

Research Notes

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Highlights

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526 Brodhead Ave., 23B
Bethlehem, PA 18015-3046
610-758-3021
www.lehigh.edu/~inors/inors.html

Welcome

Tom Meischeid

Welcome to the return of Research Notes, the Office of Research and Sponsored Programs (ORSP) publication for the Lehigh University community on research news. Over the past five years, research activity has grown significantly on our campus and those involved will benefit from the information provided. Your comments and suggestions for future publications will be appreciated.

Transitioning to Grants.gov

Doris Oravec

Big changes are coming to proposal submissions to twenty six federal grant-making agencies. The President's Management Agenda and related E-Government Strategy have been driving federal agencies to simplify federal financial assistance application and reporting requirements. One of many federal initiatives intended to improve access to government services via the Internet is Grants.gov.

Grants.gov is an electronic grant portal designed to simplify the process of finding and applying for grants by providing a single interface between these agencies and grant applicants. The current goals set for implementation is for agencies to post 75% of their funding opportunities in Grants.gov by October 1, 2006 and 100% by October 1, 2007. Most agencies have their detailed plans to implement Grants.gov on their web sites.

Submission of a proposal through Grants.Gov begins with the search for the funding opportunity on the Grants.gov web site. Each opportunity contains a file that is a single downloadable application package. Using PureEdge Viewer software (also available for download from this web site), the principal investigator (PI) prepares the proposal completely off-line using the single application package file. Five working days or more prior to the agency deadline date, the file must be transported or emailed (INORS@Lehigh.edu) to the ORSP for final review and submission. Detailed instructions for both Windows and Macintosh platforms are available at: <http://www.lehigh.edu/~inors/GRANTSGOVFAQ.pdf>.

Did you know?

The Fly America Act is a federal regulation that requires the use of U. S. carriers for air travel that will be paid by federal grants and contracts. Compliance with the Fly America Act is the responsibility of each investigator and their department. Before making your travel arrangements, check the funding type and, if applicable, ensure the booking is in accordance with the Act.

On the lighter side



"The databank would be glad to give you information about yourself, but unfortunately the databank is not convinced that you are really you."

Transitioning continued from page 1

This document also includes a list of who to contact for assistance with specific issues. It is important to note that ORSP has completed all registrations for the University to use Grants.gov. PIs are required to be registered as Lehigh University authorized users with any agency-specific electronic grants systems. For the National Science Foundation's (NSF) FastLane and the National Institutes of Health's (NIH) Commons, "Request Access" forms for registration can be found at: <http://www.lehigh.edu/~inors/inors.html>.

Agencies are using this opportunity to utilize technology to assist in initially reviewing proposals for compliance with their requirements and policies. While Grants.gov performs basic validations such as virus checking, NSF and NIH are performing secondary validations against their business rules (e.g., page limits, required files, etc.). For example, the NIH Commons will check the PI listing on the proposal against the NIH Commons data. If it does not match, an error or warning will generate. All errors must be corrected and the proposal resubmitted to Grants.gov *before* the proposal deadline.

While Grants.gov promises to streamline the grant application process, as with any new process, bumps along the way are to be expected. Agency messages being sent to the research community are very clear with respect to the proposal submission process - **start early, start early, start early** to allow for the unexpected difficulties that may occur and the resolution of those to enable a timely submission.

You Want it When?

Revisions to Internal Proposal Deadlines

Susan Disidore

On January 1, 2006 a revised policy went into effect for internal processing of research proposals at Lehigh. For proposals being submitted via Grants.gov, 100% complete proposals must be provided to the ORSP at least five working days prior to the sponsor deadline; for all other submission mechanisms, the deadline is three working days in advance of the due date. In the past, ORSP requested receipt of all proposals three days before they were due – a policy rarely adhered to or enforced.

Several factors have required this policy revision, one being the mandate to federal grant-making agencies to use Grants.gov. Grants.gov is still in relative infancy and experiencing growing pains during the transition as stated in the related "Transitioning to Grants.gov" article. Many universities, including Lehigh, have encountered problems which resulted in the delay of successful proposal submission for days.

