

Research News

■ Office of Sponsored Programs ■

SUMMER 2008

Georgia Tech's 5th Annual CAREER Panel

Garrett Steed, Office of Sponsored Programs

On May 27, OSP hosted 19 new faculty members for the 5th Annual NSF CAREER Panel. Faculty panelists include CAREER awardees Robert Butera, Julia Kubanek, Andrew Lyon and Todd Strelman. Marion Usselman and Bonnie Harris from CEISMC were in attendance as well as Donna Llewellyn from CETL.



Among the variety of tips and suggestions were these:

- **Contacting your NSF Program Officer directly:** Every panelist reiterated the importance of contacting the NSF Program Officer (PO) directly. By going directly to the PO the investigator confirms a match between the NSF department and the proposal. The investigator is then able to judge the level of interest in the proposal.
- **Buzzwords:** They should be known and understood in context. It's important to use these words as a means to an end. There's a very thin layer of proposals at the top, the one that differentiates itself will get noticed and funded.
- **Preliminary Data:** Opinions about preliminary data vary by NSF department. This is another reason to contact the PO directly, find out what is expected from a proposal in that department.

10th Annual NIH SBIR/STTR Conference

Transforming Medicine Through Innovation; will be held on July 22 and 23 at the Omni Hotel & CNN Center in Atlanta, GA. Attendees will learn how to tap into NIH's R&D funding resources for small businesses interested in biomedical and behavioral research. Networking with researchers, entrepreneurs and biotech business owners. For more information go to <http://grants.nih.gov/grants/funding/SBIRConf2008/index.htm>

- **Education vs. Research:** The education part of the proposal is important but will not carry it alone. It can hurt the proposal if the education portion doesn't tie into the theme and research. In prior years the education section could be more general. Now the bar has been raised, that's where groups like CETIL and CISMIC come in. Use them to review and add features such as an assessment portion and pedagogical review. Remember that panelists know the science, not necessarily the teaching aspect so provide reference for pedagogy. Work with CISMIC and CETL to get specific teachers involved. CEISMIC can aid in setting up an action plan

continued on page 3

PubMed Central

On Friday, July 11, 2008 from 11:00-12:30, the Library and the Office of Sponsored Programs are co-sponsoring an informational and hands-on training session on the National Institutes of Health Public Access Policy for faculty, researchers, staff, and graduate students submitting manuscripts to PubMed Central (PMC). Instructors will describe the policy, walk participants through the required steps for compliance, and provide hands-on training for submitting manuscripts to PMC, locating PMCID's in PMC, and using EndNote to format NIH Policy compliant citations. Julie Speer from the Library will be hosting this event see the Office of Organizational Development (OOD) website to register.

If unable to make this session, the library has developed a web page that contains helpful information on this new requirement. The URL is <http://www.library.gatech.edu/scholarlycommunication/nihpolicy.html>

Workshops Offered by Office of Sponsored Programs

Numerous opportunities to learn are available through the Office of Sponsored Programs. Workshops 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." OSP is offering some new classes including one on sub-recipient monitoring. 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/training/indexworkshops.php>, or contact Garrett Steed at garrett.steed@osp.gatech.edu.

New Policy: Assignment and/or Change of Project Director or Principal Investigator

Ordinarily, no proposal will be forwarded to a potential sponsoring agency by the OSP unless one of the Project Directors/Principal Investigators (PD/PIs) is a member of the General Faculty of the Institute (current faculty member or retired but working on a hourly-as-needed basis) and there is at least one School/Laboratory/Department willing to provide the necessary administrative commitment to permit the program to be carried out.

When Georgia Tech accepts a grant or contract from an external sponsor, the Institute assumes responsibility for the proper performance of the stated project, for the fiscal management of the funds received, and for accountability to the sponsor. The PD/PI is responsible for determining the intellectual direction of the

research and scholarship, and for the training of graduate students. In addition, the PD/PI is responsible for the design, conduct, and reporting – both scientific or technical and fiscal – of the research. Because of these obligations, only employees with General Faculty Status are authorized to be PD/PIs or Co-PD/PIs for sponsored projects.

