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Office of
Research &
Sponsored
Programs

Martin Hall, Room 338

PO Box 43610

Lafayette, LA 70504

337-482-5811

orsp@louisiana.edu

www.orsp.louisiana.edu

STAFF

Ruth Landry
DirectorAlise Hagan
Pre-Award SpecialistAbby Patterson
Pre-Award SpecialistRobin Broussard
IACUC Coordinator/
Regulatory ComplianceChanges for the Office of Research &
Sponsored Programs

Submitted by Ruth Landry

As you may be aware, the post-award and contractual compliance responsibilities previously handled by the Office of Research and Sponsored Programs (ORSP) have been assumed by the newly formed unit, Sponsored Programs Finance, Administration and Compliance (SPFAC). With this transition, ORSP is planning to provide enhanced pre-award and proposal development services for the university community. Some of our initial plans include:

Notification of Funding Opportunities: Since January of 2009, ORSP has compiled and distributed 34 issues of *FundingNotice* (an average of approximately two issues per month) advertising a total of more than 2,000 funding opportunities. We are committed to continuing this service and are exploring ways to improve its effectiveness. ORSP will be distributing an electronic survey in the very near future to solicit feedback on *FundingNotice*. This is an opportunity for faculty to provide ORSP with keywords representative of their research interests so that ORSP can better align the content of *FundingNotice* to meet those interests. Please keep an eye out for this survey. Your participation is much appreciated.

Training for Faculty & the University Community: This academic year, ORSP offered 12 training sessions for the university community. Topics included Getting Started: Finding Funding & Proposal Preparation Basics, the Board of Regents Support Fund Programs, the NSF CAREER Program, and Strategies for Using the New NIH Short Forms. We have also made arrangements for web training in the Responsible Conduct of Research through the Collaborative Institutional Training Initiative (CITI). This is an important component of our regulatory compliance program (*see page 4 for more details*). We are working to formalize and expand our training offerings. Please consider joining ORSP for a session or two next academic year and let us know of any topics that would interest you or your colleagues.

Sponsor/Agency Visits: This academic year, ORSP hosted the Program Managers of the Board of Regents Support Fund programs. ORSP has as a goal to arrange for no fewer than two visits from federal sponsors and four visits from state agency sponsors next academic year. If you have contacts (former students, colleagues, favorite program manager) that might be willing to visit campus, please contact ORSP.

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We are excited about our plans and welcome any feedback you might have. Please remember that the sooner you engage your Pre-Award Administrator in your proposal development process, the more time will be able to assist you in submitting a successful proposal.

NIH Corner: Major changes to NIH Applications

Submitted by *Alise Hagan*

All new or resubmission applications targeting due dates on or after January 25, 2010 (for FY2011 funding consideration) require the use of new application forms and instructions, which include shorter page limits and new forms. Applications submitted using incorrect application forms will be delayed and may not be reviewed by NIH. Applicants should review the new instructions and download the newest forms from the most current funding opportunity announcements. Additional information is available on the NIH website at the following links:

- <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-149.html>
- http://enhancing-peer-review.nih.gov/restructured_applications.html

During the spring semester, ORSP offered several sessions of an audio conference entitled, "**Winning More Grants! Best Tactics for use on New NIH Short Form**" presented by Dr. Karin Rodland, Chief Scientist for NIH Programs at the Pacific Northwest National Laboratory. This program provided strategies for approaching the new NIH application format to maximize success. **A CD of this program and accompanying materials are available to interested UL Lafayette faculty.** Please contact ORSP if you are interested in viewing the program and/or receiving the program materials.

NSF Corner: WANT TO GET REJECTED FROM NSF? HERE'S HOW!

Submitted by *Alise Hagan and Abby Patterson*

National Science Foundation (NSF) program managers are looking very closely at the requirements set forth in the Grant Proposal Guide (GPG) and the program solicitation, and making the determination to "return without review" all proposals that don't meet stated criteria. If your proposal is returned without review, then your proposal does not have the chance to be reviewed on its scientific merit.

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Is Your Budget in Shape for Summer?

Summer is around the corner, and that means you may be receiving Summer salary from a sponsored project.

