Identifying and Acquiring Resources to Support your Programs

Xenia K. Morin, PhD
Office of Grants Facilitation
October 8, 2013
Outline

1. Resources and Tools
2. Overview of Best Practices & Guiding Principles
3. Creating a budget to match your project needs
4. Take Home Message
Office of Grants Facilitation

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Sakai:
Office of Grants Facilitation
Xenia Morin, Ph.D., is the associate dean and liaison for sponsored programs. She leads the office, which is a unit of the Office of the Executive Dean of Agriculture and Natural Resources.

Her principal mission is to increase the visibility of school and experiment station researchers and to help position them strategically to take full advantage of all-scale, multidisciplinary funding opportunities.

In addition, her office provides grantmanship training and consultation, disseminates relevant and timely information about funding opportunities and agency programmatic initiatives, sponsors research-focused events, suggests potential internal and external collaborations, prepares researchers for funding agency meetings, and contributes content on an as-needed basis.

She also directs and coordinates new initiatives to make our scientific instrumentation and expertise visible and available to the broader campus and corporate communities and oversees our on-going investment in building the research infrastructure on campus.
Federal Shutdown Update, click here.

Welcome

The Office of the Vice President for Research and Economic Development promotes excellence in research and economic development programs at Rutgers. Our staff is organized and trained to focus on supporting the faculty’s research agenda across the now-expanded university, while also strategically driving economic development activities, largely through public-private partnerships.

Research is fundamental to the university’s mission and enhances its education and service missions. Education, at both the undergraduate and graduate levels, is delivered by faculty directly involved in the discovery of new knowledge. Rutgers’ faculty, staff, and students bring their expertise to communities throughout New Jersey, the nation, and the world, reaching out to schools, government, foundations, and the business community.

Along with discovery-based research, Rutgers increasingly engages in commercialization of research through the transfer of new technologies to industry, contributing to the economic development of New Jersey and the nation. From the discovery of streptomycin—the cure for tuberculosis—to the technology behind Ask.com, Rutgers continues to

OVPRBED Components
- Office of Research and Sponsored Programs
- Office of Research Advances
- Office of Public-Private Partnerships and Economic Development
- Office of Technology Commercialization
- Office of Research Regulatory Affairs
- Office of Research Administration
- Office of Translational Research
- Office of Corporate Contracts
- New Ventures and Entrepreneurship
- Center for Mathematics, Science, and Computer Education
## Research Support

<table>
<thead>
<tr>
<th>Grants &amp; Contracts, Pre-Award</th>
<th>Grants &amp; Contracts, Post-Award</th>
<th>Research Integrity, IRBs, IACUCs</th>
</tr>
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<tbody>
<tr>
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<td>Nicholas Cardin, DGCA</td>
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<td>Environmental, Health and Safety:</td>
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<td>Clinical Trials Agreements</td>
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<td>Core Facilities:</td>
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<td>Corporate Contractors:</td>
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<td>Corporate Relations:</td>
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Contacts in the Office of the Vice President For Research and Economic Development

**Examples:**
- Eileen Murphy
  - limited submissions
- Bruce LaMattina
  - Defense Dept.
Pre-Pre-Award and Pre-Award Resources
At SEBS/NJAES
What do we mean by “Pre-Award” grant administration?

- PI develops proposal
- PI works with the University to complete internal paperwork to provide assurances that proposal is ready for submission
- University submits the proposal on behalf of the PI
Office of Research and Sponsored Programs (ORSP)

Melissa Vinch

Office of Grants Facilitation
Proposal Development - Phase I

IDEA

Draft Proposal

Identify funding sources

Develop Fundable Project

Develop Teams
Proposal Development- Phase I

IDEA

Draft Proposal

OGF

Develop Funding Sources

Develop Fundable Project

Develop Teams
Proposal Development

- **IDEA**
- **Identify funding sources**
- **Draft Proposal**
- **Develop Fundable Project**
- **Develop Teams**
- **OGF ORSP**
Proposal Development

IDEA

Identify funding sources

Draft Proposal

Develop Fundable Project

OGF

Develop Teams
Developing Teams

- Goforgrants.Rutgers.edu > Funding > COS Pivot
- Office of Grants Facilitation
- Rutgers Institutes
- Literature
- Program Officers
Developing Fundable Project

• READ THE REQUEST FOR PROPOSALS (RFP)!