In rare instances others such as Academic Professionals may be authorized to serve as a PD/PI for a specific project and then only with the prior written approval of the School Chair, Lab Director, or Department Head and the Office of the Vice President for Research. At the recommendation of the appropriate School Chair/Department Head, a Post-doc employee may be designated as a Co-PD/Co-PI.

Change of PD/PI

Federal sponsoring agencies require, at a minimum, advance notification if the PD/PI is absent or relinquishes active direction of a project for a period of three continuous months or longer, plans a significant change in effort, or plans to transfer to another institution. Repeated absences of less than 90 continuous days during a year represent a significant change in effort.

The awarding agency must approve a replacement PD/PI who is requested by the awardee institution; departing PD/PIs often suggest or recommend such replacements. Agencies reserve the right to terminate a grant if approval for a leave of absence has not been sought or if the replacement PD/PI is not acceptable.

Schools, Labs and Departments must notify OSP when PD/PIs arrange to terminate their employment, take a leave of absence, or are absent for medical or family leave. To initiate a change, the PD/PI or, if unavailable, the School or Lab should inform OSP of the request for

a change in PD/PI status on a project. The PD/PI's School or Lab must concur in the recommendation of a new PD/PI. OSP will submit the request to the sponsor, if required, and will update the contract file after approval has been obtained. The curriculum vitae of the replacement PD/PI should accompany the request. In the event a sponsor objects to the nominated replacement, OSP will contact the requesting campus department.

Non-employees are not generally eligible to serve as a PD/PI on sponsored projects. Requests for exceptions for a non-employee to serve as PD/PI on a specific project for a limited time may be directed to the Senior Vice Provost for Research and Innovation. A without-compensation appointment and associated agreements regarding intellectual property, liability insurance, compliance with Institute policies and procedures, and related matters will be required.

continued from page 1...Career Panel...

to demonstrate how research can be transitioned.

• **Summary Sheet:** The one page proposal summary is extremely important; panelist leading the proposal discussion may read straight from it or paraphrase your words. Remember to specifically states “This has broader impact because...”

• **Finding the Right Panel:** The importance of this can not be overstated. Talk to the PO, find out if they are excited about your proposal. If they’re not, go to a different panel. The right panel can make a big difference in your review.

• **Minority and Women:** Should work with and mentoring of, minorities and women be mentioned? Yes,

especially if one can reference successes in the past. The proposal could even go as far as listing numbers.

• **Figures and diagrams:** Figures and diagrams are a great way to include panelist who don’t know the science into your proposal. Include a diagram showing points of the research. Diagrams are also a great way to know if you have too many points or if one is not worth exploring.

• **Restating your proposals theme again and again:** Through out your proposal you should restate, in different ways, how your proposal will work and meet the criteria. Remember, people could get interrupted and miss something if it’s stated only once. The NSF Career Panel occurs every year in the spring.

Sponsored Projects at \$445 million.

Funded awards for FY08 have just been released by the Office of Sponsored Programs Director Duane Hutchison. This year’s awards total \$445 million.

FY 09 Rates

As a result of having established Predetermined Facilities & Administrative (overhead) rates with the Office of Naval Research (ONR) last year covering FY08 and FY09, the following F&A rates for Resident Instruction and Other (all non-GTRI) units are still in effect for the period July 1, 2008 through June 30, 2009:

RESIDENT INSTRUCTION AND OTHER (all non-GTRI units)

| | |
|-------------------------------------|-------|
| <u>-Research:</u> | |
| Capped | 51.0% |
| Uncapped | 55.5% |
| <u>-Instruction:</u> | |
| | 51.0% |
| <u>-Other Sponsored Activities:</u> | |
| | 35.0% |
| <u>-Non-Federal/Industrial:</u> | |
| | 55.7% |

