

Research NOTES

Vol. 6, No. 2 April 2016

Highlights

- NSF CAREER Workshop
- Expense Reallocations
- Researcher's Toolbox
- Funding Opportunities

Federal Agency Guidelines *What You Need to Know for 2016*

Each year the National Science Foundation (NSF) and the National Institutes of Health (NIH) update their standard grant proposal and award guidelines. This year, the changes aim to align better with the OMB Uniform Guidance document, and to clarify some changes from years past.

On Friday, February 5 the Office of Research & Sponsored Programs hosted a federal agency guideline update and Q&A session. The luncheon meeting was well attended and offered clarification to attendees of several policies and guidelines. **Here are some important highlights and takeaways from the session.**

The NSF will no longer accept applications submitted on or after 5:00:01. Proposals must be submitted and through the system by 5:00:00pm institution local time.



The Collaborators & Other Affiliations section has been removed from the biographical sketches. Instead, this information is uploaded as a *single-copy document* in Fastlane. Infor-

mation must be provided for all senior personnel, and the total number of collaborators and other affiliations is no longer required. Follow the standard NSF biographical sketch guidelines exactly, and do not use the extra space to add additional information, such as honors and awards.

The Current and Pending Support document must now include current internal Lehigh awards designated for specific projects (e.g., CORE, FIG, FRG).

Results from Prior NSF Support must be provided for any PI and Co-PI who has received NSF funding with a start date in the past five years.

Letters of Collaboration must follow the prescribed language and format specified in either the program announcement or the grant proposal guide. General letters of support are not permitted (unless required by a specific program solicitation).

The Project Description must not include URLs or links to outside sources. The information (including graphs and figures) must be presented in the standard 15-pages, unless stated otherwise in the parent announcement.

Final Reports and Project Outcomes Reports for awards with a start date after January 25, 2016 must be submitted no later than 120 days follow-

ing the expiration date of the award. For awards with start dates *prior* to this time, final reports must still be submitted no later than 90 days after the expiration date of the award.

NSF Public Access Policy requires that articles in peer-reviewed journals, and papers in juried conference proceedings be deposited into a public access database within 12 months of publication. This new policy applies to awards made from proposals submitted after January 25, 2016. New award documents will include a statement on the implementation of the public access policy.

The NIH now requires that any Undergraduate, Graduate Student, and/or Postdoctoral who participates in an NIH-funded project for at least one person month or more (paid or unpaid) must be registered in the eRA Commons.

Investigators are limited to one (1) unsuccessful resubmission application. Then, they (*continued on page 2*)



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(Federal Agency Guidelines continued from page 1) may submit the same idea as a New application for any future due date that is appropriate for the grant mechanism and Funding Opportunity Announcement.

Biographical sketches are now limited to 5-pages with a slightly updated format. Senior Personnel are encouraged to include a link to a full list of published work as found in a publicly available digital database such as MyBibliography or SciENcv. Graphics, figures, and tables are not allowed in this document.

There are several new, required writing points for the Research Strategy document. These are specifically related to Significance, Approach, and Vertebrate Animals. Consult with your CGS when developing these documents for your proposal to be sure you include the new requirements.

A **New Document** titled the Authentication of Key Resources Plan (when applicable) is required for all applica-

tions submitted on or after January 25, 2016. This document should briefly describe methods to ensure the identity and validity of key biological and/or chemical resources used in the proposed studies. These include, but are not limited to, cell lines, specialty chemicals, antibodies, and other biologics. For assistance, NIH has posted an FAQ about this document. [Authentication of Key Resources FAQ](#)

NIH Application "FORMS D" must be used for all applications submitted for due dates on or after May 25, 2016.

Each year federal agencies update their standard grant proposal and award guidelines. It is our goal to host additional information and Q&A sessions throughout the year. Contact your CGS for more information on any of these updates, or if you have a suggestion for a future session.

-Susan E. Disidore
& Heather M. Messina

NSF CAREER Workshop for Junior Faculty

The National Science Foundation (NSF) Faculty Early Career Development (CAREER) Program is one of the foundation's most prestigious awards in support of junior faculty who exemplify the role of teacher-scholar through outstanding research, excellent education, and the integration of education and research within the context of the mission of their institution. Each year OVPR hosts a workshop to review and discuss the requirements and guidelines of the program. Past awardees of these grants share their experience relevant to proposal development, communication with the program officer, submission of the proposal, and the review process. Members of ORSP will be there to answer questions. **Save The Date!** The workshop is scheduled for Thursday, April 7.

- Sujata Jagota

What's New in ORSP?

New Security System!

