

## Constitution Day Observed on September 17



Educational institutions that receive federal funding are required by the Consolidated Appropriations Act of 2005 to provide an educational program about the U.S. Constitution on September 17, the anniversary of the signing of the U.S. Constitution in Philadelphia.

The Office of Sponsored Programs is observing this aus-

picious occasion by posting a notice on its webpage at [www.osp.gatech.edu](http://www.osp.gatech.edu). Other observations are taking place throughout the campus.

The Constitution became official on June 21, 1788, following ratification by nine states, in the following order: Delaware, Pennsylvania, New Jersey, Georgia, Connecticut, Massachusetts, Maryland, and South Carolina, and New Hampshire. Fearing tyranny by the new United States of America government, citizens permitted ratification only after Constitutional Convention delegates promised to amend the Constitution to ensure the protection of their fundamental freedoms. The resulting Bill of Rights, comprised of the first ten amendments to the Constitution, was ratified in 1791.

## SUBMITTING PROPOSALS TO THE NATIONAL SCIENCE FOUNDATION

The National Science Foundation requires that all research proposals and reports are to be submitted via the FastLane system. In order to establish a FastLane account at Georgia Tech, Principal Investigators must have their passwords initialized by the Office of Sponsored Programs.

To establish a FastLane account:  
send email to Trina Brennan [trina.brennan@osp.gatech.edu](mailto:trina.brennan@osp.gatech.edu) or call 404 / 385-0254  
For technical assistance with FastLane proposals:  
call Michelle Joy Powell at 404 / 894-6945  
send email to [michelle.powell@osp.gatech.edu](mailto:michelle.powell@osp.gatech.edu)  
NSF's help desk may be reached at 1-800-673-6188.

For questions about grant or contract matters,  
*College of Engineering:* Contracting Officer Stacey Oliver-Gooden  
[stacey.olivergooden@osp.gatech.edu](mailto:stacey.olivergooden@osp.gatech.edu)  
404 / 894-6930

*College of Computing:* Contracting Officer Anita McKinney  
[anita.mckinney@osp.gatech.edu](mailto:anita.mckinney@osp.gatech.edu)  
404 / 894-6925

*All others:* Contracting Officer Teri Hansen  
[teri.hansen@osp.gatech.edu](mailto:teri.hansen@osp.gatech.edu)  
404 / 894-6927

National Institutes of Health  
Contracting Officer: Anita McKinney  
[anita.mckinney@osp.gatech.edu](mailto:anita.mckinney@osp.gatech.edu)  
404 / 894-6925



Research News is published quarterly by Georgia Tech's Office of Sponsored Programs.

Please address any suggestions or comments about *Research News* to:

Michelle Joy Powell  
404-894-6945  
OSP Mail Code: 0420  
Or by email to [michelle.powell@osp.gatech.edu](mailto:michelle.powell@osp.gatech.edu)

<http://www.osp.gatech.edu>

Office of Sponsored Programs  
ReACTT  
Georgia Institute of Technology  
Atlanta, Georgia 30332-0420

# Research News

# Research News

Office of Sponsored Programs

FALL 2007

## PD/PI Toolkit:



### Great ways to manage sponsored projects

The Office of Sponsored Programs (OSP) believes that Faculty, Deans, Chairs, Financial Administrators, Grants & Contracts Accounting (G&C), and OSP are all partners in the Institute's research endeavors. But, you might ask, what systems are in place to help you manage these projects? During the upcoming year in the **Research News** publications, we will highlight tools that help you manage sponsored projects where you may be the PD/PI.

Here is a list of some of the systems that we will be reviewing:

- OSP Contract Information System
- ICOL
- The Burn Report
- Project Expenditure & Budget (PEB)
- Project Status Report
- 90 days to Term

OSP and G&C offer a number of training and educational opportunities free of charge to our faculty and staff at Georgia Tech including a New Faculty (or not so new) Orientation to Sponsored Programs on January 31<sup>st</sup> 2008 from 12-1:30PM. The classes can be found online <http://www.osp.gatech.edu/training/indexworkshops.php> and <http://www.trainsweb.gatech.edu/?page=mastcal>. G&C Accounting's has posted on their web site a guide for PD/PIs which is entitled "Grants Management Reporting for Project Directors" and the URL is [http://grants.gatech.edu/files/admin/GM%20for%20Proj%20Dir%208.8%202006\\_09.pdf](http://grants.gatech.edu/files/admin/GM%20for%20Proj%20Dir%208.8%202006_09.pdf)

There are a number of training and educational opportunities for departmental research administrators, too. In addition to individual classes offered, participants can obtain a Certification in Sponsored Programs, the Departmental Financial Management Certificate and Research Admin Buzz (See training schedule).

