The Office of Grants and Sponsored Research Newsletter

Spring 2021

MESSAGE FROM THE EXECUTIVE DIRECTOR

Welcome to the bi-annual newsletter from the Office of Grants and Sponsored Research (OGSR)! Our goal is to share updates, resources, and information related to sponsored research and programs every semester that will be helpful to faculty and staff . As we continue to tread the uncharted waters of the pandemic, we are happy to say that this year has been productive and collaborative in the area of research at TCNJ. In this issue, you will find upcoming spring events sponsored and hosted by OGSR, resources for grant preparation, and other tidbits relevant to pursuing grant funding. We encourage you to contact us at any time with your questions, suggestions, and successes.

DID YOU KNOW?

The Office of Grants and Sponsored Research maintains a faculty research interest database on the OGSR website. This database is a helpful resource to search for faculty that have research interests similar or complementary to your own, browse for research collaborators by college or department, or share details about your expertise and research interests.

To view the database, go to: www.academicgrants.tcnj.edu/faulty-expertise-database/. To update or add your research profile, please send an email with the subject line "Faculty Database" to grants@tcnj.edu. Include in the body of the email the information you would like added and/or have changed.

**The College of New Jersey**

Office of Grants and Sponsored Research

Green Hall 111
2000 Pennington Road
Ewing, NJ 08268

Phone: 609-771-3255
E-mail: grants@tcnj.edu
www.academicgrants.tcnj.edu

Inspiring and partnering with the TCNJ community to acquire funding for research and special projects.
Engagement, Efficiency, Excellence

OGSR UPDATES

ROLES AND RESPONSIBILITIES

The exploration and submission of a grant proposal is truly a team effort. OGSR provides support to faculty and staff in order to foster TCNJ's ongoing efforts to engage in high-quality undergraduate research. The staff in OGSR have received many requests regarding who does what during the lifecycle of a grant at TCNJ. We hope that the following information will aid in clarifying the roles and responsibilities.
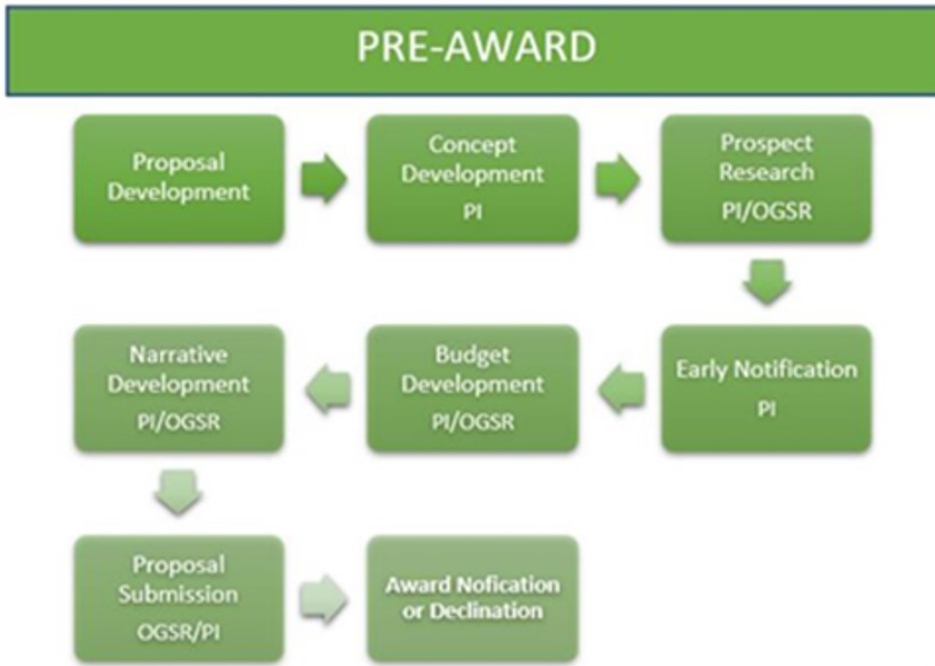
The **Pre-Award** cycle begins with **Proposal Development** (left) where the Principle Investigator/ project leader (PI) develops a concept for their research or project then shares with the OGSR. Concept development begins the interactive process in which a well-developed idea provides the basis for identifying potential funding agencies. Once a grantor is identified, the formal application process—budget and narrative development - can begin.

The PI is responsible for providing an initial list of line items for the budget. OGSR staff is available to make line item recommendations, however the final items are determined by the PI. OGSR will ensure correct salaries, benefits, and indirect costs are included in the budget. In addition, OGSR will confirm that budget line items are allowable costs as specified by the grantor.

For narrative development, the PI is responsible for writing the narrative—such as the research description, goals and outcomes, evaluation plan, etc.- while the OGSR completes any required administrative forms, such as the Federal SF-424. When both the narrative and budget are complete, OGSR obtains chair review and dean approval, then submits the complete application to the grantor.
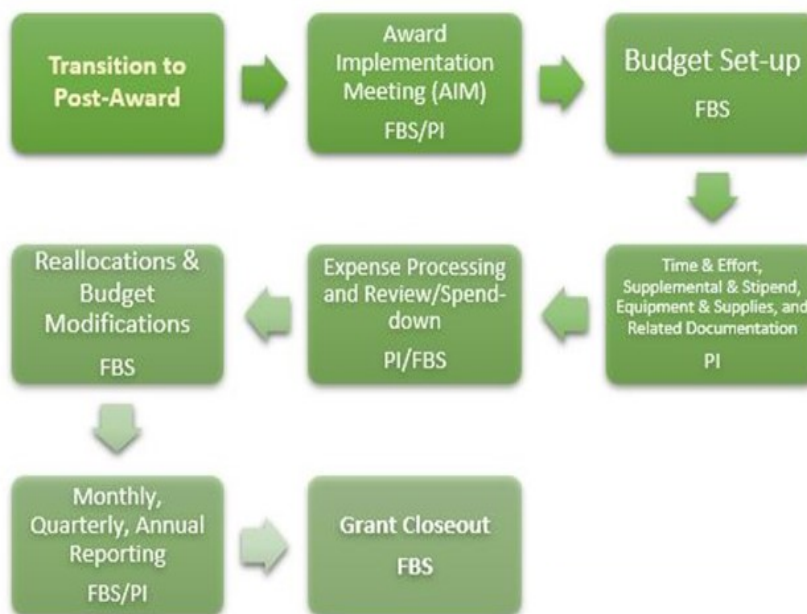