Like other administrative offices, ORSP on Brodhead Avenue had a new security system installed. The door will remain locked at all times, and guests will need to use the door bell to gain entrance during normal office hours. We warmly welcome visits from everyone, but it may be advisable to make an appointment with your CGS.

◆ **Katharine (Kate) Bullard** has joined the VPR Office as the Research Program Development Officer focusing on supporting research in the arts, humanities, and social sciences.

◆ **Sujata Jagota**, Research Program Development Officer for Engineering, will be leaving Lehigh in June. Join us in wishing her well as she explores personal interests and new endeavors.

If there's a topic you'd like to see covered in the next issue of Research Notes, please send a note to inors@lehigh.edu.

Reminders

• Expense Reallocations

A cost transfer is any after-the-fact adjustment or transfer of an expenditure to or from an externally funded grant. Lehigh separates reallocations into two categories; payroll and non-payroll. We are all responsible for ensuring that costs charged to a grant or contract are allowable, allocable, and reasonable. However, under certain circumstances, a cost transfer may be appropriate. The administration of cost transfers is extremely important and time sensitive. It is key to provide your CGS with all of the required documentation less than 90 days from the original charge.

Using the “Researcher’s Toolbox”

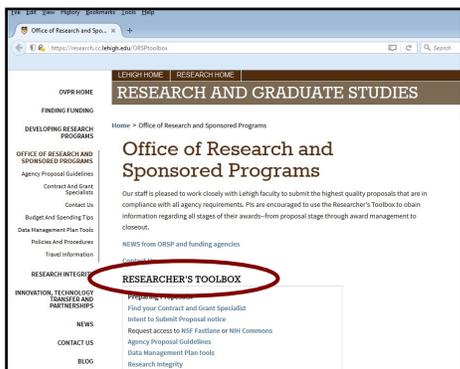
The Office of Research & Sponsored Programs continues to find ways to enhance the research experience of faculty members. A fairly recent revamp of the OVPR’s website is hopefully making it even easier for you to locate valuable information that will help advance your research program.

ORSP’s home page features our mission statement and two important links; 1) [Find Your Contract and Grant Specialist](#) who serves your department, and 2) the [Researcher’s Toolbox](#), a comprehensive source of information for both proposal submission and research award administration.

To find the [Researcher’s Toolbox](#):

1. Click the brown Research banner at the top of the *Inside Lehigh* page for students, faculty and staff and pull down Office of Research and Graduate Studies.
2. Click either one of the two links for *Research and Sponsored Programs*. The *Researcher’s Toolbox* is the second heading on the page.

Once in the Researcher’s Toolbox, Click and Explore!



Preparing Proposals

Your grant application deadline is approaching. *Where to begin?*

- You’ll find the [Intent to Submit a Proposal](#) online form which will

give your CGS notice that you plan to submit a federal grant proposal soon, and will need their assistance.

- If you aren’t already registered in [NSF’s Fastlane](#) or [NIH’s eRA Commons](#), there is a link to get started.
- [Agency Guidance](#) gives you important tips about complying with mandatory proposal guidelines as well as news on the latest changes that took effect for both NSF and NIH in January 2016.
- [Data Management Plan](#) tools can help you build that document from the ground up, and gives you an outline of what your document should contain.
- [Research Integrity](#) links you to important human subject or animal research information.

Standard Lehigh Policies & Reference Numbers

What different Indirect Cost (IC) rates do we use? What are the current and projected tuition rates? What’s the policy on RCR training? How do I hire a consultant? Where can I find per diem rates? What is the Fly America Act? How do I decide if the organization I want to pay for service is a vendor or a subcontractor? What does a research and testing agreement look like? **The Researcher’s Toolbox is where you can find answers to these questions...and more.**

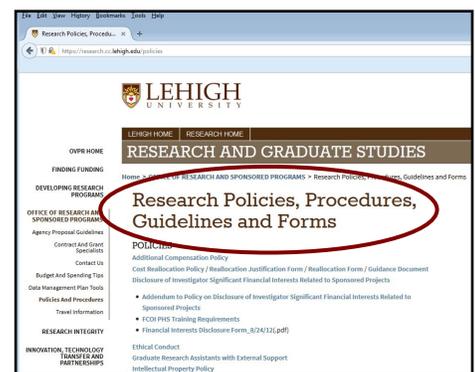
Award Setup Management and Closeout

Under this section of the [Researcher’s Toolbox](#) are useful tips and information that will help you properly manage your sponsored projects. This explains the process that occurs once you receive notice that your project is funded...all the way to closing it out properly at the end.

