

Office of Sponsored Programs



The STAR Report

Fall 199, Volume 2, No. 1

Grants Workshops

The Office of Sponsored Programs (OSP) has scheduled three sets of workshops for the Fall 99 semester designed to meet the needs of faculty and professional staff working in different disciplines and with different types of projects. The OSP has also added a new workshop: *Effectively Using the Internet for Grant Research and Writing*.

Martin Williams, Director of the OSP and leader of the workshops, said, "These workshops have been a great help to many people -- getting them organized, focused and directed at specific goals and grant opportunities. Many people aren't aware of the variety of resources and services the University is prepared to offer in helping them, but we are ready to help with every aspect of the process."

"I am very excited about the new *Using the Internet* workshop," Williams continued. "It will be all hands-on in one of the Atrium computer labs. We'll explore the new online databases, do some free-form funder searching, check-out electronic submission of proposals, and much more."

Details on Page 2!

See
Workshop
Schedule
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Internet Grant Databases Arrive at WPU

The Office of Sponsored Programs is pleased to announce the availability of three Internet grant opportunity and resource databases: **GrantSearch**, **GrantSelect + Email alert Service**, and the **Online Guide to Federal Compliance**. The use of these databases is limited to only those people who are logged onto the University's computer network -- which means faculty, staff and students can access it from any campus computer and from home via the

CommKit. Bookmark these sites!

The **GrantSearch** database records contain

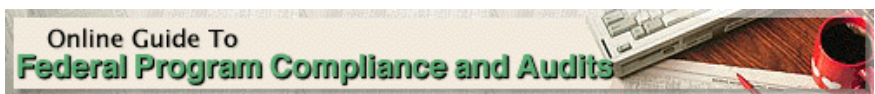
information on federal and private funding programs that support academic activities such as research and training, fellowships, program development, and equipment acquisition. Programs selected for **GrantSearch** cater to projects that are national or regional in scope, are geared to faculty or postdoctoral investigators, and are of particular interest to higher education institutions.

Each entry outlines the overall program purposes and priorities, deadline(s), contact information, and, when available, links to Web pages are also provided.

Searching any combination of five separate search tools -- text of program titles and descriptions; GRC and CFDA numbers; subject areas; activity types; sponsors -- takes you to programs that have those qualifiers or phrases. Each search tool comes with fully documented on-line help to get the right results every time.

GrantSearch is a member service of the Grants Resource Center (GRC) -- formerly the Office of Federal Programs or OFP -- of the American Association of State Colleges and Universities (AASCU).

Access GrantSearch at the GRC homepage, <http://www.aascu.org/grc>, by clicking on the GrantSearch button.



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According to *A Guide to Proposal Planning and Writing, 2nd Edition* (Miner, Jeremy T, Lynn E. Miner, and Jerry Griffith, Oryx Press, 1998.), “there are three main steps to follow in successful grant seeking: First, you must identify potential grant makers who would be interested in supporting your project. You should use the entries in [directories] as a starting point to select those prospects with a high probability of financing your needs... Second you must contact key people who can help you plan your proposal [and planned an effective approach] before you start writing. In essence, you must do your homework if you are going to be successful... Third, you must produce a carefully written, well-reasoned proposal. Some grant proposals are rejected because they contain bad ideas. Most grant proposals are rejected because they contain good ideas poorly written.”

Using these OSP workshops will help fulfill these three considerations.

- **Grants Landscape:** Resources and support services, introductions to proposals and winning strategies, identifying funding opportunities, time management, and the University’s review process.
- **Project Development:** The process and key steps to taking your project from an idea to substance: project organization and administration; establishing mission, goals and objectives; identifying and filling needs; background and prior experience; developing your budget; identifying when you need partners.
- **Proposal Writing:** Review different strategies and formats for proposals, identify funder’s real interests, analyze and determine content requirements for research and non-research projects, constructing budgets, and positioning yourself and your project for national competitions.
- **Project Development and Proposal Writing:** The process and key steps to taking your project from idea to substance and then into a winning proposal. Project organization and proposal content: establishing credibility, need, objectives, activities, evaluation plan, budget and project partners. Identify funder interests and content requirements. Make the most of University resources.
- **Effectively Using The Internet for Grant Research and Writing:** Use the Internet in searching for funding opportunities appropriate for your ideas, researching and writing your proposal, and submitting it electronically.