The two systems we will highlight in this edition are the OSP Contract Information System and G&C's Project Expenditure & Budget (PEB) Report [see Insert].

## NSF Inspector General Office audits Caltech's Effort Reporting System

Due to a number of issues, including an FY06 audit citing NSF's need for improved post-award and contract oversight, and recent settlements involving excessive labor costs to federally funded research projects, and the fact that approximately one third of NSF award funds are provided for salary and wages, the NSF Office of Inspector General (OIG) is undertaking a series of reviews of labor effort distribution systems and Caltech was the first in the series of planned OIG reviews.

Although Caltech was found to have a generally well established and sound grants management program. The report did point out some weaknesses in their system:

- Enhancement of accounting for voluntary committed labor effort
- PI did not report the person-months committed to each of his sponsored project activities in the NSF Current & Pending Support
- Improvement on the timeliness of the effort report distribution and certification
- Inability to validate faculty effort and potential inflated indirect cost rates

The report can be found online at [http://www.nsf.gov/oig/07-1013\\_California\\_Institute\\_of\\_Technology.pdf](http://www.nsf.gov/oig/07-1013_California_Institute_of_Technology.pdf)

## Georgia Tech to be Included in NSF's Audit Initiative

Georgia Tech has received notice from the National Science Foundation of an upcoming audit of our Institute's "Effort Reporting" system and will include "other direct costs" claimed on NSF grants. According to NSF, the "objective of the audit is to evaluate whether the institute's system of internal controls over compliance and financial reporting are adequate to properly manage, account for, and monitor salary and wage charges to NSF grants in accordance with OMB and NSF requirements. Specifically, we will determine if salary and wages and other direct charges are allowable, allocable, and reasonable in accordance with Federal cost principles and NSF award terms and conditions".

## FY08 F&A Rates

Be sure that you are using the correct rates in your proposals. The FY08 Facilities & Administrative Rates can be found online at <http://www.osp.gatech.edu/fact/overhead.shtml>

Not sure what F&A actually is? F&A is the terminology used to identify costs that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity. F&A costs are synonymous with "indirect" costs and "overhead" costs. These are actual costs to the university and directly support research at Georgia Tech. F&A costs are collected retroactively; that is, this year's F&A cost recovery reimburses Georgia Tech for audited expenses incurred last year for all sponsored research. (More detail can be found online at <http://www.osp.gatech.edu/education/fa.shtml>).

When a Federal grant, contract and cooperative agreement is awarded the F&A rate, if it is a Pre-Determined Rate, will be a fixed rate throughout the life of the competitive segment.

### Who is my Contracting Officer?

If you need help finding out your Contracting Officer (CO), try the OSP website at <http://www.osp.gatech.edu/directory.php> begin keying in the information for a real time search. You can also look up the contracting officer by project in the WebWise™ System. Once in the Research Administration portion of WebWise,™ click on the OSP Contract Information System link, next click on "My Projects," then select the award and in the Project Header Tab under the Project Administration Data you'll find the OSP contact which has the CO's name and email link. [If you aren't a PI, you can always use the Project Search feature in the OSP Contract Information System to locate the Project Initiation & Modification package.]



## Grants & Contracts Accounting Corner

Did you know that the NIH Salary Cap is \$186,600 (January 1, 2007 – December 31, 2007)? This current and historical data for the NIH Salary Cap can be found online at [http://grants2.nih.gov/grants/policy/salcap\\_summary.htm](http://grants2.nih.gov/grants/policy/salcap_summary.htm). If a faculty member's salary is over this capped amount then the amount over the cap should be accounted for in a companion Cost Sharing project linked in the Grants system.

Speaking of Cost Sharing, project costs not borne by the sponsor, should not be proposed unless it is required by the sponsor. Committed cost sharing whether voluntary or mandatory is an obligation that must be tracked and accounted for. If cost sharing is proposed and the obligation isn't met then the direct cost charged to the project will be reduced and the department will have to cover the expenditures. Projects should be linked as companion sub-projects in the Grants System.

Finally, for NSF, Participant Support Costs are direct costs for items such as stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia or training projects. Since the NSF policy states that "Funds provided for participant support may not be used by grantees for other categories of expense without the specific prior written approval of the cognizant NSF Program Officer." Participant Support Costs must be linked to the project as a sub-project. If you do not spend all of the participant support funds, they cannot be simply be moved back to the main project without prior approval.

