

SPECIAL POINTS OF INTEREST:

- Info on grants faculty have recently received or written proposals for.
- Info on grants which may be of interest to you or your department.
- Ongoing activities and requirements such as the Learning and Research Fair and review boards.

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# Research and Sponsored Programs Newsletter

VOLUME 3, ISSUE 2

WINTER/SPRING 2015

## From the Director—Nancy Dodge Reyome, Ph.D.

Welcome back! I hope you had a restful Winter Break. The 2015 Learning and Research Fair is scheduled for Wednesday April 15, 2015 from 10:00 am to 2:00 pm in the Barrington Student Union. The Fair is a great way for faculty, staff, and students to share their scholarly and creative accomplishments with colleagues and to discuss possible future collaborations. If you have not signed up to do a presentation at the Fair, you should still try to attend. I think you will be favorably impressed by this wonderful campus event.

Johanne Sullivan, our Research Compliance Coordinator, will be holding two workshops during the Spring semester. The first workshop is entitled "Smooth Sailing through the IRB." This workshop is scheduled for February 10, 2015 at noon in the L-

TEC. The second workshop, "Obtaining IRB Approval," will be held in the Center for Graduate Studies on February 25 at 3:00 pm. Both workshops are open to faculty, staff and students who are interested in learning more about the human subjects research enterprise at Potsdam and submitting a human subjects research application for review.

There will also be a workshop offered this Spring focused on grant services at Potsdam. Catherine Sajna and myself will be offering that workshop entitled "Grants and Grant Writing Services at Potsdam." The workshop will be held in the L-TEC on Thursday, April 9 at noon. Anyone interested in learning more about the services provided by the Research and Sponsored Programs Office is welcome to attend.

Finally, the Spring deadline for the Research and Creative Endeavors Program is April 1, 2015. If you are working on a scholarly project and need some seed money to support some aspect of the project, you may want to prepare an application to the program. Let me know if you have any questions about how to prepare an application.

As always, I hope our paths cross soon and until then, have a great semester!

Dr. Nancy Dodge Reyome  
Director



## The Nature of Grants is Fundamentally Changed

By Henry Flood, Senior Analyst of the Grantsmanship Center

reprinted from <http://www.tgci.com/blog/2014/01/super-circular-it-reform-or-something-else>

My thesis is that, when they have been fully implemented by the end of 2014, the super circular and a variety of related Executive Branch actions will fundamentally change grants as we have known them to be. From Colonial times to the first decade of the 21st Century, grants have been viewed as "gifts with strings attached." This is no longer the case.

As gifts with strings attached, grants allowed a great deal of flexibility in the grantor and grantee relationship. Both sides proposed ideas, some of which involved considerable risk. Outcomes were based on one's best efforts to implement what the grant proposal promised to deliver. Although it rarely happened, a recipient could abandon his gift with little consequence. At its most radical, the grants-as-

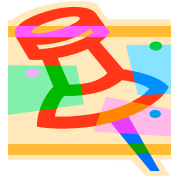
Continued on p. 7

## Announcements

### Mileage Reimbursement Rate:

Effective January 1, 2015, the maximum reimbursement rate for personal auto use in connection with project activities is .575 cents per mile.

Wages for student workers are \$8.75 / hour.



### Fringe Benefit Rates

The following fringe benefit rates are in effect for the fiscal year 2014-2015

42.5%	Regular Employees
17%	Summer Only Employee
5%	Undergrad. Students
16%	Graduate students

Save the date for the 2015 Learning and Research Fair!

April 15, 2015 10:00 –2:00  
In the Multi-purpose Room  
Of the Barrington Student Union

## Recent External Grant Award Activity

**Megan Foster** has been awarded \$8,770 from the East Bloomfield Esperanza Project for the "Homeless Outreach Plus Education Program" for 2014-2015.

**Megan Foster** has been awarded \$960,821 from the New York State Education Department for the "Migrant Tutorial and Support Services Program" for 2014-2015.

**Maria Hepel** has been awarded \$17,688 from the SUNY/RF Materials and Advanced Manufacturing Program for 2014-2015.

**Victoria Klawitter** has been awarded a subcontract of \$68,000 for 2014-2015 from the Harrisville Central School District to provide mathematics Summer Institutes and online training for local teachers in support of a Mathematics and Science Partnership Grant awarded to HCSD.

