



The Grants and Research Newsletter of the Office of Sponsored Programs
WILLIAM PATERSON UNIVERSITY

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Office of Sponsored Programs: Open to serve you!

Welcome to the first edition of *The STAR Report*, the grants and research newsletter of the Office of Sponsored Programs. The STAR Report contains funding announcements, grant-related information and articles with important information concerning government and private funding, research and scholarship and the William Paterson community. The information contained here was assembled from many sources: newsletters, email listservs, grant program guidelines, and other reference resources.

This newsletter is intended to provide William Paterson's faculty with information on agencies and organizations that provide support for projects and programs of interest to our community; to provide information and assistance in preparing projects and proposals for submission, and to provide other related information. There are other publications and announcements from this office that provide timely information on grant opportunities, including both blanket and targeted emails and regular mail notices, especially the *OSP Dates, Updates and Insights*

which is sent-out weekly in editions focused on eight discipline groupings. Copies of all the newsletters we receive or produce are available in both this office and on the Grants Shelf in the Askew Library.

The Office of Sponsored Programs (OSP), located in Raubinger Hall Room 107, provides a variety of services and resources. Chief among these are: maintaining a collection of directories, CD-ROMs, newsletters and files for identifying and analyzing sources of external support; distributing information on funding opportunities; assisting future program directors in planning, writing, editing and delivering their proposals; managing the approval/signature process; supporting of the Institutional Review Board (IRB); providing support for funded projects; and, most importantly, insuring that there is always fresh, hot coffee and cold soda. Page 4 details the services and resources provided by the OSP.

If there is something you can't do because of lack of funding, give us a call: there may be opportunities.

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2. Budgeting FY98 Indirect and Fringe Benefit Rates
3. Funding Program Spotlight: National Science Foundation
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Training Opportunities

The **Fedix Opportunity Alert** is sponsoring a series of workshops at the Holiday Inn North, Newark, April 27 through 29, on Identifying and Applying for Federal, Foundation and Corporate Grants; Proposal Writing for Administrators; Proposal Writing for Faculty and Researchers; Patenting, Licensing and Technology Transfer for Inventors and Administrators; Federal Grant and Contract Administration; and Electronic Commerce for Grants. Seminars are full-day programs and cost from \$275 to \$325 per person, per program. Additional information and registration is available at: <<http://www.rams-fie.com/seminars>> or (800) 875-2562.

The OSP and Institutional Development will present a four part **Brown Bag Lunch Series** on fund raising topics. Presenters will be from WPUNJ and other New Jersey universities. All programs will be in Hobart Manor during common hour; call the OSP to register.

Fund Raising 101: The Basics	March 19
Building Your Case for Support	April 2
Building An Advisory Panel	April 23
Cultivation & Stewardship	TBA

The OSP is initiating a series of seminars to enhance the grant writing skills of WPUNJ faculty and staff. The **OSP Seminar Series** will be small workshops for individuals who are actively writing or considering writing a proposal to a specific government agency, will provide planning and writing instruction and aids, and will be an opportunity to discuss your project or idea. Registration is required and limited; call the OSP to register. Seminars will be presented in Raubinger 107 from 9:30 to 12:30.

Critical Components of a Federal Application	March 18
The Golden Circle of a Proposal: Objectives, Activities and the Budget	April 7

Budgeting FY98 Indirect & Fringe Rates

The approved indirect cost rate for Federal funding applications is 75% of salary and fringe benefits. Unless specified in the program guidelines, this rate should apply to all proposals submitted for Federal support. This rate will probably not be applicable to State programs, foundation or corporate grant proposals, but always check the guidelines for clarification; other rates may apply.

The State of New Jersey has determined that the FY 98 fringe rate for full-time employees is 20.95%. The part-time rate of 9.8% and the summer rate for faculty, 8.75% remains the same from previous years.

Call either Martin Williams in the OSP (ext. 2852) or Rich Macri in Business Services (ext. 2533) for help identifying and determining your project's expenses or in constructing your budget.

The following sample budget reflects these expenses and their impact on a project's overall cost.

Category Budget line & detail	Item Cost	Category Total
<u>1. Direct Expenses</u>		
A. Project Staff		
Project Director (F/T)		
50,000*.20	10,000	
Fringe @ 20.95%		
10,000*.2095	2,095	
Project Assistant (P/T)	1,000	1,000
Fringe @ 9.8%		
1,000*.098	98	
Total Salary	11,000	
Total Fringe	2,193	
Total Salary Costs		13,193
B. Other Direct Costs		
Project Materials		
Books, printing @...	5,000	
Project Equipment		
Computer @...	5,000	

Project Travel		
To Anywhere, USA	1,000	
Total Other Costs		11,000
<u>Total Direct Costs</u>		24,193
<u>2. Indirect Expenses</u>		
13,193*.75		9,895
<u>Total Project Cost</u>		<u>34,088</u>

Funding Program Spotlight:
The National Science Foundation

The NSF is an independent federal agency created by the National Science Foundation Act of 1950. Its aim is to promote and advance scientific progress in the United States. NSF funds research and education in science and engineering. It does this through grants, contracts, and cooperative agreements to more than 2,000 colleges, universities, and other research institutions every year.

