The Office of Sponsored Projects Welcomes . . .

Jacqueline Reid Tharpe

Compliance Specialist

Jacqueline joined WIU as the Compliance Specialist in June of this year. Before coming to WIU, Jacqueline was the compliance professional at the University of Memphis from 2008 to 2013. Prior to working at the U of M, she was the Vice Provost of Institutional Research at Crichton College, which is now Victory University. Since graduating from law school at the U of M in 2005, Jacqueline has acted as a Judicial Affairs Student Conduct Committee Member, American with Disabilities Act Compliance Officer, and Export Controls Officer & Facility Security Officer (positions that work to safeguard federal research and intellectual property).

Meagan Kramer

Grants and Contracts Administrator I

Meagan Kramer joined the Office of Sponsored Projects on February 1, 2013, as a Grants and Contracts Administrator I. Meagan administers all “5-1xxxx” accounts, including the receipt and negotiation of award documents and amendments, account establishment, and financial management for the duration of an award. She reviews and approves all grant account expenditures, prepares financial reports and invoices, and serves as the administrative liaison between the University and funding agency.

Meagan comes to us from Purdue University, where she was the business manager for...
Jacqueline’s present position as Compliance Specialist requires that she monitor research activity that involves human and animal subjects and ensure compliance with federally mandated regulations; work closely with the faculty chairs of the various campus compliance committees; chair and administer the University Responsible Conduct of Research (RCR) Committee; formulate and review policies; coordinate RCR training and review programs; manage federal Conflict of Interest (COI) policies; and conduct guest lectures in student classrooms and training sessions for faculty researchers. In this capacity, she also acts as a liaison between the University and various federal agencies. Jacqueline is from Memphis, Tennessee. In her spare time she enjoys reading, live music, singing jazz, and yoga.

Meagan is originally from Memphis, Tennessee, and received a Bachelor of Science in Political Science, summa cum laude, from the University of Tennessee at Chattanooga and a Master of Public Administration (MPA) from Auburn University. She lives in Macomb with her husband, Drew, and two young children, Vivian and Hoyt. Outside of work she enjoys reading, traveling, supporting Leatherneck athletics, and running 5Ks, 10Ks, and the occasional half-marathon.

How to Write a Proposal Support Letter
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Did this ever happen to you? Someone shows you a picture of a newborn baby and you don’t know what to say by way of reaction, so you take the easy way out and say, “Now, that’s a baby.” You offer a neutral response, but the proud parent (hopefully) reads something favorable into your comment.

Some of the sentences we read in recent letters were like that: the sentences sounded good on the surface but upon deeper reflection, you have no idea what they mean. Here are a few examples:

1. I have provided clinical and technical assistance in the development of the career plan and research project.
2. I will guide him in all elements essential for completion of his training and research project.
3. He will have networking opportunities through our research center.
4. I will see that he takes on leadership responsibilities.
5. He will have full access to my research laboratory.

These head-scratching sentences cause the reviewer to wonder, “In practical terms, what will the project endorser really do? How come such a vague, weak, or neutral endorsement?” You do not want endorsement letters with these sentences:

While Letters of Neutrality leave you with the impression that the endorser’s feet are firmly planted in midair, letters of support are a bit more positive but still somewhat fuzzy. Letters of Support usually endorse the project idea and offer a general comment about what role the endorser might play. Some examples follow:

1. I will serve as a sponsor and mentor during his proposed research and career development program.
2. I will facilitate his progress toward becoming an independent researcher.
3. I agree to provide annual evaluations for the duration of this award.
4. I will identify opportunities to network broadly with experienced investigators.
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5. I will sponsor his authorship on publications.

6. I will provide scientific advice and guidance to meet the specific objective of the grant.

7. I will monitor progress on a regular basis through scheduled meetings.

While these endorsement sentences communicate a general support to the project and the applicant, it is not clear what the endorser will do in concrete terms: “What will you do to serve as a mentor?” “How will you facilitate progress?” “What will you do when conducting annual evaluations?” Reviewers are looking for three things: detail, detail, and detail.

