

Office of Sponsored Programs



The STAR Report

Fall 1999, Volume 2, No.2

Recent Grants**Dr. Carol Gruber**

Thinking About the Holocaust at the Century's End

NJ Council for the Humanities, \$5,000

As part of William Paterson University's year-long commemoration of the 20th Century and the new millennium, this series of three symposia explores new dimensions of Holocaust studies and promotes thinking about contemporary genocide.

Dr. Kathleen Scura

Telephone Support and Education for Adaptation to Prostate Cancer

Oncology Nursing Foundation, \$13,700

This project will expand knowledge about the adaptation to prostate cancer, complete a pilot for clinical trial of an intervention of structured telephone social support and education for adaptation to prostate cancer, and implement a qualitative data analysis technique and content analysis.

Dr. Norma Levy

Implementing Z39.50 and WebPac Technology

N.J. State Library, \$25,000

This project will: (1) enable students and faculty to enhance their research and learning experiences by providing access to a broad scope of material, and (2) provide reciprocal services to other institutions.

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WPU Project Approval Sheet

The OSP's prime-directive is to assist faculty and staff in obtaining grants or contracts to do great things. Whether it is research, curriculum development, student or community services, or creative expression, the OSP is prepared to help. Projects and proposals can be for project support, fellowships or other types of awards.

One major role for the OSP in this is as advocate for the projects as they are reviewed by the Provost's Office and the Business Services Office for approval and signature. A second major role is insuring project compliance with State and Federal laws and regulations as well as WPU policies. A third is as reviewer and editor to insure that the proposal meets the funder's guidelines, is readable and the proposal package is complete. We also photocopy and mail proposals. These review steps are enabled by the *Project Approval Sheet*, a one-page summary of critical information on the project, the agency the proposal will be sent to, the budget, and special review concerns. It also collects the review signature required before the proposal can be submitted. This "sign-off sheet" is for internal Wpunj use and is never submitted as part of a proposal package.

While this level of bureaucracy may seem unnecessary, it insure that the people who will assist or support the project after it is funded agreed to do so before it was submitted. It also provides for others to read and comment - a very important part of developing an excellent proposal.

The Project Approval Sheet

1. Submit a review copy of the proposal and narrative with a copy of the Grant Approval Form to your Department Chair and College Dean or to the Department Director and Division Assistant/Associate Vice President.
2. Submit the review package with any other appropriate forms to the IRB, IACUC, facilities Department or other committees or units that may need to approve your project or participation by faculty or staff in other departments. (Consult with the OSP before contacting these offices or committees.)



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Recent Grants . . . continued from page 1

Dr. Michael Chirichello

N.J. Statewide Teacher Quality Enhancement Consortium

U.S. Department of Education, \$480,000

William Paterson University, Kean University and Rowan University recently received an \$8.1 million, five year grant from the U. S. Department of Education. The Consortium will link three major public universities, 10 high-need LEAs, and corporate and parents organization partners in a venture to fundamentally improve teacher education and the teaching profession in New Jersey--and thus to improve student achievement in the state's culturally diverse schools. The total funding provided to the Consortium for the five year project is \$8.5 million.



Dr. Nancy Norris-Bauer

NJ History Day

N.J. Department of State, \$15,000

William Paterson University sponsors New Jersey's participation in National History Day by organizing the statewide program and competition among middle school and high school students in N.J. who present the results of their research in a variety of media.

Dr. Bogong Su

Lucent Research Project

Lucent Technologies, \$40,000

The Lucent Research Project will continue research and evaluation of the applicability of a compilation technique to other algorithms, and will create new compilation techniques as well.

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3. Submit the review package to the Office of Sponsored Programs with a copy of the grant program guidelines **10 days before the submission deadline** for final review and signature by the OSP, Business Services and the Provost.
4. The Project Director and the OSP finalize the proposal package, make copies and deliver.

