

# The Source

Office of Sponsored Projects



WESTERN  
ILLINOIS  
UNIVERSITY

## Spring 2015

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## The Office of Sponsored Projects Welcomes . . .



*Belinda Adamson*

### Compliance Specialist Belinda Adamson

Belinda Adamson joined the Office of Sponsored Projects in October 2014 as the Compliance Specialist. She is responsible for ensuring compliance with federally mandated regulations on research activities that involve human and animal subjects. She works closely with various campus compliance committees; chairs and administers the University Responsible Conduct of Research (RCR) committee; manages federal Conflict of Interest (COI) policies; and reviews, updates, and formulates policies when federal guidance documents are revised or new ones are generated. Due to these responsibilities, she acts as a liaison between the University and various federal agencies. Belinda is available to conduct guest lectures in student classrooms and training sessions for faculty researchers.

Belinda previously worked at the University of Illinois at Urbana-Champaign as a Human Subject Coordinator for the Institutional Review Board (IRB). In that position, she was responsible for reviewing both behavioral science and biomedical studies along with overseeing Institutional Authorization Agreements and working on the Association for the Accreditation of Human Research Protection Programs (AAHRPP) reaccreditation process. Belinda got her start in the compliance field at the VA Medical Center in Ann Arbor, Michigan, and at the University of Michigan Medical School IRB in 2003. Prior to doing compliance work, she was involved in basic science research for 15 years.

Belinda received her Bachelor of Science in Clinical Laboratory Medicine and her Master in Adult and Higher Education from Arizona State University in Tempe. She has a certification in Clinical Research Administration and is finishing up her Master of Science in Clinical Research Administration from Eastern Michigan University. Belinda enjoys reading, scuba diving, travelling, bicycling, and doing RABRAI.



Shannon Sutton, Director of Sponsored Projects  
Jill Marshall, Administrative Assistant (Pre-Award)  
Jennifer Scott, Grants and Contracts Administrator I (Post-Award)  
Meagan Kramer, Grants and Contracts Administrator I (Post-Award)  
Belinda Adamson, Compliance Specialist  
Tracy Meredith, Staff Clerk  
Brooke Randazzo, Graduate Assistant  
Emily Bozard, Student Worker



## FY15 University Research Council Grant Recipients

### Brian Bellott, Chemistry

“Understanding the Structure-Property Relationship via the High Temperature Synthesis of Perovskite Materials,” \$5,000

### Lee Brice, History

“In Small Things Unforgotten: Archaeological Finds and Hoards Reflecting the Mint at Ancient Corinth,” \$4,500

### Dinesh Ekanayake and Amy Ekanayake, Mathematics

“Study of Alternative Stable States and Stochasticity for Better Disease Control and Population Management,” \$4,702

### Jonathan Hammersley, Psychology

“Assessing Psychological and Neurobiological Individual Differences in Cigarette and Caffeine Use,” \$3,574

### Christopher Jacques, Biological Sciences

“Evaluating Nest Site Selection by Southern Flying Squirrels in Northern Hardwood Forests of West-Central Illinois,” \$3,750

### Shawn Meagher, Biological Sciences

“Predicting Parasitism Risk in Wildlife: Does the Abundance of “White Grub” in Snails Explain Their Abundance in Fish Hosts? A “Metabarcoding” Approach Using Pyrosequencing of DNA,” \$3,600

### Catherine Miller-Hunt, Biological Sciences

“The Role Signaling Lymphocyte-Activation Molecule Family Member 8 (SLAMF8) in Wild-Type Measles Virus Infection,” \$4,688

### Hiroki Sotozaki, Psychology

“Naming Speed, Shifting Attention and Reading Ability: Why Do the Rapid Automatized Naming Tasks Predict Reading Ability So Well?,” \$3,383

### Bruce Walters, Art

“Jazz Age Film Intended for PBS Broadcast and Exhibition at Film Festivals,” \$5,000

## University Research Council Members

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

## Inaugural Grant Writing Fellowship Awardees

The purpose of the Grant Writing Fellows Program is to encourage the submission of external grant applications for the mutual benefit of the University and the employee. The University offers funds to support one course (one three ACE or one four ACE) reassignment of workload to faculty members (or 20% for one semester for Academic Support Professionals). The first Grant Writing Fellowship submissions were due August 25, 2014, and seven applications were received. The evaluation committee, which is made up of faculty from each represented area, one person from the Center for Innovation in Teaching and Research (CITR), and the Director of Sponsored Projects, granted two fellowships for the Spring 2015 semester to the following faculty members:

