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ALL ABOUT GRANTS

“Giving You the Competitive Edge!”

VOLUME XIX, ISSUE 2

FEBRUARY 2006

Welcome to New OSRP Staff



- Welcome to **Tracey Poston-Wang**, the first

Associate Director for OSRP. Ms. Poston-Wang earned her M.P.A. degree in Public Administration from Missouri State University in 2001. She worked for the OSRP as a graduate student and was responsible for coordinating the activities of the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee.

Ms. Poston-Wang is working towards her doctorate in Higher Education Administration from Saint Louis University and will complete her dissertation - *Responsible Conduct of Research in Higher Education As It Relates to Adult Student Learning Theory and Compliance* - this summer.

Previously, Ms. Poston-Wang was employed as Coordinator for Ethics Across the Curriculum at Saint Louis University. Most recently, she worked as Special Projects and Research Integrity Coordinator for the Vice Chancellor of Research at Washington University in St. Louis.

In addition to her administrative duties, Ms. Poston-Wang will be responsible for developing compliance related policies and procedures that are linked to externally funded research and programs. She also will be responsible for research compliance related education for faculty and staff. Ms. Poston-Wang lives in Springfield with her



family - husband Jack and two-year old son Sam.

- Welcome to

Courtney A. Allen, OSRP Grants and Contract Administrator. Ms. Allen earned her BA degree in Business Administration from Drury University in 2002. While at Drury she was a Graduate Programs Assistant and an Assistant to the Director of Teacher Education.

Previously she worked as a Research Assistant for University of Missouri-Kansas City (UMKC). Most recently Ms. Allen was a Senior Accountant for the Office of Research Services at the UMKC.

Ms. Allen will work in the Center for Applied Science and Engineering (CASE) as the key administrator for the Center's grants and contracts. Her experience in post-award grants administration and knowledge of federal regulations will be a much needed asset for CASE's continued growth.

Spring 2006 Workshops! Signup!

OSRP will offer a series of two basic proposal development workshops.

The workshops are “Show Me the Money” on March 7 and 8 and “Proposal Writing for Success” on April 25 and 26. Sessions will run from 2:30 – 4:30 p.m.

Each will be offered twice to enable more faculty to attend. Assistive Technology services are avail-

able on request.

Simply go to the OSRP website, www.srp.missouristate.edu/, click on the “Spring 2006 Workshops” link in the left-side navigation window and click on the link below the workshop title you are interested in to register.

If you need additional help, e-mail Marina (MZordell-Reed@missouristate.edu) or call

the office at 836-5972.

Show Me the Money:

Tips on how to get started with your grant search and accessing University resources.

Proposal Writing for Success:

Tips on writing competitive proposal. The different types of proposals and the 4C's of a winning proposal.

OSRP Grant Writer Takes New Position



We offer a heartfelt goodbye to **Jackie Hinton** as she leaves the University to take a position with the Pediatrics Department of the University of Utah in Salt Lake City.

Ms. Hinton came to the University as a Grant Writer in January 2000. Since then, she has provided assistance to faculty and staff across campus to develop successful grant proposals. During her tenure the number of grant applications and dollars

awarded has steadily increased.

Many of you have routinely received funding notices via e-mail from Ms. Hinton. She also has designed and presented Proposal Development Workshops to faculty, staff, and students and was creator of the *All About Grants* newsletter.

Active in the National Council for University Research Administrators (NCURA), Ms. Hinton was one of ten candidates selected to participate in the 2006 NCURA

Leadership Institute.

Currently, she is the newsletter editor for NCURA's Region IV. Ms. Hinton will complete an MA degree in Writing with an emphasis in Professional and Technical Writing next fall. "It was important to have "Missouri State University" on my diploma," she says.

While we are saddened to see her leave, we are excited for her career advancing opportunity in Utah.

Submitting Proposals Online

All faculty and staff are to work with the Office of Sponsored Research & Programs to submit grant proposals online. No proposals are to be submitted electronically by individuals.

Contact OSRP early—836-5972

Don't forget your Internal Approval Form!

Required Info for Proposals

The following information is frequently requested on the cover page of proposals to federal agencies.