We have worked with ONR to establish provisional Fringe Benefits rates for FY09, pending audit by the Defense Contract Audit Agency (DCAA), as follows:

| | |
|--------------------------|-------|
| <u>-Fringe Benefits:</u> | |
| Full Benefits | 25.0% |
| Partial Benefits | 1.4% |

A Tuition Remission rate of \$624.00 per month has been proposed to ONR for FY09. Although we have not received final approval from ONR for this rate, we are confident that it will be approved and recommend that it now be used for sponsored proposal preparation purposes.

These rates are under the Pre-Award tab, Budget Information section of OSP’s web site at <http://www.osp.gatech.edu/fact/overhead.shtml>.

Commercialization Roadmap

Patrick E. Reed, Office of Technology Licensing

The Office of Technology Licensing (OTL) strives to provide the highest quality of customer service in intellectual property protection and commercialization to the Georgia Institute of Technology’s research community. Toward this end, OTL, in collaboration with Commercialization Services, has implemented a new process tool titled the Commercialization Roadmap; a process for evaluating inventions and planning for effective commercialization with clear communications of expectations and findings to and among all stakeholders.

Two phases are built into the Roadmap- “Evaluation” and “Action and Valuation”. The Evaluation phase is a preliminary analysis of all incoming disclosures not already encumbered through sponsored research agreements. This analysis will be shared with the inventors within 90 days from when the disclosure is filed with OTL.

The Action and Valuation Phase consists of a more detailed evaluation of the technology, the intellectual property landscape, the market potential, additional resources that may be required, a concise recommendation by our offices on the overall merit of the opportunity, and recommended terms of any resulting license. The results of this phase will be shared with the researchers no later than 90 days prior to any pending patent bar date.

Simply put, the Commercialization Roadmap provides more transparency to Georgia Tech’s research community of the fact-based decision making process OTL and CS have already been using with inventor communication at every step.

Mark your calendars!

NIH Regional Seminar: Program Funding & Grants Administration is coming to Atlanta next Spring.

Georgia Institute of Technology & Georgia State University are hosting the April 2009 Regional Seminar on Program Funding & Grants Administration on behalf of the National Institutes of Health (NIH) Office of Extramural Research. The regional 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.

The seminar serves the NIH mission of providing education and training for the next generation of biomedical and behavioral scientists. NIH policy officials, grants management and program staff, as well as representatives from the Office for Human Research Protections and the Office of Laboratory Animal Welfare, will interact with the seminar participants and provide a broad array of expertise. The sessions are appropriate for grants administrators, new and experienced researchers, and graduate students. Registration will open in the Fall of 2008. For further information, email us at seminars@osp.gatech.edu

April 16-17, 2009
Hyatt Regency - Atlanta
Atlanta, GA

April 15, 2009
eRA Commons Computer Lab Workshop

This seminar has not been funded in whole or in part with Federal funds from the National Institutes of Health.

PI Expense Confirmation System Pilot Scheduled for First Quarter of Fiscal Year

Jim Fortner, Grants & Contracts Accounting

The online PI Expense Confirmation system, which is being developed as part of an overall effort to provide PIs with the tools and support needed to effectively manage projects, will soon be ready for a pilot test across several departments. This system will enable the PI for each project to review and confirm sponsored project expenditures online, providing drill-down capability at the summary and detail level.

Financial managers will also be able to access the system to view the charges which have been posted and generate reports. However, it is the responsibility of the PIs to actually confirm the appropriateness of charges within 30 days of the most recently completed calendar quarter.

The system will be accessible through Web Grants Management (Web PEB). In addition, PIs will receive reminder emails which include a link to the application. The primary screen will display

information associated with the projects for which the PI is responsible. After reviewing the summary information, it is possible to click on a specific project to retrieve more details and analyze the specific charges.