**Sheila Marshall** has been awarded \$878,229 from the US Department of Education for the "Indian Education Professional Development Program: Native American Teacher Development Initiative" for 2014-2017.

**Julie Reagan** has been awarded \$119,196 from the New York State Education Department for the "Teacher/Leader Quality Partnership Program" for 2014-2015.

**Jenica Rogers** has been awarded \$7,493 from the New York State Education Department for the "Library Coordinated Collection Development - Library Collection Aid" for 2014-2015.

**Shalindar Singh** has been awarded a subaward of \$15,551 from the NYS Higher Education Services Corporation for the "College Access Challenge Grant" for 2014-2015.

**J. Patrick Turbett** has been awarded \$249,390 from the NYS Education Department for SPP#14 for 2015.

## Recent Internal Award Activity: Research and Creative Endeavors Program 2014-2015

SUNY-Potsdam Office of Research and Sponsored Programs awarded \$1000 to each of the following in October 2014.

**Jennifer Campbell** was awarded \$1,000 for "Caravanserai Architecture: Survey and 3-D Modeling from Amritsar to Agra."

**Bethany Haeseler** was awarded \$1,000 for "Mixed-Media Sculptures of Abnormal Growths."

Next Deadline for R&CE Proposal submission is Wednesday, April 1, 2015.

## Recent New Proposal Submissions

July 30, 2014

To: NYS Education Department

From: **J. Patrick Turbett**

Title: RFP #14-020 State Performance Plan Indicator 8

Amount Requested: \$339,011 (over 5 years)

Pre-Award Contact: Kathy Chapman

October 22, 2014

To: National Science Foundation

From: **James Fryer and Brian Ladd**

Title: Enhancing Scientific Innovation: Developing Creative Problem Solving Ability through a Transdisciplinary STEM Model

Amount Requested: \$169,066

Pre-Award Contact: Catherine Sajna

October 31, 2014

To: National Science Foundation

From: **Clifford Rossiter**

Title: RUI: Rational Design of Supermolecular Tandem Enzyme Assay Substrates for use in Complex Matrices

Amount Requested: \$194,898

Pre-Award Contact: Catherine Sajna

November 5, 2014

To: National Science Foundation

From: **Maria Hepel**

Title: Collaborative Research: Multifunctional Biosensing Nanoprobes

Amount Requested: \$105,000 (over 3 years)

Pre-Award Contact: Kathy Chapman

November 18, 2014

To: National Science Foundation

From: **Timothy Messner**

Title: Investigating the Response Between Middle to Late Holocene Hydrologic Variability, Ecological Change and Social Restructuring in the Middle Atlantic Region (Potsdam subcontract)

Amount Requested: \$58,330 (over 3 years)

Pre-Award Contact: Nancy Dodge Reyome

December 9, 2014

To: National Endowment for the Humanities

From: **Lisa Wilson**

Title: Digital Mitford: The Mary Russell Mitford Archive

Amount Requested: Sub-award \$24,371

Pre-Award Contact: Catherine Sajna

January 13, 2015

To: National Science Foundation

From: **Christopher Lanz**

Title: Collaborative Research: Improving SUNY STEM Education + Workforce Preparation Pipeline

Amount Requested: \$283,144 (over 5 years)

Pre-Award Contact: Kathy Chapman

January 28 2015

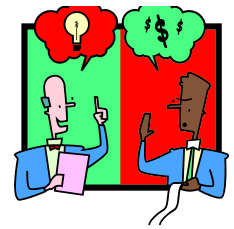
To: U.S. Department of Education

From: **Mark Millward**

Title: Student Support Services 2015 – 2020

Amount Requested: \$279,330 (Year 1)

Pre-Award Contact: Kathy Chapman



## Workshops from RSPO

### **WORKSHOP I: Smooth Sailing through the IRB**

**Date:** Tuesday, Feb. 10, 2015

**Time:** 12:00—12:45

**Place:** LTEC in Crumb Library

**Presenter:** **Johanne Sullivan**

### **WORKSHOP II: Obtaining IRB Approval**

**Date:** Wednesday, Feb. 25, 2015

**Time:** 3:00—3:45

**Place:** Center for Graduate Studies

**Presenter:** **Johanne Sullivan**

### **WORKSHOP III: Grants and Grant Writing Services at Potsdam**

**Date:** Thursday, Apr. 9, 2015

**Time:** 12:00—1:00

**Place:** LTEC in Crumb Library

**Presenters:** **Nancy Dodge Reyome and Catherine Sajna**

This presentation will give an overview of the services provided by RSPO as well as a demonstration and hands on practice using the databases for searching for funding opportunities.