Congressional District: **7th**
Missouri State's Employer Identification Number (**EIN**) or Internal Revenue Number: **1-44-6000-308**

DUNS #: 07-625-5876

Department of Defense
"Central Contractor

Registration" (CCR) the Commercial & Government Entity Code (**CAGE**) **IBIE2**

OPE ID#: **00250300**

US Department of Health & Human Services Federal Wide Assurance Number (**FWA**): **FWA00004733**
Expiration Date: **05/07/2006**

Tax Exempt Status:
Missouri State University

(MSU) is a state agency and as such is exempt from income tax under Section 115(a) of the Internal Revenue Code as a political subdivision of the state of Missouri.

Facilities & Administrative Rates (F&A) = Indirect Costs Rate

On Campus 42.0%
Off Campus 13.8%

Based on total personnel costs.
Effective 07/01/04—06/30/08

How to Deal With Conflict

Collaboration is necessary to developing a successful grant application. To handle conflict that may arise, consider these steps.

1. Ask those who disagree to paraphrase one another's comments to help them learn if they really understand one another.
2. Work out a compromise. Agree on the underlying source of conflict, then engage in give-and-take to agree on a solution.
3. Ask each member to list what the other side should do. Exchange lists, and select compromises all are willing to accept.
4. Divide the team into two groups. Have each write 10 questions for their opponents. This will help them signal their major concerns and may lead to compromise.
5. Convince members that sometimes they may have to admit they are wrong. Changing a position may show strength.
6. Respect the experts on the team and give their opinions more weight. But, don't rule out conflicting opinions.

Grants.gov & Electronic Submission of Proposals

Grants.gov is becoming the federal government’s single point of entry for identifying funding opportunities and for electronic submission of proposals. Eventually, it will enable submission of proposals to 26 Federal agencies.

Funding opportunity announcements appear in the “**Find Grant Opportunities**” navigational tab. Proposals are submitted through the “Apply for Grants” navigational tab. Applicants will need to register in Grants.gov prior to beginning the submission process.

Registration for Grants.gov can be done at the following web site - <https://commons.era.nih.gov/commons/>

For questions about registration on

Grants.gov call 1-800-518-4726 M-F 7 a.m. to 9 p.m. Eastern Standard Time or OSRP at 836-5972.

Electronic Submission of Proposals to NIH

NIH is in the process of transitioning to electronic proposal submission via Grants.gov. Starting dates for two of the more popular grants types are as follows:

06-01-2006 Small Grant Program (R03) & Exploratory/Development Grant Awards (R21)

10-01-2006 Research Project Grant Program (R01)

Submission of proposals to NIH involves two separate registrations. Applicants first register in Grants.gov, and then contact OSRP to register in NIH eRA Commons. The latter is the NIH site that accepts proposals submitted through Grants.gov, and enables applicants to check the status of their proposals.

OSRP provides assistance throughout the process of uploading the proposal into Grants.gov., and then coordinates the final submission.

Write the Right Word

“Which” or “That” - Choosing between them made easy.

Consider the following sentences. Both are acceptable, but they mean quite different things.

- The books, which have red covers, are new.
- The books that have red covers are new.

The first implies that ALL the books are new; the second implies that ONLY the red books are new. In the first sentence, the words

“which have red covers” add information about the books. In the second, the words “that have red covers” are restricting the sentence, limiting which books we’re talking about.

This distinction leads to a simple rule of thumb for choosing between “which” and “that”—Use **“which” (surrounded by commas) if a group of words adds information. Use “that” if it restricts.**

Here’s another example:

- Elephants, which have big ears, live in Africa.
- Elephants that have big ears live in Africa.

The first sentence implies that ALL elephants have big ears; only African elephants do. Indian elephants have small ears. You learn the good stuff here don’t you? :-)

The second sentence restricts the elephants we’re talking about and correctly implies that only African elephants have big ears.

“It is perfectly okay to write badly—as long as you edit brilliantly.”

C.J. Cherryh

Proposal Pitfalls—Don’t Let This Happen to You!

- ◆ Failure to follow the Request for Proposal (RFP) instructions regarding organization of the proposal, e.g., inclusion of required information, page limits, font size, etc.
- ◆ Failure to take evaluation criteria into consideration when preparing your response.
- ◆ Failure to demonstrate understanding of the problem, i.e., the reason why the agency issued the RFP.
- ◆ Failure to submit the proposal before the deadline date and time.
- ◆ Failure to tailor your response to the specific RFP.
- ◆ Failure to include sufficient details of the proposed approach to the project.
- ◆ Failure to develop a reasonable (too high or too low) or incomplete budget.
- ◆ Failure to provide adequate details in the budget narrative justifying the proposed costs
- ◆ Failure to provide a professional appearance (e.g., typos, blank pages, unnumbered pages, smudges, no white space, sloppy-looking, etc).
- ◆ Failure to ensure that the proposal is well written, e.g., information is not presented/organized in a logical manner, poor grammar, etc.
- ◆ Failure to clearly identify who will manage the project.
- ◆ Failure to demonstrate that the project team has the experience and capability to carry out the project.