1. Dr. In Lee, Computer Sciences, “Developing New Models and Methods for Researching the Value of the Internet of Things (IoT) in the Smart Economy”
2. Dr. Ranbir Kang, Geography, “Effects of Check Dams on Landscape and Marginalized Communities in Eco-sensitive Shiwaliks Food Hills of India”

The next round of submissions is due Friday, January 30, 2015, by 4:30 PM to the Office of Sponsored Projects (OSP) or e-mailed to Shannon Sutton, OSP Director (sm-sutton@wiu.edu). The grant writing fellowships will be for either the Fall 2015 or Spring 2016 semester. The revised Grant Writing Fellowship application can be found on the Provost’s website at [wiu.edu/provost](http://wiu.edu/provost). Please contact the OSP for further information.

## Avoiding Grantosis Nervosa

Most people who write grants eventually come down with a dreaded grant disease: Grantosis Nervosa.

Symptoms include impatience, excessive competitiveness, aggressiveness, and an acute sense of time urgency. People with Grantosis Nervosa (aka Hurry Sickness) spend a disproportionate amount of emotional energy struggling against the normal constraints of time. They suffer from a ceaseless quest to move faster and to do more things in less time. They strive to hurry thinking and writing. Annoyance flashes to anger when cars slow down on the expressway. Collaborators seem

to move slower than snails when drafting proposal copy. They repeatedly call Federal Express to re-confirm the last pick-up time. They use a Stairmaster and critique proposal drafts at the same time. They drive and use their cell phone to make sure the office laser printer is working ok. They are master multi-taskers. They avoid oatmeal for breakfast because it takes too long; Pop Tarts are quicker. They feel guilty about relaxing. They push “Door Close” on elevators. They understand what it means to “go postal!” We all get the same 1,440 minutes each day. Make them count as you go through the grant development process, but do avoid Grantosis Nervosa.

## Surviving Site Visits

The phone rings. The sponsor wants to do a site visit before making a final funding decision about your grant proposal. It's ok to panic, but set the timer for five minutes only!

The good news is that you are on the sponsor's short-short list. Things that you can do to get ready for the visit:

- Prepare by bringing all potential project personnel together and review in detail the components of your proposal.
- Have everyone re-read the proposal.

- Ask the sponsors if they have a particular agenda they wish to follow or if they want to see any special background documents.
- Allow plenty of time for questions.
- Don't bombard reviewers with a lot of new information that wasn't in the application.

The most common mistake made in a site visit is for project team members to be unfamiliar with proposal details. It is wise to hold a dress rehearsal before the site visit, even to the extent of asking outside colleagues to come in and hold a practice site visit.

## URC Internal Grants FY16 Competition Announced

The University Research Council (URC) has announced that the deadline for the FY16 Internal Grants Competition is 4:30 PM on Tuesday, April 7, 2015. This competition is for projects that will be conducted from July 1, 2015 through June 30, 2016.

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.

Application materials are available on the Office of Sponsored Projects website at [wiu.edu/sponsored\\_projects/urc/urc\\_guide\\_and\\_forms.php](http://wiu.edu/sponsored_projects/urc/urc_guide_and_forms.php).

Remember that this is the only competition for FY16. The URC holds one annual competition each year with project dates to coincide with the fiscal year of July 1 through June 30. All future funding cycles and deadline dates will follow a similar pattern with a deadline in early/mid-April for projects that begin on July 1.

A URC Technical Assistance Workshop will be held for those interested in submitting applications. The workshop will be held on Thursday, March 12, 2015, from 3:00 to 4:00 PM in Malpass Library, Room 180. Please contact the OSP at (309) 298-1191 or visit the CITR Web page at [wiu.edu/CITR/workshops](http://wiu.edu/CITR/workshops) to register.

Please don't hesitate to contact the OSP at (309) 298-1191 for further information.

## 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. As long as you have something from your program officer with the project start date, your Dean will guarantee the 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.

**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 the Office of Sponsored Projects (OSP), Sherman Hall 320, 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 OSP, Sherman Hall 320. We will make a copy of it for our files and see that it is deposited into your grant account.

**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.

**The department secretary is working overtime on my grant project. How will he or she be paid?**

Assuming this is an allowable expense and there are funds available in your budget, you will need to contact the Payroll Office to set him or her up in the payroll system so he or she can record the hours worked 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. Make sure that you supply your grant account number on the appropriate paperwork.

