (Significance); Investigators = Biosketch; Innovation = Research Strategy (Innovation); Approach = Research Strategy (Approach); and Environment = Resources.

In summary, NIH makes the important point that reviewers need to be able to understand WHAT you want to do, WHY it is important, and whether YOU can do it. During the transition to the new forms and instructions, GRC members are advised to contact NIH directly to ensure compliance with the new policies.

OJP Plan Outlines FY10 Grant Opportunities

The U.S. Department of Justice, Office of Justice Programs (OJP) has released its FY10 Program Plan at www.ojp.usdoj.gov/ProgramPlan/toc.htm. Assistant Attorney General Laurie Robinson writes, "I hope that the programs and activities included will spur innovative practices, produce groundbreaking research, and yield reliable data that can help advance evidence-based, smart-on-crime approaches."

The plan names ten challenges in the criminal and juvenile justice fields, and these serve as the framework for OJP's FY10 funding opportunities:

1. Preventing Crime and Empowering Communities to Address Crime
2. Breaking the Cycles of Mental Illness, Substance Abuse, and Crime
3. Preventing and Intervening in Juvenile Offending and Victimization
4. Managing Offenders to Reduce Recidivism and Promote Successful Reentry
5. Effective Interventions to Address Violence, Victimization, and Victims' Rights
6. Enhancing Law Enforcement Initiatives
7. Supporting Innovation in Adjudication
8. Countering Terrorism and Domestic Emergencies
9. Advancing Technology to Prevent and Solve Crime
10. Innovations in Justice Information Sharing

Compliance Corner

Welcome to another edition of “Compliance Corner.” For this edition, I would like to highlight ten compliance-related topics that you should be aware of if you are conducting research at WIU:

1. Before researchers engage in research that involves human subjects, they must complete the mandatory National Institutes of Health (NIH) training modules. Please navigate to the following link for training: <http://phrp.nihtraining.com/users/login.php>.
2. If an individual on your research team plans to have intervention or interaction with research subjects, they, too, must complete the mandatory human subjects in research training. Investigators must identify the individuals in the IRB protocol.
3. The IRB must review the research protocol; written consent forms; subject recruitment procedures and materials; any other written information to be provided to subjects; and, if applicable, a letter of support if a research team is working with an outside entity.
4. The principal investigator (PI) is responsible for obtaining the signed and dated IRB-approved protocol and materials before initiating research. The PI must keep a copy of all IRB documentation (and research-related materials) in a location specified in the protocol.
5. It is the responsibility of the research team to obtain and document informed consent of subjects or subjects’ legally authorized representative prior to the subjects’ participation in research.
6. The PI must obtain prior approval from the IRB for any modifications of previously approved research, including modifications to the informed consent process and document.
7. It is the responsibility of the PI to ensure that requests for continuing review and approval are submitted to the IRB 30 days before the expiration date originally provided by the IRB. Typically, renewal of protocol is required annually.
8. If IRB approval of a specific study expires before continuing review and approval occur, investigators MUST STOP all research activities involving human subjects related to that study.
9. If all research-related interventions or interactions with human subjects have been completed, and all data collection and analysis of identifiable private information described in the IRB-approved research plan have been finished, then the human subjects research study is deemed complete for IRB purposes.
10. All researchers must keep records, as required by the DHHS’s regulations, for at least three years after completion of the study. (Some grants and contracts require longer data retention periods. Please read your grant/contract terms and conditions for guidance.)

Once a month, during the spring 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 PI’s primary responsibilities in human subjects research, including management of IRB documentation, monitoring and oversight of research, and data management and retention policies. 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. Please visit the University compliance page at wiu.edu/sponsoredprojects/university_compliance/university_compliance.html.

– Submitted by Angela J. Tee

First Summer Grant Proposal Planning Opportunity

On May 20, 2010, the Office of Sponsored Projects will offer a one-day grant proposal planning session to all interested first-year, tenure-track faculty members. This First Summer opportunity is a program offered to all new tenure-track faculty members—there will be no competitive selection process. All first-year, tenure-track faculty members who can attend the full-day session and who commit to submitting a grant proposal to an external agency over the course of the following year are eligible and encouraged to register as an attendee.

Registration materials will be sent to all first-year faculty members in the spring semester.