Letters of Commitment go beyond generalized support notions and specify concrete, observable behaviors on the part of the endorser. Some examples follow:

1. I will establish structured meetings with him, two hours weekly.

2. I will see that he attends weekly lab meetings and journal clubs.

3. I will see that he participates in a didactic curriculum.

4. I will see that he [meets] monthly with his mentoring committee.

5. I will work with him in writing and publishing three manuscripts annually.

6. I will meet with him quarterly to establish short-term objectives and advise on his progress.

7. I will participate in quarterly meetings of his advisory/mentoring committee.

8. I will participate on his monthly multicenter conference calls.

9. I will ensure 75% protected time to be devoted to his project.

10. I will see that he has a private office with computer and access to office supplies and secretarial support.

11. I will provide funding to attend meetings and conferences to present his work if it is not covered by the grant.

12. I will see that he has continued access to his laboratory space.

13. I will stay in contact bi-weekly to discuss his research progress.

14. I will work with him to develop a guided reading list.

15. I plan to follow and advise his work on a monthly basis.

Each sentence cites something concrete, e.g., personnel time, space, physical facilities, or financial resources. You are good to go with these types of sentences in your endorsement letters.

To get a highly desirable letter of commitment, regardless of your project area, provide the targeted letter writers with a draft copy of your proposal and a draft copy of the letter you would like them to sign. They can make whatever changes they wish (usually they don’t change anything) and have it printed on their letterhead.

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.”
How to Pay People

Are you trying to determine how to pay someone who is working on your project? What paperwork should you use? What office should you go through? First of all, you should determine if the person is an employee or an independent contractor. Here are the differences:

Employees
- Frequently provide services to University departments
- Receive travel reimbursements
- Are provided “employee” benefits (i.e., employee parking permits)
- Are directed by other employees in the services they provide such as methods, location, time restraints, etc.
- Receive a majority of their income from services provided to Western Illinois University
- Infrequently provide like services to other parties
- Perform services similar to those performed by employees
- Use University equipment to complete the task (i.e., office, desk, phone)

Independent Contractors
- Are not otherwise employed by the University
- Pursue outside work or provide a service to multiple customers/clients and advertise such services
- Take a “risk” for not completing the conditions of the contract
- Contract for a set price to provide an identifiable service which covers a specified time frame (the contract price includes travel expenses and other operating expenses)
- Have the flexibility to assign the service to other individuals
- Are not directed as to methods of accomplishment, time restraints (other than contract period), etc.
- Have a short-term relationship with the University

How to Pay a Current WIU Employee
If it is a new academic/administrative employee, you must go to the Interview Exchange Applicant Tracking and Hiring Management System to complete the “Request to Fill” an Academic or Administrative Position form. Hiring Administrators must be trained in the system to acquire access. Step-by-step instructions are located at wiu.edu/equal_opportunity_and_access/hiring_step1.php.

To hire a current WIU employee to work on the grant, you would either use a Supplemental Payment Request, Personnel Budget Number and/or % of Appointment Change Form, or report time as overtime on a timecard:
- Supplemental Payment Request — used when an employee works on the grant outside of regular work time. This can be located on the Provost’s website: wiu.edu/provost/forms.
- Personnel Budget Number and/or % of Appointment Change Form — used when a person is already being paid by one WIU account number, but the account number and/or the percent of appointment changes. The Office of Sponsored Projects and Academic Personnel can assist with this form.
- Bi-Weekly Time Reporting — used when Civil Service employees have to record the overtime hours on the Bi-Weekly Time Reporting screen on WIUP. The Payroll Office has to be notified to set up the grant account number before this can be accessed.

How to Hire Students
- Contact the Graduate Office at (309) 298-1806 to hire a Graduate Assistant.
- Contact the Student Employment Office at (309) 298-1996 to hire a student worker.

