Tips for pleasing proposal reviewers

Reviewers often read proposals at night and on weekends. Make your proposal as easy to read as possible. Here are a few tips.

**Professional Appearance** – Make it clean and uncluttered. In addition to following the proposal guidelines for font type and size, take a step back and review the appearance to ensure the proposal is easy to read by avoiding margin-to-margin formatting. Reviewers realize you are trying to fit a lot of information into a small amount of space, but cramming information into every available inch of white space can cause unneeded eye strain.

**Organization and Completeness** – Reviewers often go straight to particular sections for particular information. Especially when writing for an unfamiliar sponsor or program, be certain to follow the sponsor’s format by including required headings, sections or other key elements. In addition, PIs frequently work from earlier documents, so it is imperative that you review content to make sure that you accurately reference texts and figures and anything else that may have been altered, relocated, or removed from your original proposal. Proofread carefully!

**Justification** – The scope of the project should be reasonable and logical. Make sure to include all important details and do not include vague references to key information. The budget should also be adequate for the scope of work that will be accomplished, with the PI devoting a sufficient level of effort to the project.

**No Lingering Doubts** – While research is focused on developing leading-edge approaches, there can also be concern among reviewers that a new technique might not work as planned. Reviewers will be reassured if investigators are candid about the risks of new approaches and identify alternatives.

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**IN A ONE CARD MINUTE:**

Funding agencies have very specific rules regarding how we document expenditures on grants. Help us satisfy them and avoid problems with our grants by making sure you:

- Summarize your travel. Add a little blurb on your cover sheet with dates of travel, business purpose and location, and names of those you traveled with if you paid for them.
- Save all receipts until your reimbursement is completed regardless of amount. Your funding agency may require details even for purchases below Lehigh’s $75 threshold.
- Agencies won’t accept email confirmations as receipts. Hotel name & location, services purchased and proof of payment must be included.
- Please…please scan in your receipts facing the same direction. Thank you!
- We can’t mix per diem and actual costs on a single trip. Please use one or the other as appropriate.

Questions? Use the wrong card? Call either Diane x83022 or your CGS for help before you hit “Cardholder Review.”

Diane Mason

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**Note from the Director**

This issue, some reminders:

- Don’t hoard research funding until the end of your grant period. Every agency expects a funding “burn rate” similar to a bell curve.
- In the same vein, purchase approved equipment items early in the project. If you wait until the end, obviously you didn’t need it for the research project.
- This may sound like it’s a no brainer…but please use your Research One Card only for purchases that belong on your research indexes.
- Contact us for questions about anything concerning your funded research from proposals to expenditures to procedures to IP. We’re here to help!

Tom Meischeid, Director

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Nicole Corali
Data Management Plan Tool

This past fall, Lehigh grad student Ting Wang, Data Curation fellow working at the Library and Technology Services (LTS), contacted ORSP with an important discovery. Ting had uncovered an online tool called **DMPTool** that will help our researchers prepare their data management plans and customize them according to the agency or even the NSF directorate, office, or unit.

Ting has been working with a team at the California Digital Library, creator of the DMPTool, and the University of Illinois at Urbana-Champaign. They gave her all the information and documents needed to customize the tool for Lehigh users. The DMPTool is an important part of the **Research Data Management at Lehigh University** site, a comprehensive Education and Service Center for Researchers to Manage Research Data now being developed by LTS ([http://libraryguides.lehigh.edu/lehighdata](http://libraryguides.lehigh.edu/lehighdata)).

The DMPTool is now in revision, and scheduled to undergo a second launch based on feedback from university researchers. **DMPTool 2** is scheduled to become available on March 4, 2014. To use the tool, go to **https://dmp.cdlib.org/institutional_login**. Lehigh users just need to select ‘Lehigh University’ at the drop-down institution list and login with their Lehigh username and password.

The tool is designed in a simple question-and-answer format, providing text boxes for input, and enabling plans to be saved and tweaked for later proposals. Template materials and useful links are also provided for further information and cut-and-paste options.

Watch for an LTS workshop on using DMPTool some time this Spring.

Dolores Rice

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A Note from NSF

Dear Colleagues,

We are pleased to announce the launch of the Research.gov Demo Site in order to further improve the project reporting process. The Research.gov Demo Site provides National Science Foundation (NSF) awardees (specifically PIs, co-PIs and Sponsored Project Office staff) the opportunity to explore and familiarize themselves with preparing, submitting, and reviewing NSF project reports without actually submitting a real report.

Since the transition of project reporting from FastLane to Research.gov, the Research.gov Team has been working diligently with NSF Staff and Awardees to identify and implement solutions to the challenges faced by the research community when submitting project reports. As part of this effort, the Team heard how helpful awardees find the FastLane Demo Site and has prioritized and developed a Research.gov Demo Site. We believe that the Demo Site will help reduce user confusion around submitting a project report by providing a platform for practicing how to use the tool. Additionally, the Research.gov Team is developing an instructional video tutorial on submitting project reports to assist NSF awardees.

