Dear Paine College Community:

This being the maiden issue of the Paine College Office of Sponsored Programs News newsletter, I feel it is the perfect time to touch on some of the basic functions of the Office of Sponsored Programs and get everyone started on the right foot.

The articles included within this issue focus on two distinct areas. First, I want to be certain readers realize the significance of COS Funding Opportunities in the search for grant possibilities. Using COS addresses the first and often most frustrating step in the grant process: Where in the world do you find a suitable grant? COS is the tool that can help answer that question. It covers all disciplines (not just science) and a variety of sources are explored, including private foundations, commercial sponsors, and of course, local and Federal government.

However, finding the perfect grant will almost certainly turn out to be the easy part, once you being the proposal writing process. That is why the second area of focus for COS is on proposal quality. I should emphasize that all of the tips, tricks and advice I have run across as director of OSP, the most profound and practical has been to simply start early! Waiting to the last minute will not serve your cause, no matter how good you are under pressure. Budgets are tight and the competition fierce; only the best proposals (and not necessarily the best ideas) will be funded in today’s environment. Keep an eye on the events calendar for upcoming seminars and workshops to hone your proposal writing skills.

Finally, I want to close this message by letting readers know how honored I am to work with such a great group of people. It is my pleasure to be a part of such a special and important Institution. Please do not hesitate to send feedback and suggestions on how I may serve you better.

Geno Clark,
Director of Sponsored Programs

Did you know that just by being a member of the Paine College faculty or staff, you have access to one of the largest funding databases in the world? COS Funding Opportunities allows you to search over 25,000 records representing over 400,000 individual funding opportunities from numerous sponsors across all disciplines. It’s not just for science anymore!

COS stands for Community of Science, but its official name has been changed simply to “COS” because this online funding opportunities database is for faculty of all disciplines.

Every day, teams of professionals from COS review publications and grant announcements across all disciplines to provide a thorough database of funding opportunities designed especially for faculty in higher education. Paine College has entered into an agreement with COS that provides faculty (and staff) with unlimited access to this valuable funding opportunities database. This service is provided at no cost to the user and the search tools can be accessed from any campus computer. However, to fully use the features of this site, you will need to register (it’s quick and it’s free!). Once you are registered, COS can be accessed from any computer with internet access!

There are several notable features in the COS bag of tricks, but the most attractive is the COS Workbench. This area becomes the “home base” for your grant searches and saved records. COS offers three user friendly methods of searching. Updates are available on the www.cos.com web site and OSP hosts monthly training sessions. And, with COS Alerts (activated by default), your saved searches will be updated anytime new records are posted that meet your criteria! These new records are emailed automatically to your Paine email account for your review every Monday morning. Additionally, if one of your saved records is updated by the sponsoring agency, you will receive an email alerting you of the changes – in real time!

Be sure to get registered and see what’s out there! Go to www.cos.com and click Register FREE. Feel free to contact Geno Clark at gclark@paine.edu or gclark@paine.edu if you need any assistance or call 706-396-4118.

Paine College
Office of Sponsored Programs

Office of Sponsored Programs
A Department of Institutional Advancement
Haygood-Holsey Hall, Rm. 418
1235 Fifteenth Street
Augusta, GA 30901
706.281.8118 ph
706.432.0588 fax
www.paine.edu
paine@paine.edu
http://www.paine.edu/offices/instadvancement/sponsored-programs

A Message from the Editor

Upcoming Events – Fall of 2011

• COS registration and training sessions.
  Get registered to use COS Funding Opportunities and unlock the door to discovering all the resources to support your funding needs.

• Writing Excellent Grant Proposals – on-demand webinar.
  Dr. Thomas R. Blackburn, respected grant expert from Harvard University, gives the low-down on what reviewers look for in excellent proposals.

• NSF Criteria: Successfully Communicating Broader Impacts.
  NSF requires proposal writers to explain the intellectual merit and broader impacts of their projects. Broader impacts can be tricky. This on-demand webinar provides valuable information to help you "sell" your research idea to reviewers!

• Grants and you at Paine College.
  The Office of Sponsored Programs will walk you through the "ins and outs" of applying for and managing grants at Paine College. Bring all your questions!

