

Research Notes

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Congratulations Ruth

Tom Meischeid

Ruth Tallman is now Associate Director and Compliance Officer in the Office of Research and Sponsored Programs (ORSP). Her new position was effective July 1, 2006.

Ruth has been involved with research administration in various capacities for over 15 years. She began her administrative career in higher education at Penn State as administrative assistant for the Graduate Program in Acoustics. Ruth came to Lehigh in 1981 as the Director of the CAD/CAM Liaison Program. In 1986 she began to gain basic experience with federal grants and contracts as manager of a Ben Franklin incubator company. In 1990 she joined the ORSP as a Program Administrator and has continued to expand and enhance her knowledge. She participates in several professional conferences every year.

Ruth is an active member in the National Council for University Research Administrators (NCURA), currently serving as Chair-elect for the Northeast Region. She has qualified as a Certified Research Administrator through the Research Administrators Certification Council and as a Certified Institutional Review Board (IRB) Professional through the Council for Certification of IRB Professionals. Ruth has been the IRB Administrator at Lehigh University for nine years.

"Immediately after assuming the responsibilities as Lehigh's IRB Administrator, I attended every PRIMR (Public Responsibility in Medicine and Research) and ARENA (Applied Research Ethics National Association) meeting available in an effort to develop my 'judgment' on the subject. It is a challenge in the world of social science research when the 'rules' are based on clinical research", says Ruth.

In her new role Ruth hopes to raise the institution's awareness of regulatory issues that are ever expanding through policy review and educational sessions to ensure our continued success with compliance in all aspects of the research enterprise.

Did you know?

The following costs are unallowable on Federal research awards:

- Losses (i.e., deficits) on other sponsored agreements or contracts
- Entertainment costs, including lunches for visitors
- Alcoholic beverages
- Fines and penalties
- Donations and contributions
- Goods and services for personal use (e.g., Internet connection from a person's home, wireless phone fees)

When in doubt about a particular cost, contact your Contract and Grant Specialist in the ORSP before charging it to a research fund.



"AS THEY SAY, DO THE RIGHT THING."

Here's a six-month review of the Reallocation Policy

Susan Disidore

The University's cost reallocation policy was implemented on March 1, 2006. ORSP staff presented the policy at three college faculty meetings and conducted a training session with department and center staff to provide background and explain the new procedures.

While not without the usual growing pains associated with a process change, overall the transition to the formalized requirements has gone well. Some problems, however, have been experienced with the justification/explanation section. Cost transfers cannot be for budgetary convenience and explanations must always be specific and detailed.

To further assist with the preparation of this information, a new document, "Reallocation Explanation Guidance," is available. It lists several examples of cost transfer documentation and provides excellent examples of both unacceptable and acceptable explanations. This document can be found on the ORSP website at:

<http://www.lehigh.edu/~inors/inorsub.htm#costreallocationPolicyandform>.

Faculty and staff who have financial responsibility for research and sponsored program funds are encouraged to periodically review the policy, particularly with respect to completion of the Reallocation Justification Form. The form must be filled out for ALL cost transfers involving research funds, with the exception of standard department distributions such as FedEx charges, equipment use, copy charges, etc.

It's a Matter of Time

Effort commitments on sponsored projects

Doris Oravec

Most federally funded research proposals usually have some level of committed faculty effort. This effort, usually stated as person-months or as a percentage of the faculty's time, is a real commitment and is binding if the award is granted. While proposals are still active, faculty must keep track of their commitments and account for them when requested by a sponsor to report current and pending research support.

When making an effort commitment that includes academic year time in a research proposal, faculty must remember that their commitments to the University and to external sponsors cannot exceed 100%. Total effort always equals 100% regardless of the number of hours worked. For example, if a faculty member usually works 50 hours a week, his or her effort does *not* equal 125%. Further, commitments of academic year time should not exceed the amount of time negotiated for research as part of a faculty appointment with a department unless there are agreed upon changes (e.g., to teaching load). Significant commitments of effort may become restrictive and faculty should keep the amount of academic year effort explicitly committed in proposals reasonable.

Effort committed in a proposal without a request for salary support from the sponsor constitutes committed cost sharing. Since cost sharing must be accounted for, such proposed effort requires more than just the consent of the person whose effort is being committed. Consent of the individual responsible for the source paying the salary is required. Therefore, approval to cost share academic year time must be obtained from the appropriate department chairperson before a proposal is submitted.

Changes to our proposal distribution method

The ORSP will soon be implementing an electronic proposal distribution process which will allow access to proposals utilizing the ORSP LAN and a secured webpage. Specific instructions will be disseminated shortly so you can begin to access appropriate proposal files. Paper copies of proposals will no longer be distributed from ORSP.

When are students charged the 8.1% rate?

A frequently asked question is "when do student wages or stipends get charged the 8.1% employee benefit rate?" The answer - when the student is enrolled for less than six credit hours for undergraduates, five credit hours for graduates, or three credit hours during summer session, or when their normal work week is at least 30 hours per week. The charge is more likely to occur during the summer months when students are enrolled half time and working full time.

The 8.1 % rate covers federal taxes (FICA), unemployment tax, and workman's compensation. A detailed document containing the Student FICA Exemption Guidelines is available on the Controller's Office website under Student Payroll Issues at: http://www.lehigh.edu/~inctr/procedures_payroll.htm.

