



Office of Grants and Sponsored Research

Grants Bulletin

Fall 2017

The Office of Grants and Sponsored Research (OGSR) represents the *pre-award* administration office and nonfinancial post-award administration at St. John's University. We provide service and support to research activities across all schools and units at the University and work closely with the Office of Business Affairs regarding post-award items such as the financial management of sponsored projects. Sponsored programs include research, instruction and training, public service, evaluative testing, and other scholarly and creative activities conducted under the direction of University faculty and staff and funded by organizations external to the University in accordance with award regulations.

For more information, visit stjohns.edu/about/administrative-offices/provost/grants-and-sponsored-research.

2017 National Institutes of Health (NIH) Deadlines

The following is a list of upcoming deadlines for key NIH proposal mechanisms.

Program	Deadline
NIH R01 Research Grants– <i>New</i>	February 5 June 5 October 5
NIH R01 Research Grants– <i>Renewal, Resubmission, Revision</i>	March 5 July 5 November 5
NIH R03 , R21 , R34 , Other Research Grants– <i>New</i>	February 16 June 16 October 16
NIH R03 , R21 , R34 , Other Research Grants– <i>Renewal, Resubmission, Revision</i>	March 16 July 16 November 16
NIH R15 Grants– <i>New, Renewal, Resubmission, Revision</i>	February 25 June 25 October 25

Please contact an OGSR representative if you wish to apply to any particular mechanism.

Research Opportunity Center

During the spring 2017 semester, our newly created student [Research Opportunity Center](#) (ROC) became operational. Located inside the main entrance of the D'Angelo Center, the ROC features two, 50-inch, touch-screen monitors that continuously scroll listings of research opportunities available to both undergraduate and graduate students.

Several faculty members have submitted information about available opportunities, and students have already started utilizing this resource. Meanwhile, OGSR continues to inform students about the ROC.

We invite and encourage you to take advantage of the ROC by filling out the [Research Project Student Request Form](#) with information about any opportunities you can offer. The ROC benefits students as well as faculty by promoting the culture of research on campus. This will provide students with the knowledge and experience to become the scholars of the future. As positions are posted, we will contact students to alert them of new research opportunities available via the ROC.

Graduate Research Advancement in Science Scholarship Program

Sponsored by the OGSR, the St. John's University Graduate Research Advancement in Science Scholarship Program (GRASSP) is designed to foster an institutional culture of sponsored research in science complimenting the needs of our academic community. To this end, the University has made available a limited number of funds for University graduate students to actively engage in research/laboratory experience with a designated faculty member and to learn the basic tasks associated with sponsored research administration and compliance.

For more information, visit stjohns.edu/announcement/graduate-assistant-grassp.

Fall Workshop Series

The OGSR will host the following workshops during the fall semester.

Introduction to Grant Writing (for new Faculty)

Monday, September 25, 2017

1:50 P.M. - 3:15 P.M.

St. Augustine (Library B3)

Elements for Grants Success

Thursday, September 28, 2017

1:50 P.M. – 3:15 P.M.

St. Augustine (Library B3)

Learn the basics of successful proposal writing and identifying a diverse array of sponsors. The Elements for Grants Success workshop will inform you of the “do’s and don’ts” of proposal writing and submission preparation. Enhance your understanding of sponsor review criteria, provide constructive proposal building techniques and much more.

Research Round Table Discussion

Monday, October 30, 2017

1:50 P.M. -3:15 P.M.

St. Augustine (Library B3)

Please join us for an interactive discussion on faculty incentives, internal grant programs, engagement and other methods designed to enhance upon the University sponsored research culture.

Proposal Budgeting

Monday, November 6, 2017

1:50–3:15 p.m.

St. Augustine Hall, Room B3

Learn the basics on how to create a winning line budget and justification for a grant proposal. This session will explore the fundamentals in allocating direct costs, indirect costs, and all that they entail and

relate to one another in a grant proposal. In addition, you will learn specifics pertaining to allowable costs vs. unallowable costs, as well as how a budget should properly reflect your narrative.

New NIH “Forms E” Application Forms and Instructions

This notice informs the biomedical and health services research communities of changes to grant application form and application guide instructions for due dates on or after January 25, 2018.

Applicants must use FORMS-E application packages for due dates on or after January 25, 2018 and must use FORMS-D application packages for due dates on or before January 24, 2018. Applications submitted using the wrong forms for their intended due date will not be reviewed.

The OGSR will continue to update the research communities in regard to these upcoming changes. For more information, visit <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-062.html>.

Time and Effort Policy

The full institutional Time and Effort Policy (revised 7/21/2016) can be referenced at stjohns.edu/about/administrative-offices/human-resources/hr-policy-manual/policy-318-time-and-effort-reporting-employees-working-sponsored-projects.

In order to certify that effort expended on a project is at least commensurate with the salary charged against the sponsored program, the University employs an after-the-fact effort reporting system for faculty, administrators, and staff who have a portion of their salary or time charged to a sponsored program. Individual effort reports are required for each cycle, as defined below, for all employees who have a portion of their salary or time charged to a federally sponsored program as mandated. The Office of Grants and Sponsored Research shall ensure full compliance with the University’s time and effort reporting requirements and along with the Office of Business Affairs, maintain full documentation, which will be available for inspection by the University’s auditors.

