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Summer 2014

Annual Report, Fiscal Year 2013-14

Office of Sponsored Programs and Research
Governors State University

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The Office of Sponsored Programs and Research

Annual Report Fiscal Year 2013-14

Governors State
UNIVERSITY

Dear Colleagues,

The Office of Sponsored Programs and Research (OSPR) at Governors State University (GSU) continues to enhance its services and outreach. We are excited to see more faculty and students look into funding opportunities and work on grant opportunities.

OSPR continues to encourage faculty, staff, and students to participate in training provided and to communicate with our office if there are training opportunities you would like to see offered at GSU related to grants.

Please take some time and read the OSPR annual report for this past year. The annual report emphasizes the diversity in sponsors, faculty, and projects. As you will see, our proposal numbers are steady at around 34 percent. We would like to see an increase of at least 30 percent in our proposal numbers over the next year. Our success rate has increased from 32 percent in FY12 to 44 percent in FY14. Most of the grants that GSU received from stimulus funding have ended. Therefore, it is the perfect time to look for new sources of funding and new opportunities. The annual report provides information on current grants, new awards, and trends in grant activity.

We appreciate the support that OSPR receives from the Chairs, Deans, Provost, Vice President, and the President to encourage research and scholarship university-wide. The collaboration between the Financial Services, Human Resources, Grants Planning Committee, Information Technology, and OSPR has made efforts to improve the grants process at GSU much easier. OSPR looks forward to the ongoing support of the leadership and to ongoing collaboration with the many offices on campus that are involved in the grants process.

We are excited about our work with faculty, staff, and students and look forward to working with more of you on grants. OSPR is your partner in your future research endeavors. We hope that you find this report informative.

Please feel free to stop by or contact us if you have any questions.

Jennifer A. Morehead Farmer

Jennifer A. Morehead Farmer
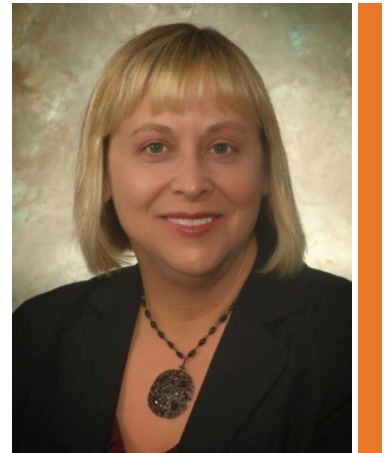
The pragmatic approach …

It has been two years since the Grants Planning Committee began meeting with support from the university administration. The committee expanded this year and added four new members. The committee's work during the first year was evaluating grant processes including fiscal management, hiring of personnel, and other human resources information. The Grants Planning Committee has taken a more advisory role this past year, and we are looking at areas where the committee can assist with future planning. The committee has met on a monthly basis. Since last year, processes have been documented and new processes have been put in place to ensure that expenditures on grants are processed more quickly, draw-downs are done on a regular basis, and collaboration between OSPR and Financial Services has improved grant reporting.

The committee is currently working on documentation regarding supplemental pay and overtime pay on grants. OSPR has been working with Financial Services and Human Resources to implement ITWorks™ to have a system with proposal, award, personnel, and account information on grants in one place that eventually will be able to be accessed by the principal investigators. We have recently been entering information into the grants system and working to transfer general ledger information from Colleague into ITWorks™.

With new OMB guidance being issued and requiring institutions to have strong internal controls and risk assessment in place, the Grants Planning Committee will play an important role in working with OSPR to ensure that GSU has the needed requirements in place. As the grants landscape continues to change the Grants Planning Committee provides a wealth of experience, advice, and expertise that can assist OSPR and GSU to ensure we are ready for inevitable changes. We want to thank the members of the grants planning committee for their work.

Grants Planning Committee:
From Left: Dr. Renee D. Theiss, Assistant Professor, Department of Occupational Therapy and Department of Physical Therapy; Jennifer Morehead Farmer, Director, Office of Sponsored Programs and Research; Dr. Catherine Balthazar, Professor and Chair of Department of Communication Disorders; Carol Morrison, Executive Director, Family Development Center; Priscilla Cordero, Director, Small Business Development Center; Melinda Gieseke, Controller, Financial Services; Pulchratia Kinney-Smith, Director of Human Resources Operations, HR Department; Ebony Jones, Sponsored Programs Specialist, Office of Sponsored Programs and Research; Luke Helm, Coordinator of Assessment, Internships and Outreach for the College of Arts and Sciences; Dr. Karen D'Arcy, Professor of Chemistry, College of Arts and Sciences; Kathleen Gustafson, Program Administrative Assistant, College of Education; Andrea Middleton, Assistant Controller, Financial Services. Not pictured: Joyce Coleman, Associate Vice President for Human Resources and Diversity, HR Department; Dr. Randi Schneider, Associate Vice President for Enrollment Management, Student Affairs.

Updates and Changes You Need to Know

The Office of Sponsored Programs and Research, Provost, Financial Services, and the Grant Planning Committee worked on many projects that resulted in new and updated policies, guidelines, and services.

FEDERAL DEMONSTRATION PARTNERSHIP

GSU is now a member of the Federal Demonstration Partnership as an Emerging Research Institution (ERI). ERI's are defined as institutions that conduct less than $15M annually in federally sponsored research. The partnership promotes an increase in research productivity in the conduct of federally supported research and education, provide for enhanced stewardship under federally supported programs, and achieve reductions in administrative burden and costs associated with sponsored research and education.

Policy 71, Interim Policy of Misconduct has been posted in the online University Policies Manual. The policy states, "All institutional members have an explicit duty to report observed, suspected, or apparent research misconduct." Misconduct in research runs contrary to GSU's mission as an institution of higher education, undermines the public trust placed in the research enterprise of our nation's colleges and universities, and wastes valuable public and private resources. This policy has been put in place to ensure the expectations, requirements, and standards of the university are known and upheld by all staff, faculty, and students.