# Who's Who in Scholarship

In this section, we feature a faculty member who is recently grant active. We would like to commend Dr. Klawitter for her research and scholarly activity.

## Featuring Dr. Victoria Klawitter, Mathematics

I joined the Department of Mathematics at SUNY Potsdam in 1997, following a three - year postdoctoral position at Indiana University in Bloomington. I received my PhD in mathematics from the University of Michigan in 1994, where I specialized in an area of mathematical analysis that studies functions of several complex variables. I have also done research and published in the field of complex dynamics in several variables and in axiomatizations of hyperbolic geometry.

My current mathematics research is in time scale calculus, a relatively new area of analysis that unifies and extends the study of differential equations and difference equations. Recently, I directed a time scale calculus research project through the Kilmer Apprenticeship Program. I also conducted research with a group of students in the NSF funded Clarkson-Potsdam Research Experiences for Undergraduates (REU) program. My students and I have successfully developed a time scale calculus on the Cantor set and a recursive algorithm for calculating Taylor monomials on arbitrary time scales. Our new results are ready for publication. This research has generated interesting new problems that I intend to pursue further with undergraduate students.

At Potsdam I directed many graduate seminars in different areas of analysis. I love to work one on one with students, mentoring and encouraging students to study mathematics. I received SUNY Potsdam President's Award for Excellence in Teaching in 2006 and SUNY Chancellor's Award for Excellence in Teaching in 2013.

I am currently serving as SUNY Potsdam's lead on the 2014 – 2016 Title II Mathematics and Sciences Partnerships Grant. NYSED awarded \$800,000 to a consortium of local school districts and St. Lawrence Lewis - BOCES in partnership with SUNY Potsdam to implement a professional development program for pre-kindergarten to grade sixth teachers. Becky Duprey, Blair Madore, and I developed a program that aims to enhance teachers' mathematics content knowledge by delivering 100 hours of professional development over two years. Weeklong summer institutes constitute the main component of the program and are designed to strengthen and deepen teachers' knowledge of the mathematics content of the Common Core State Standards for Mathematics (CCSSM).

The Common Core standards call for new ways of learning and teaching mathematics. In the old curriculum, fractions - considered the gateway to algebra- are many things at the same time: a number, an operator, a ratio, or a slice of pizza; and as a result, many students do not understand how to think and work with fractions. The standards carefully develop fractions and operations on fractions as numbers on the number line. This treatment brings coherence and rigor to elementary mathematics. Students are expected to be fluent with arithmetic and algorithms, and also solve problems, reason abstractly and quantitatively, and use multiple representations. Moreover, the work of each grade builds on the work of previous grades: operations on rational numbers build on students' knowledge of operations on fractions, while operations on fractions naturally extend from operations on whole numbers.

It is well known that as states rushed to implement the Common Core various groups responded with strong opposition. However, many mathematicians and professional organizations welcomed the CCSSM as a significant educational reform while recognizing the challenges teachers would face teaching a curriculum aligned with the standards. Most elementary school teachers need additional training and support to implement the standards.

This past summer about 150 teachers attended one of our three weeklong intensive institutes. We were fortunate to have worked with a great team. The staff at SLL - BOCES, took care of numerous logistical details, and a group of experienced local teachers together with mathematics faculty Harold Ellingsen, Joel Foisy, and Cheryl Miller served as facilitators for the small group sessions. Although we worked under very difficult time constraints, the team was pleased both with the work we did and teachers' response. Since summer we have designed further professional activities for this spring: online group work on problems from the curriculum, and full-day workshops on assessment.

