Windows of Opportunity

CAYUSE SP Implementation Will Soon be Underway!

This Fall, the Office of Research and Sponsored Programs will be collaborating with the Office of Information Technology on a major addition to the current Cayuse Research Suite: "Cayuse Sponsored Projects," or "Cayuse SP." Cayuse SP will integrate with the existing modules at MSU—Cayuse 424 and Cayuse IRB—to further streamline the proposal development and non-financial award management processes. This will make Cayuse the "system of record" in the reporting of sponsored programs activity for both pre- and post-award (non-financial). For the first time, PIs, Chairs, Deans, and Division Leaders will have the ability to see their specific unit's proposal and award activities and active grant portfolio in real time via the SP dashboard.

One of the best features of Cayuse SP is the ability to customize the current routing and approval process for proposals. It will virtually eliminate the current Adobe PDF routing form to be replaced by an online form, and will also allow for simultaneous approval of proposals by chairs and deans! No longer will approvers have to wait for the previous approver to certify/ approve the proposal to be submitted.

Users of NSF FastLane will still continue to use that system for their submissions, but Cayuse will remain the system of record for proposal submission to most other federal sponsors via Grants.gov, and to route both federal and non-federal submissions for internal approval.

We anticipate that the implementation will begin this November and be completed within four to six months. In 2020, we also expect to add an additional Cayuse module—Cayuse IACUC—to the Research Suite that will create tremendous efficiencies for the Institutional Animal Care and Use Committee.

ORSP will be offering new training activities and resources with the rollout of Cayuse SP. If you have any questions about this new module, please contact ORSP at orsp@mail.montclair.edu. ORSP be at the Technology Expo hosted by IT, on November 12, from 11– 3PM, so please drop by!

Ted Russo
Director, Office of Research and Sponsored Programs

For More Information on Funding Sources, Submittal Strategies, Awards Management, and Much More, Please Visit ORSP Online at

http://www.montclair.edu/orsp

Internal Awards: They're Coming!

Every year, the Provost's office launches an internal awards competition to encourage and support the scholarly, creative, and/or research efforts of the MSU community. The FY2021 competition will be announced by the end of the calendar year and the Guidelines & Application for each award will become accessible at that time. Here are a few things to know and look out for:

Kate Dorsett
Sponsored Programs Administrator, ORSP

- There are several types of award—each with its own unique purpose—so start thinking about your needs/goals. As an example, consider the following:
    - Do you have an exceptional student who has expressed interest in your scholarly work? Then the Student Faculty Scholarship Award will allow him or her to receive a stipend while assisting you in data gathering, library research, etc.
    - Are you planning to conduct well-defined scholarly activity next summer that will contribute to the University, to the field, and to your ongoing research? If so, consider applying for a Separately Budgeted Research Award for travel, supplies, etc.
    - Are you ready to submit an external grant proposal, but you just need the time and resources to put the proposal together? The Summer Grant Proposal Development award will give you a summer stipend as you prepare your proposal.
- The awards are competitive, but several of them prioritize supporting non-tenured faculty or tenured faculty that are expanding into new areas of research, creative activities, or scholarship. So, if that's you, don't hesitate to apply!

Be on the lookout for an ***Internal Awards Workshop*** early in the New Year, but always feel free to contact Kate Dorsett at dorsettk@montclair.edu to learn more.

Featured Awards

Yang Deng (Earth and Environmental Studies, CSAM) was awarded $97,692 by the U.S. – Egypt S&T Joint Fund for his project *Towards Innovative and Green Water Reuse with Integrated Constructed Wetlands and Ferrate(VI) Treatment*. In the first year of this three-year, $189,543 award, Montclair State University and the National Research Centre in Egypt will collaborate to provide the scientific basis for the combined use of constructed wetlands and ferrate(VI) for addressing multiple chemical and microbial contaminants in municipal wastewater, and to enable a design capable of demonstrating long-term performance of the combined systems for agricultural water reuse.

Dr. Joshua Sandry (Psychology, CHSS) received funding for his project, *Neuroimaging of Hippocampally Mediated Memory Dysfunction in Multiple Sclerosis*, from the National Multiple Sclerosis Society in the amount of $200,782. The project, in collaboration with the Kessler Foundation, will clarify how the interrelationship between working memory and the medial temporal lobe, specifically the hippocampus, is altered in MS patients with long-term memory impairment.

MSU's Indirect Cost Rate: What's New?