Another reason for implementing the revised policy is the increase in Lehigh's research activity. Proposal submissions and research expenditures have significantly increased in the last five or six years. It is not unusual for ORSP to process many applications in response to a single call for proposals, or for different agencies to have overlapping deadlines. In July 2005, Lehigh submitted twenty three NSF CAREER proposals within a three-day submission window. To ensure that Lehigh proposals are of the highest quality possible, contain all required elements, and receive the appropriate authorization, adequate time must be available for review, modifications (if necessary), and processing.

Establishment of the five- and three-day advance proposal completion requirements is a logical and necessary outcome of the unprecedented growth in Lehigh's research activity and the implementation of Grants.gov. ORSP encourages researchers to notify the appropriate Contract and Grant Specialist as soon as a proposal is being contemplated. It is in the best interest of the Lehigh research community for ORSP to have adequate time for review and processing, and to allow for unanticipated problems with the electronic submission procedure. The Revised Proposal Submission Policy can be found at: <http://www.lehigh.edu/~inors/PropSubmissionDeadlinePolicy.doc>.

Calling All Reallocators

Susan Disidore

Lehigh University's first policy regarding cost reallocations on research and sponsored programs became effective on March 1, 2006. A cost reallocation is any after-the-fact adjustment or transfer of an expense to or from an externally funded grant or contract. This policy was needed and required since the University reached a \$25 million threshold in federal awards.

When applying a cost to a research or sponsored fund, be certain the charge is allowable and appropriate to the project. Contact your Contract and Grant Specialist in ORSP if you are unsure about a particular cost. It is less burdensome or questionable to charge costs correctly at the time

See Reallocators, page 4

Congratulations

Recently awarded grants, contracts and fellowships

- **Performance Limits and Design of MIMO for Sensor and Ad Hoc Wireless Networks**
Ricky S. Blum, Electrical and Computer Engineering
Department of Defense-Air Force-Office of Scientific Research
- **2006 Global Village Seminar**
Richard M. Brandt, Iacocca Institute
US-Department of State
- **Ties That Bind: Environment and Technology in History: Workshop: June 2006; University of VA**
Stephen H. Cutcliffe, Science, Technology & Society Program
National Science Foundation
- **Keystone Innovation Grant Proposal**
Glenn Doell, Office of Technology Transfer, Entrepreneurial Research and Education
Pennsylvania Department of Community & Economic Development
- **Optimization of Superaustenitic Stainless Steel Filler Metals for Welding Advanced Double Hull Combatant Ships**
John N. DuPont, Materials Science and Engineering
Department of Defense-Office of Naval Research
- **Mechanism Based Design of Ce(IV) Mediated Reactions**
Robert A Flowers, Chemistry
National Institutes of Health
- **Competition Between Chaotic Mixing and Self-Organization of Colloids and Nanoparticles**
James F. Gilchrist, Chemical Engineering
The Petroleum Research Fund
- **MRSEC: Carnegie Mellon University Materials Research Science and Engineering Center**
Martin P. Harmer, Cntr for Advanced Materials and Nanotechnology
Carnegie Mellon University
- **Business Optimization at Cherrydale Farms—Phase I**
Joseph C. Hartman, Industrial and Systems Engineering
Cherrydale Farms
- **The INaBILLION Sensor Project**
Miltiadis K. Hatalis, Electrical and Computer Engineering
INaBILLION AS
- **CAREER: Impact of Biofilms on the Fate and Transport of Cryptosporidium spp. Oocysts in Open Channel and Porous Media Flow**
Kristen Jellison, Civil and Environmental Engineering
National Science Foundation

Don't Forget

Human Subjects

This is a reminder to faculty and graduate students who are planning research which involves collecting data from human subjects. All research involving human subjects must be reviewed by the Institutional Review Board (IRB) before subjects are recruited. This could mean a survey, a taste test, the evaluation of a new curriculum, or a physical experiment. The policy and form can be found at: <http://www.lehigh.edu/~inors/inorsub.htm#humansubjects>. The most current version of the policy and form is always maintained on the ORSP web site, so be sure to begin by downloading the current version. If you have questions, contact Ruth Tallman at 83024 or Susan Disidore at 83020.