Did you know?



Did you know that in any given year Georgia Tech's Office of Grants and Contracts Accounting manages 30 audits? Documentation of project files is essential! If you have questions or concerns call your Contracting Officer.

## NIH Grants.gov Subaward Budgets

Recently, NIH developers corrected their system code to enforce the existing requirement that non-zero effort must be listed for each Senior/Key person listed on the SF424 (R&R) Budget subaward forms. Since the correction, if a Senior/Key person is listed on the budget form and no effort is listed, the following error message is triggered:

"Senior/Key Person {0}, listed on the 424 RR Detailed Budget Page for budget year {1}, must include effort of a value greater than zero in calendar months, academic months, or summer months. Note: use either calendar months or a combination of academic and summer months. For information about calculating person months, see [http://grants1.nih.gov/grants/policy/person\\_months\\_faqs.htm](http://grants1.nih.gov/grants/policy/person_months_faqs.htm). ({2}) – Error"

The Grants.gov forms do not allow for an "empty" budget period and it is no longer possible to submit a subaward budget with zero effort to skip a budget period.

So, how do you submit a subaward budget when the subaward is not active for all the budget periods of the prime?

First, you need to fill out the subaward R&R Budget form. The subaward budget form should include only the number of periods for which the subaward is active. The budget period start/end dates reflected in each period should reflect the correct prime budget period start/end dates.

For example, suppose the prime has filled out a budget form with the following periods:

- period 1 Jan 1 2008 – Dec 31 2008
- period 2 Jan 1 2009 – Dec 31 2009
- period 3 Jan 1 2010 – Dec 31 2010
- period 4 Jan 1 2011 – Dec 31 2011
- period 5 Jan 1 2012 – Dec 31 2012

Now, suppose there is a subaward that performs in support year 1 and does not become active again until support year 4. The subaward can fill out the first two periods of their budget form as follows:

- period 1 Jan 1 2008 – Dec 31 2008 (dates correspond to prime period 1)
- period 2 Jan 1 2011 – Dec 31 2011 (dates correspond to prime period 4)

It is not necessary that the budget period numbers between the prime and subaward match; the correlation is reflected in the dates. Do be careful, however, that the dates exactly match what is listed for the period in the prime budget.

Next, you should document in both the cover letter and the subaward budget justification that the subaward is only active for specific periods of the prime. Appropriate NIH staff has access to the cover letter and reviewers have access to the budget justification. This documentation will make the date correlation immediately apparent and will help avoid any confusion.

NIH has recently discovered that the system validation used to calculate the direct cost limits for budget periods (excluding subaward Facilities & Administration Costs) does not match up to the subaward and prime budget period dates. This may cause the warning for exceeding \$500K in a budget period to inappropriately trigger. If you know you have not exceeded the \$500K limit in any budget period, the warning can be ignored. However, if you end up submitting the application again (e.g. to address other error/warnings), please add a note in the cover letter explaining why the \$500K issue was triggered. The Division of Receipt and Referral will need to manually check the validity of the warning.

# Grants.gov Updates

On July 19<sup>th</sup>, the Grants.gov quarterly stakeholder update was broadcasted. During the broadcast, it was announced that the Grants.gov/Adobe Forms will not be completed for the agencies to begin testing until September 6<sup>th</sup>. No announcements have been made as to when each of the agencies will begin requiring the new Adobe format. Currently, the Adobe forms are compatible with Adobe version 7.0.9 only but they are working on a fix due out in October. Although the new Adobe Grants.gov application does not look radically different from the Pure Edge Application there are a few noteworthy items. In the Adobe Applications, the required fields will also have a red border around the yellow mandatory fields and there are multiple ways to navigate.

To view the broadcast online at <http://www.grants.gov> and click on Resources, then Stakeholder Meetings, and then scroll to the date you want to view. The URL for the slides utilized in the webcast is <http://www.grants.gov/assets/shp-resentation071907.ppt>. Examples of the new Adobe Forms can be viewed at <http://www.grants.gov/assets/SampleAdobeCoverSheet.pdf>. The next webcast will be on Oct. 17<sup>th</sup> and all are welcome to watch it.

## GETTING TO BUDGET PERIOD 2 ON GRANTS.GOV FORMS.

Are you having trouble getting to Budget Period 2 on your Grants.gov forms? If so, you aren't alone. In order to get to the next budget period ALL Yellow Fields need to be populated in Budget Period 1. One of the Yellow Mandatory Fields is the Budget Justification. However,

the Budget Justification is located at the bottom of the page 3 on Budget Period 1. Once all yellow fields are populated, the "Next Period" button at the top of the page should allow you to be an option.