Working on this grant has been a wonderful opportunity for the mathematics department faculty to learn of the many issues surrounding the Common Core and contribute to the training of local teachers. We gained much valuable experience, which we will use in the redesign of our mathematics courses for prospective elementary teachers. We also gained a better understanding and deeper appreciation of teachers' work. Their jobs are not easy. We look forward to continue supporting them through our grant activities.

## To Pique Your Interest in Funding Opps



Below are some funding opportunities which may pique your interest. Besides the grants meant to support your specific research projects, there are grants meant to steer work into an area the funding agency has decided is important. These may be areas you've never thought of but which would be fun to get involved in.

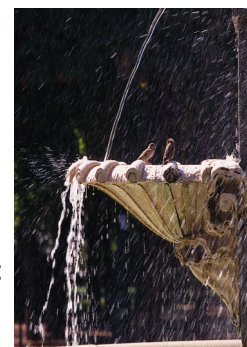
Many federal grants are designed to encourage collaboration, data-based decision-making or new methodologies, and outreach to the community.

How to read the info below:

- The entries give a brief **summary** of the topic and the granting agency. If the 'topic' is in capital letters and bolded, it is the actual title of the grant **Program**.
- If some **due dates** are past, consider applying for next year. Many grant opportunities are repeated each year.
- Within **disciplines**, entries are not in any particular order.

## Funding in Fine and Performing Arts

The Mapplethorpe Foundation provides support to museums and other public institutions for photography exhibitions or to create or expand photography departments. The exhibit does not need to relate to Mapplethorpe's work. **Program: Photography Grants.** View: <http://www.mapplethorpe.org/faq/> Due: Any time.



Stage Directors and Choreographers Foundation offers \$5000 plus help in finding the best match for a guest choreographer or director. **Program: Guest artist initiative.** View: <http://www.sdcweb.org/foundation/guest-artist-initiative-program/> Due: May 5, 2015.

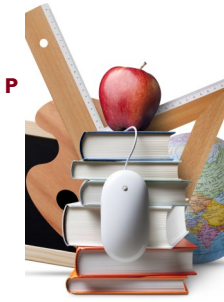
## Funding in Community Health



The General Mills Foundation offers \$20,000 for a yearlong program 'to encourage communities in the United States to partner with Registered Dietitian Nutritionists to improve the eating and physical activity patterns of youth, ages 2-18.' **Program: Champions for Healthy Kids Grants.** View: <http://www.eatright.org/foundation/championgrants/> Due: Jan 23, 2016.

The Department of Health and Human Services and NIH offer between \$200k-650k for the development of "novel assessment approaches; better methods to evaluate instruments; assessment tools for culturally diverse populations or various age groups, including older adults; improved technology or applications of existing technology; statistical methods to assess or correct for measurement errors or biases, methods to investigate the multidimensionality of diet and physical activity behavior through pattern analysis; or integrated measurement of diet and physical activity along with the environmental context of such behaviors." **Program: Improving Diet and Physical Activity Assessment.** View: <http://grants.nih.gov/grants/guide/pa-files/PAR-12-198.html> Due: Feb. 5, 2015.





## Funding in Education

RKG Foundation supports K-12 curriculum, teacher development and afterschool programs, with particular focus on STEM and literacy with \$25,000 grants. **Program: Grant.** View: <http://www.rgkfoundation.org/public/guidelines> Due: Continuous.

## Funding in Humanities

The J.M.Kaplan Fund offers between \$500 and \$15000 for publication of nonfiction on the city; natural and historic resources; art, architecture, and design; cultural history; and civil liberties and other public issues of the day. **Program: Furthermore Publishing.** View: <http://www.furthermore.org/> Due: Mar or Sept. 15, 2015.

The NEH provides stipends of up to \$10k for faculty to develop a course on an 'enduring question.' **Program: Enduring Questions.** View: <http://www.grants.gov/web/grants/view-opportunity.html?oppld=258989> Due: Sept. 11, 2015.

