

Office of Sponsored Programs



The STAR Report

Spring 2000

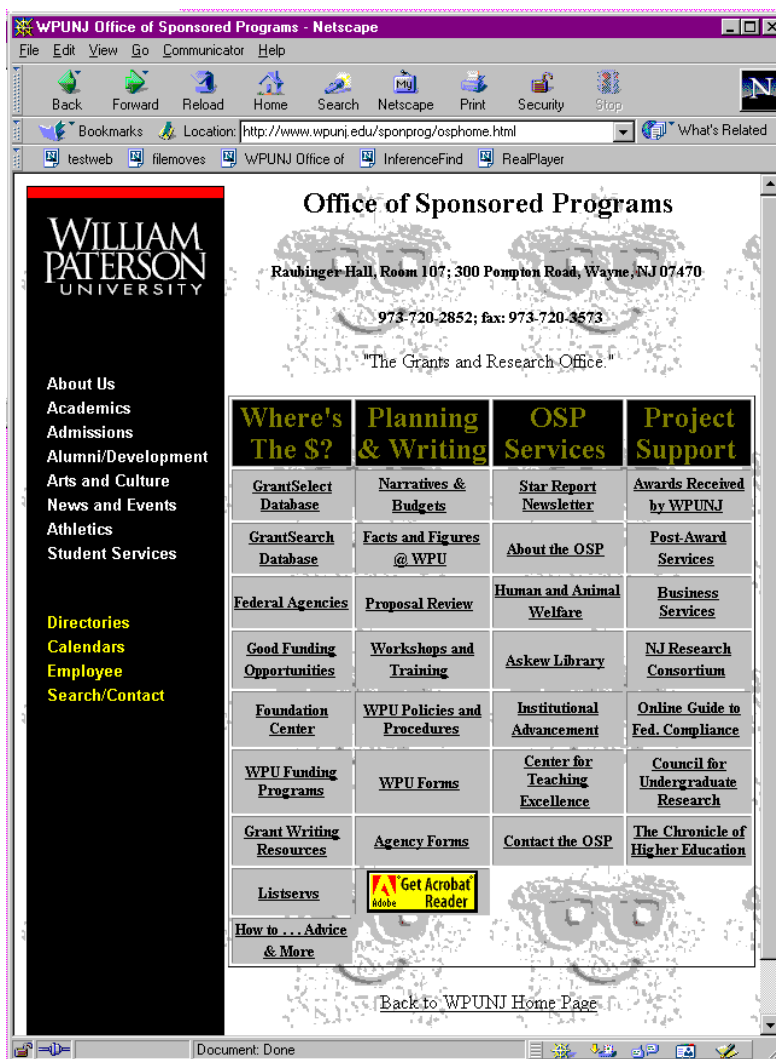
Volume 2, No. 3

The OSP Homepage

The Office of Sponsored Programs=homepage is designed to facilitate the search for, application to, and management of grant awards and contracts. Organized under four broad headings *Where's the \$*, *Planning & Writing*, *OSP Services*, and *Project Support* are the resources and links you will need to get and sustain external support for community services, curriculum development, student services, research, cultural programming, and other categories of activities. In the columns, under each heading, you will find the information you are looking for.

Where's the \$: Information services and resources for identifying and analyzing potential funders.

- ◆ Grant databases such as **GrantSelect** and **GrantSearch** can be accessed from the homepage. These two sources are extremely useful in identifying possible funding agencies for your project. **Federal Agencies** are listed with descriptions of the grant programs that are available and contact information such as addresses, phone numbers, e-mail addresses, and web addresses.
- ◆ The **Good Funding Opportunities** page provides information on funding agencies appropriate for WPU. Here you will find



Internet links; lists of reference resources in the OSP library, the Askew library, and the Office of Institutional Advancement; funding guides; listservs; a link to the Askew Library; and proposal writing tips for grant and fellowship writers.

- ◆ The **Foundation Center** contains an online directory that allows you to search for possible funders, an online library for grant writing reference resources, and additional useful information.