Instrumentation Use Fees

It is essential that all major research instruments have an established use fee and maintenance account. Maintenance account information is available at: http://www.lehigh.edu/~infinad/documents/SERVCTR_000.DOC

If you use major instrumentation, you must include the appropriate use fees in research proposal budgets in order to keep the maintenance accounts viable. Federal guidelines mandate that federal grants be charged the minimum use fee. You can access the major instrumentation policy at: <http://www.lehigh.edu/~inors/MajorInstrumentationPolicy.pdf>

Research Notes

Printed for the Lehigh University community. Matters of scholarly research activities are welcome and may be sent to:

Doris Oravec, Editor
doravec@lehigh.edu
526 Brodhead Ave., 23B
Bethlehem, PA 18015

Cartoon in this issue by Sidney Harris, used with permission.

Reallocators continued
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they are incurred. Diligent review of financial records and timely communication between those involved in managing research funds should prevent the need for reallocations. Under certain circumstances, however, reallocations may be appropriate (e.g., the correction of a typo, distribution of a cost benefiting more than one project, the distribution of standard expenses such as purchasing cards from department funds).

Research and sponsored program records are audited annually. Numerous or poorly documented reallocations can result, at minimum, in denied reimbursement of questionable charges. In May 2005 a medical research institution paid \$6.5 million to the government to settle allegations it had misspent millions of dollars in research grants over the course of a decade. The primary finding was the mischarging of direct costs among unrelated research grants in order to shift expenses from overspent to under spent grants. Federal regulations explicitly prohibit cost transfers among research funds in order to clear deficits or for reasons of convenience.

The policy requires non-payroll reallocations to be processed within ninety days following the end of the month in which the original expense was incurred. Payroll reallocations are only permitted within an active certification period (either Spring, Summer, or Fall). All reallocations must be accompanied by a Research Fund Reallocation Justification Form. The complete policy and related forms can be found at: <http://www.lehigh.edu/~inors/inorsub.htm#costreallocationpolicyandform>.

Recently awarded grants, contracts and fellowships
continued from page 3

- **Modeling of SO₃ Formation Processes in Coal-Fired Boilers**
Edward K. Levy, Mechanical Engineering and Mechanics
Electric Power Research Institute, Inc.
- **Recovery of Water from Boiler Flue Gas**
Edward K. Levy, Mechanical Engineering and Mechanics
Department of Energy-National Energy Technology Laboratory
- **Hydrogeologic Relationships Between River Water & Ground Water: Investigation & Outreach**
Dork Sahagian, Earth and Environmental Sciences
PPL Electric Utilities Corporation
- **Development of Active Infrared Sensing and Terahertz Imaging Systems for Countering Improvised Explosive Devices**
Jean Toulouse, Physics
The Pennsylvania State University
- **Lehigh University Art Galleries 2005-2006**
Ricardo Viera, Art Galleries
Pennsylvania Council on the Arts
- **Silicon Micro Needle Mechanical Testing**
Rick P. Vinci, Materials Science and Engineering
Apogee Technology, Inc.
- **Keystone Innovation Starter Kit**
David B. Williams, Vice Provost for Research
Pennsylvania Department of Community & Economic Development
- **PDE Engineering Schools Equipment Grant Program FY2005- 2006**
David Wu, College of Engineering and Applied Science
Pennsylvania Department of Education
- **CAREER: Integrated Research and Education in Smart Sensing and Intelligent Structures Technology**
Yunfeng Zhang, Civil and Environmental Engineering
National Science Foundation
- **Agile Manufacturing Proposal for 2005-2008**
Emory W. Zimmers, Industrial and Systems Engineering
Pennsylvania Department of Community & Economic Development