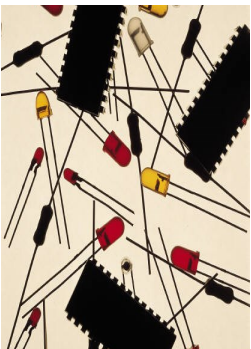


Pragda offers \$1500 and a film catalogue to assist in creating a mini Spanish language film festival on campus. **Program: Spanish Film Club.** View: <http://www.pragda.com/spanishfilmclub/application>

## Funding in Math and Sciences

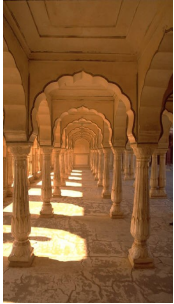
The NSF is offering a new grant "for innovative, early-stage work to improve success in mathematics in the first two years of college. This includes studies on ways to improve the learning of the content of developmental mathematics, independent of setting, and design and development work on interventions and tools, including technology-enhanced learning approaches." **Program: Increasing College Opportunity Through Improved Mathematics Success in the First Two Years of College.** Due: May 1, 2015.

National Center for Ecological Analysis and Synthesis (NCEAS) offers an unspecified amount to build a working group of scientists who meet 1-3 times per year in offices in California on "projects that use existing data to fill important knowledge gaps and advance solutions to significant problems at the intersection of nature conservation and human well-being." **Program: SNAP: Science for Nature and People Call for Working Group Proposals.** View: <http://www.nceas.ucsb.edu/snap/rfp> Due: May 20, 2015.



The National Science Foundation is offering \$200k to explore "the most fundamental physical processes that living systems utilize to perform their functions in dynamic and diverse environments. The focus should be on understanding basic physical principles that underlie biological function." **Program: The Physics of Living Systems (PLS).** View: [http://www.nsf.gov/funding/pgm\\_summ.jsp?pims\\_id=6673](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=6673) Due: Oct. 28, 2015.

The US Dept. of the Interior and Fish & Wildlife service are offering around \$20k to take action to conserve amphibians. **Program: Wildlife Without Borders (WWB) - Amphibians in Decline.** View: <http://www.fws.gov/international/grants-and-reporting/how-to-apply.html> Due: May 15, 2015.



## Funding in the Social Sciences

The Soros and Open Society foundations support part or full-time fellowships for work in the US or abroad on human rights, government transparency, the promotion of civil society and social inclusion. Project themes should cut across these areas of interest. **Program: Open Society Fellowship.** View: <http://www.opensocietyfoundations.org/grants/open-society-fellowship> Due: February and August 2015

The NEH collaborating with two other organizations offer between \$25k and \$125k for a “third round of the competition, the Digging into Data Challenge has funded a wide variety of projects that explore how computationally intensive research methods can be used to ask new questions about and gain new insights into our world.” **Program: Digging into Data Challenge.** View: <http://www.neh.gov/grants/odh/digging-data-challenge> Due: May 15, 2015.

The Robert Wood Johnson Foundation offers \$10k for research into “major issues in health care financing and the organization of care and their effects on cost, and access to, or quality of care.” **Program: Changes in Health Care Financing and Organization (HCFO).** View: <http://www.hcfo.org/funding> Due: Continuous.

## Funding in Other Areas

Department of Education offers between \$10k - \$375k to support childcare on campus. **Program: Child Care Access Means Parents in School (CCAMPIS) Program.** View: <http://www.grants.gov/search/search.do;jsessionid=HdT2RfvZDLL94mqvSbHb0hRkbhh0SXQXyWyd1Ghrbmj6Nx2Tnz1h!487814296?oppld=235474&mode=VIEW> Due: June 24, 2017.



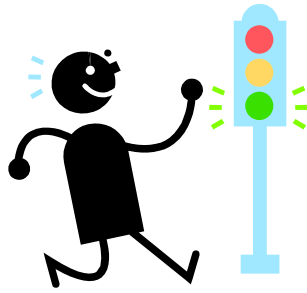
The NEH and Mellon Foundations are offering \$50k - \$100k to create ebooks out of “a huge, mostly untapped resource of remarkable scholarship going back decades that is largely unused by today’s scholars, teachers, students, and members of the public, many of whom turn first to the Internet when looking for information. Modern ebook technology can make these books far more accessible than they are today. **Program: Humanities Open Book Program.** View: <http://www.grants.gov/web/grants/view-opportunity.html?oppld=271529> Due: June 10, 2015.