After completing the review process, the PI must simply click the checkboxes for all projects that have been reviewed and can be confirmed, and then click the "Confirm" button. If there are any expenses that are not appropriate for the individual sponsored project(s), the PI should take action through their financial support personnel to ensure that proper corrections are made or will be made through the accounting system before confirming the charges for that project.

Although the system has a relatively intuitive design, training resources will be available to guide PIs and financial managers through the process of using this new appli-

cation. Online, just-in-time training resources will be available to pilot group participants. In addition, short training workshops will be scheduled to answer questions and provide an opportunity for attendees to receive hands-on assistance in using the system to review information. These resources will be reviewed and updated, as needed, before a general campus rollout is conducted. Additional training and support information will be provided to pilot group participants over the next few weeks.

The pilot period is intended to introduce the tool to a cross-section of PIs and financial managers before the full rollout and serves as an excellent opportunity to gather feedback and input. If you have any questions, comments or suggestions about the project, please send an email to PIconfirm@business.gatech.edu.

Agency Updates

National Institutes of Health:

- NIH Peer Reviewer Status : Peer Reviewers no longer are required to register with D&B and the CCR.
- NIH is anticipating a transition to Adobe-based 424 R&R forms in December. Stay tuned for updates.
- NIH Policy on Data Sharing: Investigators submitting a research application requesting \$500,000 or more in direct costs, in any single budget period to NIH, must include a plan for sharing final research data for research purposes, or state why data sharing is not possible.
- NIH is in the process of enhancing their peer review process – see <http://enhancing-peer-review.nih.gov> for details.
- NIH/CSR shortens review for new investigators. New investigators unsuccessful in a R01 grant submission who are readily able to address the concerns and issues identified in the Summary Statement may shorten the time to the next review. See: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-083.html>

National Science Foundation:

- New Mechanisms (Coming Soon!)
 - Grants for Rapid Response Research (RAPID) will be used for proposals having a severe urgency with regard to availability of, or access to data, facilities or specialized equipment, including quick response research on natural or anthropogenic disasters, or similar unanticipated events.
 - EARly-concept Grants for Exploratory Research (EAGER) will be used for exploratory work in its early stages on untested, but potentially transformative research ideas or approaches.
- Conference or Group Travel Grant Special Conditions–FL 26: New NSF conference or group travel grants, and funding amendments to existing NSF conference or group travel grants, will begin referencing and are subject to the NSF Conference or Group Travel Grant Special Conditions. See url for details: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=f12608
- Anticipating a new Proposal and Award Policy and Procedure Guide this fall!

Working with other Universities...

Vannessa Daniels,
Office of Sponsored Programs

The submission process for a proposal to another institute/university (a subaward) is the same as is required for submitting any other proposal to a particular sponsor. It is necessary to submit to OSP a completed and signed routing form, a budget and budget justification and a statement of work. An institutional letter of commitment will be generated **after** obtaining these materials and will be sent to the appropriate institutions/university.

Please keep in mind that when working with another institution/university, their proposal deadlines might be significantly earlier than those at Georgia Tech. Georgia Tech's OSP Office also has its own deadline of 24 hours prior to due date to prime university for electronic submissions and 12 noon for same day requests. If these deadlines are not adhered to, there is no guarantee that the proposal will be submitted on time.

New Deliverables System goes live in June

Trina Brennan, Office of Sponsored Programs

On Wednesday June 4th, a new deliverable system was rolled out campus wide. The Office of Sponsored Programs in coordination with GTRI made significant enhancements to the online-deliverable system. Benefits of these enhancements and the submission via this system include:

- * Immediate update of OSP database to show deliverable is satisfied
- * Deliverable takes less time to submit than sending an email
- * Deliverable submission will not rely on email boxes for processing - which means none will get caught in spam filters and cause delays for non-submissions

* PI's can choose to submit the deliverable directly to the sponsor at the same time they submit to OSP. Sponsor will receive an email via the system from the PI with all project information and the deliverable attached.