Responsible Conduct of Research (RCR) at GSU **provides researchers guidance to meet compliance standards** that discourage research misconduct, discourage questionable research practices, and provide responsible conduct of research training to early career researchers and students.

GSU is committed to maintaining the high standards of integrity in research activities through the responsible and ethical conduct of its faculty, staff, and students. RCR is a widely accepted set of ethical and professional standards for conducting research. To ensure compliance with RCR standards GSU recommends all students, staff, and faculty involved in research, regardless of whether the activity is externally funded or university funded, to first complete Collaborative Institutional Training Initiative Program. Sponsoring agencies may have additional requirements for conducting RCR training; sponsor's guidelines should be followed.

University Interdisciplinary Grant Program **will encourage scholarly program and research activities** that initiate a cross disciplinary and collaborative spirit and encourage the development of a proposal for submission to an external sponsor. The internal grant requires a principal investigator (PI) to work with a collaborator in a disciplinary field different than his/her own and prepare a full external proposal application. Two interdisciplinary projects for up to $5,000 each will be funded.

The Institutional Animal Care and Use Committee (IACUC) was established, and Walter Henne was appointed chair. IACUC is a dedicated board of professionals that offer oversight of proposals and awards that use vertebrate animals and harvested tissues in a research or teaching activity. Anyone wishing to use animals in a research or teaching activities at GSU or with GSU funds must submit a completed Application to Use Vertebrate Animals in Research and Teaching to the IACUC for approval and complete the appropriate Animal Care and Use training.

Sub-awards, royalty agreements, and licensing agreements should be forward to OSPR for negotiation and signatures. All technology and other forms of intellectual property developed using GSU resources must adhere to the *Intellectual Property Policy.* The purpose of the policy is to provide the responsibilities, privileges, and options held by faculty, staff, and students pertaining to the creation of intellectual properties. Intellectual property includes inventions, copyrightable works, tangible research property, and trade secrets.

A *Technology Transfer Evaluation Form* has been created to determine if a new technology will be pursued for patenting. If you have technology that was created using GSU resources and you want to pursue for patenting, please complete the evaluation form. GSU administration will review the form and follow up with the inventor on future steps.

Graduate Research Assistants paid on externally funded research awards are eligible for a 50% tuition reduction benefit. The purpose of a Graduate Research Assistant opportunity is to provide students with relevant research experience while they are pursuing a graduate degree. The graduate student must be performing research on the grant. The remaining 50% may be covered by the student or by the department/college with proper approvals, if funding is available. Tuition should not be budgeted or paid from grants unless required by the conditions of the grant.

The *Guidelines for the Use of Return of Indirect Costs from Sponsored Programs* has been updated. The updated guidelines clarify that the return of indirect costs funds should be used to develop and/or sustain a current sponsored project and/or other university projects for which external funding is expected to be sought. Specific examples of appropriate expenses for the return of indirect cost spending were added.

Indirect costs are costs that do not directly benefit the project, such as office supplies, computers, printers, utilities, facilities, administrative staff, and clerical staff. Many sponsors allow indirect costs to be collected in addition to costs that directly benefit the project. GSU allows a portion of indirect costs that are collected from sponsored activity to be distributed, or returned, to the Dean, Chair, and Principal Investigator or Project Director, this is called return of indirect costs. Financial Services tracks indirect costs collected from sponsored projects and posts them to accounts that can be accessed by the appropriate parties.
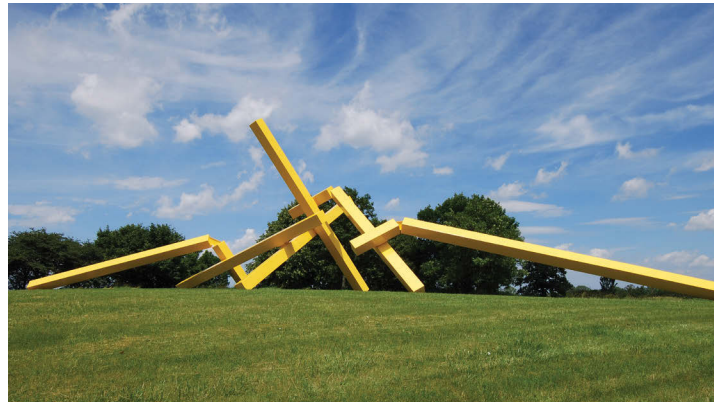
Illinois Landscape No. 5,1975, John Henry, welded steel, Commissioned by the GSU Foundation, Nathan Manilow Sculpture Park, with the assistance of the National Endowment for the Arts

Invoices for grant expenses will now be paid within two weeks of receipt by Financial Services. A note at the top of the invoice will notify Financial Services that the invoice should be paid with grant funds and quickly. If the invoice has not been paid by the third week, contact Andrea Middleton in Financial Services.

A new OSPR brochure provides brief information about OSPR services, trainings, and project management resources. This brochure was included in the Transfer and Graduate Student orientation folders and to faculty.

Overview

GSU OSPR at a Glance

(as of 7/21/14)

- Proposals: 34, $7.8 million
- Funded Proposals (New and Continuing): 15, $761,659
- New (Non-Continuing) Awards: 6, $310,995
- Active Awards: 29
- Our success rate has increased from 32% in FY12 to 44% in FY14. Average Success Rate on Proposals for FY12 to F14: 39%

GSU at a Glance

(Source: GSU 2013-14 Fact Book)

- 26 Bachelor Degree Programs
- 29 Master Degree Programs
- 6 Doctoral Programs
- Total Fall Enrollment: 5,568
- Fall Race/Ethnicity Enrollment
  Black 37%
  Hispanic 8%
  Asian/Pacific Islander 2%
  White 43%
  Other 10%