National Science Foundation Notice

TITLE: Course, Curriculum, and Laboratory Improvement (CCLI):



DOH #: NSF-06-536

DIVISION: Directorate for Education and Human Resources (EHR):
Division of Undergraduate Education (DUE)

ITEM: Program seeks to improve the quality of science, technology, engineering, and mathematics (STEM) education for all undergraduate students. Approximately \$31 million will

be available to fund 71 to 99 awards.

ACTION: Phase I proposals from states beginning with A through M are due May 9, 2006. Phase I proposals for M through W are due May 10, 2006. Phase II and III proposals are due January 10, 2007.

See PA <http://www.nsf.gov/pubs/2006/nsf06536/nsf06536.htm> and Grants.gov <http://www.grants.gov/search/search.do?mode=VIEW&oppld=7953> for

details.

For further information contact the CCLI Program Manager

Russell Pimmel, 703/292-4618. E-mail: rpimmel@nsf.gov.

Finding External Funding

All faculty and staff are able to source external funding using the SPIN and SMARTS systems made available through the InfoEd website. SPIN has more than 10,000 funding opportunities, while the SMART funding alert system will send University employees information about funding opportunities in the SPIN database.

Contact OSRP for support—836-5972

NEH Web Conference

GRC Institutions on Teaching/Learning Grants:

On January 19, 2006, Wilsonia Cherry, Deputy Director of the Division of Education, the National Endowment for the Humanities (NEH), came to GRC's offices to conduct an informative and lively two-hour "virtual" workshop (via the Web and speaker phones) to some 100 GRC member-institutions' faculty and sponsored program administrators.

GRC provides all member institutions with the public part of that two-hour presentation prepared by Cherry, which, of course, are in the public domain, and to elaborate upon them, as she did, to the extent that that elaboration remains within the public domain.

The interactive part of the two hour presentation has rich questions which faculty and administrators interjected regularly, and the answers Cherry provided, much

through examples from her own experience as a faculty member as well as from the experience of the many faculty with whom she has worked over her long tenure at the Endowment-is proprietary, in GRC's view, will not be included in this article.

View Article: <http://www.aascu.org/grc/pubs/GW/G06/G01/30.htm#neh>

View Slides: <http://www.aascu.org/ofpopen/webcon/3NEHwebConf.pdf>

What Grant Getters Say...

"I received an NEH scholarship that will allow me to take one year off from teaching and finalize my work on my manuscript on the extraordinary financial sources of Stalin's industrialization. Finally, after several years of the painful balance of teaching and writing I am able to concentrate entirely on writing. What a pleasure!"—**Elena Osokina, Department of History.**

"Outside funding from NIH, as well as awards from the National Headache Foundation and pharmaceutical companies has been instrumental in developing my lab. I have been able to maintain and, in some cases, extend my research and purchase state-of-the-art equipment. It (outside funding) has opened windows of opportunity that would not have been available otherwise."—**Paul Durham, Biology.**

"Although the University pays my salary as Director of the Missouri Fine Arts Academy, grant funds from the Missouri Department of Elementary and Secondary Education and the Missouri Fine Arts Council support all other aspects of the program. Without the grant funds, there would be no need for my job."—**Julie Bloodworth, College of Arts and Letters.**

FY 2006 External Funding Results as of January 31, 2006

The University faculty, staff and students are involved in research, education and service projects through the support of

governmental, business and philanthropic entities. This report summarizes three key aspects of this activity and highlights

awards received in FY 2006 through the month of January.

Month	Proposals Submitted	Total Awards	Dollars Awarded
July	21	15	\$690,867
August	14	20	\$2,522,963
September	21	15	\$1,329,791
October	11	15	\$832,713
November	25	10	\$382,458
December	13	7	\$113,377
January	15	10	\$934,484
	120	92	\$6,806,653

Project Highlights, FY 2006

Education:

Julie Bloodworth, Director of the Missouri Fine Arts Academy received \$329,764 from the Missouri Department of Elementary and Secondary Education. These funds will enable the Missouri Fine Arts Academy to provide a three week residential program for approximately 200 of Missouri's artistically gifted students who are ready to begin their junior or senior year in high school. The Missouri Fine Arts Academy's professional development program increases teacher training opportunities and disseminates exemplary teaching practices through educators throughout the state.