As First Summer participants, those who complete the training and fulfill the requirement of the program by submitting an eligible proposal to an external agency before the end of FY11 (June 30, 2011) will have access to \$1,000 to be used for their research needs. Funds may be used toward the purchase of a laptop computer, travel for research collaboration or presentation, supplies needed in the laboratory, student help, or some other line item to further scholarly pursuits.

During the First Summer session, faculty members will learn more about searching for external grant support, responding to requests for proposals, the basics of grant writing, developing a

budget, the proposal review process, and about how the grant administration process works at WIU. They will also benefit from an interactive session with a panel of WIU colleagues who have been successful in their grant pursuits.

Questions about the program can be directed to the Office of Sponsored Projects at (309) 298-1191 or via e-mail to Beth Seaton at b-seaton@wiu.edu.



New Site Provides Updates on Physical Science Funding

The Task Force on American Innovation has launched a new website to house information on federal policies and appropriations for key agencies that fund research in the physical sciences, engineering, and mathematics: the Department of Commerce, National Institute of Standards and Technology; Department of Defense; Department of Energy, Office of Science; the National Aeronautics and Space Administration; and the National Science Foundation (see www.innovationtaskforce.org/index.php?news&nid=19).

The website is intended to serve as a tool for policymakers, such as congressional staff and agency officials, as well as the news media, constituents of task force member organizations, and the general public. It will contain up-to-date information on appropriations for key agencies, relevant authorization legislation, press releases and news stories on federally funded research, links to science news, and information on the economic and other impacts of basic research in the physical sciences.



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 and enter the username "WIU" and the password "grants."

Office of Sponsored Projects Events – Spring 2010

Basics of Grant/Contract Proposal Budgeting

February 16

3:00-4:00 PM

Union Capitol Rooms

This workshop is designed to assist faculty in preparing budgets for their grant proposals. We will discuss issues involved in budgeting for faculty salaries (release time/supplemental pay), graduate assistants and undergraduate students, and fringe benefits. We will also cover State of Illinois travel regulations, equipment purchases, indirect costs, and other costs normally included in grant/contract budgets.

Understanding Time and Effort Certification Reporting (Identical Sessions)

February 24

February 25

2:00-3:00 PM

Union Cardinal/Oak Rooms

This presentation will provide answers to your questions such as why time and effort certification is necessary, how effort percentages are calculated on the quarterly reports, and who should certify time and effort. WIU faculty and staff who work with externally funded sponsored projects should attend one of these sessions to better understand the fundamentals of time and effort reporting.

Research Compliance: A Session for Principal Investigators and Faculty Advisors (Identical Sessions)

February 25

March 31

April 22

May 4

11:00 AM-12:00 PM

1:00-2:00 PM

10:00-11:00 AM

3:00-4:00 PM

Union Capitol Rooms & QC 114

Union Capitol Rooms & QC B17

Union Capitol Rooms

Union Capitol Rooms

This session will relate to the Principal Investigator's primary responsibilities in human subjects research, including management of IRB documentation, monitoring and oversight of research, and data management and retention policies.

URC Technical Assistance Workshop (Identical Sessions)

March 8

March 11

12:00-1:00 PM

3:00-4:00 PM

Union Capitol Rooms & QC B16

Union Capitol Rooms & QC B17

These workshops are designed for those who are planning to submit a proposal to the Spring 2010 University Research Council grant program. OSP staff will answer both application preparation and programmatic questions.

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



Plan to Attend a 2010 NIH Regional Seminar in Philadelphia or Portland, Oregon

The National Institutes of Health announced two Regional Seminars—one to be held in Philadelphia, April 14-16, 2010, and the other in Portland, Oregon, June 23-25, 2010. More than 25 NIH and DHHS policy experts as well as grants management, review, and program staff will be on hand to provide a broad array of expertise on the latest NIH grants policy and process information. Sessions will focus on federal regulations and policies, the fundamentals of the grants process, peer review, NIH initiatives, and more. In addition, the popular NIH electronic Research Administration (eRA) hands-on computer workshops will again be offered in conjunction with the seminar, providing attendees with hands-on experience on how to interact electronically with NIH. Anyone interested in the NIH grants process should consider attending, including sponsored project office and departmental administrators, principle investigators, postdoctoral fellows, and graduate students.

April 14-16, 2010 – Philadelphia, Pennsylvania – Registration opened early December 2009. eRA computer workshops will be offered on Wednesday, April 14, 2010. This seminar is co-hosted by the University of Pennsylvania and Thomas Jefferson University.