The NSF organizational structure reflects academic organization, with divisions for the various disciplines and fields of science and engineering and science education. Recognizing that the excitement of science transcends disciplinary boundaries and that new fields are constantly emerging, NSF staff share proposal review and the funding of awards across programs, divisions, and directorates.

Funding rates for the NSF are generally around 20% of submissions, but program officers report that they could easily fund up to 35% based on quality. Most people are funded the second to fourth time they apply for a particular grant. In Biology, for instance, about 40% of all submissions are re-submissions.

To provide a fair and equitable selection of the most meritorious research and education projects for support, the NSF has established **two general review criteria**: Intellectual Merit (What is the intellectual merit of the proposed activity?) and Broader Impacts (What are the broader impacts of the proposed activities?) These two areas condense and refine the four

criteria that were used to judge proposals until last Fall. Additional information can be obtained from the OSP and the NSF in their Grants Program Guide and at <<http://www.nsf.gov/ehr/duo/documents/general/9845/merit.htm>>

The NSF has been recommended for another increase in funding. Information on President Clinton's **FY99 budget recommendations** for the NSF can be found at <<http://www.nsf.gov/bfa/bud/fy1999/start.htm>>

The NSF's **FastLane** program is far ahead of other federal agencies in integrating the Internet into its grant making process. FastLane is an internet/WWW-based business interface for processing, storing and printing various pre- and post-award grant transactions electronically. Transactions may include award searches, proposal preparation and reports administration; some transactions are available to the public; some are self-certifying and others require online registration. FastLane is a proactive person-to-person exchange carried out through electronic data exchange that works in real-time, enables applicants to prepare much of their proposals and forms easily, and speeds submission. Using Adobe's Acrobat software to convert a proposal narrative to a .pdf file for downloading into FastLane, a submission can be essentially paperless.

Prospective principal investigators / project directors must contact the OSP for registration and a password before they can use FastLane to create a proposal.

Check-out the FastLane homepage at <<http://www.fastlane.nsf.gov/>>

The OSP has current NSF publications, an extensive file of program guides, and can assist you in quickly identifying opportunities that may be appropriate for your research or educational program. We regularly distribute information on NSF opportunities. If you have not received announcements, please call so we can add you to our database. Also, you may receive direct email announcements from the NSF by subscribing to their Custom News Service. Details are at <<http://www.nsf.gov/home/cns/>>

Office of Sponsored Programs

Located in Raubinger 107, we are your source for research and program funding opportunities and assistance in preparing and submitting your application. Our mission is to assist all William Paterson faculty and professional staff in obtaining external support for well developed projects and programs. Our goals are to inform the William Paterson community of upcoming grant opportunities, to provide appropriate forms of assistance and training in preparing applications, to support review and approval processes, and to assist in the administration of funded activities.

You are invited to come by to browse through our library and databases on funding opportunities, or to discuss your ideas and interests, or just a hot cup of coffee or cold can of soda and good conversation.

Newsletters and directories

The OSP subscribes to the Health Grants and Contracts Weekly, Federal Grants and Contracts Weekly, ACUO News, Notes and Deadlines, the NSF Bulletin, Federal Assistance Monitor, Aging News Alert, the AASCU Office of Federal Programs Reports, and other publications.

The OSP maintains a library for identifying funding opportunities and supporting the grants process, including state-oriented and national directories, books, files on agencies and programs, and manuals on budgeting, project evaluation and program design.

Directories that we have include **The Grants Register** the **Directory of Biomedical and Health Care Grants 1997**, and the **New Jersey Grants Guide**.

OSP Services and Hours

The OSP is your contact for a wide range of programs, services, committees and resources that support the grant process at William Paterson University. These include the Institutional Review Board (IRB) for Human Subject Research; the Sign-off Sheet and process; researching funding opportunities; program, proposal and budget development; photocopying and submission; project management; and more... call anytime!

Office: 107 Raubinger Hall

Hours: Monday through Friday 8:30-4:30

Contact us: Phone 973-720-2852
Fax: 973-720-3573
Email williamsm@gw.wilpaterson.edu

CD-ROM and Internet References

Available in the OSP:

The Oryx Grants Database is a CD-ROM that contains all of Oryx's health, humanities and other directories on federal and foundation funding.

FCSearch is a CD-ROM that contains all key Foundation Center directories on private foundations and corporate giving programs.

The Catalog of Federal Domestic Assistance CD provides extensive information on federal programs and goes well beyond the huge paper edition in ease of use and depth of information it provides.

Available on your computer:

OFPP GrantSearch is a computer database updated monthly. The OSP has discs that can be used for loading the database into your computer.

SPIN is an Internet database available on any computer using the WPUNJ network and provides information on both federal and private national sources. Use your internet browser to open <<http://www.infoed.org/>>

The Office of Federal Programs provides summaries of grant and contract opportunities. Use your internet browser to open <<http://www.aascu.nche.edu/ofp>>. Use "wp" as your user name and "money" as your password.

The Online Guide to Federal Compliance provides access to both funding opportunities and regulations. Use your internet browser to open <<http://www.thompson.com/audit>>. Use "K8MPNE" as your password and "AUDIT346" as your user ID.