The screenshot shows a web browser window displaying a Grants.gov form titled "RESEARCH & RELATED BUDGET - SECTION F-K, BUDGET PERIOD 1". The form includes sections for:
 

- ORGANIZATIONAL DATA
- Budget Type (Project)
- Start/End Dates (09/01/2005 - 08/31/2006)
- Budget Period (1)
- Section F: Other Direct Costs (Materials and Supplies, Publication Costs, Consultant Services, etc.)
- Section G: Direct Costs
- Section H: Indirect Costs (MFC, etc.)
- Section I: Total Direct and Indirect Costs
- Section J: Fee
- Section K: Budget Justification (highlighted with a red circle)

This proposal still needs to add the Budget Justification in order to get the Budget Period 2.

The Budget Justification will carry forward through all budget periods.

## The WebWise™ System – Project Deliverables

Trina Brennan

The distribution center has been handling all the weekly, monthly, quarterly, bi-annual, annual and final reports for our sponsored programs for roughly 15 years. Many sponsoring agencies still require a paper copy of these reports to be delivered to one or more individuals, even if they receive an electronic copy. That's a lot of paperwork moving through one office!

With the continued increase in number of awards we need your help to keep this process moving forward as quickly as possible. It is not uncommon for the distribution center to receive an incomplete or inaccurate Research Routing Approval Sheet (RRAS). Frequently, the form has information that contradicts what is displayed in WebWise. Such examples include, wrong or no deliverable line item numbers, indicating a final report, when no other reports have been submitted, number of copies to be distributed to sponsor, not including a PeopleSoft fund number for any printing charges if applicable, indication and date of distribution if Lab/School/Center distributed the report, not having appropriate signature if this is a final report, and finally sending a report before your project has been initiated and a deliverable schedule is in WebWise.

While these may seem like minor items, they take considerable time

and effort to obtain and continue to follow-up on until all necessary information is received and a report can be released.

One of the biggest challenges is in how the distribution center receives reports. Frequently, reports are emailed directly to personnel in the distribution center, as well as emailed to ocareports email address, and submitted on line via WebWise. This causes a duplication of efforts that is usually not discovered until after much effort and time has been expended. While there are several methods to the research community to submit reports; fax, in person, inner-office mail, email and online, it is strongly recommended that only one method of delivery is utilized.

How can you help us?

1. Be sure to use the most current RRAS, which can be found at <http://www.osp.gatech.edu/forms.shtml> Include complete information, such as date mailed should be June 12, 2005 not June 2005. If the report covers several deliverables indicate as such and include which deliverables are included in the report.
2. If report addresses several projects please indicate all projects covered in report and complete a RRAS, for each project.
3. Check your project in WebWise (<https://webwise.gtri.gatech.edu>) as you are completing the RRAS. If you discover inaccurate information regarding deliverable dates or Technical

POC information, contact your Contracting Officer; they will be able to assist you with these matters. After you have spoken to the CO to update a POC, please include a memo to the distribution center stating you have spoken to the CO regarding the change of address and it is being processed. Include the new POC information in that memo.

4. If you submit your report on line with an agency such as NSF, please notify us via WebWise and attach a scanned copy of the agency acknowledgement.
5. When providing a PeopleSoft number for printing charges, please ensure that the number you are providing has funds available for such charges.
6. Submit your report on-line via WebWise, email to the distribution center at [ocareports@osp.gatech.edu](mailto:ocareports@osp.gatech.edu), hand deliver or inner-office mail the report with the RRAS. If submitted utilizing WebWise or the general email address, the RRAS must still be completed and received.
7. Finally, please allow adequate processing time for each report. In general, reports should be received a minimum of 2 business days before they are due. For larger, more complex reports that may require outside services allow 5 business days.

## Material Transfer Agreements

Material Transfer Agreements (MTAs) are a type of contract that governs the exchange of research materials and tools between organizations. MTAs address the rights of the provider and the recipient with respect to the materials and any derivatives. They also define the use of the material, confidentiality, publication rights, and rights to inventions and research results.

On May 1<sup>st</sup>, the Office of Technology Licensing began handling MTAs. The website for OTL is <http://otl.gtrc.gatech.edu/>, simply click on the Material Transfer Agreements button to get to the MTA initiation

forms. Please note that there are two forms – one for *Incoming* and one for *Outgoing* materials. Once the form is completed, please email it Crystal Blackman at [crystal.blackman@gtrc.gatech.edu](mailto:crystal.blackman@gtrc.gatech.edu) to begin processing.