Revenues for Grants and Contracts
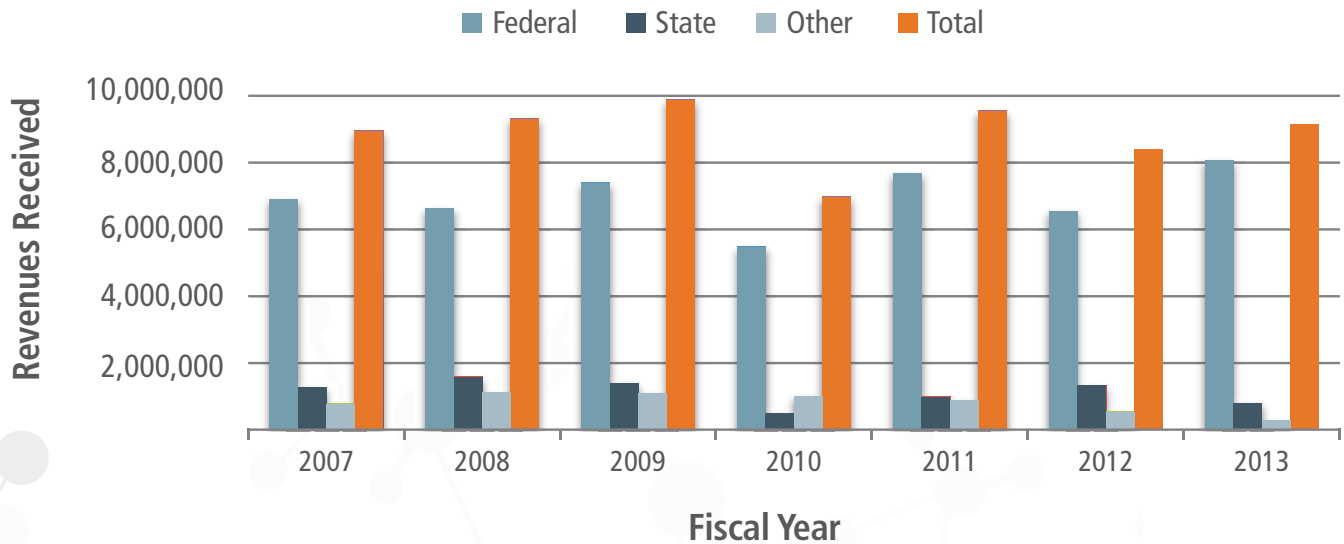
Year at a Glance, July 1, 2013, until June 30, 2014

FY 2014 New Awards
6 new awards were granted with a total of $310,995 in awarded funds.

ETIP Multi Company Training Program
Sponsor: Illinois Department of Commerce and Economic Opportunity
College/Department: Continuing Education
Principal Investigator: **Amy Barsha**
Award Amount: $42,500
Dates: 7/1/2013 – 12/31/2014
Purpose: Help fund workforce training needs of companies which may have an association or working relationship with GSU. Partnering with the Three Rivers Manufacturers' Association (TRMA) in Joliet, IL, we will be providing Six Sigma classes. In addition to the Sigma classes being offered on-site at the business, there will also be classes available at GSU. This grant will make it possible for TRMA to provide safety training.

South Suburban Violence Intervention Program
Sponsor: Cook County/Victory Apostolic Church
College/Department: CAS
Principal Investigator: **James Coldren**
Award Amount: $11,495
Dates: 8/28/13 – 7/31/14
Purpose: Provide individuals with training and education that will prepare them to enter the workforce.

PNC Low-income Family Programming at the Family Development Center
Sponsor: PNC Foundation
College/Department: COE
Principal Investigator: **Carol Morrison**
Award Amount: $15,000
Dates: 11/26/2013 – 12/31/2014
Purpose: Provide low-income family support and education services.

Early Childhood South Suburban Partnership
Sponsor: DOEd/IBHE
College/Department: COE
Principal Investigator: **Jeannine Klomes**
Award Amount: $47,000
Dates: 2/1/2014 - 12/15/2014
Purpose: Develop models of effective early childhood educator preparation. The means to do this include fostering relationships with schools, preschools, and childcare centers, as well as building understanding in key areas of need including math, bilingual/English, and infant/toddler development.

Public Protection in Social Work
Sponsor: American Foundation for Research and Consumer Education in Social Work Regulation
College/Department: CHHS
Principal Investigator: **Kim Boland-Prom**
Award Amount: $25,000
Dates: 4/16/2014 – 4/15/2016
Purpose: Provide a more comprehensive view of the unprofessional conduct of social workers and potential risks to the public. This will be accomplished with two separate studies. The first study will gather information from regulatory board members in North America, utilizing qualitative methods. The second study will survey members of the National Association of Social Workers about their perceptions of state regulatory boards.

Early Math Awareness through Modeling
Sponsor: CME Group Foundation
College/Department: COE
Principal Investigators: **Xiaobo She & Tywanda Jiles**
Award Amount: $170,000
Dates: 6/1/2014 – 5/30/2017
Purpose: Support the implementation of a professional development program for early childhood (ages 3 to 5) teachers to improve content knowledge and practice in teaching early math.

The listed awards are new to the University. They are not continuations from past grants or renewals. All funds were secured through new proposal submissions and requests.

Proposals: Fiscal Year Comparison

(as of 7/21/14)

For the past three fiscal years, a total of $47,781,348 was requested in 99 proposals.

- In FY12, a total of 34 proposals were submitted, for a total of $22,370,532 in requested dollars.
- In FY13, a total of 31 proposals were submitted, for a total of $17,604,677 in requested dollars.
- In FY14, a total of 34 proposals were submitted, for a total of $7,806,139 in requested dollars.