### Change in the Nature of Grants, continued from p. 1

gifts paradigm allowed the acceptance of a grant to be construed as a soft promise. You didn’t have to do anything in a contractual sense. This was, of course, an extreme view, but there is a measure of truth in it.

With the coming of the super circular, the pendulum, after gradually picking up speed over the past 45 years, has completed its swing in the opposite direction. Grants are now “assistance agreements” whose terms and conditions bind you to deliver what you have promised as you also carry out a variety of added-in national policy requirements, continuous certifications and assurances, federal agency priorities, and Executive Branch priorities reflected in OMB Circular A-11 and the President’s Budget.

The “gift” is now an agreement that really does bind you, just as a contract does under the Federal Acquisition Regulation (FAR). Default or substantial noncompliance with the grant’s terms and conditions carries serious short- and long-term consequences.



Compliance is an extremely important issue in the grant funding universe. There is a steep learning curve, but professional staff in the Research and Sponsored Programs Office can guide you through the process. For example, before you submit a proposal, you must file a disclosure statement and obtain IRB approval

if it involves human subjects research or IACUC approval if it involves animal research (see below). Johanne Sullivan is the chair of both committees and will help you through those processes. After you have received an award, compliance involves how to manage the grant money. Kathy Chapman and Michelle Moulton, post-award specialists, can help you set up an accounting system, and deal with all of the exceptions that arise.



## Conflict of Interest Disclosure Requirements

In accordance with Federal regulations, SUNY Potsdam requires that a researcher disclose to the Research and Sponsored Programs Office any potential conflict of interest due to a significant financial interest in a sponsored activity or grant BEFORE a proposal for that activity may be submitted to a sponsoring agency.

A potential conflict of interest exists when the personal or private interests of an individual, spouse or child might lead an independent observer to reasonably question whether the individual's professional actions or decisions are influenced by considerations of significant personal interest, financial or otherwise, particularly if those interests or commitments are not disclosed.

In order to provide assurance that any potential conflict is disclosed, all investigators must read the *Conflict of Interest Policy* and then complete and submit the *Annual Disclosure of Financial Interests and Obligations Statement* no later than:

- Submission of an application to an external sponsor
- Acceptance of an award where there was no prior disclosure submitted for that work.
- on or before October 1 for on-going awards.

If applying for an NIH or PHS grant, the investigator must complete **Conflict of Interest** training available through CITI **PRIOR** to submitting the application. The policy and forms can be found on the Research and Sponsored Programs website at <http://www.potsdam.edu/faculty/research/rspo/conflict/index.cfm>



# Training in Responsible Conduct of Research (RCR)

## RCR Requirements

Because of federal regulations, all National Science Foundation (NSF) and National Institutes of Health (NIH) proposal submissions must include an institutional assurance that the University has provided training in Responsible Conduct in Research (RCR). The College requires all faculty and all student researchers involved in NSF or NIH funded research to have completed our training program, described below, before proposals may be submitted to those agencies. The training requirement applies to renewal applications as well as to new proposals or sub-awards.

## Training Program

The State University of New York at Potsdam will require that all faculty and all student researchers receiving NSF or NIH funding complete training through the Collaborative Institutional Training Initiative (CITI) online training program to meet the RCR requirements. The CITI online courses are designed for faculty, staff, graduate students, and undergraduate students who have an interest or focus in the research areas targeted by federal support and serve to satisfy federal regulations that require RCR training as a part of the terms and conditions of a grant or contract. The modules contain information about responsible conduct in research, case studies, and quizzes related to each of the areas.

## CITI Website

Faculty and staff who receive federal funding to conduct research or to supervise student researchers are responsible for ensuring all work is done in compliance with University, Federal and other applicable policies. The Office of Research and Sponsored Programs has been charged with overseeing compliance with RCR training re-

quirements and will assist researchers in identifying and completing appropriate RCR training, instructions, and guidance. New users of the CITI Program must register to create their own username and password and gain access to the site by selecting "New Users Register Here" and selecting **SUNY-College at Potsdam** in the "Participating Institutions" drop-down box.

<http://www.citiprogram.org>

Faculty and students transferring from another institution can simply affiliate with SUNY Potsdam on the CITI website if they have previously completed the required course material.