Please remember that American Type Culture Collection (ATCC) restricts the distribution, selling, lending or otherwise the transfer of Materials or Replicates (see: <http://www.atcc.org/common/documents/mta/mta.cfm>). You may request the right to give the material to a colleague by completing a ATCC's Transfer Agreement form. This agreement does need to be routed through the Office of Technology Licensing.

## John Leonard named as one of Georgia Tech's Faculty Representatives for FDP.



Dr. John D. Leonard II, the Associate Dean for Finance and Administration for the College of Engineering, has been named as one of Georgia Institute of Technology's Faculty Representatives for the Federal Demonstration Partnership (FDP). FDP is an association of federal agencies, academic research institutions with administrative, faculty and technical representation, and research policy organizations that work to streamline the administration of federally sponsored research. FDP members of all sectors cooperate in identifying, testing, and implementing new, more effective ways of managing the more than \$15 Billion in federal research grants. The goal of improving the productivity of research without compromising its stewardship has benefits for the entire nation.

The FDP uniquely offers a forum for individuals from universities and nonprofits to work collaboratively with federal agency officials to improve the national research enterprise. At its regular meetings, faculty and administrators talk face-to-face with decision-makers from agencies that sponsor and regulate research. They hold spirited, frank discussions, identify problems, and develop action plans for change. Then – again working jointly –

they test the new ways of doing things in the real world before putting them into effect.

Begun as an experiment in 1986 between five federal agencies (National Science Foundation, National Institutes of Health, Office of Naval Research, Department of Energy, and US Department of Agriculture) and the Florida State University System and the University of Miami to test and evaluate a grant mechanism utilizing a standardized and simplified set of terms and conditions across all participating agencies, the FDP has evolved into an organization of 10 federal agencies and more than 90 research institutions dedicated to finding efficient and effective ways to support research by maximizing resources available for research and minimizing administrative costs.

Currently the Faculty Committee is working on the following issues:

- Visa Issues
- Select Agent Regulations
- Export Controls
- Faculty Workload Survey

For more information on the FDP, please see <http://www.thefdp.org/>

## TRAINING

### Two NCURA Educational Opportunities

GTRC and the Office of Sponsored Programs are pleased to provide these educational opportunities from the National Council of University Research Administrators (NCURA). Mark your calendar for this upcoming broadcast on NCURA Broadcast: SubAwards: A Survivor's Guide of Key Concepts on September 11<sup>th</sup> from 11:30AM-3:30PM. The presenters are David Mayo, California Institute of Technology; Steve Erickson, Boston College; Ruth Farrell, University of Vermont; Nancy Daneau, New York University

On September 20<sup>th</sup>, NCURA is hosting a Webinar on "P-Cards: Everywhere You Don't Want Them to Be." This session will help identify the risks and compliance issues associated with procurement card use. You will learn ways in which departmental and central research administrators can work together to ensure policies are in place to eliminate risks and avoid compliance findings. The presenters are Jennifer Croquette, Social Sectors Development Strategies, Inc., Tim Gordon, MIT, and Lisa Laatsch, University of Arizona.

Presented in the seminar room of the RAB at 505 Tenth, these sessions provide the latest information available on topics of great interest to research administrators. Reserve your seat online at <http://www.osp.gatech.edu/education/registration.shtml>.

## Changes in Peer Review for NIH



A dramatic rise in applications and growing difficulty in recruiting qualified reviewers are challenging NIH peer review. At the same time, the pace of science has increased and NIH needs a review system that can keep up with it. After a year of listening to leaders of the scientific community and colleagues here at NIH, Dr. Antonio Scarpa, Director, Center for Scientific Review (CSR) in collaboration with other NIH senior officials, has developed a collective vision for NIH peer review. In fall 2006, Dr. Scarpa and his colleagues presented this vision to the NIH Peer Review Advisory Committee (PRAC), which enthusiastically endorsed it. PRAC's support for the key recommended changes, listed below, was particularly strong:

◆ **Shorten the Grant Application:** Our applicants and reviewers bear heavy burdens writing and reviewing NIH applications, which run about 25 pages, not counting budgets, bibliographies and appendices. Shorter applications could greatly improve our reviews: each reviewer could read more applications, our study sections could be smaller, and we could be more successful in recruiting reviewers. A trans-NIH Committee to Shorten the Application has been established to advance this objective, and will soon conduct analysis of responses to a recently issued Request for Information (RFI) for a Possible Page Limit Reduction for the Research Plan Section of the Research Project Grant (R01) Application. Additionally, a recent change limiting grant application appendix materials will encourage applicants to be as concise as possible focusing on the information needed for expert scientific review.