Number of Proposals Submitted by Sponsor Type

	Federal	Local Gov	Non Gov	State
FY12	20	1	6	7
FY13	11	1	10	9
FY14	8	1	10	15
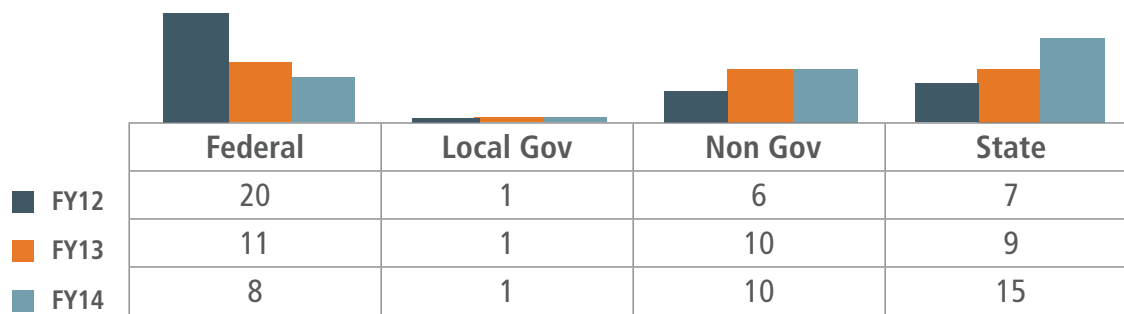
Overall, the majority of requested dollars were to federal agencies.

- In FY12, 92% of requested funds were federal, 4% were state, and 4% were other sources.
- In FY13, 94% of requested funds were federal, 4% were state, and 2% were other sources.
- In FY14, 82% of requested funds were federal, 11% were state, and 7% were other sources.

Amount of Requested Dollars by Sponsor Type

	Federal	Local Gov	Non Gov	State
FY12	20,678,052	204,360	644,031	844,089
FY13	16,503,247	20,389	346,957	734,084
FY14	6,395,517	206,704	314,289	889,630
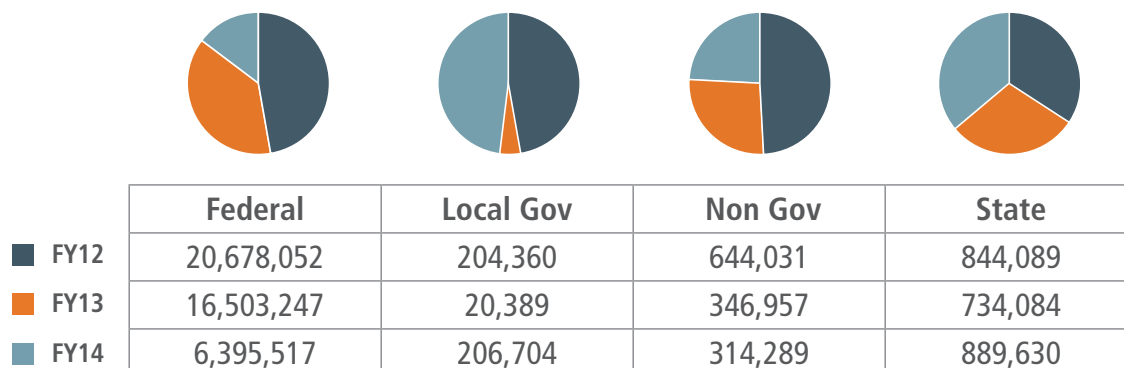
Number of Proposals Submitted by College/Office
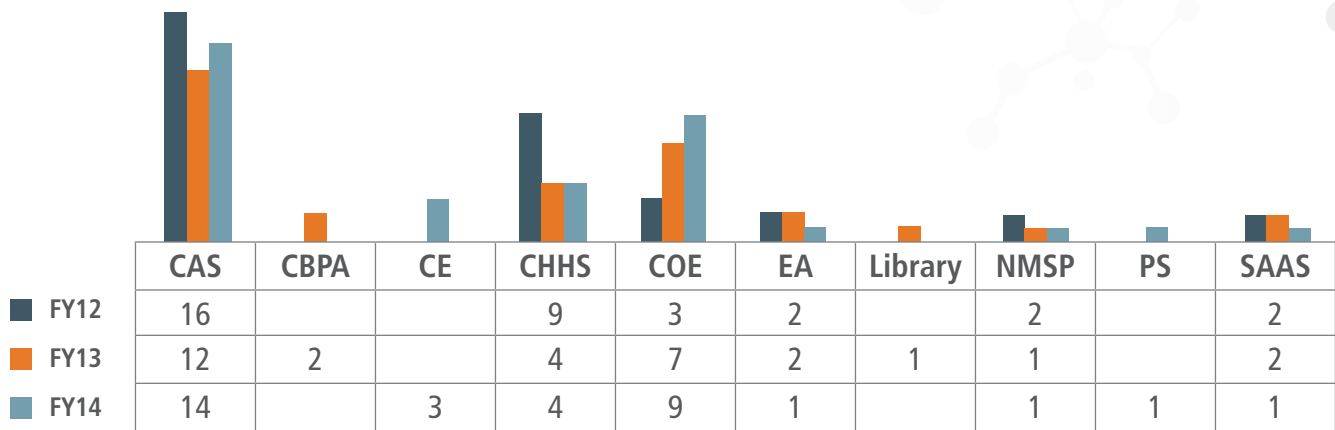
	CAS	CBPA	CE	CHHS	COE	EA	Library	NMSP	PS	SAAS
FY12	16			9	3	2		2		2
FY13	12	2		4	7	2	1	1		2
FY14	14		3	4	9	1		1	1	1

CAS — College of Arts and Sciences, **CBPA** — College of Business and Public Administration, **CE** — Continuing Education, **CHHS** — College of Health and Human Services, **COE** — College of Education, **EA** — Executive Administration **NMSP** —Nathan Manilow Sculpture Park, **PS** — Public Safety, **SAAS** — Student Affairs and Academic Support

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Over the past three fiscal years, the College of Arts and Sciences, College of Health and Human Services and the College of Education have submitted 78% of the total proposals.

- CAS submitted 42% of the total proposals, for a total of $7,266,163 in requested dollars.
- COE submitted 19% of the total proposals, for a total of $5,007,053 in requested dollars.
- CHHS submitted 17% of the total proposals, for a total $16,742,037 in requested dollars.