See event calendar on the OSP web site at www.paine.edu/events/index.aspx?sub=SPONSOR for details and a list of dates and times.

COS Funding News Issue 01 Fall 2011

Spring Effort Reports Due Now!
If your name is on a Federal Grant, OSP needs a copy of your time and effort report on file. As PI of a grant, you agreed to provide a certain percentage of effort to a project. Effort reporting is a way the government ensures we are faithful to our commitments.
Visit the OSP web site or contact gclark@paine.edu to get a Time and Effort form.

The 5 Day Rule: Submitting Proposals 5 Days Ahead

Submission your proposal to the Paine College OSP 5 days prior to the sponsor deadline significantly increases the chance of your proposal to be funded. Here’s why the 5 day rule is important:
1. It allows sufficient time for review by OSP (and other departments) to proof read and make edits for technical clarity.
2. The Controller's Office can review your grant budget for accuracy before the submission leaves campus.
3. It allows time to produce unanticipated documents that may be required in the application package.
4. It can decrease the chance of hasty mistakes that can be made when rushing to meet a deadline.
5. Finally, the 5 day rule allows Paine College to strengthen its competitiveness by maintaining a consistently high standard of quality for all outgoing proposals.

As budgets continue to shrink, competition for precious funds will only get more fierce. Please plan to work within this time frame so we may submit the best possible representation of your innovative ideas, projects and research.

We proudly acknowledge ADP, Inc. of Augusta for its support of the Paine College STEM Program and appreciate its generous sponsorship of the ADP STEM Scholarship Program!
### Ten Pearls of Wisdom from NIH

1. Use the “elevator speech” approach to test your idea. Imagine you step into an elevator with Bill Gates. Can you convince him what you want to do needs to be done? — *And would the one do it?* — In 30 seconds or less?

2. Write your proposal as if you are telling a story.

3. Get letters of support from department stating your Institution’s commitment to your success.

4. Limit your publications list to a total of 15; five most recent; five most important; and five most relevant to your proposal.

5. Avoid going into great detail on any experimental detail or long history of your field.

6. Complete a draft 10 days prior to the deadline and have someone not involved in the project check it out.

7. Don’t confuse Significance with Impact. The former is whether what you are doing is worth doing; the latter is what NIH gets after they fund you.

8. Take the long view of impact. Tell reviewers the utility of your research — even if it is five years down the road.

9. Don’t try to cram more information into your application by using a smaller font or margins.

10. Learn the difference between Goals, Objectives, and Aim.

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### The Office of Sponsored Programs (OSP)

The Office of Sponsored Programs (OSP) has simplified the process for faculty and staff to apply for grants. Our current procedure streamlines the pre-award process, freeing grant seekers to concentrate on the proposed project. When this system is followed, we will always have the support of our Institution and the assurance that we are submitting the most competitive grant application possible.

It should be noted that all successful grants start with a good idea and a passionate PI. The next step is to find a source of funding to support the research project. See article on pg. 1 regarding COS). As a grant seeker, always read the solicitation carefully and ensure that your idea is a good fit with the sponsors’ priorities. Be certain the scope of the project falls within your capabilities, Institutional resources, and Paine’s Core Values.

Before you begin working on the proposal, you will need to secure Institutional approval. This is accomplished by completing an Intent to Submit Form and turning it in to OSP. The form requires signatures from you (the PI), your immediate supervisor, or the appropriate Dean and Vice President. The form can be found on the OSP web site. Once that is out of the way, it is time to familiarize yourself with the grant application. Review the guidelines carefully, highlight and make note of important information, even contact the agency directly if you have questions or need clarification.