If you are a Principal Investigator on a project that has summer salary budgeted for you and/or other investigators for Summer 2010, please take a moment to consult your financial records to ensure that you have sufficient funds in your salary line item to cover the budgeted summer salary(ies). If you are teaching during the summer session, remember that compensation can only be requested for the months during which you have no teaching assignment.

Please use the following dates (adjusted to fit the amount of compensation allowed in your budget(s)) when requesting summer compensation:

- May 17 – May 31: ½ month salary
- June 1-June 30: 1 month salary
- July 1- July 31: 1 month salary
- August 1 – August 17: ½ month salary

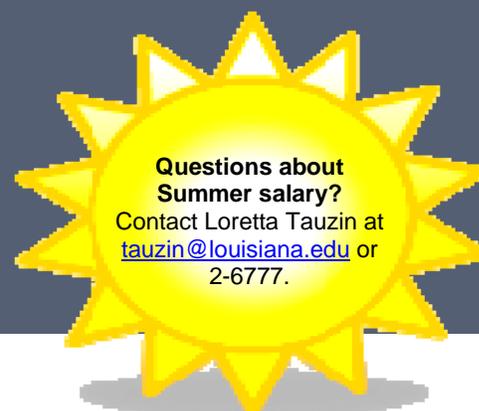
The Restricted Account Compensation Form can be found on our website at

http://orsp.louisiana.edu/ppft/forms/doc/restrictacctc_omp.doc.

If you need a budget revision to cover your summer salary, the Budget Revision Form can also be found on the ORSP website at

<http://orsp.louisiana.edu/ppft/forms/doc/RevisionNCERequestForm.doc>.

For help with your revision, please contact Valerye Boles (ext. 2-1780 or vlb@louisiana.edu) or Donna Fontenot (ext. 2-1099 or dsf@louisiana.edu).



NSF Corner: *(Continued from page 3)*

WANT TO GET REJECTED FROM NSF? HERE'S HOW

From recent experience, ORSP can confirm that NSF program managers are scouring every proposal to weed out any that don't follow NSF established guidelines. To make sure your proposal gets into the hands of reviewers, take the time to adhere to the NSF GPG and avoid the following nine reasons that proposals may be returned without review:

1. The proposal is inappropriate for funding by the National Science Foundation.
2. The proposal is submitted with insufficient lead-time before the activity is scheduled to begin.
3. The proposal is a full proposal that was submitted by a proposer that has received a "not invited" response to the submission of a preliminary proposal.
4. The proposal is a duplicate of, or substantially similar to, a proposal already under consideration by NSF from the same submitter.
5. The proposal does not meet NSF proposal preparation requirements, such as page limitations, formatting instructions, and electronic submission, as specified in the Grant Proposal Guide or program solicitation. For example:
 - *The page margins of the narrative are set to .8 inch instead of the minimum 1 inch.*
 - *The biographical sketch exceeded the two-page limit.*
 - *The font was not one of the NSF approved fonts.*
6. The proposal is not responsive to the GPG or program announcement/solicitation. For example:
 - *The narrative did not include prior NSF support (or the information included was incomplete) for either the PI, Co-PI, or collaborator (from UL Lafayette as well as from other institutions)*
 - *The biographical sketch included excessive information (more than five synergistic activities; more than 5 related publications; more than 5 other publications; paragraph of past experiences and skills).*
 - *The proposal includes funding to support postdoctoral researchers, but does not include the requisite mentoring plan.*
 - *The one-page project summary does not separately address both merit review criteria (intellectual merit and broader impacts).*
7. The proposal (or letter of intent) does not meet an announced proposal deadline date.
8. If the proposal was previously reviewed and declined, and has not been substantially revised.

A resubmitted proposal that has not clearly taken into account the major comments or concerns resulting from the prior NSF review may be returned without review.
9. The proposal duplicates another proposal that was already awarded.

For more information on these requirements, please check out the Grant Proposal Guide, Section IV. B: Return Without Review or contact your ORSP Pre-Award Administrator. The complete NSF Grant Proposal Guide is available at http://nsf.gov/publications/pub_summ.jsp?ods_key=gpg .