In November 2018, Montclair State University finalized its new federally negotiated indirect cost rate agreement with the US Department of Health and Senior Services (DHHS). DHHS is MSU's federal cognizant agency for indirect costs and the University works with the agency approximately every three years to negotiate a new federal indirect cost rate. The process involves the institution submitting an indirect cost rate proposal, which is the documentation to substantiate its request for the establishment of an indirect cost rate.

What are indirects?

Although called by various names—whether it's indirects, facilities and administration, general administrative costs, overhead—the concept is the same. The federal Uniform Guidance definition of indirects is "those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved." In other words, indirect costs are costs that the University incurs that are not directly identified with a particular grant, contract, or program: for example, central administration, library, facilities maintenance, and utilities. In essence, the institutional costs of conducting externally sponsored activities on or off campus.

To help recover those costs, Principal Investigators budget for indirect costs when submitting a proposal. What indirect costs to charge are dependent on the sponsor. For a proposal to a federal agency (e.g., NSF, NIH, DoEd), the federally nego-tiated indirect cost rate and base are typically calculated. With that said, in some proposals—especially those to private foundations—the sponsor may set the indirect cost rate and base to be used. For example, with the Spencer Foundation's Lyle Spencer Research Awards competition, the Foundation sets the indirect rate base at 15% of total direct costs, not including budgeted subawards.

What changed?

Prior to November 2018, the on-campus federally negotiated rate was 59% and the base was salaries and wages only (excluding Graduate Assistant stipends). The off-campus rate—which is used when 50% or more of the entire project's efforts will be done at an off-campus location—was 21.8% of salaries and wages. Now, MSU's indirects are calculated with

a Modified Total Direct Costs base, which is comprised of salaries and wages, fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward. It does not include equipment, rental costs, tuition, participant support costs, and the portion of each subaward greater than $25,000. The new on-campus rate is now 45% of MTDC and the new off-campus rate is 15.5%.

Catherine Bruno
Post-Award Officer, ORSP

The most significant change is the base—the modified total direct costs base is larger, which will allow the University to more fully and realistically recover research and program costs that cannot be specifically assigned to a grant. For example, now that a portion of subaward costs are included in the base, the University is able to recover a portion of the costs incurred in the administration of subawards: drafting of agreements, monitoring of subawardee performance, and processing of payments. These activities require various staff time and resources which are not directly charged to the grant.

What happens to charged indirects?

As PI's may already know, as the grant is spent down, the indirect costs charged to the grant are distributed to the PI (10%), the Department (25%), the College/School (15%), Academic Affairs and ORSP (20%), and the University (30%). These funds can be used for a variety of expenses, including travel, purchase of supplies/materials, etc., as long as University policies are followed. These funds cannot be used for extra compensation to the PI. If a PI does not have the internal budget information to access these funds, he or she should contact their College/School's Office of Budget and Planning liaison to gain access.

In summary, the new rate and base brings the University in-line with its status as an R2 Carnegie Classification and is yet another indicator of the University's growth.

DID YOU KNOW?

PI's receive 10% of recovered indirects. If you have received a grant, you have access to indirects to further your research and/or program.

Awardee Profile: Dawn Marie Hayes

Dr. Dawn Marie Hayes of the Department of History and her project co-director, Dr. Greg Pope of Earth and Environmental Studies, were awarded a one-year, $49,783 grant by the National Endowment for the Humanities for their project, titled "Documenting the Past, Triaging the Present and Assessing the Future: A Prototype for Sicily's Norman Heritage, ca. 1061-1194." As part of our *Awardee Profile* series, we asked Dr. Hayes to share her insights about the proposal sub-mission and award process.

What are the major aspects of your awarded project?

The *Norman Sicily Project (NSP)* digitally registers, maps, and analyzes the monuments erected during the island's Norman period (ca. 1061-1194), arguably the most auspicious years in its long history. In so doing, it provides new understandings of the complex society that produced them. The project accomplishes this by joining history and earth science in a collaboration made broadly accessible by digital technologies. This application is in support of a pilot project to ensure that the best technological foun-dation is in place for the *NSP*'s future development. The primary grant product will be a prototype offering access to an entire class of monuments—the society's monasteries—whose data and images will be made freely available.

What were your first thoughts after having received the news that you were awarded?

I was incredibly excited. To have the value of the project acknowledged in this very public and competitive venue was an absolute joy. In addition, I was thrilled to know that I would now have valuable funding available to advance a project that draws needed attention to an important period in Sicily's rich history.

What are some of the challenges involved in a project like yours? How are you tackling these?

