Office of Research and Sponsored Programs

Research Notes

Vol. 2, No. 1 November 2010

Highlights

- *Research Notes* Returns
- Responsible Conduct of Research
- Travel Reimbursements
- Proposal Deadlines
- Tuition and Payroll together
- Ask ORSP
- OTT
- Opportunities for Funding

Research Notes Returns

Welcome to the revival of the Office of Research and Sponsored Programs' newsletter *Research Notes*! We are re-instituting ORSP's twice yearly newsletter, which some of you may remember from a few years ago, as a way to keep you informed of the latest compliance issues, grant opportunities, and ever-changing regulations that impact us all.

We are pleased to be under the new leadership of Dr. Alan Snyder, Vice President and Associate Provost for Research and Graduate Studies. As a team, our Stem is taking a fresh look at best practices and strategizing new ways in which we can help Lehigh meet and exceed the goals for research as outlined in Lehigh's *Strategic Plan*.

This issue of *Research Notes* has tips to assist you in navigating the complexities of sponsored research and scholarship. We provide some important information on how to avoid delays in getting your travel reimbursements, and how to make the proposal process easier on your blood pressure—and ours! Effort reporting, payroll and tuition processes, tech transfer, and grant opportunities are other key highlights.

Most importantly, NSF and NIH implemented new requirements for Responsible Conduct of Research (RCR) training in 2010 that eventually will be required for everyone paid on awards from those agencies. See the article below, visit ORSP's website, or call your CGS for more information.

As ever, ORSP's door is always open. Have a safe and happy Holiday season.

Tom Meischeid, Director

Responsible Conduct of Research Training

ORSP has put into motion a plan to comply with new NSF and NIH requirements for training in the responsible conduct of research (RCR). The requirement, which is in effect for any grants that result from NSF or NIH proposals submitted in 2010, will impact faculty, graduate students, post-docs, research scientists—anyone who will be supported on the grant.

Current plans include using the Collaborative Institutional Training Initiative (CITI) online training tool to certify RCR compliance. Researchers must complete the appropriate CITI module within 30 days of beginning their work on the project. If researchers can provide documentation of prior equivalent training, they will be able to forego the CITI training.

While RCR training is required by NIH and NSF as a condition of every grant award, the principles of responsible conduct of research apply to every research project. The CITI modules, which cover general principles as well as issues specific to work funded by NIH and NSF grants, are available for everyone's use. For more information, visit ORSP's website.

Dolores Rice

F&A and EB Rates

They benefit everyone

The University completed negotiations with the Department of the Navy, Office of Naval Research for Facilities and Administrative (F&A) for indirect cost rates to be used for fiscal years 2010 through 2013. These rates are applicable to awards made July 1, 2009 and beyond. The new rates are:

57% On-Campus Instruction
61% On-Campus Organized Research
43% On-Campus Other Sponsored Activity
26% Off-Campus Instruction, Organized Research, and Other Sponsored Activity

In addition to the F&A rates, the employee benefits (EB) rates have also been set for the current fiscal year. These rates are **31.2%** for full-time employees and **8.1%** for part-time employees.

If you have any questions about the application of these rates, please contact your CGS in the ORSP.

Nicole Corali

LEHIGH UNIVERSITY
Office of Research and Sponsored Programs
526 Brodhead Avenue 23B
Bethlehem, PA 18015-3046
(610) 758-3021 inors@lehigh.edu
http://www.lehigh.edu/~inors

Why Was My Travel Reimbursement Sent Back To Me?

Federal and state funding agencies look very closely at travel costs, and accordingly, ORSP has stepped up efforts to comply with agencies' detailed documentation requirements.

We know Lehigh University's Travel Policy is extensive as it covers a variety of items, so here are a few highlights of problems we come across:

A detailed receipt is necessary for anything that is $25.00 or more. Meal receipts are the main culprit here. Most employees just submit their credit card receipt, but the actual restaurant receipt showing the name and location of the establishment, number of people served and the date and amount of expense is what we need. Remember, alcohol is not an allowable reimbursement (see *Did You Know*, p. 4) , so even a simple glass of wine, needs to be deducted from the total.

Paying for Others? That's okay, but write their names and business affiliations on the form.

Conference Travel. Yes, we want everything… submit the registration form & full agenda with dates, place and nature of the conference.