How to Pay an Independent Contractor
If paying a consultant, an Agreement for Professional Services (Professional & Artistic Contract) needs to be drawn up. There is a sample of one on the Provost’s Office website; however, Sponsored Projects is happy to create one for you. If the amount you are paying the individual is less than $1,500, then you, as project director and fiscal agent, can sign the agreement. If the amount is $1,500 or greater, then the agreement must be signed by the Assistant to the Vice President for Administrative Services. If the consultant is receiving less than $1,500, attach the agreement to a Direct Pay Authorization and send them to the Business Office in Sherman Hall for processing. If the consultant is receiving $1,500 or more, attach the agreement to a Request for Purchase and send them to the Purchasing Office in Sherman Hall. (Note: Consultants are only persons who are not currently employed by WIU. WIU employees are paid through the Payroll Office.)

How to Pay Someone a One-Time (Non-Continuous) Lump Sum
The Request for Lump Sum Payment Form should be used for non-WIU employees that are performing services occasional in nature and not ongoing. This form is not utilized for current WIU undergraduates, graduate students, or Graduate Assistants. It can be located at wiu.edu/vpas/human_resources/forms.php. It should be completed in full with all required signatures obtained before sending to Human Resources. Payment will not be made until work has been completed.

Please keep in mind that all new employees must complete I-9 and tax withholding papers prior to their start date. The Payroll Office can assist with the paperwork.
**Are You Ready for NIH?**

The answers to these questions will help you decide if you are ready to apply to the National Institutes of Health (NIH).

1. What do you plan to do?
2. Is it worth doing?
3. What are your goals and specific aims?
4. Is your methodology state-of-the-art?
5. Do you have qualified people to do the work?
6. Do you have adequate physical resources to do this project?
7. How long will it take?
8. How much will it cost?
9. Are other funds available?
10. How will it be sustained?
11. What are your expected results?
12. How will NIH profit?
13. How will society profit?
14. Do you know what has been done previously in this area?
15. Have you talked to program officers about your project?

If you can answer these questions “yes,” then you are probably ready to write your application. If the answer is “no,” then you have identified areas in which you need to prepare before starting to write your proposal. Either way, these questions will help drive your proposal.

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**We Are “Rural.” Aren’t We?**

Certain grant programs target “rural” communities. How do you know a rural community when you see one?

**Question:** Which of the following 15 definitions of “rural” is correct?

1. Any place with fewer than 50,000 inhabitants and not located adjacent to an urban area.
2. Any place with 20,000 or fewer inhabitants.
3. Any place with 10,000 or fewer inhabitants.
4. Any place with fewer than 5,000 inhabitants.
5. Any place that is not in a town or city with more than 2,500 residents.
6. Any place that is not in a town with 25,000 inhabitants or more.
7. Places inside a Metropolitan Statistical Area with a population density of less than 20 people per square mile.
8. Any place in the County of Honolulu that is judged to be “not urban in character.”
9. Any place in Puerto Rico that is judged to be “not urban in character.”
10. A populated area with boundaries at least 40 miles apart, which is not contiguous to a large urban area, and considered “rural in character.”
11. An area within an urbanized area that lies within a quarter-mile of a rural area and is “rural in character.”
12. Any place outside a town, city, or “urban cluster” with more than 2,500 residents.
13. Areas with a population density between seven and 1,000 people per square mile.
14. Any place determined by a state government to be rural.
15. Any area with a “Rural-Urban Commuting Area Code” between 4 and 10.

**Answer:** All of the above are used by federal grantmaking agencies. The first 11 are definitions used by various U.S. Department of Agriculture programs; Number 12 = Census Bureau; 13 = Veterans Affairs; 14 = Department of Education; and 15 = Health and Human Services.