Please note:

1. Workshops are presented primarily for faculty, professional and managerial staff of William Paterson University. As space permits, undergraduate or graduate students and alumni may attend as well. No previous experience is required, but bringing an idea or outline for a project will be helpful.
2. To insure that the needs of everyone who attends a workshop are filled, the OSP limits attendance to eight (8) people.
3. Reservations are required and can be made by calling 973-720-2852.

Health, Science & Social Science Disciplines

Co-sponsored by The Center for Research, Senate Research Council, and the Dean, Humanities & Social Sciences

All workshops presented in the
Nichols Conference Room,
Science 319, 9:30 to 12:00

Grants Landscape Workshop
Thursday, September 23

Project Development Workshop
Thursday, October 7

Proposal Writing Workshop
Thursday, October 21

Humanities, Arts and Communication Disciplines

Co-sponsored by Senate Research Council, Dean, Humanities & Social Sciences, and Dean, Arts & Comm.

All workshops presented in the
Atrium Conference Room, Room
258

Grants Landscape Workshop
Thursday, November 4

Project Development Workshop
Thursday, November 18

Proposal Writing Workshop
Thursday, December 2

All Disciplines

**Effectively Using the Internet for
Grant Research and Writing**
Monday, November 15
The Atrium, Room 125
10:00 to 12:30

Grants Landscape Workshop
Monday, September 27
OSP, Raub 107, 9:30 - 12:00

**Project Development and
Proposal Writing**
Monday, November 15
OSP, Raub 107, 9:30 - 12:00

OSP Homepage

The Office of Sponsored Programs will soon have its very own homepage, accessible from the *Colleges and Departments* page on the WPUNJ website, and directly at <http://www.wpunj.edu/sponprog/osphome.htm>. The OSP Homepage is designed to support and supplement the development, submission and management of grants from Federal and State agencies, foundations and corporations. Specifically, the OSP Homepage will:

- ! Provide information on funding opportunities with links to online grant databases and services as well as WPUNJ's internal funding programs.
- ! Provide access to guidelines and forms that support grant writing and grant submission. For example, information on the Institutional Review Board (IRB) will be accessible with a thorough explanation of the IRB policy and downloadable forms.
- ! Provide a database of WPUNJ projects and programs that have received funding since 1992.
- ! Provide information and schedules for OSP Workshops on grant writing.
- ! Provide useful tools and information to help develop narratives, budgets and complete cover sheets.



Grant Databases Arrive . . . continued from Page 1

GrantSelect provides more than 10,000 funding opportunities and is considered to be one of the most effective and comprehensive tool available for any grantseeker. The **E-mail Alert Service** delivers funding information right to your e-mail inbox, including funding from state and federal governments, corporations, foundations, and associations.

GrantSelect: The OSP has subscribed to three modules: **Arts and Humanities** (for individual artists, arts in education programs, performances and exhibitions, and social sciences and history research) **Biomedical and Health Care** (for medical and nursing research, biomedicine, health care professionals, and providing health care at the community level. **K-12 and Adult Basic Education** (for K-12 schools, school districts, and IHE, including teacher training and curriculum development; funding opportunities for adult education including literacy training, vocational education, and citizenship training).

Each funding program record contains: a description of the grant program, contact information, URLs to more information on the funding opportunity, deadline date(s), restrictions on who may apply, lists of previous awards, amount(s) of grant or award, populations encouraged to apply (e.g., women, minorities, disabled), and funding-agency grant program numbers.