[Budget and Spending Tips and advice from your CGS](#) can help you determine what expenses are allowable and unallowable on a federal grant award. [Traveling on research awards](#) will help you when you settle your expenses after attending a conference—but read this before you go! Effort reporting and project closeout are also explained, as is the expense transaction and reallocation process.



Can’t find the answer to your question? If you don’t find what you need on the ORSP Researcher’s Toolbox, click the **Contact Us** link, or go to the email link next to your Contract and Grant Specialist, and drop us a note! If you need it, chances are good that others will need it too!



- Dolores B. Rice

Faculty Development & Research Funding Opportunities

Lehigh Faculty Development Opportunities

Outreach Workshop for STEM Faculty provides an opportunity for faculty members at all levels to share and brainstorm ideas related to developing outreach programs related to STEM research. The forum will include informal presentations by persons at Lehigh who have demonstrated success in integrating research education and outreach, followed by a lively discussion with colleagues. Angela Scott, Director of Academic Outreach, is one of the confirmed speakers for this session. Ms. Scott's main role is to support the academic diversity, inclusion, and engagement strategic initiatives. The workshop is scheduled for Thursday, April 21.

Peer Exchange Workshop on National Institutes of Health (NIH) Funding This is a campus-wide workshop that brings together members of the faculty eager to share their knowledge and experience in working with a wide variety of Federal Agencies. This year the workshop will focus on the application process and questions related to seeking funding from the National Institutes of Health (NIH). Faculty members are welcome to serve as mentors on the panel. Previous sessions have featured information about the Department of Energy (DOE), and Department of Defense (DOD). The workshop will be held in May 2016.

National Science Foundation (NSF) Funding

Partnerships for Innovation: Accelerating Innovation Research (PFI: AIR-TT) [\[NSF 15-570\]](#) Overall, the NSF PFI program offers opportunities to connect new knowledge to societal benefit through translational research efforts and/or partnerships that encourage entrepreneurship. The PFI: AIR-TT, specifically, serves as an early opportunity to move previously

NSF-funded research results with promising commercial potential along the path toward commercialization. Projects are supported to demonstrate proof-of-concept, prototype, or scale-up while engaging faculty and students in innovative thinking. The letter of intent deadline was March 1, 2016 (required) and the full proposal deadline is April 1, 2016.

Cybersecurity Innovation for Cyberinfrastructure (CICI) [\[NSF 16-533\]](#) An increasing area of focus for NSF is the development and deployment of hardware and software technologies and techniques to protect cyberinfrastructure across every stage of scientific workflow. It is recommended for interested faculty to review the "What has been funded" section of the solicitation. The full proposal deadline is April 19, 2016.

Expeditions in Computing (Expeditions) [\[NSF 16-535\]](#) The Directorate for Computer and Information Science and Engineering (CISE) has created this program to provide the CISE research and education community with the opportunity to pursue ambitious, fundamental research agendas that promise to define the future of computing and information. The awards made in this program, which can exceed \$2M per year, aim to complement research areas supported by other CISE programs, which target particular computing or information disciplines or fields. The Preliminary Proposal Deadline is May 2, 2016.

Faculty Early Career Development Program (CAREER) [\[NSF 15-555\]](#) This is NSF's most prestigious award in support of junior faculty who exemplify the role of teacher-scholars. A workshop will be held on campus on Thursday, April 7 to review the guidelines and requirements of the proposal. The full proposal deadline is July 20, 2016 for BIO, CISE, and HER. July 21, 2016 for ENG. July 22,

2016 for GEO, MPS, and SBE. Please contact for CGS early if you are planning to apply to this program.

National Institutes of Health (NIH) Funding

NIH Research Project Grant Program (R01) [\[PA-13-302\]](#) provides support for health-related research and development based on the mission of NIH. Applications for an R01 award are not limited in dollars but need to reflect the actual needs of the proposed project. R01s are most often investigator initiated in response to either an R01 Parent Announcement or a program announcement highlighting particular scientific areas. The next proposal deadline is June 5, 2016.

NIH Exploratory / Developmental Research Grant Award (R21) [\[PA-13-303\]](#) provides support for the early and conceptual stages of project development. This application type provides requirements, preparation, and review procedures in order to accommodate investigator initiated (unsolicited) grant applications. The project is limited to two years with direct costs limited to \$275,000. The next proposal deadline is June 16, 2016.

NIH Academic Research Enhancement Award (AREA) Parent (R15) [\[PA-13-313\]](#) strives to strengthen the research environment of the institution and expose students to research. The project period is limited to three years with direct costs limited to \$300,000. The next proposal deadline is June 25, 2016.

- Sujata Jagota

More funding opportunities can be found at [Finding Funding](#) on the ORSP website.