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

Contact Student Employment in the Financial Aid 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 am 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 the 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.

**I realized I overbudgeted in my equipment category and would like to transfer money into supplies and materials to pay for more computer toner cartridges. What should I do?**

In some cases, the transfer can be made internally without requesting permission from the funding agency. If the agency does require a request to be made, either you or the OSP can make the request of the agency. Your grant administrator will need written approval from the sponsoring agency.

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**My project won't be complete by the ending date. Can I ask for an extension?**

Yes. Some agencies automatically offer a one-year extension without asking for permission, but with agencies where this is not the case, the OSP is always happy to request an extension on your behalf. Please keep in mind to do so as soon as you realize you may need an extension. Some agencies don't allow extensions if requests are in the last 60 days of the project period.

**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 risk future funding possibilities for yourself, or worse, for your colleagues. It would be better to receive permission from the agency to turn your report in late.

## Sponsored Projects Management Workshop Series

Have you ever wondered how to prepare a grant budget or who is responsible for what on a grant? Then the Sponsored Projects Management Workshop is for you!

The Office of Sponsored Projects conducts campuswide training on sponsored projects management on a biannual basis. We will be holding the next training sessions in the May/June 2015 time frame with dates to be announced soon.

The two half-day sessions cover Pre-Award topics such as "How to Prepare a Proposal" and "Proposal Budget Issues"; and Post-

Award topics such as "Roles & Responsibilities," "Time & Effort Reporting," and topics covering Business Office, Purchasing, and Personnel issues. A panel discussion will be held with staff from all the pertinent areas on hand to answer your questions.

If you are interested in the workshops, please contact Tracy Meredith at (309) 298-1191 or [tj-meredith@wiu.edu](mailto:tj-meredith@wiu.edu). We will be contacting people in May with the specific details and information. If there is enough interest, we will do a separate session at the Quad Cities campus. We look forward to seeing you there.

## NSF Broader Impacts Special Report

The National Science Foundation recently released a special report highlighting the broader impacts of NSF-supported science in everyday life. "Intellectual merit and broader impacts are the pillars of NSF's merit review process," said Wanda E. Ward, head of NSF's Office of International and Integrative Activities, "In some projects, broader impacts are intrinsic to the science itself. In others, they may focus on broadening the participation of underrepresented groups, education in science, technology, engineering or mathematics (STEM), enhancing research infrastructure, broad dissemination to enhance public understanding and more."

Detailed examples of NSF-funded broader impacts—stories of transformational discoveries, promising technology, innovative STEM education, and more—are available in the Broader Impacts Special Report at [www.nsf.gov/od/iaa/special/broader-impacts](http://www.nsf.gov/od/iaa/special/broader-impacts).



National Science Foundation  
WHERE DISCOVERIES BEGIN

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



## Compliance Corner

Welcome to another edition of “Compliance Corner.” For this edition, I would like to briefly review the different areas that fall under the oversight of the Compliance Specialist.

### Institutional Animal Care and Use Committee (IACUC)– Animal Subjects in Research

The mission of the Department of Laboratory Animal Care is to provide the highest level of animal care possible with the resources available. The department strives to provide healthy animals in support of education and research at the University.

There is a series of guidelines and oversight committees in place to assure the appropriate use and care of the laboratory animals under the charge of the Laboratory Animal Care Department. All are in place to ensure that animal research and animal facility operations meet or exceed all applicable regulations and guidelines. Because the care of an animal is a dynamic activity, one must cultivate the well-being of the animal and must anticipate and solve problems before they occur.

A *Researcher Handbook* is being finalized to assist researcher and students to understand what they need to follow while using animals in their research or coursework. This will be provided to all researchers and faculty members who use animals.

Documents for IACUC review are due to Dr. Sandy McFadden no later than one week prior to the meeting date. The Research with Animals Protocol Review Form is available on the Compliance website.

IACUC Meeting Dates	Material to Be Submitted for Review
February 2, 2015	no later than January 26, 2015
March 2, 2015	no later than February 23, 2015
April 6, 2015	no later than March 30, 2015
May 4, 2015	no later than April 13, 2015

### Institutional Biosafety Committee (IBC)

The responsibility of the IBC is to oversee the *NIH Guidelines for Research Involving Recombinant and Synthetic Nucleic Acid Molecules* since WIU receives funding from the National Institutes of Health. The *NIH Guidelines* detail safety practices and containment procedures for basic and clinical research involving recombinant or synthetic nucleic acid molecules, including the creation and use of organisms and viruses containing recombinant or synthetic nucleic acid molecules. The research may also be subject to local ordinances, state or federal regulations, or agency guidelines that require compliance with the *NIH Guidelines*.