◆ **Identify more significant, innovative and high-impact research:** Keith Yamamoto, Executive Vice Dean, University of California, San Francisco School of Medicine, told PRAC that the current review process favors predictable research, experimental detail, extensive preliminary data, and the paradigms of established "experts." He called for NIH to develop a new review and funding mechanism that fosters both innovative and transformative research that can lead to rapid progress and quantum leaps in science.

◆ **Shorten the review cycle:** Data is being collected and analyzed on the pilot started in February 2006, when 631 New Investigators were offered shortened review cycles in 40 CSR study sections. Fourteen percent of those researchers took advantage of the shortened cycles to reap the benefits of the shortened cycles in the next round, saving four months. Since summary statements and scores are posted one to two months earlier, applicants increasingly are resubmitting applications in the next round.

## THE OFFICE OF TECHNOLOGY IS HOSTING A LICENSING CONFERENCE

GTRC's Office of Technology Licensing is planning a one-day conference on Licensing. The conference will be on November 9, 2007 from 8AM until 4:30PM (registration will begin at 7AM). The program will cover standard licensing terms, requirements and practice. Compliance with regulatory constraints will also be discussed. More details to follow.



### OSP Grants.gov Proposal Deadlines

For Grants.gov deadlines, please remember that the OSP deadline is five (5) business days prior to the sponsor deadline. So, if you are submitting a proposal on October 1st, the OSP deadline is September 24th. The deadline is due to the technical and programmatic time needed to review and approve these proposal submissions through the Grants.gov process. Any white papers or pre-proposals that require Grants.gov submission will also need to be routed through OSP. Please release the white paper or pre-proposal to OSP 24 hours prior to the sponsor deadline. Failure to provide adequate processing time puts your submission at unnecessary risk.

Other Electronic Submission Policy—proposals to be submitted electronically (other than Grants.gov propos-

als) need to be ready for release to the sponsor 24 hours prior to submission deadline and released for OSP review 2 business days prior to that.

We certainly recognize that this represents a major shift from current practice and request your assistance in adjusting your own business practices, to accommodate this change.

In all cases, please inform your Contracting Officer of your plans to submit a proposal so that we can better serve you in this process. OSP is proud of the research accomplishments of our faculty and we consider ourselves partners in your research endeavors. We hope these policies will result in an even greater number of awards.



## Georgia Tech's 4th Annual NSF CAREER Panel

On May 23rd, the seminar room of the Research Administration Building was crowded with young faculty attending the annual National Science Foundation's Faculty Early Career Development (CAREER) Program workshop. Faculty panelists included CAREER awardees Robert Butera, Electrical & Computer Engineering; Julia Babensee (BME), Marion Usselman (CEISMC), Marion Sewer (BIO), Robert Butera (ECE) and Marcus Weck (CHEM).



Panelists advised attendees to start off with an innovative idea. Novel, creative ideas that will advance science are crucial. However, to break into the funding threshold it is important to include and fully integrate a strong education component in the proposal.

Among the variety of tips and suggestions were these:

- Tailor your proposal to be unique. Don't make it too ambitious with unrealistic aims.
- If plugging-in the existing programs at Georgia Tech, demonstrate their value-added qualities.
- If true collaboration is planned, it is generally good to include letters documenting those plans. Note: letters of support are not allowed.
- Preparing the budget, biosketches, and Georgia Tech routing forms early as the required signatures may be difficult to obtain at the last minute.
- Current and pending support should reflect that you have the capacity to conduct the CAREER work and include any proposals you are committed to (effort). Exclude start-up and left over post-doc funds.
- Where possible, remember that proposal reviewers are going to perform a type of triage on the CAREER applications. If you can facilitate their favorable review, do so. They will be answering a half dozen questions about your proposal. You might read the review criteria and construct your proposal with those points in mind.
- Use a Gant chart or other timeline to clarify multi-layered activities; show where students will be involved. Include time for manuscript preparation.



- Have your proposal vetted by colleagues before submitting it to NSF.
- If not selected for an award this time, consider the reviewers' comments and reapply.
- Don't be a stranger to the program officer. When you have a legitimate reason for contact, reach out.

Good luck to the 31 faculty members who submitted their proposals for the NSF CAREER deadline in July.