* You can easily un-submit a deliverable if you attach an incorrect report or simply want to un-satisfy the deliverable.

* Submission of deliverable via a sponsor system is easily captured with an ability to accurately reflect date submitted (via comments). Documentation of submission may be uploaded as a separate item but in the same manner as the deliverable itself.

continued on page 6

G&C Notice

Annual Statements of Reasonableness of Salary Charges (aka "ASR's") for FY2008 will be distributed to campus beginning July 11. The ASR reports must be reviewed for accuracy, signed by the employee and the unit financial officer, and returned to the SPD Center (MC 0259) no later than September 1, 2008.

The system does have specific questions related to the project that will need to be addressed (i.e., restricted publication, classified deliverable).

System Features:

Email reminders are sent 10 days and 3 days prior to the deliverable being due. 5 days after the due date the PI will receive a late email notice. Individual deliverables can be assigned to a designee to handle.

Business Process Decisions

- Each department can assign someone to the role of Unit Level Access. This access provides visibility for the entire unit/dept.
- The departments also have the opportunity to decide their approval process:

- This decision is made by each unit/dept. individually and is all or nothing within that unit/dept.
- Type I: (Default) All deliverables are approved by default no other approval is necessary
- Type II: Only final project deliverables require approval other deliverables are approved by default
- Type III: All deliverables require approval

If type II or III are chosen, at least two people in the department will need to be listed as approvers in the system. When type II or III is utilized the system will update with the deliverable satisfied date only after the approver has indicated that it is satisfied.

The system was designed to be simple to use; however there are training modules available at <http://www.osp.gatech.edu/education/tutorials.shtml>

The deliverable submission link can be found at <https://webwise.gtri.gatech.edu> under the deliverable tab within your project, click on "submit project deliverable". You may also click on the "Submit project deliverable to OSP and Sponsor" link in the Project Deliverables Management panel, which is found in the site map for the OSP system.

If you have any problems or questions regarding this system, feel free to contact Garrett Steed for assistance with training issues. For business process concerns or questions email Trina Brennan or Pat Head.

Our 2008 Graduates of the Office of Sponsored Programs' Departmental Certification Program!

In January, Jilda D. Garton, Associate Vice Provost for Research and General Manager of GTRC and Duane Hutchison, Director of Sponsored Programs awarded six administrators their certificates of completion for the Office of Sponsored Programs' Departmental Certification. Graduates of the certification program include Sharon Lawrence (ECE), Sandy Barber (G&C), Preethi Reddy-Veluri (CoC), Rochelle Williams (ECE), and Carol Maddox (CEE) (Not pictured – Gail Siegal (BME)).



The OSP Certification in Sponsored Programs was introduced in the Fall of 2002. The program consists of five Core classes and two Elective classes and requires the completion of an examination. The Core classes are Proposal

Preparation & Submission, Budgeting, Budget Justification & Templates, Grants & Contracts Accounting, Public Responsibilities & Research Commitments, and Post Award Issues. Elective classes include, NSF Fastlane, Find

Funding, Philanthropy, Intellectual Property & Technology Transfer, NIH Modular Budgets, Grants.gov class and the Federal Circulars & the FAR. Since its inception we've

continued on page 7

had over 1075 attendees in our Core Classes and Electives classes. The program's first graduation was held in July 2003. There are a total of 57 graduates of the program and over 353 individuals enrolled in curriculum. The Office of Grants and Contracts, Environmental Health & Safety, Legal Affairs, GTRC and the Office of Foundation Relations partner with OSP to offer the certification program.

Of the 57 graduates of the program, the departments that are represented are: ARCH, DLPE, ICPA, BME, COC, CEE, Public Policy, ECE, MATH, G&C, CHEMISTRY, PHYSICS, GTRC, BIO, AE, MARC, EDI, GCATT, CETL, OSP, Student Health and College of Sciences.