The next order of business is to write the grant proposal narrative. Organize the narrative to follow the review criteria. Be sure to write clearly, concisely and correctly. Follow the application guidelines very carefully. Sponsors are serious about font size, margins, and page limits. Once the narrative is complete, you can begin to build the budget. Keep in mind that the budget is the financial picture of your project narrative and should directly reflect what you have written in your proposal. Be sure to adhere to sponsor and College guidelines along the way (OSP is here to help with that if you need it). Most grants require a written budget justification, so be prepared to explain all calculations and give as many details about costs as possible. It is a good idea to get OSP involved in the process early — remember the five day rule! Budgets need to be approved by the Office of Fiscal Affairs before they are submitted, so it is important to get started early! When all components of the proposal are completed (i.e. Narrative, Budget, MOUs, Letters of Support, etc.), OSP will take responsibility for submitting the application package to the sponsoring agency. Once the application is sent, our funding fate is in the reviewer’s hands. There is not much to do but wait to see if we celebrate or need to “follow up.” If the proposal is funded, we celebrate and begin making plans to implement the project (i.e. This involves the post award process, which is described on the OSP web site and will be discussed in the next issue of OSP Funding News). If the proposal is not selected for funding, we will “follow up” and request reviewer comments and feedback from the sponsor. Don’t get discouraged; proposals that go unfunded still should serve as lessons to improve our grant proposal writing skills and strengthen our next grant seeking effort. For any additional information concerning the grant process, go to the OSP web site or contact Gino Clark at grant@painecollege.edu or 706-396-8119 or drop by Haygood-Holeay Hall, room 418.

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### Grant Submission Policies and Procedures

I found a grant. Now what? “How do I apply for this grant?”

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### New NSF Guidelines

The National Science Foundation issued a new Grant Proposal Guide (GPG) effective Jan.18, 2011. This guide provides critical instructions regarding requirements for NSF proposals.

Two of the major changes included in the update are 1) that FastLane will no longer permit submissions of proposals without a Data Management Plan; and 2) that the inclusion of voluntary cost sharing is now prohibited (yes!). This guide is required reading for every PI and can answer many questions not addressed in the solicitation. You can download a copy from www.fastlane.org or from the Paine College OSP web site at http://www.paine.edu/documents.aspx?dp=SP09NSFR.

Following a grant competition, most Federal agencies will provide unsuccessful applicants with “Reviewers’ Comments” offering some sense of why a particular grant application may not have been funded. Here is what they generally reveal:

- Proposal Writing Pitfalls
  - Not following instructions
  - Not thinking about the target audience
  - Not placing the proposed project in context of other work in the discipline
  - Not having the proposal reviewed before submission
  - Waiting until the last minute to write a proposal

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### Indirect Costs

Indirect Costs are a mystery to many proposal writers. These costs, also known as facility and administrative (F&A) costs, are allowable expenses that may be charged to a grant that are incurred for common objectives that cannot be readily identified specifically with a sponsored project.

In other words, these funds are for things like office space, copies, phone service, etc. In order to simplify things, most Academic Institutions negotiate a rate with the Feds to determine how much can be charged to indirect cost. Paine College has a negotiated rate with the U.S. Department of Health and Human Services of 42% of Salaries and Wages. Even though we have an established indirect cost rate, the grant application instructions will have the final say on what is actually allowed.

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### Tips - This Issue’s Q&A on Budgets

**Q:** What is meant by “cost-sharing” or “matching funds” and what does it mean to you?

A: On occasion, sponsor organizations will require cost-sharing as a condition of receipt of a grant award. Some organizations may make subtle distinctions between “cost sharing” versus “matching funds” or “induced contributions.” However, each of these terms refer to project related expenses for which we – the College – are ultimately responsible.

Cost sharing can be a difficult aspect of preparing a budget. For this reason, it is important to distinguish whether cost-sharing is voluntary or considered a basic eligibility requirement for submitting a proposal. This will be clearly indicated in the program instructions. It is also critical to determine the Paine College OSP as early as possible, because budgets with cost-sharing included may require reassessment and approval from any number of appropriate College officials for use of limited institutional resources.

Luckily, many of the Federal programs waive the cost share requirement for HBCUs, but many others will still require a match, so check the guidelines carefully.

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### Proposals Submitted in FY 2010 - 2011

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<th>Natural Science &amp; Math</th>
<th>Social Sciences</th>
<th>Humanities</th>
<th>Business Administration</th>
<th>Information Technology</th>
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### Number of Grants Awarded

#### FY 2010 - 2011

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#### FY 2010 - 2011

**$5.5 Million**

### New Grant Dollars Proposed

**FY 2010 – 2011

**$7.8 Million**

**Proposal Writing Pitfalls**

- **Not following instructions**
- **Not thinking about the target audience**
- **Not placing the proposed project in context of other work in the discipline**
- **Not having the proposal reviewed before submission**
- **Waiting until the last minute to write a proposal**