The next meeting of the Research Admin Buzz is scheduled for Tuesday, November 13 from 2PM until 4PM in the Seminar Room of the Research Administration Building. RAB is a great forum for networking and staying informed about research administration. All sponsored programs administrators and others interested in these topics are invited to attend. RAB's primary functions are to provide advice, information, and professional development and to foster the Georgia Tech research administration community. RAB helps to develop policies and practices that fairly reflect the mutual interests and separate obligations of both departmental and central research administration. Three research topical areas are

- typically presented at each meeting:
- (1) Updates from Washington;
  - (2) Campus Policies & Procedures; and (3) Best Practices. We will...
- Increase knowledge about grants and contracts;
  - Ease research administration difficulties;
  - Share ideas and resources;
  - Identify unmet needs among research admins and to seek satisfactory solutions;
  - Provide clarification about GT research business processes;
  - Streamline and improve on processes, where appropriate; and
  - Provide updates on current trends in federal, state, and local policies, procedures and funding.

Reserve your seat online at <http://www.osp.gatech.edu/education/registration.shtml>

## The OSP Certification Program

The Office of Sponsored Programs is committed to providing guidance to the university community on federal, state, and university policies and regulations for sponsored research. The Office of Grants and Contracts, Georgia Tech Research Corporation and the Office of Foundation Relations have graciously partnered with us in this endeavor.

### Goals:

Improve research admin service to faculty

Provide staff with training (and tools) for their role in grant administration

Increased assurance of compliance of state, federal and university policies and procedures

The Curriculum is designed for grant administrators in departments who do pre- and post-award functions. A Certificate in Research

Administration will be given to the candidate who successfully completes the required courses. The class work will include examinations to verify proficiency in research administration.

Since the certification program's inception we've had 1075 attendees in our Core Classes and Electives classes. The program's first graduation was held in July 2003. There are a total of 51 graduates of the program and over 353 individuals enrolled in curriculum.

Of the 51 graduates of the program, the departments that are represented are: ARCH, DLPE, ICPA, BME, COC, Public Policy, ECE, MATH, G&C, CHEMISTRY, PHYSICS, GTRC, BIO, AE, MARC, EDI, GCATT, CETL, OSP, Student Health and College of Sciences.

To complete the Certificate program you must take the five core courses, plus you must select at least

two electives. Courses may be taken in any order.

### Core Classes:

1. Proposal Preparation & Submission
2. Public Responsibility & Research Commitments:
3. Post Award Issues
4. Budgeting, Budget Justification & Templates

### Electives:

1. The Federal Circulars & the FAR
2. Intellectual Property and Tech Transfer
3. Role of Philanthropy & Proposal Writing
4. Find Funding
5. NSF FastLane Proposal Preparation & Project Reporting
6. Working with NIH
7. Grants.gov & NIH
8. Grants.gov

(Note: Not all Electives are offered every semester)

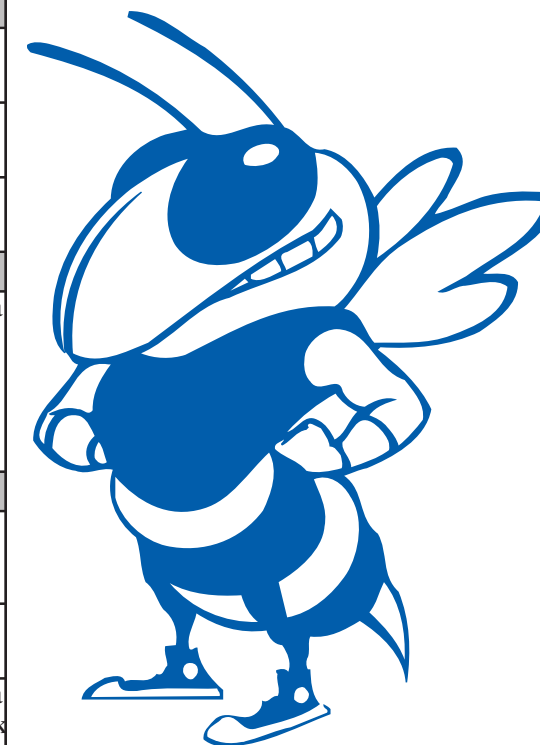
**SPONSORED  
PROGRAMS TRAINING  
& EDUCATIONAL  
OPPORTUNITIES  
FOR FY08**

Numerous opportunities to learn are available through the Office of Sponsored Programs training and education series. Classes are free of charge and are available to all faculty, administrators and students. Classes are structured for those working in the research arena. A few classes are "hands-on computer training." Individual training for faculty and staff may be arranged, and classes can be tailored for specialized groups or time frames (i.e., faculty/staff meetings). Check the OSP website for current information at <http://www.osp.gatech.edu/education.shtml>, or contact Michelle Powell at 404/894-6945. Reserve your seat online at <http://www.osp.gatech.edu/education/registration.shtml>. You will need your GT ID and Kerberos password. The registration site is located at <http://www.osp.gatech.edu/education/registration.shtml>. The schedule for future classes can be viewed at this site, and participants can check their transcripts—very important for those completing the requirements for Certification in Sponsored Programs Administration!