June 23-25, 2010 – Portland, Oregon – Registration opened mid-January 2010. eRA computer workshops will be offered on Wednesday, June 23, 2010. This seminar is co-hosted by Oregon Health & Science University.

These seminars provide an opportunity for participants to gain a better perspective of NIH policies and programs, network with hundreds of their peers, obtain helpful NIH contacts, and to return to their offices or labs with inside information into obtaining and managing NIH awards.

As these seminars are only provided twice a year around the country, they traditionally reach capacity prior to the event, so please register early. We look forward to welcoming you in 2010!

For additional information, see NIH Guide Notice NOT-OD-10-025 at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-025.html> and visit the NIH Regional Seminar web page at <http://grants.nih.gov/grants/seminars.htm>.

NSF Regional Grants Conference – Cleveland

**March 22, 2010, 8:30 AM to March 23, 2010, 4:00 PM,
Cleveland, Ohio – Hosted by Case Western Reserve
University**

The second National Science Foundation Regional Grants Conference of FY10 will be hosted by Case Western Reserve University on March 22-23, 2010, in Cleveland.

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
- Cross-disciplinary and special interest programs
- Breakout sessions by discipline

Conference registration is now available at <https://www.signup4.net/public/ap.aspx?EID=NATI309E&OID=50>.

Post-Award FAQs

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

I received an e-mail from my program officer telling me that my project was being funded. The beginning date for the project is approaching, and I want to get started on it right away, but WIU still hasn't received "official" documentation of the award. What should I do?

If you feel confident you are going to receive funding but lack official documentation, you may want to request a "guarantee memo" from your Dean. Your Dean will guarantee expenses your project will incur from an account that they specify until the award documents arrive on campus. This allows you to establish an account and get the project going, but it also protects the University in the unfortunate event that award documents are not received.

My project just started, but I understand that WIU hasn't received the money from the funding agency yet. Do I need to wait until the funding agency sends the check to WIU before I can buy supplies and incur other expenses on my project?

No, you can go ahead and incur expenses once the account has been established by your Grants and Contracts Administrator based on a guarantee memo or a fully signed contract/agreement. Externally funded projects do not work on a cash basis, so you don't need to worry about whether WIU has received the actual funds or not. Once the account has been established and the budget has been loaded into the system, you can begin spending your grant funds.

I just received a contract from a funding agency. Can I sign it and return it to them?

No, an authorized official is the only person who can sign contracts and grant agreements on behalf of the University. If you receive a contract or a grant agreement from an external funding agency, immediately forward it to our office for processing. The contract or agreement will not be valid if signed by anyone other than the appropriate authorized WIU official.

A check came to me in the mail from my funding agency. What should I do with it?

Please send it directly to the Office of Sponsored Projects, Sherman Hall 320. We will make a copy of it for our files and see that it is deposited into your grant account.

The department secretary is working overtime on my grant project. How will I pay her for her work?

Assuming that this is an allowable expense and there are funds available in your budget, you will need to contact the Payroll Office to set her up in the payroll system so she can record the hours that she works on your project. The overtime wages and applicable benefits will be charged directly to your grant account.

My grant is going to cover the cost of a graduate assistant this year. How do I go about hiring someone?

You need to work directly with the Graduate Studies office to complete a Request for Graduate Assistant form. Make sure that you supply your grant account number on the form.

I have budget funds to hire a student assistant to help me with my project. How do I go about hiring someone?

Contact the Student Employment office and they will work with you to advertise the position and to hire a student who can assist you with your project.

I have a grant, and I'm a faculty member who will be working on grant activities during the academic year in addition to my 100% appointment. When can I be paid?

You may be paid after your work is complete or you may be paid on a monthly basis while you are working on the grant activities. Some funding agencies only allow faculty to receive pay during the summer months, so depending on your agency, rules could vary.

How do I initiate my supplemental payment for working on the grant outside of my primary duties?

When you are ready to receive payment for work completed on the grant, contact OSP to provide them with the information necessary for completion of the Supplemental Payment Request form. The form will be prepared and sent to you for signing and acquisition of the signature of your Chair, Dean, and Vice President. Please be aware that forms must be fully processed by the 10th of the current month for you to receive payment from the grant on the first of the following month.

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.



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.



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.



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.



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.



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