## CITI Core Training Modules

Nine core areas recommended by NSF and NIH are covered by the CITI training modules:

- Acquisition, management, sharing, and ownership of data
- Publication practices and responsible authorship
- Conflict of interest and commitment
- Research misconduct
- Peer review
- Mentor/trainee responsibilities
- Collaborative science
- Human subjects protections
- Animal welfare

Please note that these RCR modules are not substitute training courses for individuals who conduct research utilizing human participants or animals. If you plan to conduct research utilizing human participants or animals, you must also complete the required basic training courses in those areas. In addition, all human subjects research projects must be reviewed by the Institutional Review Board (IRB) and all animal research projects must be reviewed by the Institutional Animal Care and Use Committee (IACUC). Further information about meeting requirements to conduct human

and animal subject research can be found in this newsletter and on the Research and Sponsored Programs website.

## CITI Discipline Specific Modules

There are five discipline specific online RCR courses available on the CITI program through SUNY Potsdam. Individuals are required to complete only the most relevant discipline specific course.

- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct Research Course
- Arts/Humanities Responsible Conduct of Research Course:
- Administrators Responsible Conduct of Research Course—with a focus in the administration of the IRB
- Animal Researchers Responsible Conduct of Research Course

## Completion Monitoring and Records

The Office of Research and Sponsored Programs will monitor records for completion of the required online RCR training components. Failure to comply with these requirements could make both individual researchers and the College ineligible to receive funds from either of these funding agencies.

Questions regarding the training program can be directed to Kathy Lamay or Tami Stacy in RSPO at [rposecretary@potsdam.edu](mailto:rposecretary@potsdam.edu) or x3121

Thank you for your cooperation in assuring that the College meets its compliance obligations with federal agencies.

## Human Subjects (IRB)

### Quick Reference regarding research involving human subjects

It is the responsibility of each investigator (faculty, staff, student, and affiliate researcher) to bring ALL proposed research activity involving the use of human subjects or activity involving data collection from, or related to, human subjects to the attention of State University of New York at Potsdam Institutional Review Board (IRB) for review and approval. This includes

- Historical, education, and business related research, survey and interview procedures, as well as research involving clinical and experimental techniques.
- Student initiated research and class projects that involve human subjects .

Your study may be eligible for exemption from review or for expedited review. Examples of research that might be eligible for expedited review include:

- Prospective collection of biological specimens for research purposes by noninvasive means;

- Collection of data through noninvasive procedures;
- Research involving materials (data, documents, records, or specimens) that have been collected or will be collected solely for non-research purposes;
- Collection of data from voice, video, digital, or image recordings made for research purposes;
- Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation identity, language, communication, cultural beliefs or practices, and social behavior);

tection (e.g. individuals with disabilities, victims of abuse, pregnant women, and children).

All researchers must take the CITI online training program which includes modules in “Defining Research with Human Subjects,” “Informed Consent,” and “Social and Behavioral Research.”

Questions about the CITI Training, the IRB process or whether the IRB process is relevant to your research should be addressed to Johanne Sullivan at x2688 or [sullijo@potdam.edu](mailto:sullijo@potdam.edu)

#### Full IRB review is required when research:

- Does not meet the criteria for expedited review;
- Requires the use of deception;
- Requires the use of subjects from populations in need of special pro-



The SUNY Potsdam Institutional Animal Care and Use Committee (IACUC) reviews the use of live animals in research, teaching, or service by faculty, staff, or students affiliated with SUNY Potsdam, regardless of where the activity occurs and of the activity’s funding source.

Please allow adequate time for your proposal to be reviewed prior to the intended start date of the project. The committee requires sufficient

## Animal Subjects (IACUC)

time to review the proposal and to suggest any revisions prior to project approval by the institutional official.

Researchers are reminded that state and federal laws require that all projects involving animal subjects be reviewed. All researchers must take the CITI online training program. Researchers might also have to obtain appropriate state and federal permits. For further information, meeting schedule, and

forms go to: <http://www.potdam.edu/faculty/research/rspo/IACUC/index.cfm>

If you are unsure whether the project you plan to conduct should be submitted to the IACUC or have questions about the approval process, please contact Johanne Sullivan at x2688 or [sullijo@potdam.edu](mailto:sullijo@potdam.edu)

## Research and Creative Endeavors Program

**The Research and Creative Endeavors Program** is designed to provide faculty with seed money to pursue a research or scholarly project and eventually seek and attract external funding for their work.