Amount of Requested Dollars by College/Office

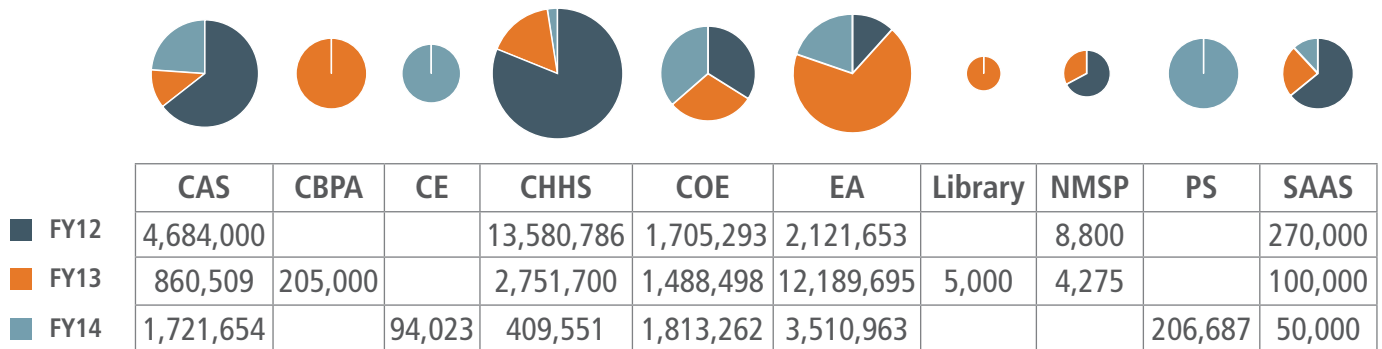|	CAS	CBPA	CE	CHHS	COE	EA	Library	NMSP	PS	SAAS
FY12	4,684,000			13,580,786	1,705,293	2,121,653		8,800		270,000
FY13	860,509	205,000		2,751,700	1,488,498	12,189,695	5,000	4,275		100,000
FY14	1,721,654		94,023	409,551	1,813,262	3,510,963			206,687	50,000

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Awards: Fiscal Year Comparison

(as of 7/21/14)

For the past three fiscal years, the percentage of awarded proposals has increased.

- In FY12, 32% of proposals were awarded with $3,970,224 in award dollars.
- In FY13, 42% of proposals were awarded with $1,626,579 in award dollars.
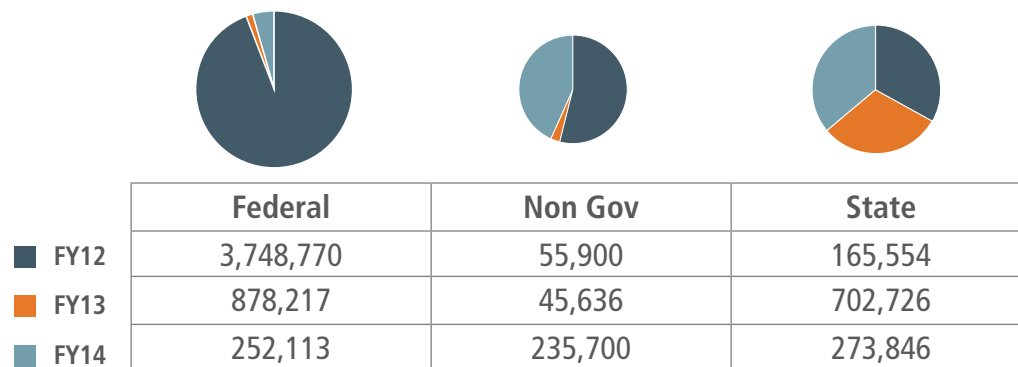- In FY14, 44% of proposals were awarded with $761,659 in award dollars.

Number of Awarded Proposals by Sponsor Type

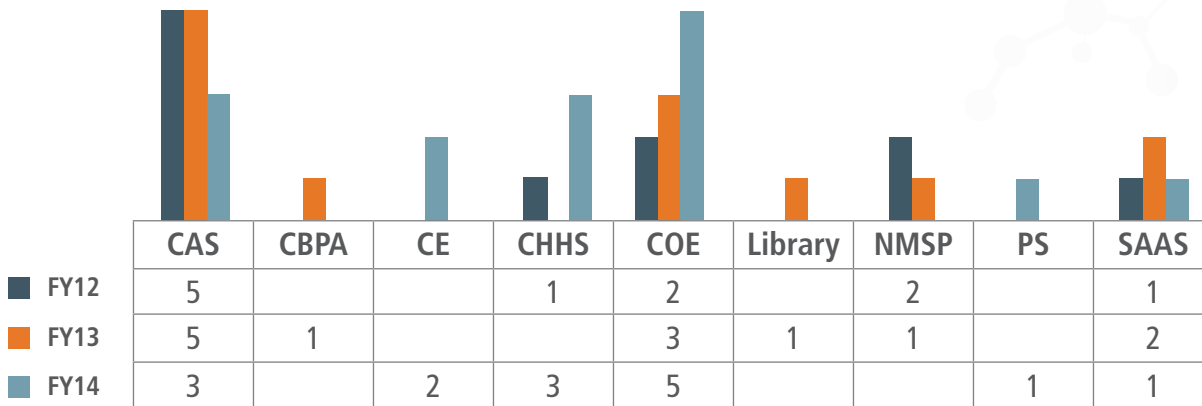|	Federal	Non Gov	State
FY12	3	3	5
FY13	1	4	8
FY14	2	6	7
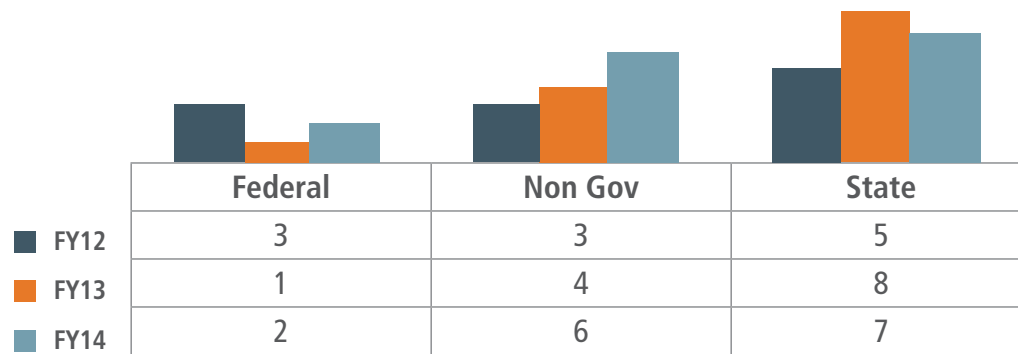
Overall, the majority of awarded funds were from federal sources.

