TOP STORY / FUNDING FOR FACULTY TRAVEL

Plan Ahead Before You Pack Your Bags

Changes to CFEST travel process take effect this fall

Once again, SU faculty are eligible for up to $1,400 in travel reimbursements through the Center for Faculty Excellence in Scholarship and Teaching (CFEST) Travel Grant Program.

New this year, however, is a requirement that university Travel Request forms AND the CFEST Travel Grant application must be submitted before travel takes place. The new requirement will go into effect for travel occurring after October 30, 2014.

The CFEST Committee agreed to these procedural changes to ensure that CFEST grant practices are in alignment with university travel requirements and to limit the personal liability of faculty traveling on official university business.

NOTE: Travel Grant applications are only reviewed on the traditional CFEST travel deadlines (see Internal Faculty Grant Opportunities at right). Therefore, applications must be submitted not just before travel but in time for a CFEST deadline.

So, as you plan your travel, keep these steps in mind:

1. Complete the standard university Travel Request Form found at http://www.ship.edu/Public_Service/Forms/. Obtain all necessary signatures PRIOR to traveling and PRIOR to applying for CFEST grant funding.

2. Complete the Foreign Travel disclosure packet found at the same website if you are going to be traveling internationally. NOTE: All out-of-country travel requires the approval of the President.

3. Complete and submit the CFEST Travel Grant application (www.ship.edu/CFEST/Grants/Overview/), carefully following the instructions. Submit the application in time for one of the deadlines shown at right.

Grant applicants who have not received prior approval for travel and who have not provided the Travel Request Form and all requisite signatures will NOT be considered or funded by CFEST.

All Travel Request Forms must include approval signatures by the Department Chair, Academic Dean, and Provost.

4. After you return from your trip use the Travel Voucher form to request your reimbursements.

Many faculty are accustomed to submitting their applications after travel, so this new policy will require an adjustment in travel habits. Questions should be directed to CFEST-Grants@ship.edu.

STUDENT RESEARCH GRANT PROGRAMS

Call for Proposals: Student Research Grants

The call for proposals has been issued for the 2014/2015 undergraduate and graduate research grant programs.

The SU Foundation has once again made $60,000 to fund undergraduate grants. Meanwhile, the Dean of Graduate Studies and IPSSP have increased the total budget for the graduate grants to $14,000, allocating seven-thousand for the fall and spring semesters.

Direct your students to details about both programs. You can access info from the links shown in the right-hand column of this page under Calls for Proposals.

September

CALLS FOR PROPOSALS

2014-15 STUDENT RESEARCH GRANT PROGRAMS

- Undergrad Research Grants
  Proposals DUE Friday, October 3rd, 5 P.M. More info at http://bit.ly/1s0e33t.

- Graduate Research Grants
  Fall proposals accepted until December 1. Spring proposal accepted between January 20 and April 20 or until funds are depleted. More info at http://bit.ly/1s16lfe.

INTERNAL FACULTY GRANT OPPORTUNITIES

- CFEST Travel Grants
- CFEST FTCE* Grants
  *Faculty Training and Continued Ed
  Proposals for Travel and FTCE are DUE at noon Oct 1, Nov 3, Dec 1, Feb 2 (2015), Mar 2 (2015), April 1 (2015), and May 1 (2015) or until funds are depleted. More info at http://bit.ly/1D4U38A.

- TRE* Grants
  *Teaching and Research Excellence
  The RFP is expected to be released in October. Proposals will be due in Jan 2015. More info at http://bit.ly/1s16lfe.

- Academic Innovation Grants
  2014-2015 academic year programs will be available soon. http://bit.ly/1oHz5D2

EXTERNAL FUNDING OPPORTUNITIES

- September GRC “Deadlines”
  Access the latest Grants Resource Center rfp compilation online at http://www.aascu.org/grc/pubs/DL/D14/D09/Sep14.html. Access for SU faculty and staff is available through an institutional subscription. Login information: username = supa, password = member. If you find a grant opportunity you like, give IPSSP a call at 717-477-1251 to discuss next steps.
TIPS FOR GRANTSEEKERS

Are you ready for Grantseeking?

Know your roles as the Principal Investigator

Three basic conditions should be satisfied before you commit to grantseeking. First, successful grant proposals need a brilliant idea. Do you have an idea that is new, novel, or distinctively different that satisfies the needs of the grantmaker?

Second, successful grant proposals require a passionate commitment to the proposal idea. In the vernacular, you are in a courting relationship with the grantmaker.