Search **GrantSelect** using up to 12 keyword-based search criteria to obtain a list of funders, then select and view them one-at-a-time. URL's provide direct links to the funding opportunity.

Quick access to all the Federal Agencies and many private and corporate giving programs, as well as many other information and grant writing resources is available through both the **GrantSearch** and **GrantSelect** webpages.

E-mail Alert Service: The E-mail Alert Service will deliver announcements of funding opportunities directly to faculty and staff email addresses. When you register as a user, you select the categories that you want. While the OSP can register for you, registering yourself will provide you with both the most flexibility and control over your account.

Access **GrantSearch**, the Email Alert System and the other resources Oryx provides, point your browser to <http://WWW.GRANTSELECT.COM/> and then click on the "Paid Subscribers Enter Here" line. To subscribe to **Email Alert**, click on on "Alert System" in the frame on the right and follow the instructions.

The **Online Guide To Federal Compliance** provides information that grantees need to administer and monitor their federal grants and that auditors can use to audit those programs for compliance.

The **Online Guide** provides quick access to both the guidelines of particular programs and the regulations that created and govern the program. The regulations include those developed by a particular agency in response to Federal legislation and omnibus regulations produced by the Office of Management and Budget (OMB) that affect grant programs in all Federal Agencies.

While the **Online Guide** can be used to search for grant opportunities, it is most useful in providing support for programs that have already been funded.

Access the **Online Guide To Federal Compliance** at <http://www.thompson.com/audit>. Use "AUDIT346" as your password and "K8MPNE" as your user ID.

Office of Sponsored Programs

Located in Raubinger 107, we are your source for research and information on funding opportunities and assistance in preparing and submitting applications to external funding agencies. Our mission is to assist all William Paterson University faculty and professional staff in obtaining external support for well developed projects and programs -- whether it is for research, service, publication, fellowships, scholarships or other types of projects. Our goals are to inform the WPUNJ community of upcoming grant opportunities, to provide appropriate forms of assistance and training in preparing applications, to support the review and approval processes, and to assist in the administration of funded activities.

We are happy to welcome two new members of the OSP team: **Caryn Terry**, our Program Assistant since mid-June, has taken the lead in developing our new web page, managing our databases, and getting the office organized again. Caryn received her BA in Communication from WPU and is currently working on her MA in Communication Arts, and hoping to graduate in January 2000. **Dorothy Muriuki**, our Graduate Assistant since March, is responsible for assembling and distributing the weekly DUI editions and for helping with other funder research as needed. Dorothy is an International Student in her second semester of the MBA program.

Newsletters, books and directories

The OSP subscribes to the **Health Grants and Contracts Weekly, Federal Grants and Contracts Weekly, ACUO News, Notes and Deadlines, Federal Assistance Monitor**, and several other weekly or monthly publications that provide announcements or supplemental information on funding opportunities.

The OSP maintains a library supporting the grants process, including files on agencies and programs, and manuals on budgeting, project evaluation, and program design. We also have policy documents from state and federal agencies, including the **New Jersey Core Curriculum Standards**.

Internet directories include **GrantSearch** and **GrantSelect**, both described in detail in this newsletter, and **The Online Guide to Federal Compliance** which provides access to the regulations that govern that govern federal grant programs, go to: <<http://www.thompson.com/audit>>. Use "AUDIT346" as your password and "K8MPNE" as your user ID.

Published directories include FCSearch from the Foundation Center, and the Catalog of Federal Domestic Assistance, and several printed volumes, including **The Grants Register 2000**, the **New Jersey Grants Guide**, **Foundation Grants to Individuals**, and the **Guide to Federal Funding for Education**.

“Good Morning, this is the Office of Sponsored Programs. How may I help you?”

The OSP is a service oriented resource for the faculty and staff of the University. It provides access to programs, services, committees and resources that support the grant process, including the Institutional Review Board (IRB) for Human Subject Research; the Proposal Approval Sheet and process; researching funding opportunities; program, proposal and budget development; photocopying and submission; project management; and more... call anytime!

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