Research:

Dr. Wenping Qiu, Assistant Research Professor of Fruit Science, received \$152,743 and Dr. Laszlo Kovacs, Associate Research Professor of Fruit Science, received \$137,297 from the U.S. Department of Agriculture, via the University of Missouri-Columbia, for the Vitis Gene Discovery Program. This program is a multi-institutional research collaboration that also includes researchers at the Danforth Plant Science Center. The goal of this project is to identify defense genes that confer the ability of wild grapevines to resist various diseases. The ultimate goal of the Program is to exploit these genes for the improvement of cultivated grapevines.

Community Service:

Dr. Rex Cammack, Professor of Geography, Geology, and Planning, received a contract for \$31,864 from the Greene County Planning and Zoning Department. Under the guidance and supervision of Dr. Cammack, Graduate Assistants will work with the personnel of the Planning and Zoning Department to implement best practices of geospatial science to support county planning and zoning policies.

“It is not enough to have a good mind; the main thing is to use it well.”

Rene Descartes.

Recovery of Salary Savings Policy

The Recovery of Salary Savings Policy that has been listed on the OSRP Website for the last 7 years is no longer in effect due to the change in how salary savings are to be handled within Cost Centers.

University personnel proposing to use these savings to cover the cost of course reassignments, per course faculty or other grant related expenses, e.g., matching funds, must obtain approval of the head of their cost center before including these funds in budgets submitted to external agencies.

For further clarification, please call OSRP at 836-5972.

Office of Sponsored Research and Programs
 901 S. National Avenue
 Carrington Hall 407
 Springfield, MO 65897
 Phone: 417/836-5972
 Fax: 417/836-8818

Bill Alter, Director
 Tracey Poston-Wang, Associate Director
 Marina Zordell-Reed, Program Specialist
 Courtney Allen, Grants & Contracts Admin.
 Bruce Richards, Training Coordinator
 Carrie Timby, GA Compliance Coordinator
 Shannon Winstead, Student Worker

James P. Baker, VP for Research & Economic Development, is the designated authorized institutional representative to sign for proposals, grants and contracts.

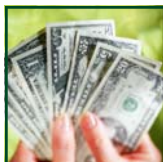
About OSRP

OSRP provides pre-award assistance to all faculty and staff in developing and submitting grant proposals.

Our Mission: *To increase the number and quality of grants awarded to faculty and staff by providing effective pre-award assistance. OSRP program staff help you by:*

- Expanding your thinking about research and program development.
- Conducting grant writing workshops.
- Registering you for SPIN and SMARTS—access to electronic funding sources.
- Coordinating proposal development teams.
- Assisting in developing project budgets.
- Reviewing and editing proposal drafts.
- Submitting proposals.

www.srp.missouristate.edu



Missouri Arts Council www.missouriartscouncil.org

FY07 GRANT CYCLE

All applications for projects occurring during fiscal year 2007 (July 1, 2006 through June 30, 2007) must be postmarked by the published deadline or delivered to the MAC office by 5 p.m. on the due date.

Final Application March 13, 2006

Discipline (Program Assistance)
 Dance (M. Berens)
 Electronic Media Arts (K. Ishida)
 Festivals (Donald Rice)
 Literature (M. Berens)
 Multidiscipline (Michael Donovan)
 Music (M. Berens)

Theatre (Marie Berens)
 Visual Arts (Keiko Ishida)
 Community Arts Program (Julie Hale)
 Established Institutions (Deborah Edelman)
 Mid-Sized Arts Organizations (D. Edelman)
 Minority Arts Program (D. Rice)
 Missouri Touring Program (M. Donovan)

Final Application March 20, 2005

Arts Education Program (Julie Hale)
 Folk Art (Lisa Higgins)

Arts Services (Michael Donovan)

GUIDELINES AND APPLICATION FORMS

MAC website (Funding Programs section)

Guidelines are found in the online publications listed below.

- Guide to Arts Education Program
- Guide to Community Arts Program
- Guide to Established Institutions and Mid-Sized Arts Organizations
- Guide to 5—for Arts Services, Dance, Festivals, etc.