While NSF awardees can practice preparing, submitting and reviewing NSF project reports on the Demo Site, not all functionality available in Research.gov is available in the Demo site, including:

- Project Outcomes Reports and previously submitted reports will not be accessible;
- Submission confirmation emails will not get sent;
- The search performed against Thompson Web of Science will only produce sample results;
- The Check Report Completeness link will produce a sample list of missing information (will not display missing fields from the demo report); and
- Updates you make to the example reports will be saved but can be overwritten by other user sessions, and the example reports are reset nightly.

Where should PIs and co-PIs go for assistance with preparation and submission of NSF project reports?

- [Online Help](https://dmp.cdlib.org/institutional_login)
- [Project Report Informational Page](https://dmp.cdlib.org/institutional_login)
- [NSF Help Desk](https://dmp.cdlib.org/institutional_login)

Thank you again for your feedback as we continue to improve Research.gov. We look forward to continuing to serve the research community in the future.

Sincerely,

Jean Feldman
Fraud? Who, me?

While most start with good intentions, people who commit fraud usually know in some niggling part of their conscience that what they are doing isn’t right. The term “fraud” can refer to any false representation of a matter of fact. In the research world, this can take many forms, both financial and nonfinancial. Common types of fraud in research administration and examples of each include:

<table>
<thead>
<tr>
<th>Types of Fraud</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate conflicts of interest</td>
<td>Hiring a brother as a subcontractor against policy and/or without proper disclosure</td>
</tr>
<tr>
<td>Theft</td>
<td>Permanently “borrowing” an expensive laptop from a laboratory</td>
</tr>
<tr>
<td>Embezzlement</td>
<td>Using research money to fund personal projects</td>
</tr>
<tr>
<td>Improper use of Federal funds</td>
<td>Using money from one project to fund another project that has gone over budget</td>
</tr>
<tr>
<td>Inaccurate effort reporting</td>
<td>Claiming a researcher spent 50% of her effort on a well-funded project, when in reality she spent much of that time working on “pet projects”</td>
</tr>
<tr>
<td>Falsification of research</td>
<td>Recording incorrect data to make the research fit the thesis</td>
</tr>
</tbody>
</table>

Fraud in the research arena can result in decreased federal funding, lengthy litigation, and ruined reputations and credibility. Learning how you can recognize and act upon potential fraud schemes can mitigate these risks to your institution and allow you to focus on mission-critical activities. For more information, read this free publication from the National College and University Researchers Association (NCURA). Go to http://www.ncura.edu/content/docs/PreventingFraud_SRAG10_13.pdf.

Some Significant Changes and Clarifications to the *Grant Proposal Guide (GPG)*, Effective February 24, 2014

Here are some changes to NSF’s Grant Proposal Guide (GPG) that are particularly relevant to faculty. These changes take effect for any proposal submitted after February 23, 2014. To obtain a copy of the GPG, go to http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg14001&org=NSF

Chapter II.B, Format of the Proposal, has been revised to add instructions that, upon entering the proposal preparation module in FastLane, the PI will be prompted to select whether or not the proposal is a collaborative proposal and the type of proposal being developed.

Chapter II.C.2, Sections of the Proposal, has been augmented to include a list of required sections for a full proposal submitted via FastLane. The section also clarifies that, if the submission instructions do not require a section to be provided, the proposer should insert text or upload a document in that section of the proposal that states, “Not Applicable.”

Chapter II.C.2.b, Project Summary, clarifies that a Project Summary containing special characters that is submitted as a PDF file in the Supplementary Documentation section must be formatted with separate headings for the overview, statement on intellectual merit, and statement on broader impacts.

Chapter II.C.2.d(iii), Results from Prior NSF Support, has been amended to make clear that in the summary of results of the completed work, the accomplishments related to Intellectual Merit and Broader Impact activities must be separately described under two distinct headings.

Also, the GPG clarifies that in cases where the PI or co-PI has received more than one award (excluding amendments) they need only report on the one award most closely related to the proposal.

Chapter II.C.2.d(iv), Unfunded Collaborations, has been revised to explain that any substantial collaboration with individuals not included in the budget should be described in the Facilities, Equipment and Other Resources section of the proposal and documented in a letter of commitment from each collaborator.

Chapter II.C.2.f(i), Biographical Sketches, has been updated to state that inclusion of information beyond that specified may result in the proposal being returned without review.

Chapter II.C.2.f(i)(c), Products, has been supplemented with language stating that, if only publications are included, the heading “Publications” may be used for this section of the Biographical Sketch.