Airline Tickets. In the age of the Internet, online booking and confirmations are the norm. However, if you want to be reimbursed fully, you need to submit your e-ticket, proof of payment and your boarding passes. An email confirmation of a trip is not an acceptable receipt.

Lodging Receipts. Similar to airline tickets…you need to submit your original hotel receipt. An email confirmation is not acceptable. Please also make separate line items for charges such as internet, food service, parking, etc.

Foreign Travel: If you are traveling out of the U.S. – let us know the exchange rate you used at the time of your travel and please write the U.S. dollar amount on each receipt so it matches your reimbursement form. It's even more helpful if you write down what the receipt was for (i.e. train or parking). We pretty much only read English, so if Google can't translate it for us and the dollars don't match, it's next to impossible for us to review this. Oh and…don't forget the **Fly America Act** when using federal money. If you have any doubts, call your CGS before booking your airfare.

Lastly, if your travel is lengthy and you have lots of receipts, attach them in date order on an 8-1/2 x 11 sheet of paper and prepare a spreadsheet that shows: Date, Item (restaurant, taxi, etc.); Cost (two columns if foreign); Total and Notes.

Remember…we didn't travel with you, so the clearer your form is to understand, the quicker you'll get your money back!

Diane Mason

Meeting Proposal Deadlines

Make it less stressful!

Researchers are requested to notify the ORSP of their intent to start a proposal as soon as possible, even if they are still unsure whether they will submit it or not.

To make this process easier, ORSP has an online form for preliminary information called *Notice of Intent to Submit Proposal* which can be accessed via ORSP's Proposal Preparation web page or this link: http://www.lehigh.edu/~inors/PSForm.htm

To avoid last-minute corrections or technical glitches, we recommend the following:

- A draft of the technical section of the proposal and finalized budget should be sent to your CGS no less than **five (5) working days prior** to the agency deadline.
- Fully complete proposals and documents should be ready at least **three (3) working days** prior to the agency deadline.
- **Submitting NIH proposals** at least two (2) days prior to the proposal deadline (beginning 1/25/2011 NIH is eliminating the 2-day error correction window, so all warnings/errors must be corrected before the due date or proposals may be returned without review).

Reprinted with permission of the author Brian Zaikowski

ASK ORSP

"He who asks is a fool for five minutes, but he who does not ask remains a fool forever." Chinese Proverb

Have a research-related question? Chances are there is someone out there asking themselves the same exact question. Now you have the opportunity to have your questions answered. Send questions and comments to nmc2@lehigh.edu and we will pick the very best to publish in a future issue (you can choose to remain anonymous). In the meantime, here is one question we hear frequently:

Why am I signing this? Effort Reports explained:

Effort reports are a requirement whenever payroll has been charged to a federal grant. OMB Circular A-21 section J10(c) outlines a variety of acceptable methods for certifying payroll charged to federal grants. Lehigh uses section J10c(2), "After the Fact Activity Reporting."

Basically, an effort report is a certification of effort spent on federal projects. In some cases the effort is your own, but in others it may be the effort of the employee(s) that are paid on a fund for which you are the Principal Investigator.

Federal rules require that effort be reported as a percentage of an employee's total time on the job, no matter how many hours or days you work. If the entirety of your work in the month of June consisted of one week on a grant-funded project, you will be listed as having 100% effort on that project for the month.

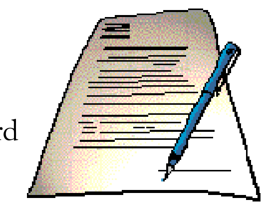
Effort Reports are generated three times a year (January-May, June-August, and September-December). A grace period of approximately 6 weeks is given from the time the reports are mailed to department coordinators until the time they are due back in our office with original signature certification. Once an effort report has been certified, payroll cannot be reallocated to an alternate fund.

Nicole Corali

A Dynamic Duo: Payroll Forms and Tuition Forms

Most research projects that are supported by grant dollars at Lehigh include significant work by graduate students to help the PIs meet their goals. GA/RA compensation comes in the form of both stipends and tuition credits.

We would like all PIs to avoid using separate grant indexes for stipend and for tuition if possible. Instead, split the stipend and the tuition equally. For example, if an RA is working a third of the time on one project and two thirds on another, put 33% of his stipend and 33% of tuition credits on one grant and 67% of each on the other, rather than putting all stipend on one project and all tuition on the other.



The reason: Lehigh's Banner system currently only tracks percent effort on stipend account codes. So if you put stipend on one grant and tuition on the other, the GA's effort on the second grant will not be picked up.

