Office of Research and Sponsored Programs

Research Notes

Vol. 4, No. 2 August 2013

Message from the Director

As we close the books on another successful academic and fiscal year at Lehigh, please note the following accomplishments, changes, and reminders.

- Thanks to the due diligence of our researchers, financial administrators, and ORSP staff, we have come through the 2012 federal audit with no findings! Auditors typically pull a random sample of 40-50 projects and scrutinize them closely to ensure all Federal guidelines are met and proper accounting principles and applicable University policies are upheld.

- Congratulations to Dr. Bryan Berger on his selection as a 2013 TechConnect National Innovation Awardee. The selected technology is entitled “Scalable Biosurfactant Synthesis.” TechConnect Innovation Awards selects the top early-stage innovations from around the world through an industry-review process of the top 20% of annually submitted technologies into the TechConnect Innovation Summit. Rankings are based on the potential positive impact the submitted technology will have on a specific industry sector.

- Effective just recently, the threshold for submitting receipts to substantiate business expenses was raised to $75.00, in keeping with the maximum allowable by the IRS.

- The raised threshold for receipts will make One Card transactions easier for everyone. A reminder: 1) Always keep and upload every receipt for expenditures over $75.00, 2) always provide an explanation of the reason for the expense, and 3) always remember to change the index from the default (your IF) to the appropriate research index. A new fillable form available for OOP travel expenses will make summer travel reimbursements easier to document as well. See http://www.lehigh.edu/~inctr/forms_onecard.shtml.

Tom Meischeid

IN A ONE CARD MINUTE

Traveling? Remember per diem rates! With the new $75.00 receipt threshold, in some cases per diem rates for meals are inadvertently being exceeded. You can find rates at www.gsa.gov. Page 16 of our policy states:

- Total meal expense for the day should generally be in line with per-diem levels.

- Restaurant receipts are required when the total meal expenses for the day exceed the average per diem rate for that geographic area.

- Costs related to business meals should be reasonable and the choice of restaurant should reflect the nature of the function. Additional justification may be required in situations involving higher cost meals.

Diane Mason

Printers, ink, toners, office supplies belong on IF

As a rule of thumb, office supplies such as personal computers, paper, ink, toner, printers, folders, etc. are considered administrative costs—the “A” in F&A (Facilities and Administrative), also known as Indirect Costs (IC). According to OMB Circular A-21, such items should NOT be direct-charged to Federal grants. Researchers may instead use personal or departmental Incentive Funds. Exceptions do exist for high performance computers or computers used to control or retrieve data from research equipment—and these exceptions should be spelled out in the budget justification of the submitted proposal.

Dolores Rice

Coming this Fall:

Look for research administration training opportunities!

LEHIGH UNIVERSITY

Office of Research and Sponsored Programs

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Bethlehem, PA 18015-3046
(610) 758-3021 inors@lehigh.edu
http://research.cc.lehigh.edu/contact-orsp
Workshops and Brown Bags

Faculty Peer Exchange Workshop Series: Ongoing. A campus-wide workshop series, the Faculty Peer Exchange brings together members of the faculty eager to share their knowledge and experience in various aspects of research program development with colleagues who seek to learn from them. Next session to be announced for early Fall.

InfoEd SPIN Webinar:
Date: Friday, August 23, 2013
Time: 12pm – 1pm
Venue: McGinnis 103
Pizza, cookies, and drinks will be provided. Fall followup may be planned.

Internal Awards -Symposium: Will be held this Fall on October 9th.

Role of the Office of Research and Sponsored Programs

The Lehigh University Office of Research and Sponsored Programs is responsible for preparing, interpreting, negotiating, and accepting agreements for projects funded by federal, state, and local government agencies, foundations, corporations, and other public and private sources. ORSP is also charged with preparing and negotiating subawards for collaborative research. ORSP-specific responsibilities during the post award management process include:

- Advising the PI, project personnel and any college or department financial administrator assigned to the project of their obligations under the terms and conditions of the award.
- Informing the PI and unit administrator about the actions that will need to be taken to meet the commitments under the terms and conditions of the award including subcontracting, patent rights, copyrights, rights in data, license agreements, publication rights, transfer of materials, etc.
- Serving as the office of record for all research awards made to Lehigh University.
- Advising faculty and staff regarding the sponsor's prior approval requirements for changing aspects of the project, e.g., changes in PI, changes in the scope of work, reduction in PI time devoted to the project or absence from the project funding changes, no-cost time extensions, etc.
- Coordinating and advising agencies of any special requirements related to sponsor notifications during the life of the award, e.g. scope changes, funding changes, key personnel changes, and reduction in PI time devoted to the project or absence from the project. Coordinating and negotiating these changes with the sponsor and, as necessary, accepting or executing modifications to the award to effectuate these changes.
- Reviewing award changes to ensure that the scope of work and terms and conditions are acceptable to the principal investigator and are consistent with university policies. Accepting or executing modifications to sponsored agreements (grants, cooperative agreements or contracts) on behalf of Lehigh University.
- Distributing the award documents and Fund Requirements to the PI and appropriate academic and administrative units.
- Interpreting sponsor policies, university policies and federal and state regulations related to the terms and conditions of the award, the conduct of the project and the delivery/reporting of project results.
- Serving as a liaison between the principal investigator, any college or department assigned financial administrator, and the sponsor.
- Assisting in the completion of all closeout procedures as necessary.

For more information, contact your Contract and Grant Specialist:

Troy Boni
Sheri Bushner
Nicole Corali
Susan Disidore
Heather Gazella
Joel Grabin
Marcia Hamm Groover
Dolores Rice

Timing is everything! Know your proposal deadlines...and notify ORSP of your plans as soon as possible!
Lehigh Ethics Hotline

Lehigh University expects its employees to perform their duties in accordance with applicable laws and regulations, University policy and procedures, and the highest ethical standards. Ensuring that these standards are met furthers the University’s mission and seeks to promote fairness in all endeavors.

The University considers employee and student concerns in these areas to be very important. Faculty, staff and students who have concerns about possible misconduct are encouraged to raise them using one of many possible avenues: Office of Human Resources, General Counsel’s Office, and Office of the Ombuds, Internal Audit Office, Student Affairs Office or other established channels.

For those individuals who feel uncomfortable in addressing situations using the above avenues, the University recently introduced a confidential external Ethics and Compliance Hotline. To ensure anonymity for all users, the University has contracted with an outside firm, EthicsPoint, to administer the Hotline.

This external communications link allows any member of the Lehigh community the opportunity to anonymously and confidentially report (either by phone or online) concerns they have regarding the financial and/or operational aspects of the University. This would include financial or ethical concerns, fraud, conflicts of interest, noncompliance with governmental or university requirements, research misconduct, etc.

The external hotline is linked from various University webpages, such as Human Resources and the Ombuds page; you can also visit the page directly at: http://www.lehigh.edu/~iniao/hotline.html

The Ethics and Compliance Hotline phone number is 888-924-4450.

Why do we need all of this information? Why do we insist upon having the signatures of all the people involved?

In short, much of the information is required for us to fulfill promises we make to sponsors, and to ourselves, many of which are conditions for acceptance of federal funding. Some information is needed to be sure that we can attend to things that will be needed for you to undertake your project. Some is needed so that we can set up your budget without delay when your award comes in.

Faculty members from different departments are increasingly working together on proposals and research projects. Presently, we provide a copy of the form to each of the key personnel. While some of the information, such as whether human subjects are involved, is based on the nature of the project, other information, such as expected locations where work will be performed, may vary among investigators.

Once you initiate the process of submitting a proposal, keep an eye out for the internal transmittal and conflict of interest forms to arrive in your email inbox, and complete them and return them to our office as soon as possible. And, as always, if you have any questions, please don’t hesitate to ask!

Why Internal Transmittal and Conflict of Interest Forms Are Important!

Whenever you let us know of your intent to submit a proposal, you receive an internal transmittal and conflict of interest (COI) form from ORSP. We ask that the transmittal form be completed and signed by key personnel and department chairs, and that a copy of the Conflict of Interest section be filled out and signed by each person who will have a substantive, independent role in planning, conducting or reporting of the work to be supported by the grant or contract. If the project involves funding from the US Public Health Service, you will receive an additional form required by PHS conflict of interest rules.

CURRENT AND FUTURE (ESTIMATED) TUITION RATES

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Bob Eichenlaub

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**Opportunities for Research Funding**

### Foundations

**September**

Alfred P. Sloan Foundation  
[www.sloan.org](http://www.sloan.org)  
*Sloan Research Fellowships*

Award Amount: $30,000. Stimulate fundamental research by early-career scientists and scholars in fields of economics, physics, chemistry, mathematics, neuroscience, computer science, and computational and evolutionary molecular biology, and related inter-disciplines. Limited submission, see Kathy Zimmerman.