Chapter II.C.2.g(v), Participant Support, has been revised to emphasize that indirect costs are not allowed on participant support costs.
## Opportunities for Research Funding

### FOUNDATIONS

**March**  
American Chemical Society  
http://www.acs.org/content/acs/en/funding-and-awards.html  
ACS Petroleum Research Fund, New Directions  
and Doctoral New Investigator Grants  
Award Amount: $100,000  
Topic: petroleum research

**Human Frontiers Science Program**  
http://www.hfsp.org/funding/research-grants  
HFSP Young Investigators and Program Grants  
Award Amount: up to $450,000  
Topic: complex mechanisms of living organisms, international collaboration

**James S. McDonnell Foundation**  
http://www.jsmf.org/apply/index.htm  
21st Century Science Initiative  
Award Amount: up to $450,000  
Topic: complex systems

**March of Dimes**  
http://www.marchofdimes.com/research.html  
Award Amount: $100,000/year for 3 years  
Topic: birth defects, premature birth, infant mortality

**Spencer Foundation**  
http://www.spencer.org/  
Award Amount: $50,000 - $500,000  
Topic: education

**April**  
Gates Foundation  
http://www.grandchallenges.org/Explorations/Pages/Introduction.aspx  
Grand Challenges Explorations  
Award Amount: $100,000  
Topic: global health

**American Cancer Society**  
http://www.cancer.org/research/applyforresearchgrant/index  
Research Scholars Grants  
Award Amount: up to $800,000  
Topic: cancer

**Google**  
http://research.google.com/university/relations/research_awards.html  
Google Research Awards  
Award Amount: Up to $150,000  
Topic: information access

**May**  
Wenner-Gren Foundation  
http://www.wennergren.org/  
Post-Ph.D. Research in anthropology  
Award Amount: $20,000  
Topic: anthropology

**July**  
Susan G. Komen Foundation  
http://ww5.komen.org/ResearchGrants/FundingOpportunities.html  
Career Catalyst Research Grants  
Award Amount: $450,000+  
Topic: cancer

**September**  
American Council of Learned Societies  
http://www.acls.org  
ACLS Fellowships (and others)  
Award Amount: $35,000-$60,000  
Topic: humanities and humanities-related social science

**Arnold & Mabel Beckman Foundation**  
http://www.beckman-foundation.com  
Beckman Young Investigators Program  
Award Amount: $750,000  
Topic: chemical and life sciences

### INTERNAL

**Spring Deadlines**  
Collaborative Research Opportunity Grants (CORE):  
http://research.cc.lehigh.edu/collaborative-research-opportunity-core-grants  
Deadline 5 pm Friday, March 28.

**Strohl Awards**  
For Undergraduate and Graduate Research in Humanities and Social Sciences:  
http://cas.cas2.lehigh.edu/content/strohl-grants

**FEDERAL**

**NSF CAREER Workshops** for untenured assistant professors  
http://research.cc.lehigh.edu/NSF-Career-2012

**March**  
Faculty Peer Exchange Workshops:  
http://research.cc.lehigh.edu/content/faculty-peer-exchange

**April/May**  
Data Management Tool Workshop—LTS

**August/September**  
InfoED SPIN information session

**NSF Update**  
The IGERT Program is no longer available. Look for the new NSF Research Traineeship (NRT) program planned to replace this (http://www.nsf.gov/about/budget/fg2014/pdf/41_fg2014.pdf). Also planned is the National Graduate Research Fellowship program (NGRF), an expansion of the Graduate Fellowship program (GRF) to get specialized experiences and training in key STEM areas. Other NSF funding opportunities:  
http://www.nsf.gov/funding/pgm_list.jsp?org=NSF&ord=date

### NSF Programs and deadlines:

- **Building Community and Capacity for Data-Intensive Research**  
  March 3
- **Industry/University Cooperative Research Centers Program**  
  March 4
- **Partnerships for Innovation: Accelerating Innovation Research-Technology Translation**  
  March 13
- **Innovation Corps Teams Program**  
  March 17
- **Software Infrastructure for Sustained Innovation - SSE & SSI**  
  March 17
- **Catalyzing New International Collaborations**  
  April 22
- **Faculty Early Career**  
  July
- **Instrument Development for Biomedical Research**  
  July 25
- **International Research Experiences for Students**  
  August 19

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**SAVE THE DATE!!**

**Looking to meet colleagues in the region?**  
**Come speed network!**

**What:** A chance to meet faculty from other Eastern PA institutions who may have academic and research interests similar to yours. Based on the speed dating concept, speed networking among higher ed researchers was recently successfully piloted by a group of NYC institutions led by the medical school of Cornell University.

**Why:** To meet colleagues for potential collaborative projects

**When:** Thursday, March 27.  
Registration 3-4 pm; Speed Networking 4-6 pm; Reception 6-7 pm.

**Where:** Seegers Union, Muhlenberg College, Allentown, PA

**Who:** Hosted by Lafayette College, Lehigh University, Muhlenberg College, and Ursinus College on behalf of the Eastern PA Grants Network

**What you need to do:** Mark the date on your calendar! More information and registration instructions will follow shortly. In the meantime, contact Sujata for more information.  
(suj208@lehigh.edu)