September	Title	Time	Location	Instructors
6	Elective: Grants.gov & NIH	9:30-11:30AM	Seminar Room	Michelle Powell
11	NCURA Broadcast: SubAwards: A Survivor's Guide of Key Concepts	11:30-3:30PM	Seminar Room	David Mayo, California Institute of Technology; Steve Erickson, Boston College; Ruth Farrell, University of Vermont; Nancy Daneau, New York University
19	CORE: Proposal Prep	9:00-12:00	Seminar Room	Michelle Powell, Shelley Ziegler, Teri Hansen
20	NCURA Webinar: P-Cards: Everywhere You Don't Want Them To Be.	12:30-2PM	Procurement Services Conference Room at 711 Marietta St.	NCURA
25	Special Considerations: Effort Reporting & Cost Sharing	1-4PM	Seminar Room	Jim Fortner, Robert Ellington
26	CORE: G&C	1-4PM	Seminar Room	Rob Roy
October	Title	Time	Location	Instructors
4	Elective: NSF FastLane & NSF Project Reporting	9-12PM	Seminar Room	Michelle Powell
18	CORE: Public Responsibility	9:00-12:00	Seminar Room	Jilda Garton, Barbara Henry, Melanie Clark and Sissie Rary
24	CORE: Budgets	1-4PM	Seminar Room	Michelle Powell
30	Brown Bag: WebWise	12-1:30PM	Seminar Room	Michelle Powell
November	Title	Time	Location	Instructors
1	Elective: Philanthropic Writing	1:00-3:00PM	Seminar Room	Birgit Burton, Brandi Orbin
27	CORE: Post Award	9AM-12PM	Seminar Room	Bob Simpkins, Dennis Farmer, Janis Goddard, Vanessa Daniels, Jim Berkowitz, Lonnie Moore
13	RAB Meeting	2-3PM	Seminar Room	Barbara Henry, Jilda Garton, Duane Hutchison, Jim Fortner & Michelle Powell



December	Title	Time	Location	Instructors
6	Elective: Finding Funding	1-3PM	Seminar Room	Michelle Powell
12	Brown Bag: Export Control	12-1:30PM	Seminar Room	Sissie Rary
18	Elective: Grants.gov & NIH	9AM-12PM	Seminar Room	Michelle Powell
January	Title	Time	Location	Instructors
31	New Faculty Orientation	12-1:30PM	Seminar Room	Jilda Garton, Barbara Henry, Duane Hutchison, Michelle Powell, Jim Fortner
February	Title	Time	Location	Instructors
5	CORE: Proposal Prep	9:00-12PM	Seminar Room	Michelle Powell, Shelley Ziegler, Teri Hansen
5	CORE: G&C	1:00-4PM	Seminar Room	Rob Roy
6	CORE: Public Responsibility	9:00-12PM	Seminar Room	Jilda Garton, Barbara Henry, Melanie Clark and Sissie Rary
6	CORE: Budgets	1:00-4PM	Seminar Room	Michelle Powell, Jim Childers
7	CORE: Post Award	9:00-12PM	Seminar Room	Bob Simpkins, Dennis Farmer, Janis Goddard, Vanessa Daniels, Jim Berkowitz, Lonnie Moore
20	Brown Bag: Technology Licensing	12-1:30PM	Seminar Room	Kevin Wozniak
March	Title	Time	Location	Instructors
11	Elective: The Circulars and the FAR	1-4:00PM	Seminar Room	Duane Hutchison & Jim Fortner
26	Brown Bag: Departmental Management	12-1:30PM	Seminar Room	Sharon Crouch or Velera Pate
May	Title	Time	Location	Instructors
27	NSF Career Panel	9-11AM	Seminar Room	TBD



**Errata:**

The Spring 2007 edition of the Research News incorrectly identified Terri Lehr (ECE) in a picture of the eight graduates of the Sponsored Programs Departmental Certification Program. Congratulations to Terri Lehr (ECE) for her accomplishment. We regret the error.