New Transfer Certification System

GTRC and OSP are proud to announce a new online Transfer Agreement System.

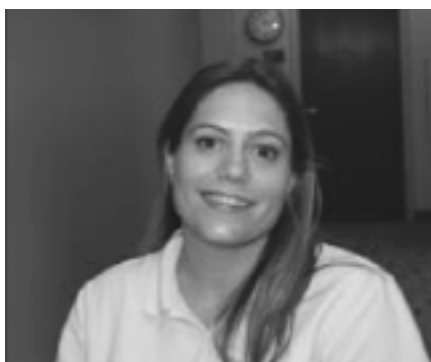
The new transfer certification system allows faculty (or others) to answer standard questions and submit the request to transfer materials to and from Georgia Tech. The user can track the approval status via their integrated dashboard as it flows through the appropriate offices of Technology Licensing, Research Compliance, and Export Control.

Based upon the user's answers to the request for transfer of materials from Georgia Tech a full material transfer agreement may not be nec-

essary. In this case the Environmental Health & Safety (EH&S) will need to assist with the shipping of the materials. The Transfer Certification System sends an email notification to their office detailing the user's request. EH&S may need further information about the materials to be shipped. Each individual shipment based on destination, shipment type and size requires a separate transfer agreement document.

The URL is <http://otl.gtrc.gatech.edu/> and click on the Material Transfer Agreement button. We are looking into future enhancements.

A New Member of the OSP Family



Angela Stelzer joined OSP in November, 2007 and is a Contracting Officer with the Industry Under Government Prime & International Division. She joins OSP with four years of grants administration experience at Emory University's Dept. of Medicine School within the School of Medicine as a Senior Research Administrator she was also with the Office of Sponsored Programs at Emory. She obtained her J.D. degree from Duquesne University in Pittsburg, PA. She lives in Stockbridge along with her husband and 2 year old daughter and 4 dogs and 4 cats.

Classes/Labs:

Grants.gov in General —

07/09/2008

Class Time: 9:00 am - 12:00 pm

Instructor: Garrett Steed

Location: Research Administration Building Seminar Room

Class Size: Have you worked with the new Adobe Forms yet? In the training sessions, the instructor will explain and demonstrate the new procedures and forms necessary for Grants.gov electronic submission including the Adobe Forms.

Working with NIH —

07/22/2008

Class Time: 9:00 am - 12:00 pm

Instructor: Garrett Steed

Location: Research Administration Building Seminar Room

Class Size: A comprehensive look at the workings of the National Institutes of Health and how to submit a proposal, how the merit review process works, what a priority score is and why you need to know it.

Research Admin Buzz —

07/29/2008

Class Time: 1:00 pm - 3:00 pm

Instructor: **Location:** Research Administration Building Seminar Room

Class Size: Research Administration Buzz's primary functions are to provide advice, information, 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. This internal communication structure will

comprise of three research topical areas (1) Updates from Washington; (2) Campus Policies & Procedures; and (3) Best Practices.

Grants.gov in General —

07/09/2008

Class Time: 9:00 am - 12:00 pm

Instructor: Garrett Steed

Location: Research Administration Building Seminar Room

Class Size: Have you worked with the new Adobe Forms yet? In the training sessions, the instructor will explain and demonstrate the new procedures and forms necessary for Grants.gov electronic submission including the Adobe Forms.

Grants.gov in General —

08/07/2008

Class Time: 1:00 pm - 4:00 pm

Instructor: Garrett Steed

Location: Research Administration Building Seminar Room

Class Size: Are you ready for Grants.gov? In the training sessions, the instructor will explain and demonstrate the new procedures and forms necessary for Grants.gov electronic submission.

Export Control — 08/13/2008

Class Time: 12:00 pm - 1:30 pm

Instructor: Sheila Cranman

Location: Research Administration Building Seminar Room

Class Size: Learn more on the federal laws governing Export Control (EAR/ITAR) as they relates to Georgia Tech and our research programs. Find out how to ensure that your research program stays within the Fundamental Research Exemption (FRE) arena.