Office of technology transfer

The Office of Technology Transfer (OTT) at Lehigh manages, protects and licenses to industry, the intellectual property developed and created at Lehigh, while serving faculty, staff and students in all aspects of intellectual property. The OTT:

- ✓ protects LU Intellectual Property (IP)
- ✓ markets & licenses university technologies
- ✓ negotiates material transfer, confidentiality & license agreements
- ✓ supports regional, state and national economic development and
- ✓ promotes new and existing industry and government relationships
- ✓ consults with sponsored research on IP aspects of research contracts
- ✓ ensures university compliance with federal regulations related to IP
- ✓ educates the university community regarding IP and tech-transfer process

Highlights:

- Obtained funding ($100,000) from PA DCED Keystone Innovation Grant for 4th Year in a row
- Obtained funding ($250,000) from Dept. of Labor, Wall Street West WIRED Initiative, in collaboration with LVEDC during 09-10.
- Lehigh Nanotech Start-Up Company, based on Prof. Zhang's patented technology in environmental remediation, listed in Top 25 success stories in AUTM's Better World Report 2008.
- Prof. Sengupta's patented technology on Arsenic Removal from Water highlighted in AUTM's Better World Report 2009.
- Prof Kothare selected by iBdrige Network (Kauffman Foundation) to attend the NCET2 University Start-Ups Conference in Washington D.C. during FY '08-'09.

Opportunities for Research Funding

Lehigh Internal Funding Programs (see LINK)

- FRG: Faculty Research Grants (October 2010 and March 2011)
- FIG: Faculty Innovation Grants (April 2011)

NSF (November 2010 - April 2010) - see complete listing

External Funding: Limited Submissions *(see our current list)*

- PIRE -Patnership for International Research and Education - expected in 2010, offered every two years (January/Feb)
- MRI-Major Research Instrumentation, usually due to NSF in January
- IGERT - Integrated Graduate Education and Research Training, usually due in January

Others at NSF in this period

(see complete listing at the link above)

- PFI - Partnerships for Innovation
- ADVANCE- Increasing the Participation and Advancement of Women in Academic Science and Education Careers
- AIR - Accelerating Innovation Research, Letter of Intent due December 1, 2010 (New Program from NSF)
- SNM - Scalable Nanomanufacturing - limit of 1 per institution, due date January 10
- NEB - Nanoelectronics for 2020 and Beyond - limit of 2 per institution, due January 19

Other Limited Submission Opportunities (see LINK)

- Camille Dreyfus Teacher-Scholar Awards - December
- Lindback Foundation - January
- Keck Foundation - February
- Henry Dreyfus Teacher-Scholar Awards - March

Other

- Human Science Frontier Program (Lehigh had two successful grants last year) - Research Grants - call expected in December 2010 with a March 2011 deadline

Budget Tools: Estimating Graduate Tuition Rates

	AY1/12	AY12/13	AY13/14	AY14/15
Engineering and Arts and Sciences				
Full Rate	$1,215	$1,245	$1,285	$1,325
50% Rate	$608	$623	$643	$663
Education				
Full Rate	$565	$580	$595	$610
Business				
Full Rate	$865	$890	$915	$940

Lehigh's "DropBox" Service

Email messages with large attachments can wreak havoc on email servers and end-users' computers. Downloading such email message can take hours on a slow Internet connection and block any sending or receiving of messages through the duration. In some cases, the download will fail repeatedly, breaking the recipient's ability to receive mail at all. Also, Internet email clients add considerably to the size of the file being sent.

To share files larger than 1MB, use the **Lehigh Dropbox Service** to temporarily make a file (or files) available to another user across the Internet, in a secure and efficient manner. This is especially helpful for researchers with large proposals that they need to share with others for review and edit. Simply go to https://dropbox.lehigh.edu/

Did You Know?

The purchase of alcohol with research funds is **unallowable**.

In accordance with University policy, alcohol is allowed at University-sponsored events (with prior approval), and while traveling with non-Lehigh business associates. Under these circumstances, alcohol may be charged to a University discretionary index; however you may still not utilize research funds.

For guidance on when you can use a University fund to pay for alcohol, please see http://www.lehigh.edu/~inctr/docs/AlcoholPolicywebpage.doc

and travel guidance http://www.lehigh.edu/~inctr/docs/Travel_Policy_Stmt_2007.pdf