- In FY12, 95% of awarded funds were federal, 4% were state, and 1% was from other sources.
- In FY13, 54% of awarded funds were federal, 43% were state, and 3% were from other sources.
- In FY14, 33% of awarded funds were federal, 36% were state, and 31% were from other sources.

Amount of Awarded Dollars by Sponsor Type

	Federal	Non Gov	State
FY12	3,748,770	55,900	165,554
FY13	878,217	45,636	702,726
FY14	252,113	235,700	273,846

Number of Award Proposals by College/Office

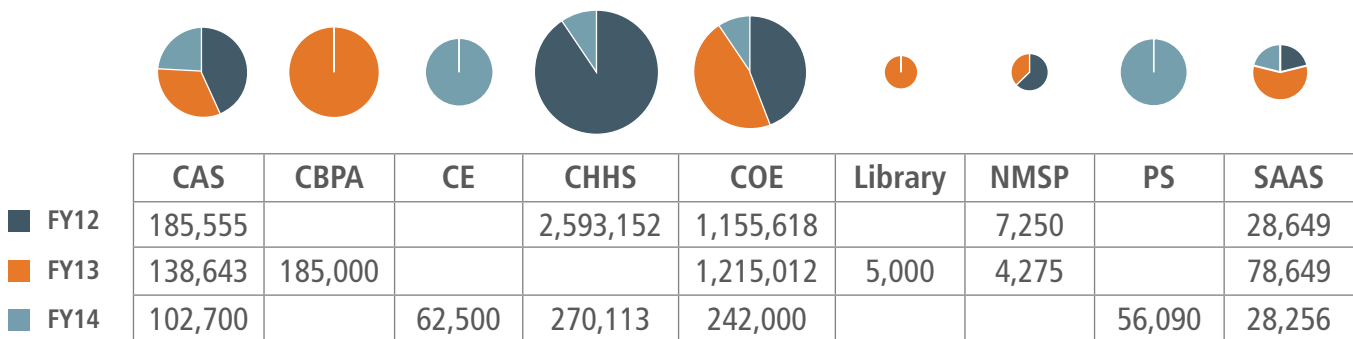|	CAS	CBPA	CE	CHHS	COE	Library	NMSP	PS	SAAS
■ FY12	5			1	2		2		1
■ FY13	5	1			3	1	1		2
■ FY14	3		2	3	5			1	1

CAS — College of Arts and Sciences, CBPA — College of Business and Public Administration,
CE — Continuing Education, CHHS — College of Health and Human Services, COE — College of Education,
NMSP —Nathan Manilow Sculpture Park, PS — Public Safety, SAAS — Student Affairs and Academic Support

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Over the past three fiscal years, the College of Health and Human Services and the College of Education have received 86% of the total award dollars, $6,358,462.

- CHHS received 45% of the award dollars, for a total of $2,863,265.
- COE received 41% of the award dollars, for a total of $2,612,630.
- CAS received 7% of the award dollars, for a total of $426,898.

Amount of Awarded Dollars by College/Office

	CAS	CBPA	CE	CHHS	COE	Library	NMSP	PS	SAAS
■ FY12	185,555			2,593,152	1,155,618		7,250		28,649
■ FY13	138,643	185,000			1,215,012	5,000	4,275		78,649
■ FY14	102,700		62,500	270,113	242,000			56,090	28,256

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CHHS — College of Health and Human Services, COE — College of Education, NMSP —Nathan Manilow Sculpture Park,
PS — Public Safety, SAAS — Student Affairs and Academic Support

Staff Updates

Congratulations to Jennifer Morehead Farmer on her promotion to Director in the OSPR as of January 2014. Jennifer joined the OSPR at GSU in October 2011 as Deputy Director. As Director, Jennifer provides a variety of services to faculty and staff in identifying grant opportunities and assisting with proposal submissions, budget preparation, reporting, and award management. She also coordinates training, works to ensure compliance with federal and state regulations and is the department contact for audits on grants. Prior to coming to GSU, she worked at the University of Notre Dame's Office of Research as Associate Director leading a pre-award team for seven years. She received her Research Administration Certification in October 2005. Jennifer received her BA from Indiana University in 2000, a Master of Arts in Organizational Management from the University of Phoenix in 2003, and an MBA from the University of Notre Dame in 2009. She worked at the University of Notre Dame for 23 years.