One of the most pressing challenges of this project is the management of data—both textual and visual. We are tackling this by making sure that all data are verified by scholarly sources, are discoverable through searches, and are stored securely with services that provide multiple layers of protection. To support these efforts, we are hiring and training four undergraduate students who will be in-volved in the processing of images and in the development and application of metadata while employing a software engineer who will oversee the development of the web app using current best practices.

How would you advise colleagues interested in submitting a grant application?

I would encourage any colleague who is interested in submitting a grant application and would advise them to take advantage of any resources and support offered by the targeted agency. For example, I found it very useful to talk to a program officer before my successful submission to the National Endowment for the Humanities. Also, if the program allows for the read of a draft, I would budget the time necessary to receive feedback and then incorporate it into the final submission. Some programs also provide summaries of reviewers' comments for unsuccessful applications, which can be invaluable when preparing a resubmission. Finally, looking at examples of successful applications that have been made to a target program is also valuable.

What, if anything, do you believe MSU can do to make grant submission and management more appealing?

Grant applications are labor intensive and time consuming. It would be good to have this directly acknowledged vis-à-vis *unfunded* applications in the reappointment, tenure, and review process. I think many faculty are nervous about investing significant time in applications submitted to com-petitive calls that have low funding rates. If it were clear that a complete application submitted to a major funder by the deadline would be considered a contribution of signifi-cance to a faculty member's professional responsibilities, I suspect that more faculty would be willing to develop major grant proposals.

The Revised Common Rule Goes into Effect (Finally)

What is 45 CFR 46, aka the Common Rule?

These are laws set by the U.S. Department of Health and Human Services that tell institutions and researchers how to conduct research ethically while protecting persons from risks in research.

Backstory

The first revisions to the Common Rule were released in January 2017, with an adoption date in January 2018. That date was delayed (one week before it became official) and finally went into effect on January 21, 2019. The goal of the revised rule is to reduce administrative burden and better protect subjects in a modern research context. Since the Common Rule has not been changed in any significant way since 1996, confusion abounds. They refer to the revised rule as the 2018 rule, which does not make sense since it did not go into effect until 2019, yet that is what it is called.

How does it affect Human Subjects Research at MSU?

Since the Common Rule comes from our federal government, it directly affects federally funded projects. The MSU IRB's Policy and Procedures (P&P) directs that all human subjects research (HSR) would be reviewed to the Common Rule, funded or not funded. So, when the one-year delay went into effect, and we were ready to go with the new revisions, we decided to adopt the revisions early for all projects that were *not* federally-funded. Our IRB was ahead of the game, and its adoption allowed the new provisions to be used by our researchers. We tweaked our P&P to allow for flexibility this past year. Now, with the revised rule a reality, all research will be under the Revised Common Rule (or 2018 rule).

Our board members and staff have had the advantage of one year of training in the rule's revisions, before it became the regulation for all research.

How does this affect your HSR?

Many of you already know about the new exempt categories that make your consenting and recruiting easier. Details can be found on our Common Rule webpage. For exempt and expedited reviewed studies, there is no expiration date. Instead, every two years, you will complete a short Administrative Check In for your study. This will be completed in Cayuse IRB and similar to completing a Renewal. For studies already approved under the old rule, you'll have to go through one more Renewal process, before this applies.

Also, to make things easier, you can now add or remove research team members without completing a modification and waiting for IRB approval (although the option remains in Cayuse, if you would like to keep track in that manner). As the Principal Investigator, you take on responsibility to make sure the correct trainings and certifications are in place, but do not have to take the time to submit those changes to the IRB.

The IRB office has had positive feedback to the changes, and we hope that will continue. If you have any questions, don't hesitate to contact us. We hope these revisions will allow more time for your new and ongoing research.

Amy Krenzer
Senior IRB Coordinator, Research Compliance and Regulatory Programs

Here to Help: The Role of Research Development

What is research development?

According to the National Organization of Research Development Professionals (NORDP), research development encompasses a set of strategic, catalytic, and capacity-building activities that advance research, especially in higher education. Research Development Professionals (RDPs) help researchers become more successful communicators, grant writers, and advocates for their research. RDPs also serve their institutions by creating services and resources that transcend disciplinary and administrative barriers and create programs to spur skill discovery.