American Council of Learned Societies  
[www.acls.org](http://www.acls.org)  
*ACLS Fellowships (and others)*

Award Amount: $35,000-$60,000. Supports academic research in the humanities and humanities-related social sciences.

John Simon Guggenheim Memorial Foundation  
[www.gf.org](http://www.gf.org)  
*Guggenheim Fellowships*

Grants recognize individuals who demonstrate exceptional capacity for productive scholarship or creative ability in the arts.

**October**

Whitehall Foundation  
[www.whitehall.org](http://www.whitehall.org)  
*Awards to outstanding young investigators in academic research in the humanities and humanities-related social sciences.*

United States Institute for Peace  
[www.usip.org/grants-fellowships](http://www.usip.org/grants-fellowships)  
*Rothschild International Peace Fellowships to outstanding young investigators in academic research in the humanities and humanities-related social sciences.*

American Cancer Society  
[www.cancer.org](http://www.cancer.org)  
*Research Scholars Grants*

Award Amount: up to $800,000. Primary focus on beginning investigators, grants support and promote high impact and innovative cancer research.

American Philosophical Society  
[amphilsoc.org](http://amphilsoc.org)  
*Franklin Research Grants*

Award Amount: $1,000-$6,000. Support the cost of research leading to publication in all areas of knowledge.

Google  
[research.google.com/university/relations/research_awards.html](http://research.google.com/university/relations/research_awards.html)  
*Google Research Awards*

Award Amount: $10,000-$150,000. Awards support academic research aimed at improving information access (defined broadly).

**November**

American Chemical Society  
[www.acs.org](http://www.acs.org)  
*ACS Petroleum Research Fund, New Directions and Doctoral New Investigator Grants*

Award Amount: $100,000. Fundamental research directly related to petroleum or fossil fuels in the U.S. and other countries.

Gates Foundation  
[www.gatesfoundation.org/Pages/home.aspx](http://www.gatesfoundation.org/Pages/home.aspx)  
*Grand Challenges Explorations*

Award Amount: $100,000. Grants to foster innovative, early-stage research that expands the pipeline of ideas linked to global health solutions.

**Federal Sponsors**

**NSF I-CORPS Program:** *Innovation Corps Teams Program (I-Corps Teams)*

Rolling submission windows in six month blocks. Awards are six months in duration and support technology transfer for previous NSF supported research.

**Smart and Connected Health (SCH – NSF/NIH):** A new crosscutting NSF-NIH program. The goal is to accelerate the development and use of innovative approaches that would support the much needed transformation of healthcare from reactive and hospital-centered to preventive, proactive, evidence-based, person-centered and focused on well-being rather than disease. See [page program and solicitation.](http://www.gatesfoundation.org/Pages/home.aspx)

### Manufacturing related

The Obama administration will commit $200 million to establish three new manufacturing innovation institutions in 2013 (see the May 8, 2013 issue of the digest).

The Department of Defense (DOD) released requests for information on the two proposed institutes focused on digital manufacturing and design and lightweight and modern metals manufacturing.

The Economic Development Administration (EDA) also released a funding announcement for the Investing in Manufacturing Communities Partnership.

The Department of Energy’s (DOE) Clean Manufacturing Innovation Institute will focus on wide bandgap (WBG) semiconductors for power electronic devices, highly efficient and reliable semiconductors that can produce low-cost, better performing electronics to increase energy efficiency. More info: [www.eda.gov/pdf/imcp.pdf](http://www.eda.gov/pdf/imcp.pdf).

**Kathy Zimmerman**

**Upcoming Limited Submissions**

Integrated Graduate Education and Research Traineeship (IGERT): not yet announced but expected to be, this summer. Typically has an institutional limit of one and early summer due date.


**Federal Sponsors (cont’d)**

Defense University Research Instrumentation Program (DURIP -DOD): Likely to be available soon with a September due date.

NIH Common Fund Programs: [commonfund.nih.gov/initiativeslist.aspx](http://commonfund.nih.gov/initiativeslist.aspx)

Fall 2013 deadlines. Supports cross-cutting, trans-NIH programs that require participation by at least two NIH Institutes or Centers (ICs) or would otherwise benefit from strategic planning and coordination. *High Risk Research: four funding opportunities for scientists with exceptional creativity who propose highly innovative approaches to major contemporary challenges in biomedical research:*

NIH Director’s Early Independence Award
NIH Director’s New Innovator Award
NIH Director’s Pioneer Award
NIH Director’s Transformative Research Award

Sujata Jagota