Congratulations to Ebony Jones on becoming a Certified Research Administrator as of June 2014. She was tested in the areas of project development, legal requirements, sponsor interface, financial management, and general management. Prior to coming to GSU in April 2013, she worked in grant and contract administration for seven years. She spent two years with Smithsonian Institution's Office of Sponsored Projects as a Financial Analyst, her primary duties were post-award administration, completing financial reports and department trend analysis. During her five years with the Rehabilitation Institute of Chicago as a Research Administrator, she was responsible for pre- and post-award administration, responding to audit requests and developing policies and procedures. She received a BS in Finance from Southern Illinois University Carbondale in 2003 and an MBA from Rollins College in Winter Park, Florida, in 2007.
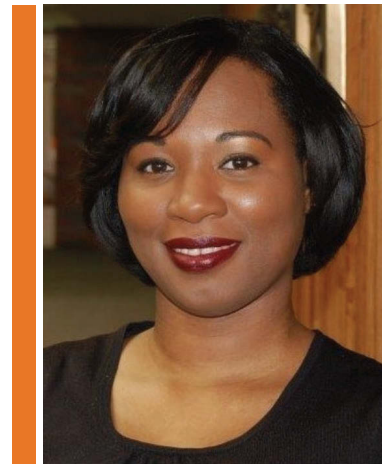
Active Awards

Principal Investigator/ Project Director	Project Title	Sponsor	Project Beg. Date	Project End Date	Project Amount
Career Services					
Cynthia Staples	Illinois Cooperative Work Study Program	IBHE	2/4/14	6/30/15	28,256
College of Arts and Sciences					
James Coldren	South Suburban Violence Intervention Program	Victory Apostolic Church	8/28/13	7/31/14	11,495
James Coldren & Christina Sintic	Restorative Justice at IYC Harrisburg Program	IDHS	7/15/12	7/14/14	113,155
Christina Sintic	South Suburbs Restorative Justice Project	IBRJP	7/15/12	9/30/14	15,540
Claire Tang	Service Oriented Paradigm Across Introductory Information Technology Curricula	NSF/ISU	5/1/13	7/31/14	5,000
Mary Carrington	Louis Stokes Alliance for Minority Participation	NSF/CSU	8/1/13	7/31/14	20,000
Svetlana Rogachevskaya	Ailey II	NEA/IL Arts Council/ Arts Midwest	6/14/13	6/13/14	3,600
Svetlana Rogachevskaya	Performing Arts Center Operating Support	IL Arts Council	9/15/13	8/31/14	8,015
College of Health and Human Services					
Cheryl Mejta	Substance Abuse Prevention and Treatment	IDHS	7/1/12	6/30/13	197,435
Catherine Balthazar & Cheryl Scott	Building Complex Language: Effect of Treatment and Dosage	NIH	7/1/10	9/30/13	442,011
DeLawnia Comer-Hagans, Nadene Chambers & Zo Ramamonjiarivelo	Employee Appraisal Simulation	AUPHA	6/11/13	4/31/14	3,000
Gerri Outlaw	Scholarship for Disadvantaged Students	DHHS	9/30/12	6/30/16	2,552,893
Kim Boland-Prom	Public Protection in Social Work	AFRCESWR	4/15/14	4/16/16	25,000
College of Education					
Carol Morrison	Early Head Start	DHHS	1/1/14	12/31/14	937,560
Carol Morrison	Child Care Access Means Parents in School	DOE	10/1/09	9/30/13	106,678
Carol Morrison	After School Program	IDHS	7/1/13	1/31/14	60,000
Carol Morrison	PNC Low-income Family Programming	PNC Foundation	11/26/13	12/31/14	15,000
Carol Morrison	Preschool for All Children Program	ISBE	7/1/13	6/30/14	321,795
Colleen Sexton	Community College/University TEP Alignment	DOE/IBHE	5/1/13	9/30/13	5,000
Colleen Sexton & Renee Zdych	South Suburban Consortium for the Grow Your Own Education Initiative	IBHE	8/6/13	8/31/14	48,138
Jeannie Klomes	Early Childhood South Suburban Partnership	IBHE	2/1/14	12/15/14	47,000
Lucianne Brown	Teaching with Primary Sources Program	Library of Congress	10/1/13	9/30/14	200,000
Xiaobo She & Ty Jiles	Early Math Awareness through Modeling	CME Group Foundation	7/1/13	3/1/14	15,000
College of Education and College of Health and Human Services					
Pamela Guimond & Karen Peterson	Chicago Southland Teacher Quality Partnership	DOE	4/5/10	4/4/15	7,172,773
Continuing Education					
Amy Barsha	ETIP Multi Company Training Program	IDCEO	7/1/13	12/31/14	42,500
Library					
Joshua Sopiarz	Veterans Resource Collection	OSS/IL State Library	5/1/13	9/30/13	5,000
Nathan Manilow Sculpture Park					
Geoffrey Bates	Manilow Sculpture Park Operating Support	IL Arts Council	9/15/13	8/31/14	4,275
Provost Office					
Linda Uzureau & Angela Latham	The Dual Degree Program: Investing in Transfer Student Degree Completion	Kresge Foundation	10/1/11	12/31/14	875,000
Small Business Development Center					
Priscilla Cordero	Small Business Development	IDCEO	1/1/13	12/31/13	185,000

OSPR Workshops and Training

Workshops and training opportunities are offered to the GSU community to enhance knowledge, provide tools that will increase the number of externally funded projects, and meet award compliance requirements. In FY2014, 55 people attended workshops, and 627 online trainings were completed.

INTERACTIVE WORKSHOPS: PROJECT DEVELOPMENT AND THE AWARD PROCESS

Workshops are in-person sessions that allow participants to interact with a presenter to ensure a better understanding of the information provided. Participants learn how to find funding, prepare concept papers, and proposals and navigate the award process.

Responsible Conduct of Research

Presented on September 12, 2013

This workshop was presented by Robert Porter from the University of Tennessee, Knoxville. Funding agencies are increasingly concerned that researchers and their students attain basic skills in responsible conduct of research, adhering to guidelines and standards that reflect best practices by the scientific research community. In addition to online courses, RCR training should include face-to-face interactions. This session utilized a comprehensive "RCR Quiz" to stimulate discussion, followed by case studies that were assessed in small groups.