Third, successful proposals take time. You will need sufficient lead time for proposal planning and blocks of uninterrupted quality time for proposal development and writing.

The multiple roles of the Principal Investigator (PI)—the lead project person and the lead grant writer when developing the proposal—mean that the PI will be interacting with multiple groups of people at different times. Before beginning a major grant proposal, it is crucial that key project personnel understand their roles and responsibilities.

The PI is the project leader. A PI should lead the conceptual development of the proposal that shapes the need, goals, objectives, methods, evaluation, dissemination, and budget approaches.

The PI should secure the “buy-in” of all project partners (programmatic, fiscal, and administrative), ensuring not just casual support but total commitment. This is done through regular and frequent communications.

The PI should conduct pre-proposal contact with the current program officer as well as past grant winners and reviewers.

The PI should critique critically the multiple proposal drafts, concentrating initially on content and later on mechanics and format.

The PI should ensure that timely feedback is provided throughout the proposal development process. Momentum builds as proposals are developed and progress should not be torpedoed by delayed feedback.

The PI should respond quickly to writer’s requests for ideas and technical language to fill proposal gaps. The PI should monitor input from project partners to ensure quality information is received in a timely manner.

Finally, the PI is responsible for the final editorial review and submission to the grantmaker.


RESOURCES FOR GRANT WRITING

- GRC’s Developing Competitive Proposals is available online at http://bit.ly/XFyl6x
To login and download the publication, use the following login information:

  => username = supa
  => password = member

Team Tips: Finding a Collaborator

It happens often: a researcher confided to us he needed to find a collaborator to strengthen a potential proposal but just could not find anyone. He went on to explain he had reached out to one group and they had turned him down. Queries to another group had gone unanswered. He was looking for help in finding a collaborative connection.

To find good collaborators inside and outside your organization takes time and effort. Among your options: Ask colleagues and friends for recommendations. In particular, seek out individuals that have a reputation for achieving results. Leverage relationships with potential sponsors. Tap into networking resources offered through professional associations. Take advantage of community resources, especially reference librarians. Search online for organizations that have values similar to yours.

Remember that successful collaborations involve win-win relationships. Identify clearly the benefits to a potential collaborator in forging a partnership with you.

Look for more team tips in upcoming newsletters.

Tools from the Grants Resource Center & InfoEd

Funding databases available online

The chart below highlights the various tools included with University-paid subscriptions. If you have any questions, please give IPSSP a call, 717-477-1251. We pay institutional dues for access to these services. In an effort to not subsidize free and unethical use by others, we ask that you do not share this access outside of the institution. Thank you!

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<td>InfoEd</td>
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<td><a href="https://spin.infoedglobal.com/Home/GridResults">https://spin.infoedglobal.com/Home/GridResults</a></td>
<td>Use the Quick Search or Advanced Search options to look for grant opportunities; you can also review new announcements from the Federal Register and FedBizOpps.</td>
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<td>Use Quick Search or Advanced Search with your research topic keywords OR names of researchers to build your network and identify possible collaborators.</td>
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<td>SMARTS</td>
<td>Automated custom search based on your own profile and keyword selection.</td>
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<td>Create a username and password at the website. Once IPSSP authorizes your account, login and select keywords to match your funding interests. SMARTS will run a daily match and email you relevant funding announcements.</td>
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<td>AASCU</td>
<td>Deadlines</td>
<td>A monthly publication available online or in pdf presenting funding opportunities sorted in broad categories with due dates 1 to 3 months out.</td>
<td><a href="http://www.aascu.org/grc/">http://www.aascu.org/grc/</a></td>
<td>Use “supa” as the username and “member” as the password to access the publication online; Deadlines is also transmitted via email monthly as an attachment to the IPSSP newsletter.</td>
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<td>Grants Resource Center (GRC)</td>
<td>GrantSearch</td>
<td>Funding opportunities database searchable by academic subject, activity, funding sponsor, deadline month, and text.</td>
<td><a href="http://www.aascu.org/grc/gs/">http://www.aascu.org/grc/gs/</a></td>
<td>Use “supa” as the username and “member” as the password to access GrantSearch. Choose your key criteria from the selection lists or type a keyword in the “select text” field.</td>
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<td>Targeted Funding Opportunities</td>
<td>A funding alert emailed directly to you from GRC based on your subject and function code criteria.</td>
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<td>Use the subject and function codes presented at the website to identify your interests. Email your codes to <a href="mailto:IPSSP@ship.edu">IPSSP@ship.edu</a>. We will forward your request to GRC; you should receive your alert with the next month’s cycle.</td>
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