- ◆ The **WPU Funding Programs** page provides information on financial resources for research that can be obtained through the University. Those resources include Assigned Release Time (ART), Research and Travel Incentive (RTI), Career Development, Incentive Grants, the Center for Teaching Excellence, and Alumni Grants.

- ◆ **Grant Writing Resources** contains lists of reference materials that are located in the OSP, Askew library, and the Office of Institutional Advancement.

The **Listservs** page provides contact information for listservs we have found to be useful for locating support for research, grant writing or management, or other academic interests.



- ◆ **How to . . . Advice & More** page provides additional grant writing tips for a successful proposal.

Planning & Writing: Resources which will help during the grant writing process.

- ◆ The **Narratives & Budgets** page has information you may need for writing your proposal. This information includes: how to construct a budget, rates and salaries, sample budgets, information to help you describe your project, and “boilerplate” on WPUNJ, the Colleges and some departments and units.

- ◆ **Facts and Figures @ WPUNJ** contains WPUNJ’s official address, EIN and DUNS identification numbers, New Jersey Congressional districts, New Jersey Legislative districts, and related information.

- ◆ The **Proposal Review** page takes you through WPUNJ’s proposal review process. Also, on this page is a link to the OSP’s WPU forms page which enables you to download or print a copy of the WPU Proposal Approval (“sign-off”) sheet. This form is used to obtain support approval for a proposal before it is submitted. See the Spring 2000, Volume 2, Number 2 of The STAR Report.

- ◆ The **Workshops and Training** page has up-to-date information on upcoming workshops offered by the OSP. This page describes each workshop and how it will help you develop your project or research idea and/or grant proposal.

- ◆ The **WPU Forms** page contains important forms for internal/university use which relate to obtaining and managing support from outside funding agencies, and can be downloaded or printed from this page. Included here are the approval sheet, IRB forms, and a link to other University forms found under Human Resources or Student Services.



- ◆ The **Agency Forms** page can help you obtain electronic forms online from some funding agencies. There is a link to TRAM which has many agency form. These forms can be downloaded onto your computer or printed out.

- ◆ **Acrobat Reader** is very useful for accessing documents that are PDF files.

OSP Services: Resources and Services offered by the OSP and other WPU departments.

- ◆ The **Star Report Newsletter** page allows you to download a copy of the OSP's newsletter, The STAR Report. You can look at the latest newsletter or refer back to previous newsletters.
- ◆ The **Human & Animal Welfare** page contains WPUNJ's policies and regulations regarding human and vertebrate animal research.
- ◆ Links to the Askew Library, the Office of Institutional Advancement, and the Center for Teaching Excellence.
- ◆ **Contact the OSP** is an e-mail address link for Martin Williams, Director of the Office of Sponsored Programs.

Project Support: Useful services and information for or on funded projects.

- ◆ The **Awards Received by WPUNJ** page allows you to see the types of projects that have been funded since 1992 to the present.
- ◆ The **Post Awards Services** page describes the role of business services and the OSP after your project becomes funded.
- ◆ **Business Services** homepage has links for information regarding the services provided by their office.
- ◆ **Online Guide to Federal Compliance** is a database that provides quick access to the rules and regulations that govern the use of Federal funds. Contact the OSP for a password.
- ◆ The **Council for Undergraduate Research** homepage provides information, services and resources to undergraduate research at predominantly undergraduate institutions.
- ◆ The **Chronicle of Higher Education** contains latest news and information for faculty and administrators of Colleges and Universities.



Office of Sponsored Programs

Newsletters, books and directories available through the OSP

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, and the AASCU Grants Resource Center Reports and Bulletins**, and several other weekly or monthly publications that provide supplemental information on funding opportunities.

The OSP maintains a library of books, pamphlets and guides for 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 the Fall 1999 Star Report), 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>>. Contact the OSP for passwords.

Published directories that we have include two CD-ROMs -- [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, and Grants for School Technology**.

“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
- Phone: 973-720-2852
- Fax: 973-720-3573
- Homepage:
<http://www.wpunj.edu/sponprog/osphome.html>

Office of Sponsored Programs

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The STAR Report: A publication of the Office of Sponsored Programs, William Paterson University.
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