When an **Award Notification** arrives, the OGSR reviews, ne-

notifies the PI, Dean, and **Post-Award** staff that an award was received, reviews the terms and conditions of the grant award/contract with the PI, initiates budget set-up in Oracle Cloud (chart field/account request and set-up), then **Transitions to the Post-Award** staff located in the Finance and Business Services (FBS) office. Post-award staff reviews and formalize the budget set-up by OGSR in Oracle Cloud then schedule an Award Implementation Meeting (AIM) with the PI to provide the grant account number, expenditure tracking information, and resources necessary to appropriately manage the grant.

OGSR remains available to assist the PI with any change of scope, budget modification, contract modifications, preparation of subaward contracts, no-cost extension, and related requests over the course of the grant term.

Once a grant has transitioned to Post-Award and budget set-up is complete in Oracle Cloud, grant expenditures can begin. The PI will work with FBS to ensure expenditures are aligned with the policies and procedures of both the College and the grantor. Post-Award staff explain to the PI the documentation needed to track their time and effort, and the necessary forms to process supplemental and stipend payments for grant paid faculty, staff, and consultants. All budget reallocations or modifications within Oracle Cloud are handled by FBS. The PI has the responsibility to ensure that expended funds are allowable, allocable, and reasonable within the period of performance set forth in the contract. Together, the PI and FBS provide timely reporting and invoicing to the funder, as determined by the terms and conditions defined in the award notification. Post-Award staff complete the required documentation and steps to close-out the grant at the end of the grant term.

For those grant proposals that are **Declined**, OGSR notifies the PI and respective Dean. Together, the PI and OGSR receive and review proposal reviewer comments. It is the decision of the PI to pursue a resubmission.

If you have any other questions, please reach out to the Office of Grants & Sponsored Research. The staff in OGSR are happy to meet with you to discuss and clarify the steps listed here or to assist with grant-seeking.

The Office of Grants and Sponsored Research is now located in Green Hall, Room 111.

MISSION

To promote excellence in learning, scholarship, engagement, innovation, and health through the pursuit of external funding. Focused on inspiring and serving faculty and staff, the OGSR actively partners with TCNJ community to acquire funding for research and special projects.

The Office of Grants and Sponsored Research partners with staff and faculty to provide the highest quality research administration. We would like you to get to know us! Meet the team:

Kortnay Woods, Ph.D.
Executive Director
The Office of Grants and Sponsored Research is under the direction of Dr. Kortnay Woods, who provides leadership for the development and administration of externally funded grants and contracts and oversees sponsored research compliance at TCNJ.

Cathy Alrabie
Associate Director of Grant Development
The newest addition to the team, Cathy Alrabie joined OGSR in December 2019. She can assist you with researching and identifying funding opportunities, getting the resources and information necessary to secure funding, proposal development and grant submission.

Heather Mayen
Senior Coordinator of Pre-Award Administration
Heather Mayen has been working in the OGSR since June 2017 and partners expertly with faculty and staff to ensure proposals are submitted in a timely manner and meets funder requirements. She particularly takes the sting out of budget creation and guides faculty and staff in developing a cohesive budget for their grant.

2021 Spring Virtual Schedule
UPCOMING EVENTS

WORKSHOPS

Overview of the Grant Application Process at TCNJ   March 23, 2021, 12:20PM—1:20PM
This workshop will outline the pre-award steps from initial concept to award, includes an overview of concept development, funding prospects, necessary approvals, and grant submission procedures.

Grant Budgeting   March 30, 2021, 12:20PM—1:20PM
This workshop will offer insights into the Pre-Award budget planning process here at TCNJ, including determining direct costs, indirect costs, and cost sharing.

Who Has Time for Research?   April 13, 2021, 12:20PM—1:20PM
This one-hour workshop brings together experienced TCNJ faculty researchers with faculty who are thinking about pursing research.

Finding Grant Funding   April 27, 2021, 12:20PM—1:20PM
This workshop will provide you with tools to find potential funding sources for your research projects.

WEBINARS

NIH Regional Seminar on Program Funding and Grants Administration   Date TBD
This seminar is intended to help demystify the application and review process, clarify Federal regulations and policies, and highlight current areas of special interest or concern.

Faculty Equity in a Time of COVID - Panel Discussion   March 10, 2021, 12:00PM
The NSF Advance program will hold a discussion on the short and long-term impacts of the COVID-19 pandemic on STEM faculty diversity, equity, and inclusion.

First Steps to Proposal Success: March 31, 2021, 12:15PM—1:25PM
Understanding the Agency Review Process
This webinar will offer specific information about the similarities and differences in the review process at major U.S. federal and non-federal grant agencies such as NSF, NIH, DOD, DOE, EPA, NEH, NASA, Robert Wood Johnson, and Susan G. Komen foundations.

.

To register for any of these events, please send an email to grants@tcnj.edu with "Registration" in the subject title and your choice of programs.

Engagement, Efficiency, Excellence