Writing Successful Grants

Presented on September 13, 2013

This introductory workshop, which was presented by Robert Porter from the University of Tennessee, Knoxville, covered basic principles of good grant writing. It started with the phrasing of a compelling research theme to the actual construction of the proposal itself. Major differences between traditional "academic prose" and persuasive grant writing were highlighted. Common pitfalls that can lead to early rejection of good ideas were reviewed and were matched with practical strategies for better writing. Special attention was paid to the perspectives of grant reviewers and how to write in ways that will meet their expectations.

Pitching Your Research Ideas: A Practical Workshop on Writing the Concept Note

First Session: Presented on October 4, 2013 & March 7, 2014

Second Session: Presented on October 11, 2013, October 24, 2013 & April 25, 2014

In two sessions, Yvonne Chang and Sarah Nerenberg demonstrated how to write and successfully use a concept note. A concept note is a one-page document to help market researchers' ideas to a potential funder when no specific proposal has been solicited. The first session discussed the types of funding agencies, how research fits into a program, and how to develop a concept note. Participants left the first session prepared to write their own concept note. In the second session, the draft concept note was critiqued during a 30-minute one-on-one meeting with either Yvonne or Sarah. Suggestions were made to strengthen the concept note, which prepared the participant to complete a concept note that was ready to send to funding agencies.

Finding Funding Opportunities

Presented on October 22, 2013

Participants learned how to use Grant Forward, a search engine that helps locate funding opportunities for foundations, federal agencies, and other sources. Participants learned to search for funding opportunities, find links for state funding sources, and set up email alerts for notification of funding opportunities.

Intellectual Property Fundamentals – Copyrights, Patents, Trademarks and More

Presented on March 14, 2014

Husch Blackwell, in collaboration with Southern Illinois University, conducted a two-hour seminar covering various intellectual property topics and expounded on topics from the university perspective. Topics included patents, publications, loss of rights, sponsored research, licensing agreements, copyright, trademarks, and startups.

Meet the Experts in Peer Review

Presented on May 9, 2014

This webinar was presented by four National Institutes of Health reviewers who discussed the NIH review process and early career programs.

ONLINE TRAINING: HUMAN AND ANIMAL PROTECTIONS

The Collaborative Institutional Training Initiative is a web based program for completing training in the ethical conduct of research with human subjects, conflicts of interest, animal protections, and conducting responsible research.

Animal Care and Use

Animal care and use is required for anyone working with animals. The appropriate training must be completed before an IACUC protocol can be approved. The basic animal courses offered are:

- Working with the IACUC
- Essentials for IACUC Members
- IACUC Community Member
- Post Procedure Care of Mice and Rats in Research: Minimizing Pain and Distress
- Wildlife Research
- Post Approval Monitoring
- Working with the IACUC – Refresher

Financial Conflict of Interest

Financial Conflict of Interest (FCOI) training is required for all Principal Investigators and key personnel who submit proposals and have awarded projects.

FCOI training and an FCOI Screening and Disclosure Form must be completed before any proposal can be submitted at GSU.

Human Research Subjects Protection

Human Research Subject Protection training is required for all researchers and staff that collect data from human subjects, including surveys. The appropriate training must be completed before an IRB protocol can be approved. The following courses are most often taken at GSU:

- Biomedical Research
- Social/Behavioral Research
- Specimens and Data Only
- Refresher
- IRB Member
- IRB Chairs
- Undergraduate Class Use

Responsible Conduct of Research

Responsible Conduct of Research (RCR) of research training may be required by the sponsoring agency, and GSU recommends that all researchers complete the online training. The National Science Foundation and National Institutes of Health have RCR requirements. The following courses are offered:

- Biomedical Research
- Social and Behavioral Research
- Physical Sciences Research
- Humanities Research
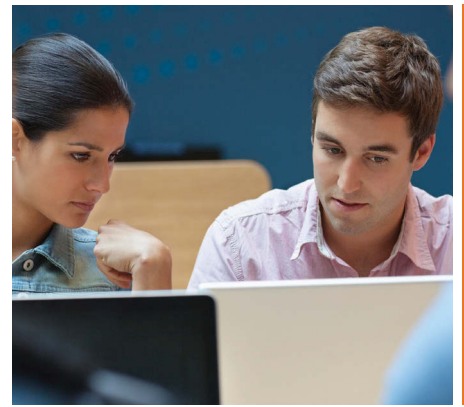
Staff Professional Development, Networking, and Engagement

The OSPR staff members are involved in several national organizations that provide professional development and provide information to keep the Office informed and up to date.

National Council of University Research Administrators (NCURA). It "…serves its members and advances the field of research administration through education and professional development programs, the sharing of knowledge and experience, and by fostering a professional, collegial, and respected community." (ncura.edu/AboutUs.aspx)

Staff attended the national conference in Washington, D.C., in August 2013.

Federal Demonstration Partnership (FDP). "The Federal Demonstration Partnership is an association of federal agencies, academic research institutions with administrative, faculty, and technical representation, and research policy organizations that work to streamline the administration of federally sponsored research. FDP members of all sectors cooperate in identifying, testing, and implementing new, more effective ways of managing the more than $15 billion in federal research grants. The goal of improving the productivity of research without compromising its stewardship has benefits for the entire nation. (sites.nationalacademies.org/PGA/fdp/PGA_047939)

Staff attended two meetings in Washington, D.C., in September 2013 and May 2014.

Association of University Technology Managers (AUTM). "AUTM is the global leader in advancing research discoveries for societal benefit. The core purpose of AUTM is to support and advance academic technology transfer globally." (autm.net/Mission_and_Goals/12543.htm)

Staff attended the regional conference in Indianapolis, Indiana, in July 2013.

Society for Research Administrators (SRA). "The Society of Research Administrators International is a 501(c)(3) nonprofit founded in 1967 and headquartered in Falls Church, Virginia. The society has more than 4,000 members who work in research administration at hospitals, universities, nonprofits, and at the federal government. Most of the members are U.S. based research administrators; however, approximately 5 percent of the members are from abroad." (srainternational.org/about-sra-international)

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