Women in Science

The Women in Science (WIS) students and faculty are looking forward to another productive academic year. Meetings and events are planned that bring students and faculty together to speak about their experiences, successes, and challenges. In addition, collaboration with faculty encourages students to become interested in and engage in research.

One component of the Women in Science program is the [Clare Boothe Luce Policy Institute](#) (CBLPI). This organization provides financial support to women in STEM fields during one of three stages: undergraduate, graduate, and beginning tenure-track faculty appointments. St. John’s University currently has nine CBLPI undergraduate scholars (majoring in biology, chemistry, computer science, physics, and toxicology) who receive full tuition scholarships, three CBLPI graduate scholars (majoring in chemistry and toxicology), and two undergraduate summer research scholars. Christina Schweikert, Ph.D., Assistant Professor, Computer Science, Mathematics, and Science, has completed her five-year term and it is hoped that another CBLPI professor will be identified in the near future.

Joan E. DeBello, Ed.D., Associate Professor, Computer Science, Mathematics, and Science, has replaced Elise G. Megehee, Ph.D., Associate Professor, Chemistry, as the faculty coordinator after many years of extraordinary service. We appreciate all the hard work and dedication of Dr. Megehee and are excited to be working with Dr. DeBello.

As part of their outreach, on August 11, the St. John's Women in Science program hosted Goals for Girls, a summer intensive STEM program for eighth- and ninth-grade girls run by the Intrepid Sea, Air, and Space Museum. Hands-on classes were led by University faculty and students.

For more information about the CBL or WIS program, contact **Joan E. DeBello, Ed.D.**, at debelloj@stjohns.edu or **Marie Nitopi, Ed.D.**, Institutional Review Board and Women in Science Coordinator, at nitopim@stjohns.edu.

Institutional Review Board

St. John's University's Institutional Review Board (IRB) reviews research in order to assure protection for the rights and welfare of any human participants. If you plan to conduct research with students (St. John's or non-St. John's students), you may want to check the following links:

<http://www.stjohns.edu/academics/provost/grants-and-sponsored-research/human-participants-irb-animal-use-research>

Sponsored Programs Information Network

St. John's University holds an active subscription to the [Sponsored Programs Information Network](#) (SPIN), which is accessible to all members of the St. John's community. SPIN contains information on more than 8,000 current funding opportunities, i.e., grants, fellowships, and other support programs. Published by InfoEd, Inc., the database is updated almost daily. The user will find a helpful keyword thesaurus divided into 12 major categories or topics. Included among the broad topics are separate sections on Arts/Humanities; Behavioral/Social Sciences; Education; Science and Technology; Mathematics; Computer Science; Management/Commerce; and Law. After clicking on a broad topic, the SPIN user has the option of narrowing his/her search by selecting one or more descriptive keywords. An individual may sign up for e-mail notification of opportunities relevant to his/her discipline.

Please contact **Karen Giovannello**, Grants Analyst, at giovannk@stjohns.edu to activate your user SPIN account and arrange for a system tutorial.

Internal Review Process for All Outgoing Proposals

To guarantee the submission of all competitive grant proposals, it is required that all final applications and budgets for external support be in receipt of the Office of Grants and Sponsored Research for internal review no later than **five business days prior to the applicable agency deadline**. Sufficient lead time should be provided for institutional review and endorsement, and to accommodate applicable submission mechanics (either electronically or hard copy). The OGSR will do everything possible to ensure that a proposal is submitted complete and on time; however, as the amount of processing time is reduced, so are our chances to take the appropriate actions leading to strong, competitive grant awards.

All cost share requests must undergo initial vetting and secure the approval of the Office of Business Affairs, and advance time must be afforded them in order to review any and all University contributions prior to your submission. All such final proposals (and PABS forms bearing the signature of your chair, dean, or supervisor) should be in receipt of the OGSR no later than **10 business days prior to the agency deadline**.

Once your budget is finalized, the assigned OGSR Grants Specialist will provide you with the internal Project Authorization Budget Summary (PABS) form for routing through administrative channels. It is the Project Investigator's (PI) responsibility to forward the PABS to their applicable chair or

administrative supervisor for their review and signature. Once in place, the PABS must be sent to the attention of the PI's dean for additional signature.

An abstract, narrative, and budget should accompany each PABS abstract. Once both signatures are in place, the PABS should be returned to the OGSR (in accordance with the internal deadlines noted above) to secure the OGSR director's approval and signature. The PABS and proposal will then be routed to the Senior Vice Provost for final review and approval. Only after these internal authorizations are in place, the OGSR can submit the complete proposal to the attention of the sponsor.

Proposals not following these described procedures and internal deadlines will be deemed as non-compliant with institutional process, and their submission cannot be guaranteed as a result.

All outgoing proposals being submitted to the attention of an external sponsor (including individual applications) must first be vetted through the OGSR prior to the agency deadlines in order to ensure compliance to institutional and external regulations, adhering fully to this internal review process. Any awards that subsequently result from independent submissions without prior OGSR administrative review will be automatically deemed as noncompliant with this internal process, and run the risk of being declined by the University.