Budgeting, Budget Justification & Templates — 08/20/2008

Class Time: 9:00 am - 12:00 pm

Instructor: Jim Childers, Garrett Steed

Location: Research Administration Building Seminar Room

Class Size: Learn to develop a proposal budget and budget justification, while complying with Georgia Tech and agency policies. Direct Costs Indirect Costs, F&A, and Overhead Cost Sharing Budget Justifications.

Property Management — 08/27/2008

Class Time: 12:00 pm - 1:30 pm

Instructor: Sandy Kirchoffer

Location: Research Administration Building Seminar Room

Class Size: Sandy Kirchoffer, Property Control Manager, GTRI, will go over the policies and procedures governing the life cycle of Research Property. The following questions will be addressed during the session: Has your laboratory moved recently? If yes, have you updated your research property (equipment) inventory? Do you know that we get audited on our research property inventory?

Finding Funding — 09/04/2008

Class Time: 9:00 am - 12:00 pm

Instructor: Garrett Steed

Location: Research Administration Building Seminar Room

Hands on Computer Class. Enrollment limited to 15 participants. Learn how to match goals and expectations of funding agencies. Types of funding will be addressed. Funding searches will be performed on Community of Science and on the WWW.

NCURA Broadcast - Good Customer Service for Research Admins: How to Support the Research Endeavor — 09/09/2008

Class Time: 11:30 am - 3:30 pm

Location: Research Administration Building Seminar Room

With new demands emerging from sponsors, faculty and institutional management on a daily basis, how do Research Administrators define Good Customer Service? Our panel of experts will examine who is the Customer and what constitutes Good Customer Service. They will look at the roles of the Central Sponsored Programs office and the role of the Departmental Administrator. The faculty will explore the elements of customer service that works both ways between central and departmental research administrators, and how this relationship is critical to good service to the ultimate customer: the PI. They will discuss approaches as to how to communicate to your customers in a way that lets them know that you are both working toward a common goal.

NSF FastLane Proposal Preparation & Project Planning — 09/11/2008

Class Time: 9:00 am - 12:00 pm

Instructor: Garrett Steed

Location: Research Administration Building Seminar Room

Hands on Computer Training. Limited enrollment to 15 participants NSF requires that all proposals be submitted via FastLane. Participants will create a mock proposal and learn about preparing and submitting project reports.

Philanthropy & Proposal Writing — 09/16/2008

Class Time: 9:00 am - 12:00 pm

Instructor: Birgit Burton, Sheila Cranman

Location: Research Administration Building Seminar Room

This class will include discussions on the role of philanthropy, the development office's process and will include techniques on writing for Foundations.

Proposal Preparation & Submission — 09/18/2008

Class Time: 9:00 am - 12:00 pm

Instructor: Teri Hansen, Shelley Ziegler, & Garrett Steed

Location: Research Administration Building Seminar Room

This workshop will cover general purpose preparation guidelines and processing procedures at GaTech from selecting potential funding sources, working with a Contracting Officer, preparation steps for the non-scientific portions of a proposal and institutional forms and endorsements. How to identify and categorize the different types of proposals Sponsor structure, protocol and practices Introduction to Electronic forms Responsibilities for the PI Steps of proposal submission and what constitutes an official proposal Authorized Official information Terminology.

Subrecipient Monitoring — 09/25/2008

Class Time: 1:00 pm - 4:00 pm

Instructor: Rob Roy, Garrett Steed

Location: Research Administration Building Seminar Room

A look at the guidelines and procedures set out to assist responsible facility and staff to ensure that subrecipients conduct their portion of research projects in compliance with regulations, laws, terms and conditions of awards and sub-awards and that cost incurred by subrecipients are reasonable and allowable.



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 e-mail to michelle.powell@osp.gatech.edu

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

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

Research News