As in the past, in making awards, the Committee will especially emphasize projects that have the potential to encourage new faculty, women, and

minorities, to support research and creative endeavors across the disciplines, and to attract external resources.

The maximum award per project is \$1,000. Generally, this program does not provide funding for conference travel, computer equipment and general office expenses.

Deadline: April 1, 2015

## Grant Writing Initiative (GWI)

**The Research and Sponsored Program Office** will make up to 6 awards of \$250 each to faculty and professional staff who develop and submit viable proposals to external funding agencies during 2014-2015. All grant proposals submitted through the Research and Sponsored Programs Office (excluding continuation and fellowship applications) will automatically be eligible.

Awards will be made based on the following

considerations:

- Quality of proposal
- Match between proposal and sponsor (likelihood of success)
- Institutional support of proposal.

**Up to 6 awards will be made in May 2015.**

## Grant Development Program

The **Grant Development Program** will provide awards of up to \$1,500 to full-time faculty of professional staff to pursue the development of new proposals for submission to external funding agencies. All successful applicants will be required to submit a full proposal (with a budget of at least \$50,000 per year) to an external sponsor within one year from the time of award. It is expected that those interested will

have identified a potential sponsor and contacted that sponsor to discuss funding possibilities. The application form requires a description of the proposed project and a project time line that incorporates the applicant's plans for meeting the grant submission deadline. Allowable budget items include travel, supplies, books, duplicating, telephones, etc.

Deadline: Open.



### Research and Sponsored Programs Office

<http://www.potsdam.edu/faculty/research/index.cfm>

SUNY Potsdam

Raymond Hall (2nd floor)

Dr. Nancy Dodge-Reyome, Director, 267-2130,

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Michelle Moulton, Staff Assistant, 267-2132,

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Catherine Sajna, Pre-Award Specialist/ Grant Writer, 267-2686,

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Johanne Sullivan, Research Compliance

Coordinator, 267-2688,

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### Our Mission:

The Office of Research and Sponsored Programs is committed to contributing to the enrichment of the College faculty and staff and ultimately its student population by offering assistance to faculty and staff in obtaining and administering internal and external funding in support of their research and creative endeavors. The office prepares external grant proposals and administers external grant awards following the regulations and guidelines of the Research Foundation for SUNY. The unit provides research compliance services at the college for all faculty, staff, and students. The college's annual Learning and Research Fair, which showcases students and faculty research and creative activities, is coordinated by the office.



## Resources for Grant Funding at SUNY Potsdam

### **Finding Funding**

Three databases are available to the SUNY Potsdam community for use in searching for funding opportunities. They can be found at the Research and Sponsored Programs webpage under the sub-heading "Finding External Funding." The link is <http://>



[www.potsdam.edu/faculty/research/rspo/externalfunding.cfm](http://www.potsdam.edu/faculty/research/rspo/externalfunding.cfm) Two of the databases are best used on campus, but *The Community of Science (COS)* can be subscribed to in two minutes and can be used from any location. A workshop on how to use it is routinely offered in the Fall and will be offered April 9 this spring,, but tutorials are available at any time upon request to Catherine Sajna at [sajnacm@potsdam.edu](mailto:sajnacm@potsdam.edu).

### **Writing the Proposal Narrative**

All grant writing experts strongly recommend that proposals be read by at least one person who is outside the field. The grant writer at RSPO is available for this function. This should be done at

least two weeks before the grant is due so that there is time for changes in the style of presentation. Catherine Sajna at [sajnacm@potsdam.edu](mailto:sajnacm@potsdam.edu) provides this service.

### **Budgeting**

The budget shapes the whole project, so it is important to have a clear grasp on travel costs, indirect costs, and what is and is not admissible in the budget. Stipends can be a sticky issue. Kathy Chapman is extremely experienced and is available for help on budget issues. She can be reached at [chapmakha@potsdam.edu](mailto:chapmakha@potsdam.edu).