Are the multiple definitions of “rural” problematic for grant writers? Not necessarily. Many words have multiple meanings. Grant writers just need to make sure they know which definition the grantmaker is using when responding to funding opportunities.
Matching Project Ideas to NEH Grant Programs

The National Endowment for the Humanities (NEH) has developed an online resource at www.neh.gov/grants/match-your-project to help faculty members target the funding opportunities best suited to their project ideas. Users can identify the appropriate NEH program by selecting from options such as these:

- I want to host a program for faculty, scholars, or practitioners to expand their knowledge of a topic.
- I am organizing a scholarly conference.
- I want to develop or refine a humanities course or curriculum.
- I want to create a scholarly edition or reference volume.
- I am seeking support for an archaeological project.
- I want to preserve a collection and/or make it easier for people to access.
- I want to develop or put on an exhibition or cultural program.
- I want to combine digital technology with the humanities.
- I want to create a website with humanities content.
- I want to develop or produce a reading and discussion program.

Because NEH program officers are so willing to speak with prospective applicants, discuss project ideas, and, in almost all cases, review draft proposals, faculty members can also make real use of the NEH office and division contact list at www.neh.gov/about/staff/division.

Fall 2013 IRB Announcements

- The Institutional Review Board (IRB) no longer requires a signature on IRB applications. Simply complete the form. E-mail it from your WIU e-mail address to irb@wiu.edu for an official submission.
- The IRB now communicates official decisions via e-mail. Look for approval letters, requests for revisions, and receipt confirmations to be sent to your WIU e-mail address.
- The IRB no longer stamps approved consent documents. Once an application is approved, the consent forms may be used for the approval period stated on the IRB approval letter/e-mail.
- The WIU IRB welcomes two new members: Assistant Professor Amanda Silberer of Communication Sciences and Disorders and Mr. David Lueck, Manager of Administrative Information Management Systems. We appreciate all the WIU staff and faculty who serve on the board!
- Special thanks to our community member Mrs. Aimee Anderson of Bridgeway. Aimee has agreed to serve on the board for another three years. We are grateful to her for volunteering her time to the board.
- There have been changes to the IRB forms. Please be sure to read the forms carefully before submitting your application.

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 – Fall 2013

Grant Forward – How to Use the New Grant Forward Funding Search Service
Thursday, September 26 3:00-4:00 PM  
Monday, September 30 3:00-4:00 PM  
Library, 3rd Floor Computer Classroom

OSP staff will demonstrate how to use the new Grant Forward funding search database. Participants will learn how to use this new system to find grant programs and set up automatic searches for their grant-funded projects.

Deconstructing the NSF Application
Monday, October 28 3:00-4:00 PM  
Library, Room 180

Preparing an application to the National Science Foundation can seem like a daunting task, but OSP staff will break down the various sections of the application and introduce participants to helpful NSF resource materials. They will demonstrate how to register with the NSF FastLane system and then show how to navigate the Grants.gov system.

How to Get Started on a Grant Proposal
Thursday, November 7 3:00-4:00 PM  
Library, Room 180

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.

Grant Administration – Post Award for the New PI
Tuesday, September 17 10:30-11:30 AM  
Wednesday, September 25 3:00-4:00 PM  
Thursday, October 3 3:00-4:00 PM  
Library, Room 180

We will explore the responsibilities of the Project Investigator (PI) and discuss how the Office of Sponsored Projects, as well as other offices on campus, can help you meet the objectives in your grant proposal and successfully complete your project. We will cover who negotiates the award, signs the award document, establishes the account, prepares payroll paperwork, documents cost sharing, certifies time and effort, requests amendments, prepares progress reports and financial reports, and closes out the award.

Time & Effort Reporting on Grants – What Is It and What Do I Have To Do?
Tuesday, October 22 10:30-11:30 AM  
Wednesday, October 30 3:00-4:00 PM  
Thursday, November 7 10:30-11:30 AM  
Library, Room 180

Time & Effort Certification can be very confusing. Many Project Investigators (PIs) don’t know the difference between effort reporting and payroll distributions. We will discuss what effort reporting is, why it is important, when it has to be done, how it is calculated, and how it is certified.