Compliance Corner:

Responsible Conduct of Research Training

Submitted by Robin Broussard & Ruth Landry

To comply with new requirements of the National Science Foundation and amplified requirements of the National Institutes of Health to provide training in the Responsible Conduct of Research, the university has acquired a license to use and customize RCR online modules through the Collaborative Institutional Training Initiative (CITI).

The CITI RCR modules are available to all members of the UL Lafayette community. It is required for the following individuals:

- Post docs, undergraduate and graduate students supported by NSF projects proposed on or after January 4, 2010.
- All trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant.

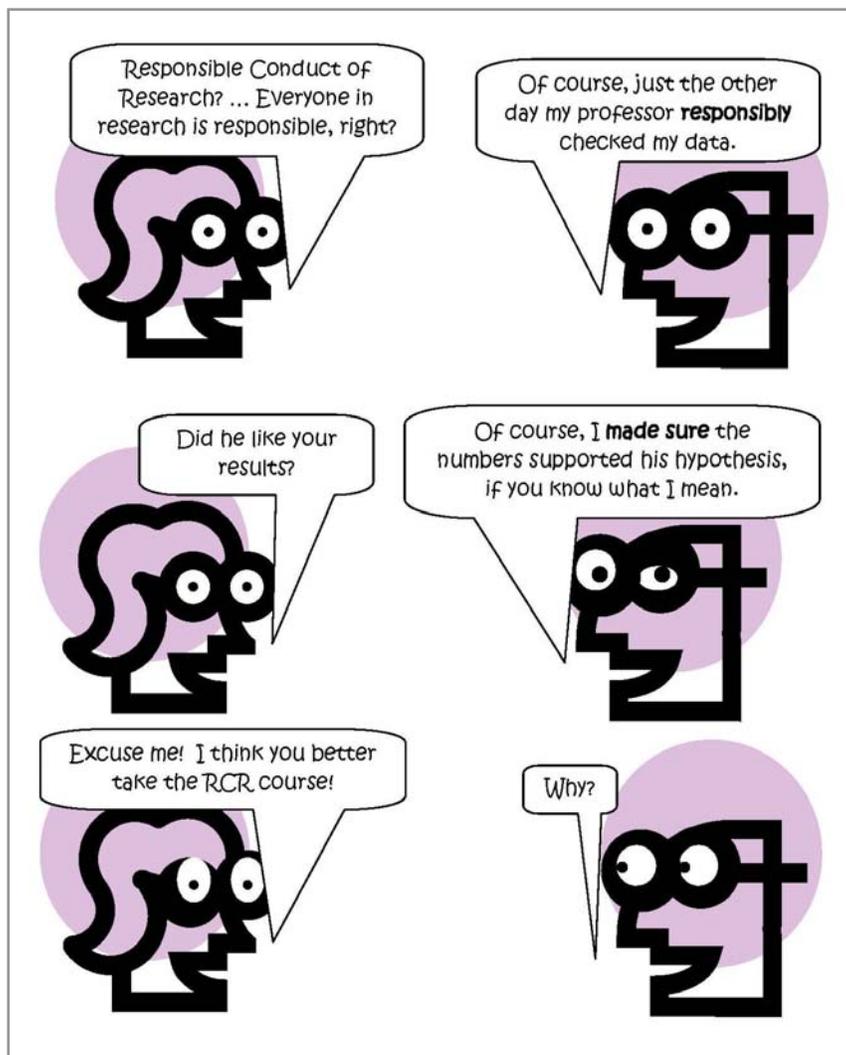
To access this training:

1. Go to <https://www.citiprogram.org/default.asp>.
2. Click [Register Here](#).
3. Under Participating Institutions select University of Louisiana at Lafayette.
4. Your CLID is your user name, create a password and fill in the remaining fields, then press submit.
5. Select the course designed for your field of study.

More information can be found on the ORSP website at:

<http://orsp.louisiana.edu/compliance/responsible.shtml>.

Questions can be addressed to either Ruth Landry (ext. 2-5811) or Dr. Robin Broussard (ext. 2-1419).



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