Who Needs to Use It

All research, curriculum development, service or publication projects that are seeking external grant or contract support to pay salaries, acquire equipment and pay other expenses must go through the Approval process. This includes projects where WPUNJ is not the lead applicant but has a substantial and/or financial role in the project. Contracts and progress reports for funded projects must also be reviewed by the University.

Generally, the Grant Approval Sheet is **not used** for fellowships that are not paid to WPUNJ and where WPUNJ does not have any financial commitments or does not recommend the applicant. Also, projects that are seeking support with the assistance of Institutional Advancement are generally not required to go through the Approval process either.

Explanations of the Grant Approval Sheet

Section A. General Information, asks you to provide the OSP with basic information about yourself the project dates, funder and proposal deadline.

Section B. Project Details, asks for information about who the project will affect, whether or not other faculty members will be involved, and if the project will require WPU facilities or not.

Section C. Budget, asks how much money you are requesting from the funding agency and/or the University to support the project.

Section D. Special Requirements, asks questions to determine if any special review are needed.

Section E. Final Approval Signatures, requires signatures from the Project Director, Dean or Assistant Vice President, OSP, Business Services, Associate V.P. and Dean of Graduate Studies and Research, and Provost. The Project Director is responsible for the first three signatures and the delivery of the application package to the OSP; the OSP is then responsible for the balance of the signatures.

The Project Director signs to confirm his/her commitment to the project. The Chair and Dean/V.P. reviews staff time, costs and facilities that will be utilized in their areas and agrees to provide matching expenses, space, release time, etc. The Director of the OSP signs to confirm that the proposal is ready for final review and meets the guidelines.

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Recent Grants . . . cont'd from page 2

Dr. Stanley Wollock
Alternate Route Provisional Teacher Program
N.J. Department of Education,
\$63,984.00

The Alternate Route Provisional Teacher Program is an on-the-job-training ground for first year teachers pursuing a nontraditional approach to joining the teaching profession and the field of Education.

Ms. Geny Moreno
Pre-College Academy (FY 2000 College Bound Program)
N.J. Commission on Higher Education,
\$100,000

The Office of Minority Education received support to administer and operate the William Paterson University Pre-College Academy (PCA). The PCA is an academic enrichment and career development program for minority students, entering the grades 10-12, who are interested in the career fields that are math, science or technology based.

Dr. Kwaku Armah
TRIO Dissemination. Mentoring and Graduate School Preparation
U.S. Department of Education

William Paterson University, Rutgers University, Union County College, College of St. Elizabeth, Richard Stockton State University, and Kean University are creating a consortium to disseminate graduate preparation techniques developed for first generation low-income students.

Dr. David Demsey
WPC Jazz Presenters-Jazz Room Series
N.J. State Council on the Arts (NJSCA),
\$24,500

This grant has provides support to the WPU twelve-concert Jazz Room Series and six-concert Summer Festival performed by visiting world class jazz musicians, as well as associated educational preconcert clinics and discussions attended by students and

the general public.

Grant Approval Sheet . . . continued from page 2

The Controller and Vice President of Administration and Finance signs to confirm that the budget is accurate and complies with spending regulations. The Associate Vice President signs to confirm that it is fully ready for submission and conforms to WPU's mission, goals, academic policies and related concerns. The Provost signs to officially commit the University to the project - and then signs the proposal itself and any other forms required.

You can obtain a copy of the Grant Approval Sheet by calling the OSP at ext. 2852 or downloading the form from the OSP webpage at http://www.wpunj.edu/sponprog/Main_1/Forms_1.htm Be sure to type or print legibly on the form. Please note that the PDF format found on the OSP webpage enables you type the form on your computer. Legibly written forms are acceptable.

Office of Sponsored Programs

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Office of Sponsored Programs

Located in Raubinger 107, we are your source for research and program 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 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 and to discuss your ideas and interests.

“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, communities 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!

Office: 107 Raubinger Hall

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

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Newsletters, books and directories

The OSP subscribes to the **Health Grants and Contracts Weekly, Federal**