• Be responsive

• Focus

• Determine if you have the resources or will need to request resources
  – Equipment
  – People
  – Collaborations
  – Other university resources eg. Outreach, computing facilities, etc.
Proposal Development

IDEA

Identify funding sources

Develop Teams

Develop Fundable Project

Draft Proposal

OGF
Proposal Development

IDEA

Identify funding sources

Develop Teams

Develop Fundable Project

Draft Proposal

BUDGET
Proposal Development - Phase II

1. Submit
2. Complete Proposal
3. OGF ORSP*
4. REVISIONS
5. Endorsement Package
6. BUDGET
7. BUDGET TEMPLATE

Office of Grants Facilitation
Creating a Budget to Match Your Project Needs

- Objectives
- Work Plan
- Budget
- Staffing needs
Proposal Development - Phase II

Submit

Complete Proposal

OGF ORSP*

BUDGET

BUDGET TEMPLATE

Endorsement Package

REVISIONS

Submit
ORSP Budget Templates

Updated: 6/14/13

System/Software Requirements:
PC: Microsoft Office 2003 or newer
Mac: Microsoft Office 2004 or newer

Note: Office 2003 requires a patch to use the non-cost share template. Please download it here.
Note: Office for mac 2004 requires a patch to use the non-cost share template. Please download it here.

Instructions
Please begin by selecting fiscal year on the welcome page.

Begin using the budget template by clicking on the personnel tab, located on the bottom of the page. Move onto the subcontract tab, should you have a subaward. Numbers entered into the personnel and subcontract tabs will automatically populate the summary tab.

To complete the budget template, fill out all other line items by entering them directly into the summary tab.

Downloads
1. Budget Actual Rutgers
2. Budget Actual LUMD
3. Budget Actual Combined
4. Cost Share Actual 2013-2018
Justify everything in the budget that is not obvious... The reviewers will be in a better mood if they do not have to puzzle over things such as unexplained changes in the budget for subsequent years.

“Writing a Successful Grant Application,” 2nd Edition. Liane Reif-Lehrer
Proposal Development - Phase II

- Submit
- BUDGET
- BUDGET TEMPLATE
- OGF ORSP*
- REVISIONS
- Complete Proposal
- Endorsement Package
A complete Endorsement Package should contain the following information:

- New ORSP Endorsement Form
- New ORSP Budget Template
- Budget Justification/Narrative
- Narrative/Scope of Work
- Link to the RFP
- If applicable: supporting documentation for any F&A exceptions or restrictions; signed Cost Share budget template; Letter of Intent; and any additional required sponsor documentation
Recent Changes in Pre-Award Administration

New Endorsement Form

Highlights:
- Financial Conflict of Interest (FCOI) Disclosure
- Project Accounts
- Export Control

Reminder:
- A completed and fully executed Endorsement Form is required five (5) business days prior to a sponsor deadline date.

http://orsp.rutgers.edu/sites/orsp.rutgers.edu/files/Endorsement%20Form.pdf

Office of Grants Facilitation
Proposal Development - Phase II

1. Submit
2. Complete Proposal
3. OGF ORSP*
4. BUDGET
5. BUDGET TEMPLATE
6. Endorsement Package
7. REVISIONS

Office of Grants Facilitation
Proposal Development - Phase II

1. Final Review ORSP*
2. Submit
3. Complete Proposal
4. REVISIONS
5. BUDGET
6. BUDGET TEMPLATE
7. Endorsement Package

Office of Grants Facilitation
Proposal Development - Phase II

1. Final Review ORSP*
2. Submit
3. Complete Proposal
4. REVISIONS
5. BUDGET
6. Endorsement Package

Office of Grants Facilitation
Proposal Development - Phase II

Submit

Complete Proposal

OGF ORSP*

REVISIONS

Endorsement Package

BUDGET

BUDGET TEMPLATE
Celebrate!
COS Pivot—A Research Funding Database

http://pivot.cos.com/

**Funding Opportunities**
- Comprehensive global source of funding opportunities
- Billions of dollars in funding and growing

**Pre-Populated Scholar Profiles**
- Your institution’s profiles matched against funding opportunities
- Find collaborators from among 3 million profiles worldwide

**Collaborative Work Flow**
- Connects research development professionals and faculty
- Cultivate essential partnerships and alliances

**Intelligent Mapping Tools**
Leverage expertise to propel research uniquely targeted to your organization.

Office of Grants Facilitation
Summary Office of Grants Facilitation can help with…

• Brainstorming
• Finding funding opportunities via COS Pivot
• Proposal development and review
• Building teams and identifying resources
• Training:
  – COS Pivot
  – Budget Template
  – Endorsement forms
  – Cayuse
• Endorsement review
• Budget and budget justification review
Additional Resources

• Other groups at Rutgers:
  – Rutgers Foundation, Office of Foundation and Corporate Affairs
    • Margarethe Laurenzi, mlaurenzi@winanats.rutgers.edu
  – Office of Vice President for Research and Economic Development
    • Office of Proposal Development (Limited Submissions)
    • Office of Research Alliances
    • Office of Corporate Contracts
  – Libraries:
    • Data Management: Ryan Womack, rwomack@rci.rutgers.edu

• Arrange for a visit to your Program Officer
TAKE HOME

• We are here to set you up for success!

"My project is simply this. I want to find out once and for all whether there's any truth in the belief that money can't buy happiness."