Institutional Review Board
Please check the IRB website for upcoming scheduled fall workshops.
WIU Foundation and Office of Sponsored Projects Summer Stipend Program

The Western Illinois University Foundation and the Office of Sponsored Projects will award up to 10 summer stipends of $3,000 each for summer 2014. Additional support up to $500 is possible from the Office of Sponsored Projects.

The WIU Foundation will award three additional grants specifically related to academic enhancements in the classroom. These will be awarded to three Category 1 or 2 projects.

All of the grants provide opportunities for faculty to engage in projects leading to the professional advancement of the proposal writer and the enhancement of Western in the areas of teaching, research, and creative activity. The summer stipend is intended to allow faculty to pursue projects beyond those chosen during the academic year.

Proposals are encouraged in the following categories: development of a significant curriculum proposal, mastery of a new instructional technique, research leading to publication, research required to prepare an application to an external granting agency, and creation of work leading to a performance or exhibition.

The selection committee will pay special attention to the “expected outcomes” section of the proposal to ensure results from the stipend-funded project.

Proposals for summer stipends must be submitted to the WIU Foundation Office, Sherman Hall 303, no later than noon on Monday, September 23.

The committee will only consider applications that follow the guidelines, supply important information, present scholarly quality, and meet the application deadline. Examples of successfully funded proposals can be found on the Center for Innovation in Research and Teaching website at wiu.edu/CITR/resources/summer-stipend.php.

For more information about the guidelines, contact Lisa Krieg at (309) 298-1808 or LL-Krieg@wiu.edu.
**FY14 University Research Council Grant Recipients**

**Sue Hum-Musser, Biological Sciences**  
“The Impact of Ozone and Insect Herbivory on Genome-Wide Plant Gene Expression,” $3,600

**Ranbir Kang, Geography**  
“River Response to Urbanization: A Case Study of Sugarland Run from Chesapeake Bay System for Developing a National Science Foundation Grant Proposal,” $4,125

**Febe Pamonag, History**  

**Bridget Welch and Craig Tollini, Sociology and Anthropology**  
“The Effect of Disclosure Network Formation and Characteristics on Sexual Assault Survivor Outcomes,” $4,887

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**University Research Council Members**

- Kathleen Neumann................................. Associate Provost and Academic Vice President; Chairperson of the URC
- Randall Faust................................................................. ...... Music
- Colin Harbke................................................................. Psychology
- Hoyet Hemphill.............................................................. Instructional Design and Technology
- Redina Herman............................................................ Geography
- Jim Kenny................................................................. Marketing and Finance
- Jennifer McNabb............................................................. History
- Katharine Pawelko............................................................ Recreation, Park and Tourism Administration
- Sumesh Philip............................................................... Computer Science
- Sharon Stevens............................................................ Educational and Interdisciplinary Studies

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The annual University Research Council Grants Competition occurs in the spring. Watch for details in the Spring issue of *The Source* and on the OSP website for the FY15 competition.
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

Shannon Sutton, Director – Contact Shannon 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.

Jennifer Scott, Grants and Contracts Administrator I – Contact Jennifer for services involving the administration of 5-2xxxx 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 all financial invoicing and reporting.

Jacqueline Reid Tharpe, Compliance Specialist – Contact Jacqueline for federal compliance issues, including questions about human and animal subjects in research and Institutional Review Board 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.

Meagan Kramer, Grants and Contracts Administrator I – Contact Meagan for services involving the administration of 5-1xxxx 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 all financial invoicing and reporting.

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

Office of Sponsored Projects
Sherman Hall 320 • 1 University Circle • Macomb, IL 61455-1390
(309) 298-1191 • Fax: (309) 298-2091
wiu.edu/SponsoredProjects