### Recombinant and Synthetic Nucleic Acid Molecules

In the context of the NIH Guidelines, recombinant and synthetic nucleic acid are defined as: (i) molecules that a) are constructed by joining nucleic acid molecules and b) that can replicate in a living cell, i.e., recombinant nucleic acids; (ii) nucleic acid molecules that are chemically or by other means synthesized or amplified, including those that are chemically or otherwise modified but can base pair with naturally occurring nucleic acid molecules, i.e., synthetic nucleic acids, or (iii) molecules that result from the replication of those described in (i) or (ii) above. (Section I-B of the *NIH Guidelines*)

Later this spring the IBC will be developing a questionnaire to see the variety of experimentation that is occurring at WIU that involves biological materials (e.g., blood or infectious agents), other potentially hazardous agents (e.g., carcinogens), and recombinant and synthetic nucleic acid molecules.

### Institutional Review Board (IRB)–Human Subject Research

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 acts according to policies set forth by the U.S. Department of Health and Human Services (DHHS) that relates to the ethical standards of research involving human subjects (45 CFR 46). Every five years, or as needed, the IRB files a federal-wide assurance with the Office of Human Research Protection (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 institutions sponsoring the research project, but also protects the researcher.

It is the time to check that the *current Initial Review Form* template is being used. The following should be in the footer of the form you are completing: “**Western Illinois University | Version 6/17/2014.**” If your form does not show this wording, the IRB will be requesting, as part of their review, that your study protocol be transferred to the current template. This document and others used in the IRB review process can be found at [wiu.edu/sponsored\\_projects/compliance](http://wiu.edu/sponsored_projects/compliance).

Materials for full board review are due to the IRB e-mail ([irb@wiu.edu](mailto:irb@wiu.edu)) no later than two weeks prior to the meeting date.

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IRB Meeting Dates	Material to Be Submitted for Review
February 23, 2015	no later than February 9, 2015
March 23, 2015	no later than March 9, 2015
April 27, 2015	no later than April 13, 2015

### Conflict of Interest (COI)

Federal regulations require that the University manage, reduce, or eliminate any actual or potential COIs that may be presented by a financial interest of an investigator (i.e., principal investigator, project director, and other persons responsible for the design, conduct, or reporting of a sponsored project). Accordingly, the University must require that investigators disclose any significant financial interest that may present an actual or potential COI in relationship with a sponsored project.

The regulations also require that such disclosure occur prior to the submission of a sponsored project proposal. The investigators are required to disclose significant financial interest to the University if a significant financial interest develops after proposal submission or issuance of award as soon as the interest comes into existence. Additionally, projects funded by the National Science Foundation (NSF) or a Public Health Service (PHS) agency will be required to disclose at least

annually during the period covered by the grant. Investigators are also required to comply with any conditions or restrictions imposed on the conduct of the project in a management plan, as determined by the University, including the retention of documentation to demonstrate compliance with the plan.

Visit the COI section on the Compliance website at [wiu.edu/sponsored\\_projects/compliance](http://wiu.edu/sponsored_projects/compliance) to determine what is required to be disclosed and the procedure on how to provide this disclosure. Also in the COI section is the form to be completed and training instruction on COI provided by the Collaborative Institutional Training Initiative (CITI).

### Responsible Conduct of Research

Education and awareness of the responsible conduct of research (RCR) at WIU is part of the educational and compliance activities of the Office of Sponsored Projects.

The NSF and NIH require that the University have a process in place for training all researchers, including undergraduate and graduate students, who will participate in a funded research project. The CITI is the preferred RCR training program for all researchers, including undergraduate and graduate students who will participate in the proposed research project.

## 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](http://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](http://www.neh.gov/about/staff/division).



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](http://aascu.org/grc) and enter the username "WIU" and the password "grants."

## 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.



*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.



*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.



*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.



*Belinda Adamson, Compliance Specialist* – Contact Belinda for federal compliance issues, including questions about human and animal subjects in research and Institutional Review Board policies and procedures.



*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.