Congratulations

Recently awarded grants, contracts and fellowships

- **Ceramics Processing**
Hugo S. Caram, Chemical Engineering
The Bell Group Inc.
- **Enhanced Disruption/Fault Tolerant Bundle Delivery (EDIFY) System**
Mooi Choo Chuah, Computer Science and Engineering
Department of Defense-Defense Advanced Research Projects
- **CAREER: Contextual Link Analysis**
Brian D. Davison, Computer Science and Engineering
National Science Foundation
- **Materials World Network: Nanoscale Structure and Shaping of Ferroelectric Domains**
Volkmar R. Dierolf, Physics
National Science Foundation
- **Integrated Maintenance-Monitoring- Management Framework for Optimal Decision Making in Bridge Life-Cycle Performance**
Dan M. Frangopol, Advanced Technology for Large Structural Systems (ATLSS) Center
National Science Foundation
- **NER: Nanoparticle Assembly of Nanowire Composites and Nano- and Microfluidic Vasculature**
James F. Gilchrist, Chemical Engineering
National Science Foundation
- **Fatigue Testing of Maglev-Hybrid Box Beams**
Joachim L. Grenestedt, Mechanical Engineering and Mechanics
Department of Defense-Navy-Arlington
- **Lehigh University / Mid-Atlantic Partnership for NASA Nanomaterials**
Martin Harmer, Center for Advanced Materials and Nanotechnology
National Aeronautics and Space Administration
- **Equipment Replacement under Continuous and Discontinuous Technological Change**
Joseph C. Hartman, Industrial and Systems Engineering
National Science Foundation
- **Enhancing the Mathematical Problem Solving Performance of Sixth Grade Students using Schema-based Instruction**
Asha K. Jitendra, Education and Human Services
U.S. Department of Education
- **Lehigh Nanophotonics Research Initiative**
Tom L. Koch, Center for Optical Technologies
Pennsylvania Department of Community & Economic Development
See **Recently Awarded**, page 4

Don't Forget

New F&A and EB Rates

The University completed negotiations with the Department of Navy, Office of Naval Research for Facility & Administrative (F&A) (i.e., indirect cost) rates to be used for fiscal years 2007 through 2009. These rates are applicable to awards made July 1, 2006 and beyond. The new rates are:

- 55.95% On-Campus Instruction
- 58.73% On-Campus Organized Research
- 41.28% On-Campus Other Sponsored Activity
- 26% Off-Campus Instruction, Organized Research, and Other Sponsored Activity

In addition to the F&A rates, the employee benefits (EB) rates have also been set for the current fiscal year. These rates are 30.3% for full-time employees and 8.1% for part-time employees.

If you have any questions about the application of these rates, please contact your Contract and Grant Specialist in the ORSP.

Faculty Research Grants

This is a reminder that the call for proposals for Faculty Research Grants has been issued. To be considered for an award your proposal must be submitted no later than Friday, October 13, 2006. You can view the notice on the ORSP web page.

Research Notes

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

The ORSP and the Bursar's Office have been receiving requests for authorizations of tuition payments on research funds in several formats: the University Tuition Award Form, e-mails, multi-student spreadsheets, tuition bills with signatures in the margins, etc. The University Tuition Award Form was developed several years ago to concisely capture all the required information and approvals necessary to apply tuition charges to a research fund. When other methods of authorization are used, such as e-mails, critical data is often missing and gathering all the required approval elements becomes cumbersome.

Effective immediately, the University Tuition Award Form is the only method of processing tuition payments on research funds that will be accepted. The form is available on the Bursar's website under Graduate Information.

Processing payroll forms

We request your help. Often ORSP receives payroll assignment appointment forms on or near the deadline for submission to the Payroll Office. This is a reminder that it is important that you follow the routing instructions and submission deadlines to ensure all forms that must be approved by the ORSP have already been approved/authorized by the appropriate individuals (financial manager, dean) **before** they arrive at the ORSP. In addition, we encourage you to designate a future support account for individuals whose assignments/projects end prior to any given fiscal year so that encumbrances on sponsored accounts are as accurate as possible.

Recently awarded grants, contracts and fellowships
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- **MURI: Electrically-Pumped, Silicon-Based Lasers for Chip-Scale Nanophotonic Systems**
Tom L. Koch, Center for Optical Technologies
Massachusetts Institute of Technology
- **Structure and Chemistry of Alloy and Oxide Films on Bimetallic Pt Surfaces**
Bruce E. Koel, Chemistry
National Science Foundation
- **Surface Characterization and Depth Profiles of Corrosion Films on Fatigue Fracture Surfaces**
Alfred C. Miller, Center for Advanced Materials and Nanotechnology
Department of Defense-Navy-Arlington
- **SGER: Optimization, Decision Making, and Information**
Eugene Perevalov, Industrial and Systems Engineering
National Science Foundation
- **Containment of Highly Concentrated Arsenic-laden Spent Regenerant on the Indian Subcontinent**
Arup K. Sengupta, Civil and Environmental Engineering
U.S. Environmental Protection Agency
- **Undergraduate Science Education Program 2006**
Neal G. Simon, Biological Sciences
Howard Hughes Medical Institute
- **Developmental Support for the Automated Transport & Retrieval System (ATRS)**
John R. Spletzer, Computer Science and Engineering
Freedom Sciences, LLC
- **Geometry of Moduli Spaces**
Xiaofeng Sun, Mathematics
National Science Foundation
- **NIRT: Tuning the Electronic and Molecular Structures of Catalytic Active Sites with Oxide Nanoligands**
Israel E. Wachs, Chemical Engineering
National Science Foundation
- **US - Korea Workshop on Smart Structures Technology for Steel Structures**
Yunfeng Zhang, Advanced Technology for Large Structural Systems (ATLSS) Center
National Science Foundation