NORDP identifies the following Research Development activities (although this list is by no means exhaustive):

Strategic Research Advancement

- Collaborate to identify areas of institutional research priorities
- Advise institutional leadership on issues related to research, including providing support for strategic planning
- Serve as institutional representatives to the University community and external visitors
- Manage or contribute to internal funding competitions and decisions
- Provide information and analysis to support formal partnerships with external entities
- Interact with political leaders related to research initiatives at institutions
- Serve as liaison with institutional federal relations
- Facilitate sponsor site visits
- Manage limited submissions programs

Communication of Research and Research Opportunities

- Manage marketing of research (e.g., annual reports, research magazines, and institutional websites)
- Raise profile of University strengths to increase visibility and impact of research with external funding sources
- Provide proposal and award information-related metrics

- Disseminate grant opportunities and proposal development tools

Dana Natale
Research Development Specialist, ORSP

Enhancement of Collaboration and Team Science

- Convene and coordinate research interest groups
- Lead large, interdisciplinary proposal teams
- Catalyze new cross-disciplinary research initiatives
- Develop and coordinate resources and tools to promote collaboration
- Maintain faculty expertise database and other collaboration and networking tools
- Facilitate collaborations within and among institutions

Proposal Development

- Navigate faculty through administrative structures within the institution
- Work with investigators to improve grant writing skills and grantsmanship
- Write proposal components
- Provide strategic advice on making proposals more competitive
- Edit proposal drafts
- Manage requests for cost sharing
- Coordinate institutional support requests
- Coordinate pre-submission peer reviews of proposal drafts

What is driving research development, and what is its effect?

The challenges faced by academic researchers are at an all-time high. The number of newly awarded doctoral degrees continues to increase, research funding (federal and non-federal) continues to decrease, competition for funding continues to surge, and research questions continue to grow in complexity. As a result, academic researchers find themselves devoting ever-increasing portions of their time and energy to the money and management of research. Additionally, research in all fields is becoming more interdis-

ciplinary and collaborative, with grants and contracts focused on team efforts. Such large and complex projects require money, skills, and time that many researchers simply do not possess.

From these challenges, a new career path swiftly developed. Today, job postings for RDPs abound across the country, at all types of academic institutions (academic medical centers, historically black colleges and universities, research universities, and primarily undergraduate intuitions). However, dedicated research development offices, especially those employing Ph.D.-level staff members with grant-writing experience, largely exist only in high output research institutions. Regardless, the remarkable growth in the number of such offices is stunning, and driven by stiff grant competition, high research

costs, and an obsession with institutional rankings and financial metrics.

RDPs typically function as campus resources and have deep knowledge of the cross-disciplinary expertise of their faculty. RDPs also have an acute understanding of sponsors and funding mechanisms, and are in an ideal position to identify potential funding opportunities for multi-disciplinary research projects that match the expertise at their institution. They serve a critical role in guiding such efforts, by helping to forge interdisciplinary and interinstitutional teams. RDPs inhabit a unique place in the academic ecosystem because they can traverse the entire landscape, helping academics and their partners articulate, plan, and finance their research, while removing obstacles and aiding success.

SciENcv Approved for NSF Biosketches

Valerie Trupp
Senior Pre-Award Officer, ORSP

The National Science Foundation (NSF) has stated that in their next update of the *Proposal & Award Policies & Procedures Guide* (PAPPG), which is anticipated to be published in January 2020, they will only accept PDFs of biographical sketches that are generated through an NSF-approved format. The NSF has designated the National Institutes of Health's Science Experts Network Curriculum Vitae (SciENcv) as an approved format for biosketches and is encouraging Principal Investigators to use this electronic system. SciENcv is a free tool that brings together the information needed in the various components of a biosketch: education, appointments, research activities, publications, honors, research grants, and other professional accomplishments.

Using SciENcv will reduce time spent on repeatedly entering biosketch information as the information entered into the system will be compliant and reusable while ensuring that it is searchable. NSF FastLane, NIH eRA Commons, and ORCID account holders who link them to the National Center for Biotechnology Information (NCBI) will be able to populate their SciENcv professional profiles with information stored in their accounts. There are three different ways to create a profile in SciENcv: manually, making a duplicate of an existing biosketch, or through an automated data feed from an external source. Section Contents will allow the researcher to select what type of biosketch he or she would like to create (NIH, NIH Fellowship, NSF, and IES). Multiple public or private profiles can be created and shared; however, they are set as private by default. Of note, SciENcv biosketches can be downloaded as a .pdf, MS Word document, or XML.

To get started, sign in to NCBI: https://www.ncbi.nlm.nih.gov/account/. There are also YouTube tutorials for getting started with SciENcv and linking an ORCID profile.

Remember, we in the Office of Research and Sponsored Programs are here to support you. If you would like to find out more about SciENcv, or would like assistance in getting started, please reach out to us.

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